



A Fortunate Place



Shire of Wickepin

Minutes

Ordinary Meeting of Council

Council Chambers, Wickepin

15 NOVEMBER 2017

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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 15 November 2017**

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

President	Cr JA Russell
Deputy President	Cr WA Astbury
Councillor	Cr F Allan
Councillor	Cr S Martin
Councillor	Cr A Lansdell
Councillor	Cr GCL Hinkley
Councillor	Cr SJ Hyde
Councillor	Cr N Astbury
Chief Executive Officer	Mr MJ Hook
Deputy Chief Executive Officer	Mrs NA Manton
Manager of Works	Mr P Vlahov
Executive Support Officer	Ms LJ Marchei (Minute Taker)

Leave of Absence (Previously Approved)

Apologies

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

4.1 Election of Shire President

The CEO called for nominations for Shire President.

Cr W Astbury nominated Cr Russell, Cr Russell accepted the nomination verbally.

There being no further nominations Cr Russell was elected as Shire President of the Shire of Wickepin for the ensuing two years.

Shire President Cr Russell made the declaration of office before Natalie Manton JP.

4.2 Election of Deputy Shire President

Cr Russell took the chair as the Presiding Member and called for nominations for the position of Deputy Shire President.

Cr Martin nominated Cr W Astbury, Cr W Astbury accepted the nomination verbally.

There being no further nominations Cr W Astbury was elected as Deputy Shire President of the Shire of Wickepin for the ensuing two years.

Deputy Shire President Cr W Astbury made the declaration of office before Natalie Manton JP.

The CEO drew lots for seating arrangement.

The DCEO left the meeting at 3.40pm.

4.3 Appointment of Standing Committees of Council

4.3.1 Governance, Audit and Community Services Committee

Previous Committee Members:

- Cr Allan Lansdell
- Cr Steven Martin
- Cr Julie Russell
- Cr Gerri Hinkley
- Cr Fran Allan
- Cr Wes Astbury
- Cr Grayden Lang
- Cr Ross Easton

Presiding Member to call for nominations to the Governance, Audit and Community Services Committee.

Resolution No 151117-01

Moved Cr Lansdell / Seconded Cr Hinkley

That the following appointments to the Governance, Audit and Community Services Committee be endorsed:

- Cr Allan Lansdell
- Cr Steven Martin
- Cr Julie Russell
- Cr Gerri Hinkley
- Cr Fran Allan
- Cr Wes Astbury
- Cr Sarah Hyde
- Cr Nathan Astbury

Carried 8/0 by Absolute Majority

4.3.2 Australia Day Committee

Previous Committee Members:

- Cr Allan Lansdell
- Cr Ross Easton

- Cr Julie Russell
- Cr Fran Allan

Presiding Member to call for nominations to the Australia Day Committee.

Resolution No 151117-02

Moved Cr Allan / Seconded Hinkley

That the following appointments to the Australia Day Committee be endorsed:

- Cr Fran Allan
- Cr Wes Astbury
- Cr Julie Russell
- Cr Allan Lansdell

Carried 8/0 by Absolute Majority

The DCEO returned to the meeting at 3.46pm.

4.3.3 Townscape and Cultural Planning Committee

Previous Committee Members:

- Cr Allan Lansdell
- Cr Fran Allan
- Kevin Coxon
- Lee Parker
- Leah Taylor
- Margaret Fleay
- Murray Lang
- Sue Astbury
- Jean Chalmers
- Jodi Thompson

Nominations received from members of public:

- Lee Parker
- Leah Taylor
- Kevin Coxon
- Cr Fran Allan
- Sue Astbury
- Ted Astbury
- Cr Allan Lansdell
- Kym Smith
- Jodi Thompson
- Ammers Miley
- Paige Leeson
- Tim Cowcher

Presiding Member to call for nominations to the Townscape and Cultural Planning Committee.

Resolution No 151117-03
Moved Cr Allan / Seconded Cr Martin

That the following appointments to the Townscape and Cultural Planning Committee be endorsed:

- Cr Allan Lansdell
- Cr Sarah Hyde
- Lee Parker
- Leah Taylor
- Kevin Coxon
- Cr Fran Allan
- Sue Astbury
- Ted Astbury
- Kym Smith
- Jodi Thompson
- Ammers Miley
- Paige Leeson
- Tim Cowcher

Carried 8/0 by Absolute Majority

Resolution No 151117-04
Moved Cr Allan / Seconded Cr Hyde

That the Townscape and Cultural Planning committee meeting is held quarterly as per the following schedule:

- 7 March 2018
- 13 June 2018
- 12 September 2018
- 14 November 2018

Carried 8/0 by Absolute Majority

4.3.4 Lifestyle Retirement Committee

Previous Committee Members:

- Cr Fran Allan
- Cr Allan Lansdell
- Murray Lang
- Syd Martin
- Karen Williamson
- Colin Hemley
- Audrey Bird
- Coleen Thompson

Nominations received from members of public:

- Syd Martin
- Cr Fran Allan
- Cr Allan Lansdell
- Murray Lang
- Coleen Thompson
- Colin Hemley
- Audrey Bird
- Kevin Coxon
- Leanne Smith
- Chris Lozenicins

Presiding Member to call for nominations to the Lifestyle Retirement Committee.

Resolution No 151117-05

Moved Cr Hyde / Seconded Cr Allan

That the following appointments to the Lifestyle Retirement Committee be endorsed:

- Syd Martin
- Cr Fran Allan
- Cr Allan Lansdell
- Murray Lang
- Coleen Thompson
- Colin Hemley
- Audrey Bird
- Kevin Coxon
- Leanne Smith
- Chris Lozenicins

Carried 8/0 by Absolute Majority

Resolution No 151117-06

Moved Cr W Astbury / Seconded Cr Lansdell

That the Lifestyle Retirement committee meeting is held quarterly as per the following schedule:

- 14 February 2018
- 9 May 2018
- 8 August 2018
- 14 November 2018

Carried 8/0 by Absolute Majority

4.3.5 Central Country Zone WALGA

Previous Council delegates:

- Cr Wes Astbury
- Cr Julie Russell

Presiding Member to call for nominations of delegates to Central Country Zone WALGA.

Resolution No 151117-07

Moved Cr Lansdell / Seconded Cr Hinkley

That the following delegates be appointed to Central Country Zone WALGA:

- Cr Wes Astbury
- Cr Julie Russell

Carried 8/0 by Absolute Majority

4.3.6 Regional Road Group

Previous Council delegates:

- Cr Allan Lasndell
- Cr Julie Russell

Presiding Member to call for nominations of delegates to Regional Road Group.

Resolution No 151117-08

Moved Cr W Astbury / Seconded Cr Allan

That the following delegates be appointed to Regional Road Group:

- Cr Allan Lasndell
- Cr Julie Russell

Carried 8/0 by Absolute Majority

4.3.7 Wheatbelt Joint Development Assessment Panel

Previous Council delegates:

- Cr Allan Lansdell (Member)
- Cr Ross Easton (Member)
- Cr Julie Russell (Alternate Member)
- Cr Gerri Hinkley (Alternate Member)

Presiding Member to call for nominations of delegates to Wheatbelt Joint Development Assessment Panel.

Resolution No 151117-09

Moved Cr Martin / Seconded Cr W Astbury

That the following delegates be appointed to Wheatbelt Joint Development Assessment Panel:

- Cr Allan Lansdell (Member)
- Cr Wes Astbury (Member)
- Cr Julie Russell (Alternate Member)
- Cr Nathan Astbury (Alternate Member)
- Cr Sarah Hyde (Alternate Member)

Carried 8/0 by Absolute Majority

4.3.8 Great Southern Regional Waste Group

Previous Council delegates:

- Cr Allan Lansdell
- Cr Ross Easton (Member)

Presiding Member to call for nominations of delegates to Wagin Regional Waste Group.

Resolution No 151117-10

Moved Cr Hinkley / Seconded Cr Hyde

That the following delegates be appointed to Wagin Regional Waste Group:

- Cr Allan Lansdell
- Cr Nathan Astbury

Carried 8/0 by Absolute Majority

4.3.9 Cuballing/Wickepin Joint Local Emergency Management Committee (LEMC)

Previous Council delegates:

- Cr Wes Astbury
- Cr Julie Russell

Presiding Member to call for nominations of delegates to the Joint Local Emergency Management Committee (LEMC).

Resolution No 151117-11**Moved Cr Lansdell / Seconded Cr Allan**

That the following delegates be appointed to the Joint Local Emergency Management Committee (LEMC):

- Cr Wes Astbury
- Cr Julie Russell

Carried 8/0 by Absolute Majority**4.3.10 Living Lakes Initiative**

Previous delegates:

- Representatives/Co- Coordinators - Ian & Sara Hills
- Shire Representatives – CEO Mr Mark Hook, Cr Grayden Lang, Cr Ross Easton and Mrs Natalie Manton
- Facey Group Representative – Sarah Hyde
- Surrounding Farmers - Ken Beattie - Farmer on west side and south of Lake, Morris (Whippy) Dawes - Farmer on east and south side of Lake
- Yealering Progress Association President
- Town Representative - Matthew Pockran

Presiding Member to call for nominations of delegates to Living Lakes Initiative.

Resolution No 151117-12**Moved Cr N Astbury / Seconded Cr Hyde**

That the following delegates be appointed to Living Lakes Initiative:

- Representatives/Co-ordinators - Ian & Sara Hills
- Shire Representatives – CEO Mr Mark Hook, DCEO Mrs Natalie Manton, Cr Allan Lansdell, Cr Fran Allan
- Facey Group Representative – Sarah Hyde
- Surrounding Farmers - Ken Beattie - Farmer on west side and south of Lake, Morris (Whippy) Dawes - Farmer on east and south side of Lake, Lindsay Corke, Ben Lally, Brian Shipley
- Yealering Progress Association President
- Town Representative – Matthew Pockran

Carried 8/0 by Absolute Majority

4.3.11 Grain Freight Network – Wheatbelt Railway Retention Alliance

Previous Council delegates:

- Cr Ross Easton
- Cr Julie Russell
- Cr Allan Lansdell

Presiding Member to call for nominations of delegates to Grain Freight Network – Wheatbelt Railway Retention Alliance.

Resolution No 151117-13

Moved Cr W Astbury / Seconded Cr Allan

That the following delegates be appointed to the Grain Freight Network – Wheatbelt Railway Retention Alliance:

- Cr Julie Russell
- Cr Allan Lansdell

Carried 8/0 by Absolute Majority

4.3.12 Central Agcare

Previous Council delegates:

- Cr Fran Allan

Presiding Member to call for nominations of delegates to Central Agcare.

Resolution No 151117-14

Moved Cr Hinkley / Seconded Cr Hyde

That the following delegates be appointed to Central Agcare:

- Cr Fran Allan

Carried 8/0 by Absolute Majority

4.3.13 Albert Facey Homestead Committee

Previous Committee Members:

- Cr Grayden Lang
- Dave Astbury
- Charlotte Astbury
- Libby Heffernan
- Linley Rose
- Helen Warrilow
- Margaret Fleay
- Luci Satori

Nominations received from members of public:

- Dave Astbury
- Charlotte Astbury
- Libby Heffernan
- Linley Rose
- Helen Warrilow
- Margaret Fleay
- Luci Satori
- Karen Rushton

Presiding Member to call for nominations of delegates to the Albert Facey Homestead Committee.

Resolution No 151117-15

Moved Cr Hyde / Seconded Cr W Astbury

That the following delegates be appointed to Albert Facey Homestead Committee:

- Dave Astbury
- Charlotte Astbury
- Libby Heffernan
- Linley Rose
- Helen Warrilow
- Margaret Fleay
- Luci Satori
- Karen Rushton

Carried 8/0 by absolute majority

Resolution No 151117-16**Moved Cr Hinkley / Seconded Cr Allan**

That the Albert Facey Homestead committee meeting is held quarterly as per the following schedule:

- 12 February 2018
- 7 May 2018
- 6 August 2018
- 5 November 2018

Carried 8/0 by Absolute Majority

5. **Declarations of Councillor's and Officer's Interest**
6. **Confirmation of Minutes – Ordinary Meeting of Council – 18 October 2017**

Resolution No 151117-17**Moved Cr W Astbury / Seconded Cr Allan**

That the minutes of the Ordinary Council meeting held on Wednesday 20 September 2017 be confirmed as a true and correct record.

Carried 8/0

7. **Receival of Minutes**

7.1 Albert Facey Homestead Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Taylor, Executive Support Officer
File Reference:	CR.MEE.208
Author:	Leah Taylor, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	9 November 2017

Enclosure / Attachment:

Minutes of the Albert Facey Homestead Committee Meeting held on Monday 6 November 2017.

Background:

The Albert Facey Homestead Committee Meeting was held on Monday 6 November 2017.

Comment:

Section 5.22 of the Local Government Act 1995 provides that minutes of all meeting 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: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the Minutes of the Albert Facey Homestead Committee Meeting held on Monday 7 August 2017 be received.

Voting Requirements: Simple majority.

Resolution No 151117-18

Moved Cr Hinkley / Seconded Cr Hyde

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

Carried 8/0

7.2 Townscape & Cultural Planning Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Taylor, Executive Support Officer
File Reference:	CR.MEE.208
Author:	Leah Taylor, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	9 November 2017

Enclosure / Attachment:

Minutes of the Townscape & Cultural Planning Committee Meeting held on Wednesday 8 November 2017.

Background:

The Townscape & Cultural Planning Committee Meeting was held on Wednesday 8 November 2017.

Comment:

Section 5.22 of the Local Government Act 1995 provides that minutes of all meeting 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: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the Minutes of the Townscape & Cultural Planning Committee Meeting held on Wednesday 8 November 2017 be received.

Voting Requirements: Simple majority.

Resolution No 151117-18

Moved Cr Hinkley / Seconded Cr Hyde

That the recommendations listed under agenda items 7.1 to 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
841-190717-09	Sewerage System Capacity – New Dam	CEO	That Council construct a new sewerage holding dam located in the Shire of Wickepin subdivision located on the east side of the Wickepin Harrismith Road, including pipes, fittings and pumping facility at a cost of \$15,500.	○	Construction to commence soon.
886-181017-03	Replacement of Facey Group 2015 Holden Colorado LTZ Dual Cab Ute WK701	CEO	That the quotation for a new Ranger 2017 Double PU XLT for a change over price of \$20,000 (inc. GST) with the following accessories from Southwest Vehicle Group be accepted by Council: Load mat Standard Towing Package Standard Adaptive Cruise Control 800.00 Seat covers 385.00 12v plug Standard Tint Nudge Bar 1135.00 Rubber mats 225.00 Canopy 4230.00 Light bar 625.00 Tubliner Standard Rubber tub mat Standard	✓	Will be delivered During week commencing 13 November 2017.
887-181017-04	Restricted Access Vehicle Permits – Richter Street	CEO	That the Shire of Wickepin requests Main Roads WA Heavy Vehicle Services to add the portion of Richter Street Wickepin from the Pingelly Wickepin Road to the Wickepin Saleyards access, Lot 47 to the Restricted Access Vehicles Network 4 Permit Network.	✓	Letter sent.
888-181017-08	Dual Fire Control Officers 2017/18 – Shire of Dumbleyung	CEO	That Council appoints Ken Wright as Dual Fire Control Officer from the Shire of Dumbleyung for the 2017/2018 fire season, subject to the officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.	✓	Letter sent.
889-181017-09	Wickepin Netball Club – Seating Court Side WCC	CEO	1. That Council purchase Four (4) Exteria 1.8 metres Stadium Bench Seating with heavy duty, fully enclosed aluminium slats in tough clear anodised finish at a cost of \$1,108 plus fitting. 2. That the Wickepin Netball Club contribute \$500 towards the seating.	✓	Seats ordered with Exteria.
890-181017-10	Annual Report 2016/17	CEO	That Council receives the 2016/17 Annual Report and Audited Financial Statements;	✓	

Item	Subject/Action	Officer/ File	Progress	Status	Comment
			auditor's report and management report for the year ended 30 June 2017. That the annual electors meeting be held on 15 November 2017 at 6.00 pm.	✓	
891-181017-11	2017 Regional Christmas Trading Extensions	CEO	That Council advise the Department of Commerce that Council requests extended trading hour's for general retail shops within the Shire of Wickepin for the 2017/2018 Christmas New Year Period.	✓	

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

Manager of Works Mr Peter Vlahov entered the meeting at 4.19pm.

Technical Services

10.1.01 – Manager Works and Services Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Peter Vlahov, Manager Works & Services
File Reference:	CM.REP.1
Author:	Peter Vlahov, Manager Works & Services
Disclosure of any Interest:	Nil
Date of Report:	8 November 2017

Enclosure / Attachment: Nil

Background: Nil

Comment:

Programmed Construction Works

- The construction team is currently working on the Pingelly Wickepin Road and is approximately 50% completed.
- Works have also begun on the Wickepin North Rd widening.

Plant Replacement

- Tenders for the purchase of a motor grader and a maintenance truck have been advertised.
- Truck body has been supplied for truck WK 2433.

Maintenance Works

- Grading various roads.
- Pot hole patching.
- Waste transferred from outer refuse sites.
- Rubbish tip maintenance.
- Various fallen trees.
- Culvert cleaning various roads.
- Signage maintenance.
- Guide posting maintenance.
- Begin vegetation pruning program.
- Repair culverts Dwelludine Rd.
- Various ongoing and general maintenance.
- Install bird barriers at Wickepin Community Centre.
- Repair plumbing at Arts and Crafts building.
- Replace taps at Wickepin Caravan Park.
- Install new door at Harrismith Golf Club.

Occupational Health and Safety

- Two minor injuries have been sustained.

Workshop

- Research and evaluation of new machinery purchases.
- Repair standpipes throughout the shire.

- Service all gardening equipment.
- Replace tyres on various items of plant.
- Assist with building maintenance issues.
- Chainsaw maintenance.
- Ongoing servicing and general repairs.
- Replace concrete quick cut saw.
- Ongoing research on various legal requirements regarding truck weights and measures.

Parks and Gardens

- Install pressure control unit at oval reticulation system.
- Prune street trees various.
- Weed control.
- Oval maintenance.
- General mowing.
- Reticulation repairs and maintenance.
- Maintenance and pumping at the sewer ponds.
- Plant screen trees at Wickepin refuse site.
- Assist with preparations for the Lake Yealering Regatta.

Statutory Environment: Local Government Act 1995

Policy Implications: Not applicable

Financial Implications: Not applicable

Strategic Implications: Not applicable

Summary: Not applicable

Recommendation:

That council notes the report from the Manager of Works and Services dated 8 November 2017.

Voting Requirements: Simple majority

Resolution No 151117-19

Moved Cr Hinkley / Seconded Cr Hyde

That council notes the report from the Manager of Works and Services dated 8 November 2017.

Carried 8/0

Technical Services

10.1.02 - Tender for the Supply of one Medium Tray Body Truck

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Peter Vlahov Works Manager
File Reference:	PS.TEN.2110
Author:	Peter Vlahov Works Manager
Disclosure of any Interest:	Nil
Date of Report:	9 November 2017

Enclosure / Attachment: Nil

Background:

The Manager of Works requested tenders for the supply of one medium tray body truck as per the 2017 – 2018 Plant Replacement Budget. Tenders were submitted via the WALGA Preferred Supplier E Quotes System.

Comment:

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

Due to Main Roads WA weights and measures regulations, Council is required to go to a higher GVM rated vehicle that we currently operate in order to comply legally with current regulations while towing the skid steer and various other items of plant.

As can be seen by the specifications and prices submitted, the Hino 920 will comply with budget parameters and all legal requirements.

SHIRE OF WICKEPIN - Tenders Received									
2017/18 Budget Change Over GST Exempt \$60,000									
Number	Dealer Particulars	Machine Make	Machine Model	GVM	Warranty	Delivery Time	Tendered Purchase Price (GST inc)	Nett Changeover (GST Inc)	Nett Changeover (GST Ex)
1	WA Hino	Hino	716	6,500	3 years	In stock	\$72,567	\$57,567	\$52,334
2	WA Hino	Hino	716 non factory body	6,500	3 years	In stock	\$74,589	\$59,589	\$54,172
3	WA Hino	Hino	920 Trade Ace	8,500	3 years	In stock	\$80,978	\$65,978	\$59,980
4	South West Isuzu	Isuzu	FRRED - 816	10,700	3 years	In stock	\$89,166	\$67,166	\$61,060
5	South West Isuzu	Isuzu	NNR65-150	10,700	3 years	In stock	\$71,522	\$49,522	\$45,020
6	Daimler Trucks	Fuso	Canter 815	7,500	3 years	In stock	\$ 76,329	\$ 60,819	\$ 55,290
7	Daimler Trucks	Fuso	Canter 918	8,550	3 years	In stock	\$ 81,664	\$ 66,154	\$ 60,140

Truck Medium Tray Body													
CRITERION	A		B		C		D		E		TOTAL SCORE	Ranking	
	Compliant		Price		Availability		Experience		Warranty				
	GVM		Within Budget		Within 8 Weeks		Backup and service		Type				
	Horsepower						Operator Comfort						
	weighting	30%	weighting	30%	weighting	10%	weighting	20%	weighting	10%			
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score		weighted score	
Hino 716 with factory tray	3.0	18.0	5.0	30.0	5.0	10.0	5.0	20.0	5.0	10.0		88.00	6
Hino 816 with factory tray	4.0	24.0	5.0	30.0	5.0	10.0	5.0	20.0	5.0	10.0		94.00	4
Fuso 815	3.0	18.0	5.0	30.0	5.0	10.0	4.0	16.0	4.0	8.0		82.00	5
Isuzu FRRED - B16 manual transmission	5.0	30.0	4.0	24.0	5.0	10.0	5.0	20.0	4.0	8.0		92.00	3
Hino 920 manual transmission	5.0	30.0	5.0	30.0	5.0	10.0	5.0	20.0	5.0	10.0		100.00	1
Hino 921 auto transmission	5.0	30.0	4.0	24.0	5.0	10.0	5.0	20.0	5.0	10.0		94.00	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											

The Manager of Works recommends the purchase of the Hino 920 300 Series Trade Ace from WA Hino at a changeover price of \$59,980 excl GST.

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:

- an emergency situation as defined by the Local Government Act 1995;
- 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.
- 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;
- the purchase is under auction that has been authorised by Council;
- the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- any of the other exclusions under Regulation 11 of the Local Government (Functions and General) Regulations 1996 apply.
- Determining purchasing value is to be based on the following considerations:
 - The actual or expected value of a contract over the full contract period (including all options to extend); or
 - 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:

Purchasing Thresholds (ex GST)	Purchasing Requirements
Up to \$1,000	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. OR 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.
\$1,000 - \$39,999	Obtain at least 3 written quotations (e.g. email, fax or original copy).

	<p><i>OR</i></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><i>OR</i></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><i>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.</i></p> <p><i>OR</i></p> <p><i>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.</i></p>

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:

- *a public Tender process; or*
- *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:

- *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.

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:

- a brief description of the goods or services required;*

- information as to where and how Tenders may be submitted;
- the date and time after which Tenders cannot be submitted; and
- 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:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations (see Request for Quotation process on page 6);
- the specification for goods and/or services remains unchanged; and
- 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 quotations.*

Financial Implications:

Changeover of \$59,980 excl GST is \$20 under the 2017/2018 budget estimate of \$60,000 GST exclusive net change over.

Strategic Implications: Not applicable.

Summary:

Council is being requested to accept the E quote received from WA Hino for the purchase of one Hino 920 Trade Ace medium body truck with the following options at a tendered changeover price of \$59,980 excl GST with the following accessories:

Ski bar to roof	380.00
2 x LED amber beacons	720.00
Tow bar with 50mm ball	960.00
Canvas seat covers	380.00
Rubber mats	220.00
Window tint	280.00
Stoneguard	650.00
Kevrek 1000s fitted	9,850.00
Upgrade left rear spring	720.00
TX3500 UHF	810.00

Recommendation:

That Council accept the E quote from WA Hino for the purchase of one Hino 920 Trade Ace medium body truck at a tendered change over price of \$59,980 excl GST with the following accessories:

Ski bar to roof	380.00
2 x LED amber beacons	720.00
Tow bar with 50mm ball	960.00
Canvas seat covers	380.00
Rubber mats	220.00
Window tint	280.00
Stoneguard	650.00
Kevrek 1000s fitted	9,850.00
Upgrade left rear spring	720.00
TX3500 UHF	810.00

Voting Requirements: Absolute majority

Resolution No 151117-20

Moved Cr Lansdell / Seconded Cr Hyde

That Council accept the E quote from WA Hino for the purchase of one Hino 920 Trade Ace medium body truck at a tendered change over price of \$59,980 excl GST with the following accessories:

Ski bar to roof	380.00
2 x LED amber beacons	720.00
Tow bar with 50mm ball	960.00
Canvas seat covers	380.00
Rubber mats	220.00
Window tint	280.00
Stoneguard	650.00
Kevrek 1000s fitted	9,850.00
Upgrade left rear spring	720.00
TX3500 UHF	810.00

Carried 8/0 Absolute Majority

Technical Services

10.1.03 - Tender for the Supply of one Motor Grader

Submission To: Ordinary Council
 Location / Address: Whole Shire
 Name of Applicant: Peter Vlahov Works Manager
 File Reference: PS.TEN.2110
 Author: Peter Vlahov Works Manager
 Disclosure of any Interest: Nil
 Date of Report: 9 November 2017

Enclosure / Attachment: Nil

Background:

The Manager of Works requested tenders for the supply of one Motor Grader as per the 2017 – 2018 Plant Replacement Budget. Tenders were submitted via the WALGA Preferred Supplier E Quotes System.

Comment:

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

SHIRE OF WICKEPIN - Tenders Received								
2017/18 Budget Change Over GST Exempt \$263,000								
Number	Dealer Particulars	Machine Make	Machine Model	Warranty	Delivery Time	Tendered Purchase Price (GST inc)	Nett Changeover (GST Inc)	Nett Changeover (GST Ex)
1	Komatsu Australia	Komatsu	GD655	3 years 2000hrs free	8 weeks	\$385,550	\$264,550	\$240,500
2	Komatsu Australia	Komatsu	GD555	3 years 2000hrs free	8 weeks	\$378,950	\$257,950	\$234,500
4	Hitachi Construction	Deere	670 G	3 years	12 weeks	\$365,200	\$288,200	\$262,000
5	Westrac	CAT	12M	3 years	8 weeks	\$370,370	\$265,870	\$241,700

Supply one Motor Grader													
CRITERION	A		B		C		D		E		TOTAL SCORE	Ranking	
	Compliant		Price		Availability		Experience		Warranty				
	current model		Within Budget		within five months		Backup and service		Type				
	Horsepower		includes all options				Operator Comfort		computer tracking				
	weighting	30%	weighting	20%	weighting	10%	weighting	20%	weighting	20%			
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score		weighted score	
Komatsu 555	4.0	24.0	5.0	20.0	4.0	8.0	4.0	16.0	5.0	20.0		88.00	4
Komatsu 655	5.0	30.0	4.0	16.0	4.0	8.0	4.0	16.0	5.0	20.0		90.00	3
Hitachi Deere 670G	5.0	30.0	4.0	16.0	3.0	6.0	5.0	20.0	5.0	20.0		92.00	2
Westrac Cat 12m	5.0	30.0	5.0	20.0	5.0	10.0	5.0	20.0	5.0	20.0		100.00	1
	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											

The Manager of Works recommends the purchase of the CAT 12M at a changeover price of \$241,700 excl GST.

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:

- an emergency situation as defined by the Local Government Act 1995;
- 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.
- 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;
- the purchase is under auction that has been authorised by Council;
- the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- any of the other exclusions under Regulation 11 of the Local Government (Functions and General) Regulations 1996 apply.
- Determining purchasing value is to be based on the following considerations:
- The actual or expected value of a contract over the full contract period (including all options to extend); or

- *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:

Purchasing Thresholds (ex GST)	Purchasing Requirements
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><i>OR</i></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><i>OR</i></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><i>OR</i></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>

<p>\$100,000 and above</p>	<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:

- a public Tender process; or
- 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:

- 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.

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:

- a brief description of the goods or services required;
- information as to where and how Tenders may be submitted;
- the date and time after which Tenders cannot be submitted; and
- 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:

- a sufficient number of quotations are obtained;*
- the process follows the guidelines for seeking quotations (see Request for Quotation process on page 6);*
- the specification for goods and/or services remains unchanged; and*
- 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 quotations.*

Financial Implications:

Changeover of \$241,700 excl GST is \$21,300 under the 2017/2018 budget estimate of \$263,000 GST exclusive net change over.

Strategic Implications: Not applicable.

Summary:

Council is being requested to accept the E quote received from Westrac for the purchase of one CAT 12M grader at a net changeover price of \$241,700 excl GST with the following options:

- Supply tyre inflation kit
- Supply & install GME UHF Radio
- Supply spare tyre & rim
- Supply & install no2 slope meter
- Supply & install signwriting
- Supply & install sharq adaptor plate and sharq cutting edges
- Supply & install guards over headlights
- Supply & install amber beacons (two)
- Supply & install 9kg fire extinguisher
- Supply & install 1kg fire extinguisher
- 157-0674 supply metric tool kit
- Supply & install seat cover/cushion
- Supply & install window tinting
- 12 months concessional license
- Full set of books

Recommendation:

That Council accept the E quote received from Westrac for the purchase of one CAT 12M grader at a net changeover price of \$241,700 excl GST with the following options:

- Supply tyre inflation kit
- Supply & install GME UHF Radio
- Supply spare tyre & rim
- Supply & install no2 slope meter
- Supply & install signwriting
- Supply & install sharq adaptor plate and sharq cutting edges
- Supply & install guards over headlights
- Supply & install amber beacons (two)
- Supply & install 9kg fire extinguisher
- Supply & install 1kg fire extinguisher

- 157-0674 supply metric tool kit
- Supply & install seat cover/cushion
- Supply & install window tinting
- 12 months concessional license
- Full set of books

Voting Requirements: Absolute majority

Resolution No 151117-21

Moved Cr Lansdell / Seconded Cr W Astbury

That Council accept the E quote received from Westrac for the purchase of one CAT 12M grader at a net changeover price of \$241,700 excl GST with the following options:

- Supply tyre inflation kit
- Supply & install GME UHF Radio
- Supply spare tyre & rim
- Supply & install no2 slope meter
- Supply & install signwriting
- Supply & install sharq adaptor plate and sharq cutting edges
- Supply & install guards over headlights
- Supply & install amber beacons (two)
- Supply & install 9kg fire extinguisher
- Supply & install 1kg fire extinguisher
- 157-0674 supply metric tool kit
- Supply & install seat cover/cushion
- Supply & install window tinting
- 12 months concessional license
- Full set of books

Carried 8/0 Absolute Majority

Governance, Audit and Community Services

10.2.01 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton - Deputy Chief Executive Officer
File Reference:	FM.FR.1212
Author:	Natalie Manton - Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	3 November 2017

Enclosure / Attachment: Listed below & attached (monthly report).

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

Comment: 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

Recommendation: That the financial statements tabled for the period ending 31 October 2017 as presented be received.

Voting Requirements: Simple majority

Resolution No 151117-22

Moved Cr Allan / Seconded Cr N Astbury

That the financial statements tabled for the period ending 31 October 2017 as presented be received.

Carried 8/0

Governance, Audit and Community Services

10.2.02 – List of Accounts

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Amanda Smith – Finance Officer
File Reference:	FM.BA.1201
Author:	Amanda Smith – Finance Officer
Disclosure of any Interest:	Financial
Date of Report:	1 November 2017

Enclosure / Attachment: List of Accounts

Background: List of Accounts remitted during the period 1 October 2017 to 31 October 2017.

	<u>Vouchers</u>	<u>Amounts</u>
Municipal Account		
EFT	7793 – 7868, 7872 – 7882	\$ 198,040.63
Cheques	15470 – 15476	\$ 5,440.36
Payroll	October	\$ 94,283.75
Superannuation	October	\$ 12,460.30
Credit Card		\$ 697.00
Direct Deductions		\$ 8,210.48
Trust		
EFT	7869 – 7871	\$ 240.00
Cheques	1293 – 1294	\$ 470.00
	TOTAL	<u>\$ 319,842.52</u>

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.

Comment: 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 3.1.8 - Cheque Issue

Strategic Implications: Not applicable

Recommendation: That Council acknowledges that payments totalling **\$319,842.52** 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 151117-23

Moved Cr Allan / Seconded Cr Martin

That Council acknowledges that payments totalling **\$319,842.52** 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

List of Accounts Due & Submitted to Committee
October 2017

Chq/EFT	Date	Name	Description	Muni	Trust
1293	30/10/2017	Avon & Hills Carriage Driving Club	Reimburse Centenary Celebration Dinner		\$390.00
1294	30/10/2017	Nathan Stewart Astbury	Refund Council Nomination Fee		\$ 80.00
EFT7793	4/10/2017	Brialee Farms	Gravel for Elsinor & Wogolin Sth Rds	\$ 4,000.00	
EFT7794	4/10/2017	Best Office Systems	Konica Minolta Copier Charges to 23/9/17	\$ 837.19	
EFT7795	4/10/2017	CJD Equipment Pty Ltd	Hose for WK475	\$ 152.80	
EFT7796	4/10/2017	Cutting Edges Pty Ltd	Grader Blades for WK518	\$ 1,268.53	
EFT7797	4/10/2017	Yealering Agparts & Repairs	Gas for Yea Cvn Pk & Yea Hall	\$ 260.00	
EFT7798	4/10/2017	CSE Crossman	Radio Antennas for WK248, WK706 & WK2473	\$ 186.15	
EFT7799	4/10/2017	Dews Excavations	Culvert Repairs & Drain Cleaning	\$ 2,948.00	
EFT7800	4/10/2017	Frank Weston & Co	Nuts & Bolts for WK813	\$ 28.69	
EFT7801	4/10/2017	Hancocks Home Hardware	Shower Heads for WK Public Toilets	\$ 80.00	
EFT7802	4/10/2017	J R & A Hersey Pty Ltd	Guide Posts, Delineators, Road Paint & Protective Equipment	\$ 2,358.91	
EFT7803	4/10/2017	Kels Tyres	Tyres for WK475	\$ 1,760.00	
EFT7804	4/10/2017	Landmark Engineering & Design Pty Ltd	Bench for Johnston Park Development	\$ 1,249.60	
EFT7805	4/10/2017	Local Government Professionals Australia WA	Annual State Conference 2017	\$ 3,170.00	
EFT7806	4/10/2017	MJB Industries	Headwalls and Pipes	\$ 3,614.60	
EFT7807	4/10/2017	Narrogin Hire Service And Reticulation	Reticulation Parts for WK Community Centre	\$ 185.80	
EFT7808	4/10/2017	Narrogin Bearing Service	Parts for WK3439	\$ 43.52	
EFT7809	4/10/2017	Narrogin Quarry Operations	Blue Metal	\$ 3,439.35	
EFT7810	4/10/2017	Star Track Express	Freight on Parts for WK475	\$ 40.47	
EFT7811	4/10/2017	Officeworks Superstores Pty Ltd	Stationery	\$ 4.47	
EFT7812	4/10/2017	PCS	Monthly Fees	\$ 85.00	
EFT7813	4/10/2017	Wagin Plumbing	Clear Blockage Wk Hall & Repair Regulators Yarling Ct	\$ 558.80	
EFT7814	4/10/2017	Maureen Susan Preedy	Yealering Cleaning	\$ 741.50	
EFT7815	4/10/2017	Pingelly Tyre Service	Tyres for WK518	\$ 8,588.00	
EFT7816	4/10/2017	Kirstin Rigby	Wickepin Caravan Park Commission for Sep 2017	\$ 2,113.67	
EFT7817	4/10/2017	Peter Robert Stribling	Yealering Caravan Park Commission for Sep 2017	\$ 382.55	
EFT7818	4/10/2017	Stretton Farms Pty Ltd	Grave for Fleay & Yarling Brook Rds	\$ 4,400.00	

EFT7819	4/10/2017	Shire Of Narrogin	Ranger Services	\$ 157.50	
EFT7820	11/10/2017	Australia Post	September Account	\$ 221.00	
EFT7821	11/10/2017	Asphalt In A Bag	Asphalt for Wk-Pingelly, Wk-Corrigin, Wk-Hsm & Hsm-Ngn Rds	\$ 1,718.75	
EFT7822	11/10/2017	Ballards Of Narrogin	Mulch	\$ 300.00	
EFT7823	11/10/2017	Courier Australia	Freight on Library Books	\$ 31.06	
EFT7824	11/10/2017	Covs	Impact Drill, Pressure Testers, Parts	\$ 1,021.03	
EFT7825	11/10/2017	CSE Crossman	Parts for WK248, WK706 & WK2473	\$ 56.99	
EFT7826	11/10/2017	Landgate	Rural UV Valuations Minimum Charge	\$ 65.50	
EFT7827	11/10/2017	LGIS Risk Management	Wheatbelt Regional Risk Coordination Programme 2017/18	\$ 2,620.20	
EFT7828	11/10/2017	Easifleet	Facey Group Vehicle Lease	\$ 486.26	
EFT7829	11/10/2017	Fowler Surveys	Spot Marking & Corner Design	\$ 4,604.82	
EFT7830	11/10/2017	Globe Australia Pty Ltd	Herbicide for WK Oval	\$ 352.00	
EFT7831	11/10/2017	Harrismith Golf Club	Catering & Venue Hire Enterprising Communities	\$ 316.68	
EFT7832	11/10/2017	Marketforce Productions	Advertise ESO Position & FCO Appointments	\$ 1,086.18	
EFT7833	11/10/2017	MJB Industries	Headwall for Pingelly-Wk Rd	\$ 313.50	
EFT7834	11/10/2017	Great Southern Waste Disposal	September 2017 Waste Collection	\$ 4,898.10	
EFT7835	11/10/2017	Narrogin Glass	Windscreen for WK342, 7 Rintel St & WKCC Repairs	\$ 1,032.73	
EFT7836	11/10/2017	North Star Transport	Freight on Parts	\$ 60.12	
EFT7837	11/10/2017	Narrogin Hardware Makit	Measuring Tape & Worklight	\$ 61.80	
EFT7838	11/10/2017	Officeworks Superstores Pty Ltd	Stationery	\$ 233.86	
EFT7839	11/10/2017	Parrys	Protective Clothing for Staff	\$ 130.90	
EFT7840	11/10/2017	T-quip	Parts for WK454	\$ 192.30	
EFT7841	11/10/2017	Westrac Equipment	Parts for WK813	\$ 16.41	
EFT7842	11/10/2017	Western Australian Treasury Corp	Loan No. 100 Interest payment -	\$ 2,123.39	
EFT7843	11/10/2017	Wickepin Rural Services	Weedmaster & Parts for WK475 & Chainsaws	\$ 681.00	
EFT7844	11/10/2017	Wickepin Hotel And Harvest Cafe	Accommodation & Refreshments	\$ 200.00	
EFT7845	11/10/2017	WALGA	Local Government Elections	\$ 1,166.00	
EFT7846	20/10/2017	Australian Taxation Office	September 2017 BAS	\$11,263.00	
EFT7847	20/10/2017	Air Liquide WA Pty Ltd	Cylinder Rental for September 2017	\$ 87.92	
EFT7848	20/10/2017	Ballards Of Narrogin	Mulch	\$ 300.00	
EFT7849	20/10/2017	Country Paint Supplies	Paint	\$ 23.00	
EFT7850	20/10/2017	Dial Before You Dig	Dial Before You Dig Subscription July - September 2017	\$ 110.00	

EFT7851	20/10/2017	DX Print Group Pty Ltd	C5 Envelopes	\$ 286.00	
EFT7852	20/10/2017	Ewen Rural Supplies	Account for September 2017	\$ 8,216.39	
EFT7853	20/10/2017	Great Southern Fuel Supplies	October 2017 Fuel Account	\$10,808.80	
EFT7854	20/10/2017	Harris Zuglian Electrics	10 Smith St, WKCC, Yea Hall & WK Oval Pump Repairs	\$ 1,367.11	
EFT7855	20/10/2017	Houdini Lock Service	Key for Yea Cvn Pk Donga 3	\$ 33.00	
EFT7856	20/10/2017	Metal Artwork Creations	Councillor Name Plaques	\$ 101.20	
EFT7857	20/10/2017	LGISWA	Insurance 17-18 Second Installment	\$52,660.11	
EFT7858	20/10/2017	Moore Stephens	Nuts & Bolts & Finance Essentials Workshop 2017	\$ 1,584.00	
EFT7859	20/10/2017	MJB Industries	Headwalls for Line Rd	\$ 1,254.00	
EFT7860	20/10/2017	Narrogin Glass	10 Smith St Door Repairs	\$ 198.32	
EFT7861	20/10/2017	Star Track Express	Freight on Parts for WK475	\$ 34.49	
EFT7862	20/10/2017	Narrogin Toyota	Whipper Head	\$ 49.50	
EFT7863	20/10/2017	Onedex Communications Pty Ltd	Johnston Park Solar Lights	\$ 1,595.00	
EFT7864	20/10/2017	PCS	IT Support	\$ 212.50	
EFT7865	20/10/2017	Pracsys	WSAHA Cost Benefit Analysis	\$11,869.00	
EFT7866	20/10/2017	RJ Smith Engineering	Tool Box for WK1915	\$ 313.50	
EFT7867	20/10/2017	A F Smith & A L Bullock	Repairs to Hsm Golf Club, WKCC & U4 Cottage Homes	\$ 755.00	
EFT7868	20/10/2017	Wickepin Newsagency	September 2017 Account	\$ 122.75	
EFT7869	30/10/2017	Wes Astbury	Refund Council Nomination Fee		\$ 80.00
EFT7870	30/10/2017	Sarah Jane Hyde	Refund Councillor Nomination Fee		\$ 80.00
EFT7871	30/10/2017	Steven John Martin	Refund Council Nomination Fee		\$ 80.00
EFT7872	30/10/2017	Burgess Rawson (WA) Pty Ltd	Fuel Facility Rent	\$ 2,648.25	
EFT7873	30/10/2017	Butler Settineri	Final Audit Fee for 30/6/17 Financial Year	\$ 2,335.52	
EFT7874	30/10/2017	Kelly Cochrane	Cleaning for Yea Hall & Cvn Pk	\$ 437.50	
EFT7875	30/10/2017	Dews Excavations	Culvert Extensions, Excavations & Installations	\$ 6,182.00	
EFT7876	30/10/2017	FESA - ESL	2017/18 ESL as per Act	\$ 2,250.00	
EFT7877	30/10/2017	Harris Zuglian Electrics	Repairs to WK Oval Pump, Install Hand Dryers & Depot Lights	\$ 8,053.76	
EFT7878	30/10/2017	Jamie Christopher Holmes	Refund Overpaid Rent	\$ 130.00	
EFT7879	30/10/2017	MJB Industries	Headwall for Line Rd	\$ 2,508.00	
EFT7880	30/10/2017	Wickepin Primary School	Annual Award Night Prize Donation	\$ 50.00	
EFT7881	30/10/2017	Wickepin Community Resource Centre	Catering for Movie Night	\$ 348.33	
EFT7882	30/10/2017	Yealering Playgroup	Community Grants 2017 Funding Payment	\$ 3,207.00	

15470	4/10/2017	Shire Of Wickepin	Petty Cash - MC Permit, Ipad Cover & Asphalt in a Bag	\$ 104.75	
15471	4/10/2017	Shire Of Corrigin	WBS RRG Chairperson Honorarium	\$ 100.00	
15472	4/10/2017	Telstra	Telephone Accounts to 13/9/17	\$ 1,654.56	
15473	11/10/2017	Synergy	Power for Streetlights	\$ 1,756.55	
15474	20/10/2017	Synergy	Power Account for Tincurrin/Harrismith	\$ 1,142.45	
15475	20/10/2017	Water Corporation	Water Account for Rabbit Proof Fence Rd Tank	\$ 41.85	
15476	30/10/2017	Synergy	Power for CEO Residence & Playgroup	\$ 640.20	
DD9367.1	11/10/2017	WA Local Government Super Plan	Payroll deductions	\$ 4,570.08	
DD9367.2	11/10/2017	ANZ Super	Superannuation contributions	\$ 387.97	
DD9367.3	11/10/2017	Prime Super	Superannuation contributions	\$ 180.86	
DD9367.4	11/10/2017	ING Custodians Pty Ltd	Superannuation contributions	\$ 192.78	
DD9367.5	11/10/2017	Tremayne Superannuation Fund	Superannuation contributions	\$ 99.11	
DD9367.6	11/10/2017	MTAA Super Fund	Superannuation contributions	\$ 365.72	
DD9367.7	11/10/2017	AMP Flexible Lifetime Super Fund	Superannuation contributions	\$ 133.46	
DD9372.1	25/10/2017	WA Local Government Super Plan	Payroll deductions	\$ 4,916.09	
DD9372.2	25/10/2017	ANZ Super	Superannuation contributions	\$ 437.97	
DD9372.3	25/10/2017	Prime Super	Superannuation contributions	\$ 180.86	
DD9372.4	25/10/2017	ING Custodians Pty Ltd	Superannuation contributions	\$ 230.78	
DD9372.5	25/10/2017	Tremayne Superannuation Fund	Superannuation contributions	\$ 167.19	
DD9372.6	25/10/2017	MTAA Super Fund	Superannuation contributions	\$ 441.72	
DD9372.7	25/10/2017	AMP Flexible Lifetime Super Fund	Superannuation contributions	\$ 155.71	
DD9378.1	2/10/2017	ANZ Bank	Merchant Fees	\$ 2,954.86	
DD9378.2	2/10/2017	Westnet Pty Ltd	Internet Fees	\$ 144.90	
DD9378.3	4/10/2017	James Matthews	Pool Manager Contract Payment 07/2017-18	\$ 2,376.06	
DD9378.4	9/10/2017	ANZ Bank	Credit Card Charges - Training Accommodation, Refreshments & Dowerin Field Day Entry	\$ 697.00	
DD9378.5	18/10/2017	James Matthews	Pool Manager Contract Payment 08/2017-18	\$ 2,376.06	
DD9378.6	24/10/2017	Best Office Systems	Konica Minolta Copier Lease	\$ 358.60	
	12/10/2017	Gross Payroll		\$43,855.42	
	26/10/2017	Gross Payroll		\$50,428.33	
				\$ 319,132.52	\$ 710.00

Governance, Audit and Community Service

10.2.03 – Community Development Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lee Parker, Community Development Officer
File Reference:	CM.PLA.404
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	9 November 2017

Enclosure / Attachment: Nil

Background: Nil

Comment:

See Townscape and Cultural Planning Committee CDO Report dated 1 November 2017 for a full breakdown of work.

Enterprising Communities

Background

Regional Development Australia Wheatbelt (RDAW) called for expressions of interest to host film nights and community meetings with the aim of encouraging Wheatbelt Communities to develop community enterprises. The objective of the program was to encourage a culture of community development and innovation – working towards cohesiveness and self-reliance within the community, independent of government/shire funding.

Pip Gooding was engaged as the facilitator to lead the communities of Wickepin, Yealering and Harrismith/Tincurrin in the series of movie/forum sessions. Pip has a background in working for the Wheatbelt Development Commission and has first-hand knowledge in community engagement and sustainable small communities and towns. Hosting the individual movie/forum nights provided the towns with the opportunity to clarify and define their purpose and goal.

Progress

Healthy numbers for each community attended the forum sessions. Mostly the attendees were diverse and represented the broad range of the different communities. Brainstorming sessions were held with each town to generate new ideas and to stimulate discussion on the possibility and viability of the ideas raised. Accommodation and caravan parks were standout issues with Yealering and Harrismith/ Tincurrin, and second on the list, including senior's accommodation, for Wickepin.

Wickepin's group focussed their strategy session on the concept of a large 'Donnybrook' style playground situated along the main road of town as a means of attracting visitors and rejuvenating business. All towns discussed an annual signature event.

A 'parking board' was established of recurring themes that held the group back in planning and strategising. Shire is seen in a negative light with regards allowing new initiatives. On closer inspection and reflection – the bureaucracy and red-tape imposed are seen as stumbling blocks. Effective promotion and public relations around this perception might stand the shire in good stead with the greater community and lead to healthier more engaged groups.

Pip Gooding is currently conducting follow up correspondence with the participants of the forum sessions. The information collated has been circulated back to the group (via email). Pip will present her final report to the Shire in late November.

2017 Facey Carriage Drive

Avon & Hills Carriage Driving Club hosted the Albert Facey Memorial Pleasure Drive on the weekend of 14–15 October. Carriage Drivers, ponies and horses from as far north as Clackline and south as far as Karridale gathered together for the pleasure drive over a course of around 50km. Wickepin offers clubs the advantage of being only a three hour drive from WA's four carriage driving clubs: Albany, Dwellingup, Perth and Northam.

Highlights of the weekend included the Wickepin Town Drive, Street Parade and Presentation on Saturday, with lunch at Facey Homestead, culminating in a BBQ and Dance at the Community Centre. The Community Centre was decorated by Ray and Helen Lewis to reflect the centenary of "The First Grand Spring Horticultural Show and Industrial Exhibition." Sunday consisted of a 35km return drive along back roads, through paddocks to Tarling Well for a picnic lunch.

This is the third event of this nature held by Avon & Hills Carriage Driving Club in Wickepin and the club continue to be overwhelmed by the welcoming, generous nature of the town and the shire.

Statutory Environment: Local Government Act 1995

Policy Implications: Not applicable

Financial Implications: Not applicable

Strategic Implications:

(1) 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.

(2) 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.

(3) 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.

(4) 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.

(5) 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.

(6) 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.

Summary: Not applicable

Recommendation:

That council notes the report from the Community Development Officer dated 9 November 2017.

Voting Requirements: Simple majority

Resolution No 151117-24

Moved Cr Martin / Seconded Cr Hyde

That council notes the report from the Community Development Officer dated 9 November 2017.

Carried 8/0

Governance, Audit and Community Services

10.2.04 – Tincurrin Hall Sale

Submission To:	Ordinary Council
Location / Address:	Tincurrin Hall Vested Reserve 18104, Tincurrin LOT 7
Name of Applicant:	Mark J Hook Chief Executive Officer
File Reference:	CP.MAI.569 / CP.A&D.501
Author:	Mark J Hook Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	6 November 2017

Enclosure / Attachment:

RFT Number:	04/2017-18
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Background:

At the Ordinary meeting of Council held on Wednesday 19 July 2017 Council passed the following resolution:

Resolution No 190717-30

Moved Cr Easton / Seconded Cr Lang


That the Shire of Wickepin offers the Tincurrin Hall for sale and removal from Vested Reserve 18104, Tincurrin LOT 7.

Carried 4/3

Cr Russell, Cr Astbury and Cr Hinkley wished their votes against the resolution be recorded.

Comment:

The Chief Executive Officer has placed the following advert in the Narrogin Observer on 21/09/2017 and the local Watershed.



**Shire of Wickepin
Tender
Sale of Tincurrin Hall**

Council offers for tender the sale and removal of the Tincurrin Hall from Vested Reserve 18104, Tincurrin LOT 7.

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 or by contacting the Executive Support Officer Leah Taylor on 9888 1005 or at eso@wickepin.wa.gov.au.

Tenders close at 4.00pm on Friday 3 November 2017 and can be addressed to the Chief Executive Officer, PO Box 19, Wickepin WA 6370 or delivered to the Council tender box at the Shire of Wickepin Administration Centre 77 Wogolin Road, Wickepin and duly marked with the relevant Tender number.

The lowest or any tender will not necessarily be accepted.

Mark J Hook
Chief Executive Officer

As of 4.00 pm Friday 3 November 2017 Council had not received any tenders for the sale of the Tincurrin Hall.

Council has however received the following letter via email:

In response to our phone conversation last week I did a detour via the Tincurrin Hall. Much as it is a shame to hear of its demise I can only agree that it is beyond economical repair. I will confirm, however that the entire ceiling and the walls above dado height in most areas do contain asbestos. Also as you are aware, being a Class 9(b) building, the demolition of the building, or part thereof, requires a class 2 demolition licence. I wish the shire every success in selling the hall for removal and should it be sold to a local community group to be kept for prosperity I would like to assist with the required licences necessary at cost. If it becomes necessary for the shire to have it demolished I would appreciate the opportunity to quote, as I have cherished memories of growing up in Tincurrin. As I have demolished several other country halls throughout the wheatbelt I understand the endearment communities have to their old meeting places and are more than pleased to ensure locals get every opportunity to get some keepsake furniture timber or heritage items.

The following has been placed on Facebook by John McDougall and as of 1 November it had received 1,522 shares

Can't believe they want to knock it down. Our beloved Tincurrin Hall has been put up for demolition by the Wickepin Shire even though there is a group of us prepared to put our time and money into keeping it standing. Please show your support and share if you think we need to save our small country town historical buildings.



The Chief Executive Officer has spoken with Mr John McDougall and advised him to write to Council outlining the community's intentions for the Tincurrin Hall. The CEO also advised Mr John McDougall of the processes for converting the hall site to freehold titled land so that the hall could be sold where it is or leased.

The other option that was explained to Mr John McDougall was for the Shire of Wickepin to write to the Minister of Lands requesting the authority to lease the property for a period up to 21 years. At the time of writing this report no request or letter has been received from Mr John McDougall.

Currently the Tincurrin Hall vesting order does not allow for a lease of the property.

Following is a copy of the Tincurrin Hall vesting order:

Surf

30 JUN 1966

GOVERNMENT OF WESTERN AUSTRALIA

DEPARTMENT OF LANDS AND SURVEYS

Please address replies to
UNDER SECRETARY FOR LANDS
 If telephoning or calling
 contact **Mr. Martin.**

Ext. 377. TELEPHONE: 23 0151

PERTH, W.A. 29th June, 1966.

The Shire Clerk,
 Shire of Wickepin,
 Johnson Street,
WICKEPIN, W.A.


Our Ref. 5550/22.
 Your Ref.

Dear Sir,

By notice published in the Government Gazette of the 24th June, 1966, Executive Council approval has been obtained to vest Reserve No. 18104 (Tincurrin Lot 7) in your Council to be held in trust for the purpose of "Hall Site (Agricultural)".

The relevant Vesting Order is enclosed herewith.

Yours faithfully,


UNDER SECRETARY FOR LANDS

DM:DG.
ENCL.

LAND ACT, 1933

S 194c

Corr. No. 5550/22.....

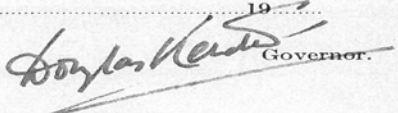
I, Major-General Sir Douglas Anthony Kendrew, Knight Commander of the Most Distinguished Order of Saint Michael and Saint George, Companion of the Most Honourable Order of the Bath, Commander of the Most Excellent Order of the British Empire, Companion of the Distinguished Service Order, Governor in and over the State of Western Australia and its Dependencies in the Commonwealth of Australia, do hereby, in pursuance of the powers enabling me in that behalf, and under and by virtue of the provisions of section 33 of the Land Act, 1933, direct that Reserve No. 18104 - Tincurrin Lot 7.....

shall vest in and be held by the Shire of Wickepin.....

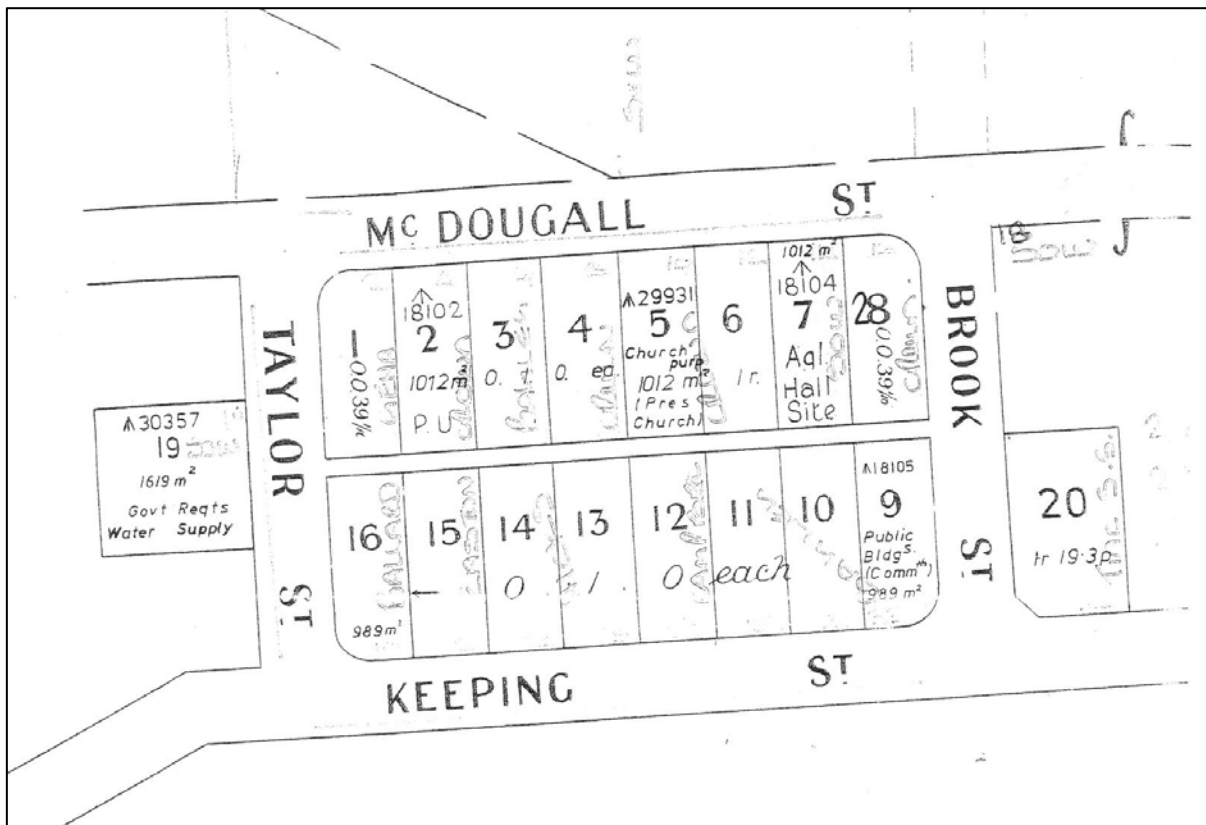
in trust for the following objects and purposes (that is to say) "Hall Site.....
(Agricultural)".....

or other the purposes for which the land is reserved, subject nevertheless to the powers reserved to me by section 37 of the said Act.

Given under my hand, at Perth, this 15 JUN 1966
 day of..... 19.....


 Governor.

20622/8/65-1100-0/0



Management of Reserves

Once created, a reserve is usually placed under the care, control and management of a State government department, local government or incorporated community group by way of a Management Order registered against the relevant CLT. A Management Order under the LAA does not convey ownership of the land – only as much control as is essential for the land’s management. Management Order conditions may range from specific land management restrictions to granting leasing powers. State Land Services aims to ensure that reserves are used for their designated purpose. However, Ministerial consent is generally required for the grant of interests over reserves such as leases and mortgages. Vesting Orders under the Land Act 1933 automatically became Management Orders under the LAA. Management Orders may be issued subject to prior interests existing in the land. The Minister may revoke Management Orders:

- with the agreement of the management body
- where there has been mismanagement of the reserve
- when it is in the public interest

In the last case, compensation is payable for lawful improvements. Similarly, if a Management Order is cancelled through a taking process under Part 9 of the LAA, compensation is payable for lawful improvements. With the Minister’s approval, interests granted under a Management Order may survive revocation, with agreed variations.

Leases of Reserves

Management Order conditions or special statutes may convey leasing powers to management bodies in relation to reserves. The LAA gives the Minister Powers to grant short-term leases and licences in relation to unmanaged reserves, generally where the land is not immediately required for its designated purpose. The Minister may grant leases for any term or condition over unmanaged reserves.

Sections 47 and 48 of the LAA enable the Minister for Lands to lease unmanaged reserves for any term. Leases under section 47 must be in accordance with the reserve’s purpose and may be mortgaged. Leases under section 48 may be for a purpose different to, but compatible with or ancillary to, the reserve’s purpose and cannot be mortgaged. Section 46 of the LAA empowers the Minister for Lands to include leasing powers in Management

Orders granted over reserves. Under this provision, for example, local government can often lease managed reserves, typically for terms up to 21 years and for purposes consistent with the reserve's purpose.

The Chief Executive Officer understands the process for converting a vested reserve to freehold would be that Council would pass a resolution giving up the vesting order and request the land to be turned into freehold title. The Department of Lands would then request a market value for the land and then offer the land to Council at the current market value. If council decides not to accept the land, it will then go to public auction the same as the Tincurrin School.

Council, at the writing of this report, had not received any offers for the sale of the Tincurrin Hall so Council will need to decide what actions it wishes the CEO to take in relation to the Tincurrin Hall.

Council has the following options available to it for the Tincurrin Hall Site:

1. Apply to the Minister for Lands for the inclusion of leasing powers up to 21 years for Vested Reserve 18104 Tincurrin Hall Site Lot 7 Tincurrin. Once received lease the Hall to the Tincurrin Community for a 21 year period.
2. Apply to the Minister for Lands to turn the Vested Reserve 18104 Tincurrin Hall Site Lot 7 Tincurrin into Freehold Land and sell the land at market value to the Shire of Wickepin. Once turned into freehold offer the land and hall for sale on the open market.
3. Lease the Vested Reserve 18104 Tincurrin Hall Site Lot 7 Tincurrin to the community for a set period. (Can be leased for longer than 21 years as freehold land).

Statutory Environment:

The Land Administration Act 1997 (WA) is Western Australia's current legislation dealing with the disposition of State land. Part 4 of the Act provides for the creation and administration of reserves of State land. Under section 41 of the Act the Minister for Lands may set aside State lands by ministerial order in the public interest.

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications:

Fits within theme four of Council's Strategic Community Plan 2012-2022

(1) 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

Theme 4 – 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

Goal	Action	Measure
4.1 Support the development and maintenance of recreational facilities and organisations in the district.	<ul style="list-style-type: none"> • Provide regular maintenance and development of recreation facilities. • Provide and maintain walk trails for recreation and tourism purposes. 	<ul style="list-style-type: none"> • We have adopted a recreation maintenance and development plan to be published to the community to address this need.
4.2 Give support to the retention and expansion of educational facilities in the community.	<ul style="list-style-type: none"> • We progressively upgrade and provide community amenities and facilities that cater to the needs of all age groups. This includes recognising particular community group needs that may include adequate medical facilities for local health issues. 	<ul style="list-style-type: none"> • We have a clear, published community educational and facilities plan that addresses the community's needs.
4.3 Community engagement	<ul style="list-style-type: none"> • Council proactively engages with all elements of its community in order to make decisions that reflect positively on the future of the Shire. 	<ul style="list-style-type: none"> • A clear, documented engagement process with set activities that are tracked and reported against on a quarterly basis.
4.4 Give support to Arts, Crafts and Cultural activities and Special Events	<ul style="list-style-type: none"> • Maintain the present level of support to Arts & Crafts and Cultural Groups. • Encourage the conduct of "Special Events" by community and other groups 	<ul style="list-style-type: none"> • We publish a monthly calendar of events and actively invest in the promotion of community activities. • The Shire will actively facilitate access to suitable tertiary education services to help meet our community's needs.

Summary:

Council has offered the Tincurrin Hall for sale and at the writing of this report Council has not received any viable offers, so Council is being requested to advise the CEO what the next steps are for the Tincurrin Hall.

Recommendation:

1. That the Shire of Wickepin apply to the Minister for Lands for the inclusion of leasing powers up to 21 years for Vested Reserve 18104 Tincurrin Hall Site Lot 7 Tincurrin.
2. Once Council has received the power to lease Vested Reserve 18104 Tincurrin Hall Site Lot 7 Tincurrin from the Minister for Lands, Council lease Vested Reserve 18104 Tincurrin Hall Site Lot 7 Tincurrin to a Tincurrin community body who has the power to enter into a legal binding lease for 21 years.

Voting Requirements: Simple majority

Resolution No 151117-25

Moved Cr Martin / Seconded Cr Hinkley

That the Shire of Wickepin apply to the Minister for Lands for the inclusion of leasing powers up to 21 years for Vested Reserve 18104 Tincurrin Hall Site Lot 7 Tincurrin.

Carried 7/1

Governance, Audit and Community Services

10.2.05 – Wickepin She Shed He Shed Donation

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CR.SPN.217
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	6 November 2017

Enclosure / Attachment: Nil

Background:

Council has received the following letter from the Wickepin She Shed He Shed:

Further to our conversation in March, the She Shed He Shed would like to install a door on the northern end of the old recycling shed and we would like to ask if the Shire may be able to assist us to cover the cost of the Zinalume for the door. We have been fortunate to have the steel for the frame donated and we are able to cover the cost of any other attachments but hope the Shire may be able to assist us with the Zinalume cost. Please find attached a quote from Midalia Steel. The design has now been adjusted to be on rollers instead of the hinge door first proposed, but the size and dimensions would be the same. Our members are happy and very able to do the construction and installation. As we have acquired equipment for the shed we have found having only ½ of the shed secured is now impeding on our ability to work on projects as we have to allow time to transfer all our equipment to the lockable side. Having the shed locked on both sides will mean we are more efficient and productive, not to mention more secure. We are very appreciative of the enormous support and opportunity the Shire has given our group over the last 2 years so we do not ask for this financial assistance lightly.

Comment:

Council current policy only gives the CEO delegated authority to authorise grants under \$500.

As the request is for \$510 Council will need to authorise the grant of \$510 as requested by the Wickepin She Shed He Shed.

The quote from Ewen Rural Supplies for the supply of the zinalume from Midalia Steel Wagin is as follows:

Quotation No. 25015661

Shipping Condition: To Be Delivered



PIPE & TUBE ENDURA X **Nissan X-TRAIL** Every \$1000 spent on selected pipe & tube products between 28/8/17 to 6/10/17 gets you a ticket in the draw! *terms & conditions apply

Midalia Steel Wagin

Lot 430 Tudhoe Street
Wagin 6315

Attention: KerryN EWEN

Document Date 28.09.2017

Quotation To: FAX: 08 98881105
EWEN RURAL SUPPLIES
JAKEWEN HOLDINGS PTY LTD
38 WOGOLIN ROAD
WICKEPIN 6370

Pricing Date 28.09.2017	Account No. 61710	Facsimile (08) 9861 1361
Salesperson Garth Nottle	E-mail garth.nottle@midaliasteel.com	Telephone (08) 9861 1317

Ship To:
EWEN RURAL SUPPLIES
JAKEWEN HOLDINGS PTY LTD
38 WOGOLIN ROAD
WICKEPIN
Western Australia
6370

Quotation Notes:
Project
Job Title
Valid-To 05.10.2017 (Subject to Prior Sale)
Terms of Payment Due 30 days from end of month
Delivery Basis Delivery within standard lead times
Variations

Item No.	Description	Quantity	Weight (Kg)	Unit Price	Net Value
100	0.42 MONOCLAD ZINCALUME (COVER 762MM WIDE) Our material Id: 999826 Colour Zincalume Quantity 10.000 Length 4,700 mm Total delivery weight 157.904	47 M	158	10.00 M	470.00
	Delivery and Freight				40.00

** Standard Liberty OneSteel Terms & Conditions apply, available at: www.libertyonesteel.com/terms-and-conditions/**

EFT Payments to: BSB 012-987 Account 61710	Total Weight (kg) 158	Net Value 510.00
Remittances Emailed to: credit-services@onesteel.com	From 1st March 2016, a surcharge (+GST) will be applicable to payments made via credit card	GST 51.00
		Total Value(AUD) 561.00

The Wickepin She Shed He Shed is becoming an integral part of the Wickepin community's social fabric and needs supporting so that it can continue with the works it is doing for the Wickepin and surrounding communities. The She Shed He Shed have undertaken a number of projects for the Shire of Wickepin over the last two years,

and they have installed additional power points at the recycling centre at their own cost to ensure the recycling shed continues to meet their requirements.

The Chief Executive Officer believes this request should be supported as it will add to Council's assets at the Recycling Yard and allow the Wickepin She Shed He Shed to store their work and make the building more secure.

The Shire of Wickepin utilises the recycling shed for projects and workshops organised by the Community Development Officer.

Statutory Environment: Nil

Policy Implications:

3.1.5 SPONSORSHIP, CONTRIBUTIONS AND DONATIONS TO SPORTING AND COMMUNITY GROUPS

OBJECTIVE: Provide guidelines for the provision of financial assistance to community and sporting clubs within the Shire of Wickepin.

A maximum of 2.5% of the previous year's levied rates may be provided for in Council's budget each year to distribute to community and sporting organisations upon application to the Council.

\$3,000 per year will be allocated to a rolling fund for grants under \$500 with the CEO being given delegated authority to authorise the grants under \$500.

3.1.5.1 FUND OBJECTIVE

Funds from Council may be made available for the following:

- establishment or improvement of playing areas or buildings
- Support for major sporting and community events
- Support for general sporting clinics, including coaching clinics :and
- To assist community groups in establishing a service or activity seen as a need for the betterment of and improvement to the enjoyment of life within the community.
- Increasing visitors to the region

Council may fund the following:

- 100% up to \$2000
- 75% between \$2,000 and \$5,000
- 50% \$5,000 and above

Voluntary labour and equipment may be included in the applicant's contribution at a value of \$25/hour.

Council employees or equipment may be used in lieu of a cash contribution from Council.

Council will favour applications that would not otherwise be funded through other government grants e.g. CSRFF.

3.1.5.2 APPLICATION PROCEDURE

Applications for funding must be received at the Shire of Wickepin Office by 30 April each year to be considered in the Council budget. Applications are to be made in writing on the Shire of Wickepin Community Grants form (attached).

Applications should only be made when an applicant group is confident that all cash the applicant proposes to contribute will be readily available if a grant is approved.

The value of work undertaken by volunteers can be included in the local contribution but this value may not exceed one third of the completed value of the project. The voluntary work should be described and valued at the rate of \$20.00 per hour.

Funds are not to be used for trophies, prizes or expenses (including loan repayments) incurred in the conduct of the sport or community activities.

Council reserves the right for the CEO or his/her delegate to carry out an inspection of the project at any time prior to and at completion of the project.

3.1.5.3 GUIDELINES

All applications must be completed on the Shire of Wickepin Community Grants form attached.
Applications should be supported by 2 written quotes for materials or other goods included in the funding submission if possible.
Applications will be acknowledged as received by Council.
Council reserves the right to request further information on demand.
Council reserves the right to consider and allocate funds without the right of appeal. Money will not be allocated for completed projects. Council reserves the right to set aside large projects as longer term budget items to be funded over more than one year.
No project requiring funding shall commence without the written consent of Council.
Money granted must be spent on the project allocated.
All monies allocated must be spent and claimed by 30 June in the financial year for which it was allocated and any unspent allocation will not be carried over to the next budget year.
Council reserves the right to inspect reserves and buildings without prior notification to the respective committee.
All funded projects are to acknowledge the Shire of Wickepin through project media, community engagement and event promotions. CDO can provide support regarding signage and approved use of the Shires Logo.
Ineligible Items: <ul style="list-style-type: none"> - Private or commercial ventures or activities - Retrospective Funding - Purchase of Land - Support for an individual pursuit - Events/activities/programs that already receive financial assistance from other source of funding - Events/activities/programs that are eligible under the CSRFF grants scheme
All successful applicants must provide Council with an acquittal of all grants on an acquittal form available from the Shire Administration Office.

RESOLUTION:	DATE OF REVIEW:
151008.10/11/12/13/14/15	15 October 2008
170615-12	17/06/2015
150317-11	15/03/2017

Financial Implications: Cost of donation \$510

Strategic Implications:

Fits within the following themes under Council Strategic Community Plan 2012-2020:

Theme 4 – 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

Goal	Action	Measure
4.1 Support the development and maintenance of recreational facilities and organisations in the district.	<ul style="list-style-type: none"> • Provide regular maintenance and development of recreation facilities. • Provide and maintain walk trails for recreation and tourism purposes. 	<ul style="list-style-type: none"> • We have adopted a recreation maintenance and development plan to be published to the community to address this need.
4.2 Give support to the retention and expansion of educational facilities in the community.	<ul style="list-style-type: none"> • We progressively upgrade and provide community amenities and facilities that cater to the needs of all age groups. This includes recognising particular community group needs that may include adequate medical facilities for local health issues. 	<ul style="list-style-type: none"> • We have a clear, published community educational and facilities plan that addresses the community's needs.
4.3 Community engagement	<ul style="list-style-type: none"> • Council proactively engages with all elements of its community in order to make decisions that reflect positively on the future of the Shire. 	<ul style="list-style-type: none"> • A clear, documented engagement process with set activities that are tracked and reported against on a quarterly basis.
4.4 Give support to Arts, Crafts and Cultural activities and Special Events	<ul style="list-style-type: none"> • Maintain the present level of support to Arts & Crafts and Cultural Groups. • Encourage the conduct of "Special Events" by community and other groups 	<ul style="list-style-type: none"> • We publish a monthly calendar of events and actively invest in the promotion of community activities. • The Shire will actively facilitate access to suitable tertiary education services to help meet our community's needs.

Summary:

Council is being requested to purchase the zincalume sheeting at cost of \$560 GST inclusive from Ewen Rural Supplies for the Wickepin She Shed He Shed.

Recommendation:

That Council purchase the zincalume sheeting at a cost of \$560 GST inclusive from Ewen Rural Supplies for the Wickepin She Shed He Shed, for the door being installed on the northern end of the recycling shed.

Voting Requirements: Simple majority

Resolution No 151117-26

Moved Cr Allan / Seconded Cr Hyde

That Council purchase the zinalume sheeting at a cost of \$560 GST inclusive from Ewen Rural Supplies for the Wickepin She Shed He Shed, for the door being installed on the northern end of the recycling shed.

Carried 8/0

Governance, Audit and Community Services

10.2.06 – Townscape & Cultural Planning Committee Meeting Recommendations

Submission To:	Lifestyle Retirement Committee
Location / Address:	Whole Shire
Name of Applicant:	Lifestyle Retirement Committee
File Reference:	CR.MEE.203
Author:	Leah Taylor, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	9 November 2017

Enclosure / Attachment:

Yealering Progress Association Proposal – Yealering Caravan Park Camp Kitchen.

Background:

Townscape & Cultural Planning Committee meeting held on Wednesday 8 November 2017. A late agenda item was brought to the table by Yealering Progress Association. They wish to purchase and install a camp kitchen at the Yealering caravan park.

Comment:

The Townscape & Cultural Planning Committee meeting was held on Wednesday 8 November 2017 and passed the following recommendation:

Moved Kevin Coxon / Seconded Cr Fran Allan

That the Townscape Committee recommend to Council to approve the Yealering Caravan Park camp kitchen project put forward by the Yealering Progress Association.

Carried 4/0

Statutory Environment: Nil.

Policy Implications: Not applicable.

Financial Implications: Nil.

Strategic Implications: Nil

Recommendation:

That Council pass the following recommendation:

That the Townscape Committee recommend to Council to approve the Yealering Caravan Park camp kitchen project put forward by the Yealering Progress Association.

Voting Requirements: Simple majority.

Resolution No 151117-27

Moved Cr Allan / Seconded Cr Lansdell

That Council approve the Yealering Caravan Park camp kitchen project put forward by the Yealering Progress Association with Council's only contribution being of an in kind nature.

Carried 8/0

11. President's Report

The President provided the following report:

A warm welcome to our two new Councillors – Councillor Nathan Astbury and Councillor Sarah Hyde – to your inaugural council meeting, and thank you to returning councillors – Councillor Steven Martin and Councillor Wes Astbury – for re-nominating for a further term of office.

On Monday 23 October, Cr Hyde and myself attended a special meeting of the Wickepin Community Resource Centre, where an interim chair person was elected and future goals and plans were discussed for the staff of the Wickepin CRC.

I attended the Yealering Regatta and Market day on Saturday 28 October which was organised by the staff of the Wickepin CRC, and what a fantastic day it was!! A great event which utilised one of the shire's natural resources, being the Yealering Lake, for a fun-filled day of social interaction. Well done to all volunteers concerned in organising and assisting with this event.

On Tuesday 14 November, CEO Mark Hook and myself met with The Hon Rick Mazza MLC and his Advisor Ian Randles as they were passing through Wickepin.

Shire's volunteer FCO's have commenced their regular morning call-ups and I would like to wish them and volunteer ambulance officers all best for the up-coming fire season. I would also encourage everyone to be "Fire Vigilant" as there have already been a couple of incidents of "smoke in the air" in the region.

Resolution No 151117-28

Moved Cr Lansdell / Seconded Cr Allan

That Council endorses the President's report dated 16 November 2017.

Carried 8/0

Council

12. – Chief Executive Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	CM.REP.2
Author:	Mark Hook, Chief Executive Officer
Disclosure of Any Interest:	Nil
Date of Report:	6 November 2017

Living Lakes

A meeting of the Living Lakes project group was held at the Yealering Hall on 21 October 2017 and was attended by Natarsha Woods, CEO Wheatbelt NRM (Chair); Meghan McGregor, Project Manager Wheatbelt NRM; Pip Kirby, Wheatbelt Development Commission; Mark Hook, Shire of Wickepin; Sam Davis, Shire of Katanning.

At this meeting the Living Lakes Project Group updated the Project Control Group terms of reference.

This is as follows:

LIVING LAKES STAGE 3 IMPLEMENTATION PROJECT
Project Control Group
Terms of Reference

Background

The Financial Assistance Agreement between the Department of Regional Development and Wheatbelt NRM for Living Lakes Stage 3 Implementation Project defines the following key deliverables:

1. Works to implement existing engineering designs to improve water quality and inundation to Lakes Yealering and Ewlyamartup.
2. An activation plan to increase use and visitation to the lakes for tourists and the local community. This includes marketing and events.
3. Maintenance plans for the ongoing conservation of the lakes into the long term.

The agreement identifies a role for a Living Lakes Project Control Group (LLPCG) to oversee the management of the project and provide advice to the project sponsor (Wheatbelt NRM).

The role and responsibilities of the LLPCG include:

1. Monitoring project delivery;
2. Assisting in resolving issues beyond the project manager's control;
3. Attending LLPCG meetings; and
4. Providing advice and guidance to the Wheatbelt NRM.

Establishment

The Living Lakes Project Control Group membership has been established on an invitation basis and comprises representatives of organisations that are key stakeholders in this project.

Membership

Membership to the LLPCG is by invitation and is included in the following table.

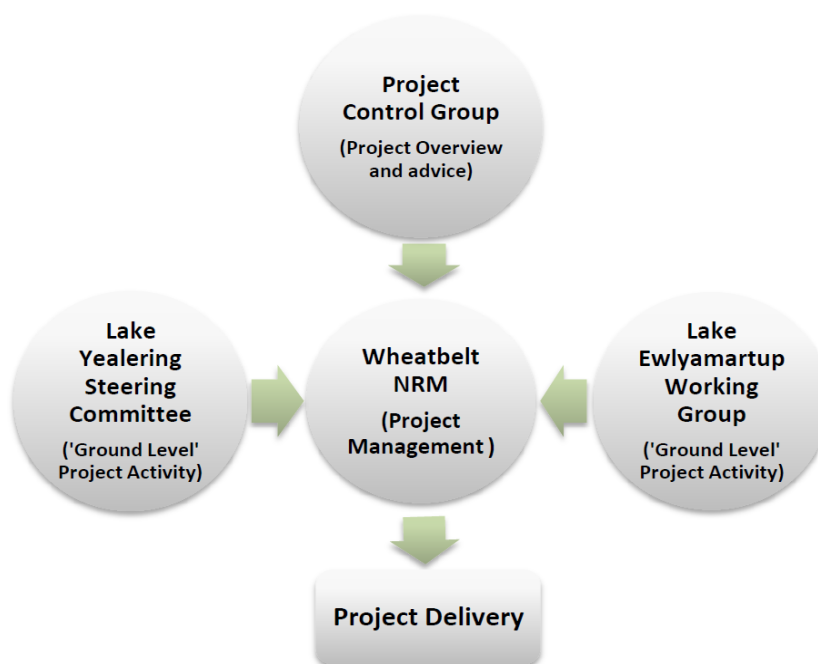
MEMBER GROUP

Wheatbelt NRM
 Department of Regional Development
 Shire of Katanning
 Shire of Wickepin
 Wheatbelt Development Commission
 Great Southern Development Commission
 South West Land & Sea Council

MEMBER

Natarsha Woods (Chair)
 Celine Stocker (Observer)
 Julian Murphy
 Mark Hook proxy Natalie Manton
 TBC
 Jessica Van der Waag
 TBC

Project Organisational Structure



Terms of Reference

The Living Lakes Project Control Group role is to provide leadership and guidance to support the Wheatbelt NRM Operations Team in achieving the objectives and outputs of the project.

The group will have the following Terms of Reference:

1. Advise Wheatbelt NRM on the Project Management Plan;
2. Oversee the process of the selection and appointment of contractor for the engineering works;
3. Oversee the process of construction management;
4. Contribute advice to the Activation Plans for each lake; and
5. Contribute advice to the Maintenance Plans for each lake.

Frequency of Meetings

The Project Control Group will meet at least four times annually to consider the project progress.

The Project Control Group will meet as required to consider key project decision making points.

A Project Overview was also given by Meghan McGregor who covered the following points:

- DPLH – Section 91 Licences to undertake works on unallocated Crown Land. Currently going through the legal process, however letters of consent have been issued to allow us to proceed in lieu of the formal Section 91.
- DPLH – Section 18 Approvals under the Aboriginal Heritage Act to undertake works which may impact registered Aboriginal Heritage sites. Applications submitted and will be presented to 12 December 2017 Aboriginal Cultural Material Committee Meeting, with approval anticipated January 2018.
- The Section 18 applications involved an Aboriginal Heritage Survey and ethnographic consultation with 8 (eight) Traditional Owners, advised by SWALSC for each lake. Following this survey/consultation, it was requested that WNRM establish an Aboriginal Heritage Reference Group for each lake, comprising the eight (8) TO's. The purpose of these groups is to provide information and advice to WNRM for the project and to disseminate information relating to the project to the broader community.
- DBCA – has issued WNRM with a letter of consent to undertake Living Lakes Stage 3.
- DWER – Native Vegetation Clearing Permit applications have been submitted. Approvals expected mid-December.
- DWER – License to use surface water from a water course and Bed and Banks Permit for Lake Yealering submitted. Approvals expected in the next month.
- The environmental consultant Strategen has confirmed that no EPBC Act or Part IV EP Act approvals will be required for this project.
- WNRM has attended three (3) community events to promote and provide information on the Living Lakes project. WNRM also undertook surveys at these events to establish baseline information on how people currently use the lake and how they would like to see the lake activated. This information will feed directly into the Activation Plan to be delivered as part of this project.
- Tender advertising closed on Thursday 5th October 2017.
- Three (3) submissions were received: JAK Civil, WATPAC and Cowara Contractors.
- The Evaluation Panel established by WNRM consisted of five (5) members, including Natarsha Woods (WNRM), Meghan McGregor (WNRM), Ian Weaver (Worley Parsons), Michael Gill (Avon Civil Engineering) and Andrus Budrikis (Shire of Katanning).
- It was agreed by all EP members to progress only JAK Civil and WATPAC to the detailed assessment stage. Cowara Contractors only submitted a price for Lake Ewlyamartup (which was permissible in the tender), however were omitted based on price.
- It was noted that WATPAC had submitted a non-compliant bid. They had not included a price to undertake the works in wet conditions. However, it was agreed to progress them to assessment, acknowledging a wet price could be requested (if deemed appropriate).
- EP Members reviewed the combined scores from the individual assessment and agreed to review each selection criterion individually.
- The scores for each criterion were reviewed by EP members and consensus scores reached.
- It was agreed that the risks for variations associated with WATPAC posed a significant issue. This based on the qualifications and assumptions they had listed in their submission. It was agreed that a wet price would not be sought from WATPAC and their submission would be recorded as a nonconforming tender.
- Consensus reached that JAK Civil would be shortlisted, however additional information would need to be requested by WNRM, including financial capacity and further details on the methodology for undertaking works in wet conditions. Should the additional information presented by JAK Civil not be satisfactory, WNRM will consider re-tendering the project.
- PCG members confirmed they were comfortable with the evaluation process and shortlisting of JAK Civil.

Wickepin CRC Regatta

Congratulations to the Wickepin CRC for the running of the Lake Yealering Regatta and market day. The day from all reports was very successful and brought over 300 hundred people into Yealering. The Committee of the CRC and the Coordinator Amanda Heaney should be congratulated on the running of such a great event in the Shire of Wickepin.

Avon & Hills Carriage Drive

The carriage drive was held on 14 – 15 October 2017 which would have coincided with the 100th Wickepin Horticultural Show. Congratulations to Lee Parker on a great run event which continues to put Wickepin on the map. The Avon & Hills carriage drive club have passed on their thanks to everyone involved especially the Shire works crew who were able to do all the tasks requested. The town was looking great and I have received a great number of compliments on the weekend. Well done Lee, Peter and the works crew.

Executive Support Officer

Council has received three applications for the position of Executive Support Officer with the Shire of Wickepin and the CEO will be holding interviews for this position on 6 November 2017.

Meetings Attended

<u>October</u>	
19 th	Meeting with Ben Kittow to quote on the renovations at cottage homes
23 rd	Meeting with Peter Rampellini to discuss Wickepin CRC
24 th	Procurement training Shire of Cuballing
25 th	Governance Committee Meeting
26 th	Lake Yealering Bowling Club – Meeting with plumber to discuss septic system
31 st	Meeting of the Living Lakes Project Control Group at Yealering Town Hall
<u>November</u>	
1 st	New Councillor Induction
6 th	Albert Facey Homestead Committee Meeting
6 th	ESO interviews
8 th – 10 th	Local Government Professionals WA Annual State Conference

Delegation Register

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			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO			
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	CEO			

	Property				
A13	Hire of Community Halls / Community Centre	CEO			

Voting Requirements: Simple majority

Resolution No 151117-29

Moved Cr Hinkley / Seconded Cr Allan

That Council endorses the Chief Executive Officer's report dated 6 November 2017.

Carried 8/0

13. Notice of Motions for the Following Meeting
14. Reports & Information
15. Urgent Business

Governance, Audit & Community Services

15.1 – Urgent Business – Administration Office Christmas Trading Hours 2017/18

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	15 November 2017

Enclosure/Attachment: Nil

Background:

Council need to adopt the administration office trading hours for the 2017/18 Christmas period.

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: Not applicable.

Financial Implications: Nil.

Strategic Implications: Not applicable.

Summary:

Council is being requested to receive a late item to set the administration office trading hours for the 2017/18 Christmas period.

Recommendation:

That the Presiding Member accepts the late agenda item to set the administration office trading hours for the 2017/18 Christmas period.

Voting Requirements: Absolute majority.

Resolution No 151117-30

Moved Cr Allan / Seconded Cr W Astbury

That the Presiding Member accepts the late agenda item to set the administration office trading hours for the 2017/18 Christmas period.

Carried 8/0 Absolute majority

Governance, Audit & Community Services

15.2 – Administration Office Christmas Trading Hours 2017/18

Submission To: Ordinary Council
Location / Address: Whole Shire
Name of Applicant: Mark J Hook, Chief Executive Officer
File Reference:
Author: Mark J Hook, Chief Executive Officer
Disclosure of any Interest: Nil
Date of Report: 15 November 2017

Enclosure/Attachment: Nil

Background:

In previous years, Council has approved the closure of the administration office for the period between Christmas and New Year.

Comment:

The administration staff would appreciate the same opportunity this year. In years when the office has remained open at this time of year with a 'skeleton staff' it has largely been unwarranted as the majority of our residents are away from home or busy with family commitments. In the previous years when the office is closed through the Christmas break we have advertised our hours both on the front counter and in the Watershed News to give people the opportunity of completing urgent business or licensing prior to the Christmas break. The normal closure in previous years has been found to be of very little inconvenience to the public.

Statutory Environment: *Local Government Industry Award 2010*

25.5 Annual close-down

[25.5 renamed and substituted by PR583026 ppc 29Jul16]

An employer may require an employee to take annual leave as part of a close-down of its operations by giving at least four weeks' notice.

Policy Implications: Not applicable.

Financial Implications:

As staff will be using public holidays as provided by the award, rostered days off, annual leave or unpaid leave to cover this time, there will be no additional cost to Council.

Strategic Implications: Not applicable.

Summary:

Council is being requested to set the administration office trading hours for the 2017/18 Christmas period.

Recommendation:

That the trading hours for 2017/18 Christmas period be as follows:

Monday 25 December	Closed - Public Holiday (for Christmas Day)
Tuesday 26 December	Closed - Public Holiday (for Boxing Day)
Wednesday 27 December	Closed - Employee Annual Leave
Thursday 28 December	Closed - Employee Annual Leave
Friday 29 December	Closed - Employee Annual Leave
Monday 1 January	Closed - Public Holiday, New Year
Tuesday 2 January	Open

Voting Requirements: Simple majority

Resolution No 151117-31

Moved Cr Hyde / Seconded Cr N Astbury

That the trading hours for 2017/18 Christmas period be as follows:

Monday 25 December	Closed - Public Holiday (for Christmas Day)
Tuesday 26 December	Closed - Public Holiday (for Boxing Day)
Wednesday 27 December	Closed - Employee Annual Leave
Thursday 28 December	Closed - Employee Annual Leave
Friday 29 December	Closed - Employee Annual Leave
Monday 1 January	Closed - Public Holiday, New Year
Tuesday 2 January	Open

Carried 8/0

16. Closure

There being no further business the Presiding Officer declared the meeting closed at 5.51pm.