

Minutes

ORDINARY MEETING OF COUNCIL
21 OCTOBER 2015
COUNCIL CHAMBERS
WICKEPIN



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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 21 October 2015**

The President declared the meeting open at 1.36pm.

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

Councillors	Cr SJ Martin Cr JA Russell Cr WA Astbury Cr RE Easton Cr GCL Hinkley Cr AG Lansdell
Chief Executive Officer	Mr MJ Hook
Executive Support Officer	Ms LG Pearson (Minute Taker)
Finance Manager	Mrs NA Manton

Leave of Absence (Previously Approved)

Apologies

Councillors	Cr FA Allan Cr MG Lang
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2. Public Question Time

3. Applications for Leave of Absence/Apologies

Cr Fran Allan

Resolution No 211015-01

Moved Cr Hinkley / Seconded Cr Lansdell

That Council grant a leave of absence for the Ordinary Council meeting on 18 November 2015 for the following Councillor;

Cr Fran Allan

Carried 6/0

4. Petitions, Memorials and Deputations

4.1 Election of Shire President

The CEO called for nominations for Shire President.

Cr Martin 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

The CEO called for nominations for the position of Deputy Shire President.

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

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

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

1.45pm – Natalie Manton departed the Chambers.

4.3 Appointment of Standing Committees of Council

4.4.2 Technical Services Committee

Previous Committee Members:

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

Resolution No 211015-02

Moved Cr Lansdell / Seconded Cr Astbury

That the Shire of Wickepin disband the Technical Services committee.

Carried 6/0 by absolute majority

4.4.1 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 Russell called for nominations to the Governance, Audit and Community Services Committee.

Nominations received from Council:

- Cr Fran Allan

Resolution No 211015-03

Moved Cr Hinkley / Seconded Cr Martin

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

- Cr Fran Allan
- Cr Grayden Lang
- Cr Steven Martin
- Cr Wes Astbury
- Cr Julie Russell
- Cr Allan Lansdell

Carried 6/0 by absolute majority

4.4.3 Australia Day Committee

Previous Committee Members:

- Cr Steve Martin
- Cr Ross Easton
- Cr Julie Russell
- Cr Fran Allan

Cr Russell called for nominations to the Australia Day Committee.

Nominations received from Council:

- Cr Fran Allan

Resolution No 211015-04

Moved Cr Lansdell / Seconded Cr Astbury

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

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

Carried 6/0 by absolute majority

4.4.4 Townscape and Cultural Planning Committee

Previous Committee Members:

- Cr Allan Lansdell
- Cr Fran Allan
- Cr Ross Easton
- Kevin Coxon
- Lee Parker
- Leah Pearson
- Margaret Fleay
- Murray Lang
- Sue Astbury
- Helen Warrilow
- Syd Martin

Nominations received from members of public:

- Lee Parker
- Leah Pearson
- Kevin Coxon
- Cr Fran Allan
- Murray Lang
- Sue Astbury
- Jean Chalmers
- Margaret Fleay

Cr Russell called for nominations to the Townscape and Cultural Planning Committee.

Resolution No 211015-05

Moved Cr Hinkley / Seconded Cr Martin

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

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

Carried 6/0 by absolute majority

4.4.5 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
- Murray Lang
- Coleen Thompson
- Colin Hemley
- Karen Williamson
- Audrey Bird

Cr Russell called for nominations to the Lifestyle Retirement Committee.

Resolution No 211015-06

Moved Cr Astbury / Seconded Cr Lansdell

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

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

Carried 6/0 by absolute majority

4.4.6 Central Country Zone WALGA

Previous Council delegates:

- Cr Steve Martin
- Cr Julie Russell

Cr Russell called for nominations of delegates to Central Country Zone WALGA.

Resolution No 211015-07

Moved Cr Martin / Seconded Cr Lansdell

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

- Cr Julie Russell
- Cr Wes Astbury

Carried 6/0 by absolute majority

4.4.7 Lakes Sub Group – Wheatbelt South Regional Road Group

Previous Council delegates:

- Cr Allan Lansdell
- Cr Julie Russell

Cr Russell called for nominations of delegates to Regional Road Group.

Resolution No 211015-08

Moved Cr Martin / Seconded Cr Astbury

That the following delegates be appointed to the Lakes Sub Group – Wheatbelt South Regional Road Group:

- Cr Julie Russell
- Cr Allan Lansdell

Carried 6/0 by absolute majority

4.4.8 Dryandra Country Visitor Centre

Previous Council delegates:

- Cr Allan Lansdell

Cr Russell called for nominations of delegates to the Dryandra Country Visitor Centre.

Resolution No 211015-09

Moved Cr Easton / Seconded Cr Hinkley

That the following delegates be appointed to the Dryandra Country Visitor Centre:

- Cr Allan Lansdell

Carried 6/0 by absolute majority

4.4.9 Wheatbelt Joint Development Assessment Panel

Previous Council delegates:

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

Cr Russell called for nominations of delegates to the Wheatbelt Joint Development Assessment Panel.

Resolution No 211015-10

Moved Cr Astbury / Seconded Cr Martin

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

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

Carried 6/0 by absolute majority

4.4.10 Great Southern Regional Waste Group

Previous Council delegates:

- Cr Allan Lansdell
- Cr Ross Easton (Member)

Cr Russell called for nominations of delegates to Wagin Regional Waste Group.

Resolution No 211015-11

Moved Cr Hinkley / Seconded Cr Martin

That the following delegates be appointed to the Great Southern Regional Waste Group :

- Cr Allan Lansdell
- Cr Ross Easton (member)

Carried 6/0 by absolute majority

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

Previous Council delegates:

- Cr Wes Astbury
- Cr Julie Russell

Cr Russell called for nominations of delegates to the Joint Local Emergency Management Committee (LEMC).

Resolution No 211015-12

Moved Cr Lansdell / Seconded Cr Easton

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

- Cr Wes Astbury
- Cr Julie Russell

Carried 6/0 by absolute majority

4.4.12 Living Lakes Initiative

Previous delegates:

- Representatives/Co- Coordinators - Ian & Sara Hills
- Shire Representatives – CEO Mr Mark Hook, Cr Grayden Lang and Mrs Natalie Manton
- Facey Group Representative - Felicity Astbury
- 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 - Colin Coxon
- Town Representative - Matthew Pockran

Cr Russell called for nominations of delegates to the Living Lakes Initiative.

Resolution No 211015-13

Moved Cr Lansdell / Seconded Cr Astbury

That the following delegates be appointed to the Living Lakes Initiative:

- Representatives/Co- Coordinators - Ian & Sara Hills
- Shire Representatives – CEO Mr Mark Hook, Cr Grayden Lang and 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

Carried 6/0 by absolute majority

4.4.13 Grain Freight Network – Wheatbelt Railway Retention Alliance

Previous Council delegates:

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

Cr Russell called for nominations of delegates to Grain Freight Network – Wheatbelt Railway Retention Alliance.

Resolution No 211015-14

Moved Cr Hinkley / Seconded Cr Astbury

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

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

Carried 6/0 by absolute majority

4.4.14 Central Agcare

Previous Council delegates:

- Cr Fran Allan

Cr Russell called for nominations of delegates to Central Agcare.

Resolution No 211015-15

Moved Cr Lansdell / Seconded Cr Martin

That the following delegates be appointed to Central Agcare:

- Cr Fran Allan

Carried 6/0 by absolute majority

4.4.15 Harrismith Community Centre Committee

Nominations received from members of public:

- Sue Astbury

Resolution No 211015-16

Moved Cr Lansdell / Seconded Cr Hinkley

That the Harrismith Community Centre committee no longer be a committee of council.

Carried 6/0 by absolute majority

4.4.16 Albert Facey Homestead Committee

Nominations received from members of public:

- Colin Lang
- Dave Astbury
- Linley Rose
- Julie Auld
- Margaret Fleay
- Helen Warrilow
- Jacqui Martin
- Luci Sartori

Cr Russell called for nominations of delegates to the Albert Facey Homestead Committee.

Resolution No 211015-17

Moved Cr Hinkley / Seconded Cr Lansdell

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

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

Carried 6/0 by absolute majority

5. **Declarations of Councillor's and Officer's Interest**

6. **Confirmation of Minutes – Ordinary Meeting of Council – 16 September 2015**

Resolution No 211015-18

Moved Cr Martin / Seconded Cr Astbury

That the minutes of the Ordinary Council meeting held on Wednesday 16 September 2015 be confirmed as a true and correct record.

Carried 6/0

7. **Receival of Minutes**

Receival of Minutes

7.1 Townscape & Cultural Planning Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Pearson, Executive Support Officer
File Reference:	206
Author:	Leah Pearson, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	14 October 2015

Enclosure / Attachment:

Minutes of the Townscape & Cultural Planning Committee Meeting held on Wednesday 14 October 2015.

Background:

The Townscape & Cultural Planning Committee Meeting was held on Wednesday 14 October 2015.

Comment:

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.

Statutory Environment:

Section 5.22 of the Local Government Act 1995

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the minutes of Townscape & Cultural Planning Committee Meeting held on Wednesday 9 September 2015 be received.

Voting Requirements: Simple majority.

Resolution No 211015-19

Moved Cr Astbury / Seconded Cr Martin

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

Carried 6/0

Receival of Minutes

7.2 Lifestyle Retirement Committee

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Pearson, Executive Support Officer
File Reference:	203
Author:	Leah Pearson, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	15 October 2015

Enclosure / Attachment:

Minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 14 October 2015.

Background:

The Lifestyle Retirement Committee Meeting was held on Wednesday 14 October 2015.

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 Lifestyle Retirement Committee Meeting held on Wednesday 14 October 2015 be received.

Voting Requirements: Simple majority.

Resolution No 211015-19

Moved Cr Astbury / Seconded Cr Martin

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

Carried 6/0

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
563-200515-06	Technical Services Committee Meeting Recommendations	CEO	That Council request the CEO to look at suitable signage and community education to deal with the issue of the pedestrian crossing on the Wickepin Main Street.	✓	Refer to CEO's report 21/10/2015.
601-220715-16	Lake Yealering Progress Association	CEO	That the Chief Executive Officer formulate and present a business case to the Wheatbelt Development Commission for the funding of a concept plan for the Lake Yealering Area.	✓	Part of Living Lakes Project.
612-160915-04	Technical Services Committee Meeting Recommendations	CEO	That Council request Main Roads to add Lomos Rd South from the Wickepin Shire Boundary with the Shire of Corrigin to Coxon St Yealering, to the Main Roads WA Restricted Access Vehicle network as a Network 5 road.	✓	Letter sent 17/09/2015.
613-160915-05	Technical Services Committee Meeting Recommendations	CEO	That Council turn the Gillimanning school site into a parking bay and place parking bay signs on the Pingelly Wickepin Road.	○	Letter sent 17/09/2015. MWS to complete project.
614-160915-06	Closure Thomson Road	CEO	That Council as per Section 58 of the Land Administration Act 1997 advertise the proposed closure of Thomson Road, requesting comments on the proposed closure for a period of 35 days in a newspaper circulating in its district.	✓	Letters sent to nearby land owners 22/09/15. Advertised in Watershed and Narrogin Observer. Email sent to Daniel Bird 17/09/15.
615-160915-07	Tender for the Supply of one Smooth Drum Vibratory 10-15 Ton Roller	CEO	That Council accept the E quote from Atlas Copco Construction Equipment Australia for a Dynapac 2013 Model CA2500D 11 ton machine at a tendered change over price of \$97,000 plus GST.	✓	Successful and unsuccessful letters sent 29/09/15.
616-160915-08	Bitumen Tender Evaluation Sheet 2015	CEO	That Council accept the E Quote from Boral Asphalt for a full service and lay of bitumen products at a tendered price of \$2.87/m ² at 1.6L/m ² .	✓	Successful and unsuccessful letters sent 29/09/15.
617-160915-12	Governance, Audit and Community Services	CEO	That Council pass the following recommendations; 1. That the General Waste and Recycle bins	✓	Changes made to the Policy Manual 22/09/2015.

Item	Subject/Action	Officer/ File	Progress	Status	Comment
	Committee Meeting Recommendations		<p>Policy be adopted by Council:</p> <ol style="list-style-type: none"> 2. That Council change the word 'debit' to 'credit' within the Financial hardship for Water Services Policy. 3. That Council rescind the Local Planning Policy design Guidelines for Residences in Rural Residential Zone Policy. 4. That Council request the CEO to review the current Strategic Staff Housing Plan 2014-2024 and re-present an updated Strategic Staff Housing Plan to the next Governance, Audit and Community Services committee meeting. 		Review of the Strategic Staff Housing Plan 2014-2024 to be taken to the Governance November meeting.
618-160915-13	Rooster and Geese 31 Wickepin Street, Wickepin	CEO	That Council give written permission for the owners of 31 Wickepin Street to keep one rooster and two geese at Lot 1 31 Wickepin Street Wickepin.	✓	Letter sent to owners 17/09/2015.
619-160915-14	MOU Wheatbelt South Well Aged Persons Housing Strategy Regional Alliance	CEO	That Council advise the Wheatbelt South Well Aged Persons Housing Strategy Regional Alliance that the Shire of Wickepin is prepared to take on the Lead Agency Role on the provision that the Shire of Wickepin is able to employ a Project Coordinator to work with the Wheatbelt South Well Aged Persons Housing Strategy Regional Alliance with all the costs being spread across all the participating Councils.	✓	Email sent 17/09/2015.
620-160915-15	Townscape & Cultural Planning Committee Meeting Recommendations	CEO	<p>That Council pass the following recommendations:</p> <ol style="list-style-type: none"> 1. That the Golden Memorial Park Concept Plan not be adopted and that the Golden Memorial Park only receive general maintenance and a good tidy up by the Shire of Wickepin. 2. That Council adopts the five year budget 2016 to 2021. 	✓	Townscape notified of passed resolution 14/10/2015.

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

2.24pm – MWS Peter Vlahov entered the Chambers.

Infrastructure and Engineering 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:	2610
Author:	Peter Vlahov, Manager Works & Services
Disclosure of any Interest:	Nil
Date of Report:	14 October 2015

Enclosure / Attachment:

- Ongoing Maintenance List
- 4 x MetroCount Traffic Executive Class Speed Matrix – Tincurrin North Road, Tincurrin South Road, Toolibin North Road, Toolibin South Road and Yilliminning Road

Background: Monthly report submitted from Manager of Works & Services, Mr Peter Vlahov.

Comment:

Programmed Construction Works

- Weden South Road gravel sheeting project is progressing and is now 80% completed.
- Angwin Road gravel sheeting project is also in progress.
- Bitumen seal and reseal projects have been programmed for completion during November (Weather conditions apply).
- Harrismith footpath construction has been programmed for completion during November.
- Traffic counters have been placed on various roads and statistics have been attached.
- Several large Sugar Gums located at Yealering have been pruned and made safe.

Plant Replacement

- Council will receive the new vibratory roller on Tuesday 20th October.
- Other plant replacement reports are supplied via the CEO report.

Maintenance Works

- Various building maintenance issues
- Repair walkway bridges – Wickepin Heritage Trail.
- Install metal caps to pillars at the War Memorial.
- Assist with Railway station restoration.
- Assist with cemetery upgrade.
- Pot hole patching
- Various sign issues.
- Culvert repairs.
- Tree pruning.
- Refuse site maintenance.
- Office garden upgrade

Please see ongoing list attached

Occupational Health and Safety

- Modify plant water tanks to allow for safer use.
- Fire fighting course booked for 13th November.

Workshop

- General ongoing servicing and minor repairs.

Parks and Gardens

- Extend reticulation system at Wickepin oval
- Wickepin oval mowing and maintenance
- Prepare oval for cricket season
- Upgrade various gardens.
- Weed spraying various areas.
- General ongoing maintenance
- Tree planting.

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 14 October 2015.

Voting Requirements: Simple majority

Resolution No 211015-20

Moved Cr Hinkley / Seconded Cr Lansdell

That council notes the report from the Manager of Works and Services dated 14 October 2015.

Carried 6/0

MWS Action Request Register 2015

	Date	Area	Action	Requested by	Complete Y/N	Date Complete	Notes
May	04/05/2015	Wickepin	Facey Group – Plumber for downpipe.	Facey Group	○		
	04/05/2015	Wickepin	Old Railway Building – Tree at the back of building needs to be trimmed.	A. Ramsay	✓	06/05/2015	
	04/05/2015	Harrismith	Dongas – globe outside needs replacing.	A. Ramsay	✓		
	04/05/2015	Harrismith	Dongas – Exhaust fan not working may need an electrician.	A. Ramsay	✓		
	04/05/2015	Harrismith	Dongas – Change batteries in smoke alarms.	A. Ramsay	✓		
	04/05/2015	Wickepin	Henry Street – Part of pavement has lifted up footpath.	P. Gardener	✓	07/09/2015	
	05/05/2015	Wickepin	Whiteboards back to community Centre.	Glenn Leeson	✓	06/05/2015	
	05/05/2015	Wickepin	Netball Courts to be cleaned for 9 th May.	Amanda	✓		
	06/05/2015	Wickepin	Weeds need seeing to at Facey Group building.	Facey Group	✓		
	07/05/2015	Wickepin	Wickepin War Memorial – Loose brick on steps.	Governance	✓		
	07/05/2015	Wickepin	Campbell Street – Blue metal dust needs shoveling.	Governance	✓		
	11/05/2015	Yealering	Tidy up Yealering Cemetery.	Wayne Rushton	✓		
	13/05/2015	Wickepin	10 Smith Street – wood back door in garage lock not working.	Stacey Halstead	○		
	13/05/2015	Yealering	Corner of Congreve and Connor Street – sand/gravel needs removing.	Les Robinson	✓	15/05/2015	
	13/05/2015	Wickepin	Tree pruning – 34 Henry Street – side of tree needs pruning.	Luci Sartori	✓		
	14/05/2015	Yealering	Clean between graves, under trees and Shipley Road fence.	Wayne Rushton	✓	15/05/15	
	18/05/2015	Wickepin	Unit 1 Yarling Court – Place rat baits in roof.	Jody Dunn	✓		
	19/05/2015	Wickepin	Shire office – replace 1 light globe.	Mark Hook	✓		
	19/05/2015	Wickepin	Unit 3 Cottage Homes – replace double PowerPoint in kitchen.	Colin Fleay	✓	29/05/2015	
	19/05/2015	Wickepin	Unit 3 Cottage Homes – Hinge in laundry.	Colin Fleay	✓	29/05/2015	
	19/05/2015	Wickepin	Unit 3 Yarling Court – TV Aerial not working.	Tim Rushton	✓		
	20/05/2015	Wickepin	Wickepin Caravan Park – Lock in disabled shower broken.	Kirsten Rigby	✓		
	20/05/2015	Wickepin	Wickepin Caravan Park – Refillable, fitted soap dispenser.	Kirsten Rigby	✓		
	21/05/2015	Wickepin	Unit 2 Cottage Homes – Move leave and dirt at the back.	Doug Gardener	✓	26/05/2015	
	21/05/2015	Wickepin	Cottage Homes – Trim bush over electricity meter.	Nat Manton	✓	25/05/2015	
	25/05/2015	Yealering	Plaque and ashes into niche wall.	Amanda	✓	28/05/2015	
	25/05/2015	Wickepin	5 Smith Street – Tidy up front and back garden.	Leah	✓	27/05/2015	
	27/05/2015	Wickepin	Community Centre – lights over doors to mezzanine not working.	Beth Thompson	✓	29/05/2015	
27/05/2015	Wickepin	Community Centre – Exit light over stairwell blinks.	Beth Thompson	○			
28/05/2015	Wickepin	Office – fix flag poles.	Mark	✓	28/05/2015		
June	02/06/2015	Wickepin	Unit 3 Yarling Court – Tidy front and back garden.	Leah Pearson	✓	05/06/2015	
	02/06/2015	Wickepin	Unit 4 Cottage Homes – Toilet needs fixing.	Amy Read	✓	02/06/2015	
	03/06/2015	Wickepin	Community Centre – leaking tap oval side of mezzanine.	Tony Smith	✓		
	03/06/2015	Wickepin	Old floor sweeper needs maintenance.	Tony Smith	✓		
	04/06/2015	Wickepin	5 Smith Street – Aerial for TV not working.	Luke Hatchman	✓		
	06/06/2015	Wickepin	5 Smith Street – Power socket in kitchen needs seeing to.	Luke Hatchman	✓		

July	10/06/2015	Wickepin	Unit 2 Yarling Court – Window needs fixing.	Violet Holmes	✓		
	11/06/2015	Wickepin	Fix sports ground fence at Campbell Street side of oval.	Mark Hook	✓		
	12/06/2015	Wickepin	Community Centre – Stack trolley needs wheels fixed.	WFC	✓	12/06/2015	
	12/06/2015	Wickepin	Unit 1 Yarling Court – Tiles lifting at back of shower from ants nest.	Jody Dunn	○		
	16/06/2015	Wickepin	Unit 4 Yarling Court – Sliding door handle not working in laundry.	Tim Rushton	✓		
	16/06/2015	Wickepin	Community Centre – Require light switch and power socket in ladies.	Anthea Hill	✓		
	18/06/2015	Wickepin	Admin office – Women’s toilet light needs changing.	Leah	✓		
	19/06/2015	Wickepin	Unit 1 Cottage Homes – Tap not working.	John Gardener	✓		
	26/06/2015	Wickepin	Downpipe has come away at back of Police Station.	Helen Warrilow	✓		
	06/07/2015	Yealering	Sand delivery for Yealering Primary School.	Dani Sims	✓		
	07/07/2015	Wickepin	Holes near graves need filling at Cemetery.		✓		
	07/07/2015	Wickepin	Check sewer line at Jeanette Penders House.	Jeanette Pender	✓		
	08/07/2015	Yealering	Bollard lights not working.	Colin Coxon	✓		
	08/07/2015	Wickepin	Community Centre Mezzanine blinds derailed, chain broken	Hazel Green	○		
	09/07/2015	Wickepin	Health Centre – Roots are lifting paving.	Kelly Miller	✓		
	10/07/2015	Wickepin	Replace cistern in Unit 4 Cottage Homes.	W. Meddings	✓		
	14/7/2015	Wickepin	Cemetery – Holes near graves	Resident	✓	29/07/2015	
	15/07/2015	Wickepin	Unit 1 Yarling Court – Replace globe at front door.	Jody Dunn	✓		
15/07/2015	Wickepin	Cottage Homes – Empty rubbish bins	Doug Gardener	✓			
16/07/2015	Harrismith	Caravan Park – Showers are cold.	Tanya Sands	✓			
22/07/2015	Wickepin	Town Hall – Repetitive sound from security cupboard.	Des Pauley	✓		Done.	
22/07/2015	Tincurrin	Place more bins at Tincurrin Tip.	Council	✓	30/07/2015		
22/07/2015	Wickepin	Graves – holes near them need filling.	C. Thompson	✓			
23/07/2015	Harrismith	Maintenance on Wildflower Trail – late August.	Sue Astbury	✓	August 2015		
30/07/2015	Yealering	Hall – Broken Floor Board and lights in car park – only one working.	Mark Hook	✓			
31/07/2015	Wickepin	Trees on verge – 98 Wogolin Road – one needs replacing.	Kelly Steere	○			
August	03/08/2015	Wickepin	Cottage Homes – Remove old furniture from shed.	Mark Hook	✓		
	03/08/2015	Wickepin	Cottage Homes – Replace White Lattice.	Mark Hook	✓		
	04/08/2015	Wickepin	Unit 1 Cottage Homes – Ensure front and back gardens are tidy.	ESO	✓		
	10/08/2015	Wickepin	Large branch down on Dorakin Road.	Daphne Tetlow	✓		
	11/08/2015	Wickepin	Caravan Park – Showerhead/hose in ladies disabled toilets need replacing and hot water for sinks keep disconnecting.	Kirsten Rigby	✓		
	17/08/2015	Wickepin	Men’s inside toilets – need fire extinguisher replacing.	Janet Thorley	○		
	17/08/2015	Wickepin	Turn the Face Map around to the new side.	Natalie Manton	○		
	17/08/2015	Yealering	Women’s toilet is blocked, men’s toilet moving on concrete.	M Preedy	✓		
	17/08/2015	Yealering	Fix light at Caravan Park BBQ and clean BBQ.	M Preedy	✓		
	17/08/2015	Tincurrin	Provide yellow recycle bin for R Easton.	Mark Hook	✓		
	18/08/2015	Harrismith	Need electrician to finish fitting new hot water system.	Tanya Sands	✓	18/08/2015	
	19/08/2015	Wickepin	Unit 1 Cottage Homes – back fly screen door fly wire needs replacing and sink is blocked.	Barbara Lawler	✓		
20/08/2015	Wickepin	Door on the bus needs fixing.	Helen Sands	○			
20/08/2015	Yealering	South East Yealering Road needs grading.	Russell Dawes	○			

	21/08/2015	Harrismith	Golf Club Road needs grading.	Wes Astbury	✓		
	21/08/2015	Wickepin	Unit 1 Cottage Homes – access to rainwater tank needed.	Barbara Lawler	✓		
	24/08/2015	Wickepin	Unit 2 Cottage Homes – Toilet not draining properly.	Doug Gardener	○		
	28/08/2015	Wickepin	Unit 1 Cottage Homes – Shower head needs replacing and stove fan.	Barbara Lawler	✓		
	28/08/2015	Wickepin	Clean up plastic pipes next to path between pub and news agency.	Peter Bird	✓	03/09/2015	
	31/08/2015	Wickepin	Unit 1 Yarling Court – Washers need replacing.	Jody Dunn	✓		
September	01/09/2015	Wickepin	Unit 1 Yarling Court – Trees touch roof/gutter need trimming – ants.	Jims Pest	○		
	02/09/2015	Wickepin	13A Collins Street – tidy front and back gardens.	Leah	✓		
	02/09/2015	Wickepin	CRC – Replace fluoro globe in computer room.	Luci Sartori	✓		
	04/09/2015	Wickepin	Community Centre – Clean gutters between the two front entrances.	Hazel Green	○		
	10/09/2015	Yealering	Faulty shower hose at Caravan Park in disabled shower.	Fran Allan	○		
	10/09/2015	Harrismith	Clear cement away.	Sue Astbury	✓	09/09/2015	
	10/09/2015	Yealering	Change lock on back door at hall.	Lois Shipley	✓	17/09/2015	
	10/09/2015	Yealering	Bin is missing from pull in bay on Wickepin Corrigin Road.	Fran Allan	✓	17/09/2015	
	10/09/2015	Malyalling	No longer a bin in the parking bay – needs replacing.	Gerri Hinkley	✓	17/09/2015	
	16/09/2015	Yealering	2 pot holes near Colin Coxons shed.	John Sutton	○		
	21/09/2015	Wickepin	Unit 2 Yarling Court – Gas fitting needs to be replaced.	Violet Holmes	○		
21/09/2015	Wickepin	Turn Gillamining School site into a parking bay and place signs.	Council	○			
October	09/10/2015	Wickepin	Remove fridge for HACC.	Wendy Butler	○		
	15/10/2015	Wickepin	Blinds at Community Centre need fixing.	Judy Lang	○		

Infrastructure and Engineering Services

10.1.02 – Equote's – Replacement P342 2011 Isuzu Giga 6 Wheel Truck WK342

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	2210
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	1 October 2015

Enclosure / Attachment: Nil

Background:

In the 2015/2016 Budget Estimates, Council included within the ten year plant replacement program the replacement of Council's Isuzu Giga 6 Wheel Truck WK342.

The Isuzu Giga 6 Wheel Truck WK342 as of the 1 October 2015 had done 141,482 Kilometres.

To commence the tender processes for the replacement of the Isuzu Giga 6 Wheel Truck WK342. Council's Manager of Works requested quotes through the WALGA Preferred Suppliers Equote's system.





Comment:

The following vendors supplied the following Equote's for the supply of one 6X4 Tip Truck:

Number	Dealer Particulars	Machine Make	Machine Model	GVM	GCM	KW / HP	Tendered Purchase (ex GST)	Trade / Outright purchase price (GST ex)	Nett Changeover (GST Inc)	Compliant Yes/No	COMMENTS
1	WA Hino	Hino	FS2848	28,300	72,000	475HP	\$ 192,280	\$ 83,636	\$ 108,644	YES	P&G Body
2	Truck Centre WA Pty Ltd	UD	GW26K	26,000	55,000	308 KW	\$ 198,223	\$ 50,000	\$ 148,223	NO	TL Engineering Body
		UD	GW26K	26,000	55,000	309 KW	\$ 204,193	\$ 50,000	\$ 154,193	NO	Howard Porter Body
		UD	GW26420KAL	26,000	55,000	308 KW	\$ 193,203	\$ 50,000	\$ 143,203	NO	P&G Body
4	Scania Australia	SCANIA	G480 8X4	33,200	100,000	480HP	\$ 271,744	No Trade Price Given		NO	Howard Porter Body
5	Truck Centre WA	MACK	GRANITE 6X4		70,000	435HP	\$ 228,950	\$ 50,000	\$ 178,950	YES	P&G Body
			GRANITE 6X4		70,000	435HP	\$ 210,600	\$ 50,000	\$ 160,600	NO	Fitted with tipping tray not to specifications
			GRANITE 6X4		70,000	435HP	\$ 233,300	\$ 50,000	\$ 183,300	YES	Howard Porter Body
			GRANITE 8X4		70,000	435HP	\$ 246,950	\$ 50,000	\$ 196,950	YES	P&G Body
			GRANITE 8X4		70,000	435HP	\$ 251,300	\$ 50,000	\$ 201,300	YES	Howard Porter Body
6	Daimler Trucks	MERCEDES BENZ	ACTROS 2046L	26,000	70,000	320KW	\$ 240,056	\$ 60,700	\$ 179,356	YES	Howard Porter Body
			ACTROS 3244K	32,000	70,000		\$ 263,040	\$ 60,700	\$ 202,340	YES	Howard Porter Body
7	Skipper Trucks	IVECO	Stralis 6x4 AT450	25,100	65,000		\$ 235,464	\$ 83,634	\$ 151,830	YES	Howard Porter Body
8	Western Star Trucks Australia	MAN	TGS 26.440 6 x 4 Constellation Series	26,000	68,000	324KW	\$ 222,926	No Trade Price Given	\$ 222,926	NO	P&G Body
		Western Star	II 48FS2		106,000	560HP	\$ 292,312	No Trade Price Given	\$ 292,312	NO	P&G Body

Tenders have been received from eight companies through the WALGA preferred Suppliers system and each have been evaluated using the following evaluation sheet:

Supply one 6x4 Truck													
CRITERION	A		B		C		D		E		TOTAL SCORE	Ranking	
	Compliant		Price		Availability		Experience		Warranty				
	GCM		Within Budget		Within 8 Weeks		Backup and service						
	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 FS2848	5.0	30.0	5.0	30.0	5.0	10.0	4.0	16.0	5.0	10.0		96.00	1
UD GW26K TL BODY	0.0	0.0	4.0	24.0	5.0	10.0	4.0	16.0	5.0	10.0		60.00	5
UD GW26K HOWARD PORTER BODY	0.0	0.0	4.0	24.0	5.0	10.0	4.0	16.0	5.0	10.0		60.00	5
UD GW2642KAL P & G BODY	0.0	0.0	4.0	24.0	5.0	10.0	4.0	16.0	5.0	10.0		60.00	5
SCANIA G480 8x4	5.0	30.0	1.0	6.0	3.0	6.0	4.0	16.0	5.0	10.0		68.00	5
MACK GRANITE 6X4 P & G BODY	5.0	30.0	3.0	18.0	5.0	10.0	4.0	16.0	5.0	10.0		84.00	3
MACK GRANITE 6X4 ALL READY FITTED BODY	5.0	30.0	3.0	18.0	5.0	10.0	4.0	16.0	5.0	10.0		84.00	3
MACK GRANITE 6X4 HOWARD PORTER BODY	5.0	30.0	3.0	18.0	5.0	10.0	4.0	16.0	5.0	10.0		84.00	3
MACK GRANITE 8X4 P & G BODY	5.0	30.0	3.0	18.0	5.0	10.0	4.0	16.0	5.0	10.0		84.00	3
MACK GRANITE 8X4 HOWARD PORTER BODY	5.0	30.0	3.0	18.0	5.0	10.0	4.0	16.0	5.0	10.0		84.00	3
MERCEDES BENZ ACTROS 2046L	5.0	30.0	3.0	18.0	5.0	10.0	4.0	16.0	5.0	10.0		84.00	3
MERCEDES BENZ ACTROS 3244K	5.0	30.0	3.0	18.0	5.0	10.0	4.0	16.0	5.0	10.0		84.00	3
IVECO6X4 AT450	5.0	30.0	4.0	24.0	5.0	10.0	5.0	20.0	4.0	8.0		92.00	2
MAN TGS26440 6X4	5.0	30.0	2.0	12.0	5.0	10.0	5.0	20.0	4.0	8.0		80.00	4
WESTERN STAR 48FS2	5.0	30.0	2.0	12.0	5.0	10.0	5.0	20.0	4.0	8.0		80.00	4
	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											

Council's budget figures for the changeover of the Isuzu Giga 6 Wheel Truck WK342 are as follows:

GL Account	Plant Purchases			
	Gross Purchase Price			
160340	P342- 2011 Isuzu Giga 6 Wheel Truck		WK342	175,000
	Trade Price			
160130	P342- 2011 Isuzu Giga 6 Wheel Truck		WK342	63,000
	Nett Change Over			112,000

Not all quote's received were compliant with Council's Policies and specification forwarded to vendors.

All vehicles come complete with factory fitted or manufactured tipping bodies to the Manager of Works Specifications as part of the complete change over.

The Manager of Works feels that the Hino 700 series Fs2848 will be suitable to replace the current Isuzu Giga 6 Wheel Truck WK342. The Hino 700 series Fs2848 is also capable to tow Councils 8 Wheel Side Tipping Dog Trailer Plant Number P3680, Registration Number WK3680.

As the Hino 700 series Fs2848 is within the 2015/2016 budget estimates it is recommended that Council accept the quote from WA Hino for the Hino 700 series Fs2848 tipping truck with the P & G Body Builders built tipping body and trade the Isuzu Giga 6 Wheel Truck WK342 at a changeover price of \$108,644 GST Exclusive.

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>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.</p> <p>OR</p> <p>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.</p>
\$1,000 - \$39,999	<p>Obtain at least 3 written quotations (e.g. email, fax or original copy).</p> <p>OR</p> <p>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.</p>
\$40,000 - \$99,999	<p>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.</p> <p>OR</p> <p>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.</p>
\$100,000 and above	<p>Conduct a public Tender process in accordance with this policy and the WALGA Procurement Handbook. The procurement decision is to be based on value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a Tender exempt and pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire of Wickepin source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through Equote's or directly in writing.</p>

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 \$108,644 is \$3,356 under the 2014/2015 budget estimate of \$112,000 GST Exclusive nett change over.

Strategic Implications:

Theme 1 – To Develop and Maintain Quality Services and Infrastructure

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

Goal	Action	Measure
1.1 Develop effective assets replacement and maintenance programs	<ul style="list-style-type: none"> • Develop and fund a five year program for the provision of footpaths. • Develop and fund a ten year plan that will ensure the timely maintenance of Council assets. • Provide for the replacement of existing and provision for new community assets as the need 	<ul style="list-style-type: none"> • Review, at least annually, the five-year road program for the district. • Maintain and review annually an adequately funded reserve fund for the replacement of plant as necessary

Theme 1 – To Develop and Maintain Quality Services and Infrastructure

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

	arises.	
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Summary:

Council is being requested to accept the EQuote from WA Hino for the Hino 700 series Fs2848 tipping truck with factory fitted tipping body and trading the Isuzu Giga 6 Wheel Truck WK342 at a changeover price of \$108,644 GST Exclusive.

Recommendation:

That Council accept the EQuote from WA Hino for the Hino 700 series Fs2848 tipping truck with factory fitted tipping body and trading the Isuzu Giga 6 Wheel Truck WK342 at a changeover price of \$108,644 GST Exclusive.

Voting Requirements: Simple majority

Resolution No 211015-21

Moved Cr Lansdell / Seconded Cr Easton

That Council accept the EQuote from WA Hino for the Hino 700 series Fs2848 tipping truck with factory fitted tipping body and trading the Isuzu Giga 6 Wheel Truck WK342 at a changeover price of \$108,644 GST Exclusive.

Carried 6/0

Infrastructure and Engineering Services

10.1.03 – Replacement of P2MF – 2012 – Facey Group Nissan Navara Crew Cab Utility 4X4 WK701

Submission To:	Ordinary Council
Location / Address:	Facey Group
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	2110
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7 th October 2015

Enclosure / Attachment: Nil

Background:

In the 2015/2016 Budget Estimates, Council included within the ten year plant replacement program the replacement of P2MF – 2012 – Facey Group Nissan Navara Crew Cab Utility 4X4 WK701.



Above are photos of the trade vehicle - Facey Group Nissan Navara Crew Cab Utility 4X4 WK701

WK 701 as of the 7th October 2015 had done 94,340 kilometres.

Comment:

As per Councils purchasing policy 2.1.17 TENDERS OF BUDGETED ITEMS the Manager of Works Mr. Peter Vlahov requested quotes for the following vehicles.

1. 2016 Holden Colorado 7 LTZ Auto 2.8 Turbo Diesel 4X4



- 2. 2015 Holden Colorado LTZ Auto MY16 Dual Cab 2.8 Turbo Diesel 4X4



- 3. 2015 Ford Ranger DBL PU XLS 3.2 Diesel 4X4



- 4. 2015 Nissan Navara NP300 Dual Cab 2.3l Diesel 7 Speed floor Auto



Councils purchasing policy 2.1.17 TENDERS OF BUDGETED ITEMS states the following

Purchasing Thresholds (ex GST)	Purchasing Requirements
\$40,000 - \$99,999	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. 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 three Preferred Suppliers) using a formal Request for Quotation process either through Equote's or directly in writing.

Council had received the following quotes as of the 7th October 2015:

	Edwards Holden	Edwards Holden	Ingrey Ford	Ingrey Ford
	2015 MY16 Holden Colorado 7 LTZ Auto 4X4 2.8 T/D	2015 MY 16 Holden Colorado LTZ Auto Dual Cab 4X4 2.8 T/Diesel	2015 Ford Ranger DBL PU XLS 3.2 Diesel 4X4	New Nissan NP300 Navara ST Dual Cab 2.3l Diesel 7 Speed Floor Auto 4X4
Price	37,812.40	39,654.41	37,727.27	38,768.18
Prestige Paint	418	418	White	White
Towing Package	867	763	909.09	831.82
Nudge Bar	589	589	772.72	981.82
Rubber Mats	183	183		
Tint	400	400		
Spot lights	700	700	600	600
ARB Deluxe Canopy		3,381	2,718.19	2,718.18
Load Mat		608		
Dealer Delivery			900	
License	Shire Cost	Shire Cost	Shire Cost	Shire Cost
Less Trade 2013 Nissan Navara	22,069.40	22,207.41	25,000	25,000
Change Over GST Inclusive	\$18,900	\$24,500	\$22,990	\$23,290
Change Over GST Exclusive	\$17,182	\$22,273	\$20,900	\$21,173

The major difference in the prices appears to be the trade value and the Holden Colorado includes prestige paint against the plain white of the Nissan Navara and the Ford Ranger which is a difference of \$662.81 for the canopy and \$418 for the vehicle being a total of \$1080.81. Also the Colorado Dual Cab includes a rear load mat for \$608 which is not included in the Ford Ranger or Nissan Navara.

With these differences comparing vehicle to vehicle the changeover of the Ford Ranger would be \$24,678.81, which makes it \$178.81 more than the Holden Colorado Dual Cab. The Nissan Navara Would be \$24,978.81 making it \$478.81 more than the Holden Colorado Dual Cab.

Council requires the Load Mat in the tray area to protect the vehicles tray floor area.

Council currently runs a number of Holden Colorado's in its existing fleet and keeping with the same type of vehicles helps with parts for servicing and minor repairs.

The manager of works is happy with the current Holden Colorado Dual Cab he is driving and feels that the Colorado 7 although cheaper would not meet his current work requirements for carting items around the Shire. The Facey group have also been asked for comments on the Colorado 7 and they feel if the rear seats were removed it would meet their requirements, but there are times that they require a vehicle with the tray to cart a large amount of gear to site.

The Manager of Works has given a preference for the 2015 MY 16 Holden Colorado LTZ Auto Dual Cab 4X4 2.8 T/Diesel.

Council's budget figures for the changeover of the P2MF – 2012 – Facey Group Nissan Navara Crew Cab Utility 4X4 WK701 was \$20,500 GST Exempt which makes the Holden Colorado Dual Cab \$1,773 over Council's budgeted figure.

Edwards Holden currently has in stock the 2015 MY 16 Holden Colorado LTZ Auto Dual Cab 4X4 2.8 T/Diesel with all the required accessories in Prestige Grey.

Statutory Environment:

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

Policy Implications:

3.1.7 PURCHASING

OBJECTIVE: Provide compliance with the *Local Government Act 1995 (WA)* and the *Local Government (Functions and General) Regulations 1996 (WA)*, deliver a best practice approach and procedures to internal purchasing for the Shire of Wickepin and ensure consistency for all purchasing activities within all Shire of Wickepin operational areas.

Financial Implications: Over budgeted expenditure of \$1,773

Strategic Implications: Fits with in theme one of Councils strategic Community Plan.

Theme 1 – To Develop and Maintain Quality Services and Infrastructure

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

Goal	Action	Measure
1.1 Develop effective assets replacement and maintenance programs	<ul style="list-style-type: none"> Develop and fund a five year program for the provision of footpaths. Develop and fund a ten year plan that will ensure the timely maintenance of Council assets. Provide for the replacement of existing and provision for new community assets as the need arises. 	<ul style="list-style-type: none"> Review, at least annually, the five-year road program for the district. Maintain and review annually an adequately funded reserve fund for the replacement of plant as necessary
1.2 Creation of new community assets	<ul style="list-style-type: none"> Progressively implement the Townscape plans. Provide strategically placed Public Conveniences. Provide housing for low-income earners, young singles and aged persons in conjunction with other authorities. 	<ul style="list-style-type: none"> We have a clear, published townscape plan that addresses the community's needs.
1.3 Actively pursue funding from external Sources	<ul style="list-style-type: none"> Employment of grants officer responsible for securing funding for the community of Wickepin. 	<ul style="list-style-type: none"> Grants Officer employed.

Summary:

Council is being requested to accept the quote from Edwards Holden for a 2015 MY 16 Holden Colorado LTZ Auto Dual Cab 4X4 2.8 T/Diesel for a change over price of \$24,500 with all accessories provided in the quotation.

Recommendation:

That the quotation for a 2015 MY 16 Holden Colorado LTZ Auto Dual Cab 4X4 2.8 T/Diesel for a change over price of \$22,273 GST Exclusive (\$24,500 GST Inclusive) with the following accessories from Edwards Holden Narrogin be accepted by:

- | | |
|--------------------------|---------|
| 1. Prestige Paint (Grey) | \$418 |
| 2. Towing Kit | \$763 |
| 3. Nudge Bar | \$589 |
| 4. Rubber Mats | \$193 |
| 5. Tint | \$400 |
| 6. ARB Deluxe Canopy | \$3,381 |
| 7. Load Mat | \$609 |
| 8. Spot Lights | \$700 |

Voting Requirements: Simple majority

Resolution No 211015-22**Moved Cr Lansdell / Seconded Cr Martin**

That the quotation for a 2015 MY 16 Holden Colorado LTZ Auto Dual Cab 4X4 2.8 T/Diesel for a change over price of \$22,273 GST Exclusive (\$24,500 GST Inclusive) with the following accessories from Edwards Holden Narrogin be accepted by:

- | | |
|--------------------------|---------|
| 1. Prestige Paint (Grey) | \$418 |
| 2. Towing Kit | \$763 |
| 3. Nudge Bar | \$589 |
| 4. Rubber Mats | \$193 |
| 5. Tint | \$400 |
| 6. ARB Deluxe Canopy | \$3,381 |
| 7. Load Mat | \$609 |
| 8. Spot Lights | \$700 |

Carried 6/0

Infrastructure and Engineering Services

10.1.04 – Purchase 20Kva Generator

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	2101
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7 October 2015

Enclosure / Attachment: Nil

Background:

In the 2015/2016 Budget Estimates, Council included the purchase of one 20kva Generator for use during emergency situations with the wiring of the Wickepin Administration centre to allow for an emergency backup power supply.



Comment:

As per Councils purchasing policy 2.1.17 TENDERS OF BUDGETED ITEMS the Chief Executive Officer requested quotes from the following suppliers:

1. Global Pasture Consultants – Neill Ballard - Narrogin
2. Ewen Rural Supplies – Jayden Ewen - Wickepin
3. Wickepin Rural Supplies – Tim Cowcher - Wickepin
4. Bluediamond Machinery – Kewdale - Wickepin

Councils purchasing policy 3.1.7.3 PURCHASING THRESHOLDS AND PROCESSES states the following:

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

As of the 12th October 2015 Council has received the following quotes:

1. Global Pasture Consultants – Narrogin WA – GST Inc \$10,890 GST Ex \$9,900

Supply one New Agrison Gen Set 25KVA with 4 cylinder turbo charged diesel engine. In weather proof sound proof cabin with on board smart gen computer watch dog 2012 brushless 4 pole alternator, fully lockable doors, 415/240V, industrial air cleaner. Package will include base mount fuel tank/new battery, fully checked and serviced with fluids and local filters. Machine includes 5 year 500 hour parts only warranty, machine to be serviced at 50 hours followed by 200 hour intervals. Machine to be wired by qualified electrician. Machine includes 1X32 Amp 3 phase outlet plug and 1X15 Amp 240 volt double plugs. Quote includes freight and delivery to Wickepin. Payment terms 100% on Delivery Price \$9,900 plus GST.

2. Wickepin Rural Services

Unfortunately I will not be able to supply generator to you at a satisfactory price.

3. Ewen Rural Supplies – Wickepin WA - \$11,300 GST Inclusive GST Ex \$10,272

Supply one Generator Diesel Silent Isuzu Forward 25KVA 3 Phase

- Prime Power - 20kw/25kva 415 volts 35 amps
- Standby Power - 22kw 27kva
- Power Factor- 0.8
- Phase Voltage – Three Phase 415 Volt
- Frequency – 50 hertz
- Engine – Isuzu 4 cylinder Diesel 4jB1
- RPM – 1500/min
- Cooling Method – Water Cooled – rated for Australia’s North

- Alternator – three phase 4 pole brushless synchronous -/c AVR
- Starter system 12 volt electric – battery included
- Controller – Smartgen HGM6100K Series
- 2wire remote start capable
- Over Temperature protection
- Over Current Protection
- Low Oil Protection
- Safety Systems – Battery Isolator
- Emergency Stop
- Failsafe Shutdown Fuel Solenoid
- Noise Level – 64dba at 7 meters
- Fuel tank capacity – 145 Litres
- Running time 29 Hours
- Fuel Consumption 5 litres/hour prime load
- Chassis enclosure -* lockable
- Sound deadening through out
- Weather resistant Powder Coatings
- Stainless Steele fittings
- External use
- Mine Site ready Bunding – Yes
- ATRS (mains failure) – Easy Connect plug (ATS Box Optional)
- Single phase Outlets – 2X 15 Amp IP66
- Three Phase Outlets – 1X20 Amp IP66 1X 32p IP66
- Hardwire Terminals – Yes
- RCD/RCBO – Australian Standards (IP67)

4. Bluediamond Machinery – Kewdale WA \$10,500 GST Inclusive GST Ex \$9,545

Verbal Quote over the phone on 12th October 2015 supply one Blue Diamond 25Kva Generator, price is plus freight, generator in stock.

Key features

Prime kVa: 25

Standby kVa: 28

Prime kW: 20

Standby kW: 22

Power Factor: 0.8

Amps: 35A

Voltage: 415 V

Class of rating: STANDBY

Alternator: BRUSHLESS WITH AVR

Number of phase: 3

Make and model: FOTON ISUZU

Number of cylinder: 4

Type: VERTICAL INLINE 4

Speed: 1500 RPM

Fuel tank: 90 Litres

Fuel consumption: 3.7 L/H (75% LOAD)
Estimated run time: 39 HOURS (75% LOAD)
Bunded fuel tank: YES
Emergency stop: YES
Battery isolator: YES
Australian standards: YES
Fully enclosed sound proof canopy: YES
Noise level: 67 DbA @ 7M
Outlets: 3 X 15 AMP (240V), 1 X 20 AMP (415V), 1 X 32 AMP (415V)
Dimensions: 2000MM L X 850MM W X 1180MM H
Weight: 780 KG

Under Councils Policy 3.1.7.6 Buy Local and Regional Price Preference, the Shire of Wickepin encourages the participation of local and small businesses in the supply of goods, services and works purchases by allowing a 10% price difference between Local, Regional and Metropolitan suppliers.

The quote received from Ewen Rural Supplies is within the 10% price preference for Local Suppliers. The Chief Executive recommends the Generator as quoted from Ewen Rural Supplies as it meets Councils requirements and Ewen Rural Supplies are a local supplier and the purchase fits within Council's Policy 3.1.7.6 Buy Local and Regional Price Preference.

Statutory Environment:

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

Policy Implications:

3.1.7 PURCHASING

OBJECTIVE: Provide compliance with the *Local Government Act 1995 (WA)* and the *Local Government (Functions and General) Regulations 1996 (WA)*, deliver a best practice approach and procedures to internal purchasing for the Shire of Wickepin and ensure consistency for all purchasing activities within all Shire of Wickepin operational areas.

3.1.7.6 BUY LOCAL AND REGIONAL PRICE PREFERENCE

Buy Local

Under the State Government's Buy Local Policy, Government Agencies and Local Governments are encouraged to maximise participation of local and small businesses in the supply of goods, services and works purchased or contracted by government agencies.

A key goal in this policy is open and fair competition to ensure that Western Australian businesses are provided with every opportunity to bid for work. It is recognised that not every category of goods, services or works that is purchased by Local Government will lend itself to supply by local businesses.

As much as practicable, Shire of Wickepin's purchasing must:

- ensure that buying practices, procedures and specifications do not unfairly disadvantage local businesses;

- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- Provide adequate and consistent information to potential suppliers.

Regional Price Preference

Non-metropolitan Local Governments are permitted to adopt a policy which provides a regional price preference to be given to suppliers located outside the metropolitan area. Where a non-metropolitan Local Government has formally adopted a Regional Price Preference Policy, it may give a price preference to a regional Tenderer by reducing the bid price by:

- 10% — where the contract is for goods or services, up to a maximum price reduction of \$50 000;
- 5% — where the contract is for construction (building) services, up to a maximum price reduction of \$50 000; or
- 10% — where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500,000, if seeking Tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the Local Government.

The requirements for adopting a Regional Price Preference Policy are set out in Regulation 24E of the *Local Government (Functions and General) Regulations 1996*.

Financial Implications: Over budgeted expenditure of \$1,272

Strategic Implications: Nil

Summary:

Council is being requested to accept the quote from Ewen Rural Supplies for One Generator Diesel Silent Isuzu forward 25KVA 3 Phase Generator at a price of \$11,300 GST Inclusive (\$10,272 GST Exempt).

Recommendation:

That the quotation from Ewen Rural Supplies for the provision of one Generator Diesel Silent Isuzu forward 25KVA 3 Phase Generator at a price of \$11,300 GST Inclusive (\$10,272 GST Exempt) be accepted.

Voting Requirements: Simple majority

Resolution No 211015-23

Moved Cr Martin / Seconded Cr Lansdell

That the quotation from Ewen Rural Supplies for the provision of one Generator Diesel Silent Isuzu forward 25KVA 3 Phase Generator at a price of \$11,300 GST Inclusive (\$10,272 GST Exempt) be accepted.

Carried 6/0

Infrastructure and Engineering Services

10.1.05 –Quote's – Replacement P1955A ISUZU CREW CAB WK1955

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	2210
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	1 October 2015

Enclosure / Attachment: Nil

Background:

In the 2015/2016 Budget Estimates, Council included within the ten year plant replacement program the replacement of Councils Isuzu FRR Series Crew Cab Truck WK1955.

The Isuzu FRR Series Crew Cab Truck WK1955 as of the 9th October 2015 had done 231,433 Kilometres:



To commence the tender processes for the replacement of the Isuzu FRR Series Crew Cab Truck WK1955. Council's Manager of Works requested quotes from the following truck dealers.

WA Hino Sales and Service – Kewdale Welshpool
 Daimler Trucks – Perth
 South West Isuzu – Bunbury



Photos of P1955A Isuzu FRR Series Crew Cab WK 1955

Comment:

The following vendors have supplied the following Quote's for the supply of one medium crew cab tray back truck:

	WA Hino	Daimler Trucks	South West Isuzu
	Hino 300 series 716 long auto crew cab	2015 Fuso Canter 815 crew cab	2015 Fuso Fighter 1024 crew cab
Price	56,174.18	77,132	125,378
Body by REA	17,150	CE Body In price	JCE Body in price
Canvas seat covers	580	In price	In price
Window Tint	480	In price	In price
Rubber Mats	360	In price	In price
Sun Visor	950	In price	In price
Mesh Stone Guard	650	In price	In price
Alloy Roo Bar	2150	Not included	Not included
Licensing	At Shire Cost	At Shire Cost	At Shire Cost
Auto Transmission	In price	1,870	In price
Less Trade WK1955 Isuzu Fseries Crew Cab	14,000	11,000	11,000
Warranty	5 years 250,000km	5 year 200,00km	5 year 300,000km
Change Over GST Inclusive	64,452	68,002	114,378
Change Over GST Exclusive	58,593	61,820	103,980

The specifications for the tray top for the new truck includes the following

Fabricate and install 3.5 x 2.4 dropside tray with 3mm chq plate floor to suit 716 Auto Crew Cab

- 3500mm long x 2450mm Wide
- Full height RHS Headboard with 2mm flat steel bash plate.
- RHS Side Comming.
- 3mm Checker plate steel floor.
- 1 Piece full length drop side 270mm high on tray sides with removable Staunchion.
- 1 Piece full width drop side 270mm high across rear of tray.
- 20nb Pipe tie rails around tray
- Rear Pipe surrounds around original Hino Tail Lights at rear.
- Pipe ladder style access on L & R sides of tray at front for tray access.
- All LED Side marker lights.
- All work carried out and certified in accordance with ADR & VSB6 regulations.
- Reduce ROH to suit.
- Supply and install to the left rear corner 1 x Kevrek 1000S crane
- Hydraulic lift Hydraulic slew 330
- Dual hydraulic extension to 3.0 metres Manual pin boom to 4.0 metres
- 1 x 12 or 24 volt dc power pack c/w battery cable & isolator switch
- 1 x manual stabiliser leg c/w motor mount & tray storage mount
- 1 x mount frame & bolt kit
- 1 x slew limiter to restrict slewing capacity
- 1 x emergency stop function fitted to controls
- 1 x load indicator pressure gauge
- 1 x hose burst protection
- 1 x control valve hand guard
- Fabricate and install Tow bar with 50mm ball
- Fabricate and Ski bar to roof with dual amber beacons

Council's budget figures for the changeover of P1955A Isuzu FRR Series Crew Cab Truck WK1955 are as follows:

GL Account	Plant Purchases			
	Gross Purchase Price			
160340	P1955 – 1999 Isuzu Crew Cab		WK1955	90,000
	Trade Price			
160130	P1955 – 1999 Isuzu Crew Cab		WK1955	20,000
	Nett Change Over			70,000

The Manager of Works feels that the Hino 300 series 716 Long Auto Crew Cab will be more than suitable to replace the current Isuzu FRR Series Crew Cab Truck WK1955. The Hino

As the Hino 300 series 716 Long Auto Crew Cab is \$11,407 under the 2015/2016 budget estimates it is recommended that Council accept the quote from WA Hino for the 716 Long Auto Crew Cab as per the submitted Quote #: Q12931*2.

Statutory Environment:

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Policy Implications:

3.1.7 PURCHASING

OBJECTIVE: Provide compliance with the *Local Government Act 1995 (WA)* and the *Local Government (Functions and General) Regulations 1996 (WA)*, deliver a best practice approach and procedures to internal purchasing for the Shire of Wickepin and ensure consistency for all purchasing activities within all Shire of Wickepin operational areas.

Financial Implications:

Changeover of \$58,593 GST Exempt is \$11,407 under the 2014/2015 budget estimate of \$70,000 GST exclusive nett change over.

Strategic Implications:**Theme 1 – To Develop and Maintain Quality Services and Infrastructure**

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

Goal	Action	Measure
1.1 Develop effective assets replacement and maintenance programs	<ul style="list-style-type: none"> Develop and fund a five year program for the provision of footpaths. Develop and fund a ten year plan that will ensure the timely maintenance of Council assets. Provide for the replacement of existing and provision for new community assets as the need arises. 	<ul style="list-style-type: none"> Review, at least annually, the five-year road program for the district. Maintain and review annually an adequately funded reserve fund for the replacement of plant as necessary

Summary:

Council is being requested to accept the Quote from WA Hino for the Hino 300 series 716 Long Auto Crew Cab and trading the Isuzu FRR Series Crew Cab Truck WK1955 at a changeover price of \$58,593 GST Exclusive.

Recommendation:

That Council accepts the Quote from WA Hino for the Hino 300 series 716 Long Auto Crew Cab and trading the Isuzu FRR Series Crew Cab Truck WK1955 at a changeover price of \$58,593 GST Exclusive as per the submitted Quote #: Q12931*2.

Voting Requirements: Simple majority

Resolution No 211015-24**Moved Cr Astbury / Seconded Cr Lansdell**

That Council accepts the Quote from WA Hino for the Hino 300 series 716 Long Auto Crew Cab and trading the Isuzu FRR Series Crew Cab Truck WK1955 at a changeover price of \$58,593 GST Exclusive as per the submitted Quote #: Q12931*2.

Carried 6/0

3.03pm- MWS Peter Vlahov departed the Chambers.

Governance, Audit and Community Services

10.2.01 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton - Finance Manager
File Reference:	1212
Author:	Natalie Manton – Finance Manager
Disclosure of any Interest:	Nil
Date of Report:	6 October 2015

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/triannual 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 30 September 2015 as presented be received.

Voting Requirements: Simple majority

Resolution No 211015-25

Moved Cr Martin / Seconded Cr Lansdell

That the financial statements tabled for the period ending 30 September 2015 as presented be received.

Carried 6/0

Bank Balances

As at 30/09/2015

	Bank Statement
Municipal Fund	1,139,721.72
Municipal ANZ Term Deposit	500,000.00
Municipal OCDF	790,186.25
Petty Cash	700.00
Reserves	1,058,936.13
Total	\$3,489,544.10
Trust Fund	\$53,314.36
Transport Account	545.25

Debtors

Rates as at 30/09/2015

Account 7461	Rates	166,378.27
Account 6051	Sewerage	13,388.03
Account 7451	Excess Receipts	-2626.81
Account 1092	ESL	6,384.31
Account 7481	Domestic Rubbish	7,427.32
Account 7491	Commercial Rubbish	1,769.60
Account 7201	Refuse Site Levy	3,122.79
Account 1052	ESL Penalty	175.13
Total		\$196,018.64

Sundry Debtors as at 30/09/2015

Current	611.53
1 Month	664.00
2 Months	130.00
3 Months	535.41
Total	\$1940.94

Governance, Audit and Community Services

10.2.02 – List of Accounts

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton - Finance Manager
File Reference:	1201
Author:	Natalie Manton - Finance Manager
Disclosure of any Interest:	Nil
Date of Report:	6 October 2015

Enclosure / Attachment: List of Accounts

Background: List of Accounts remitted during the period from 1– 30 September 2015

	<u>Vouchers</u>	<u>Amounts</u>
Municipal Account		
Cheques	15218– 15224	\$10,099.17
EFT	5727 – 5782	107,280.40
Payroll	September	126,725.14
Superannuation	September	14,236.61
Trust		
Cheques	1260	540
EFT	5726	100
	TOTAL	<u>\$258,981.32</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 F3.7 - Cheque Issue

Strategic Implications: Not applicable

Recommendation: That Council acknowledges that payments totaling **\$258,981.32** 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 211015-26

Moved Cr Martin / Seconded Cr Easton

That Council acknowledges that payments totaling **\$258,981.32** 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 6/0

List of Accounts Due & Submitted to Committee
Sep-15

Chg/EFT	Date	Name	Description	Amount
1260	07/09/2015	DOCEP - BOND ADMINISTRATOR	LODGMNT OF BOND TO ADMINISTRATOR. 13A COLLINS STREET	540.00
EFT5726	07/09/2015	JENNA LANSDALL	REFUND BOND BUS HIRE	100.00
EFT5727	07/09/2015	BELVEDERE NURSERY	STREETS TREES, COMPOST COMM CENTRE, POT FOR CITIZENSHIP	419.55
EFT5728	07/09/2015	BALLARDS OF NARROGIN	MULCH COMMUNITY CENTRE 10M3	980.00
EFT5729	07/09/2015	BUTLER SETTINER	AUDIT SHIRE OF WICKEPIN JUNE 2015	3432.63
EFT5730	07/09/2015	COURIER AUSTRALIA	FREIGHT ON BROCHURES	63.06
EFT5731	07/09/2015	MARKETFORCE PRODUCTIONS	ADVERTISING BUDGET MEETING NARROGIN OBSERVER	115.52
EFT5732	07/09/2015	MARKET CREATIONS	PRINT 2000 BROCHURES A6	1254.00
EFT5733	07/09/2015	NARROGIN HIRE SERVICE	RETICULATION PARTS - GARDEN NEAR SPORTS CLUB	470.26
EFT5734	07/09/2015	GREAT SOUTHERN WASTE DISPOSAL	HOUSEHOLD, COMMERCIAL, AND RECYCLING COLLECTION 27TH JULY TO	7297.65
EFT5735	07/09/2015	NARROGIN HARDWARE MAKIT	MATERIALS FOR REPAIRS AT YEALERNG HALL, POOL, PLAYGROUP	424.10
EFT5736	07/09/2015	PRITCHARD BOOKBINDERS	BINDING COUNCIL MINUTES A4 INC POSTAGE	88.00
EFT5737	07/09/2015	WAGIN PLUMBING	REPLACE TOILET SUITE- COTTAGE HOMES UNIT 4	641.30
EFT5738	07/09/2015	MAUREEN SUSAN PREEDY	CLEANING PUBLIC TOILETS, YEALERING CARAVAN PARK	572.00
EFT5739	07/09/2015	RSA WORKS	2016 UPLOAD AND MCA PREP, METROCOUNT DOWNLOAD	2310.00
EFT5740	07/09/2015	ANTONY SMITH	REPAIRS AT PLAYGROUP BUILDING	640.00
EFT5741	07/09/2015	SOUTH WEST TRAILERS	PURCHASE FLAT TOP CAR TRAILER	7920.00
EFT5742	07/09/2015	TELFORD INDUSTRIES	2 X PELLETS OF CHLORINE- POOL / EFFLUENT DRAINAGE	1938.64
EFT5743	14/09/2015	AUSTRALIA POST	POSTAGE ACCOUNT AUGUST 2015	486.20
EFT5744	14/09/2015	COVS PARTS PTY LTD	BATTERY CHARGER- TINCURRIN FIRE TRUCK	450.23
EFT5745	14/09/2015	DEWS EXCAVATIONS	CLEAN OUT CULVERTS WOGOLIN STREET	808.50
EFT5746	14/09/2015	CALEB DAVENPORT PHOTOGRAPHY	SECOND INSTALMENT FOR VIDEO CLIPS AND IMAGES	1750.00
EFT5747	14/09/2015	EWEN RURAL SUPPLIES	AUGUST REFRESHMENTS, DEPOT MAINT, GAS COMMUNITY CENTRE,	7749.77
EFT5748	14/09/2015	ENERGY AND WATER OMBUDSMAN	ANNUAL LEVY 2015/16	55.00
EFT5749	14/09/2015	EVERLON BRONZE	2 X PLAQUES FOR WICKEPIN CEMETRY	312.29
EFT5750	14/09/2015	FACEY GROUP INC	INSTALLMENT 1- SPONSORSHIP 2015/16	11000.00
EFT5751	14/09/2015	FLAMELESS FIRE & SAFETY	SERVICE, REPLACE FIRE EQUIPMENT DEPOT, VEHICLES AND BUILDINGS	4574.90
EFT5752	14/09/2015	GREAT SOUTHERN FUEL SUPPLIES	AUGUST FUEL ACCOUNT	12924.13
EFT5753	14/09/2015	GEOFF PERKINS FARM MACHINERY	HOSES AND FITTING TO LOADER	106.50
EFT5754	14/09/2015	HANCOCKS HOME HARDWARE	KEYS CUT, TAGS FOR DEPOT AND PUBLIC TOILETS	28.20
EFT5755	14/09/2015	INGREYS	LH LIGHT ASSEMBLY COURIER UTE	388.78
EFT5756	14/09/2015	JIM'S PEST CONTROL	SPRAY ANTS AT YARLING COURT	330.00

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EFT5757	14/09/2015	LAKE YEALERING BOWLING CLUB	COMMUNITY GRANT FUNDING- YEALERING BOWLING CLUB	295.00
EFT5758	14/09/2015	NARROGIN HARDWARE MAKIT	TAP FITTINGS AND MATERIALS	167.90
EFT5759	14/09/2015	NARROGIN BEARING SERVICE	MOWER BELT CARLISLE FOR TORRO	129.25
EFT5760	14/09/2015	NARROGIN BOILERMAKERS	PROTECTIVE CLOTHING- P BRANSBY	201.00
EFT5761	14/09/2015	NEWHOLSTIEN PTY LTD	EXCAVATOR AND DRAINAGE WORKS	4188.80
EFT5762	14/09/2015	WAGIN PLUMBING	SUPPLY AND INSTALL HOT WATER SYSTEM, HAND HELD SHOWER HEAD	1709.40
EFT5763	14/09/2015	ANTONY SMITH	REPAIR FLOOR BOARDS- FACEY GROUP BUILDING	444.00
EFT5764	14/09/2015	WICKEPIN HOTEL AND HARVEST CAFE	REFRESHMENTS- COUNCIL MEETING	88.00
EFT5765	14/09/2015	WICKEPIN NEWSAGENCY	PAPERS, COUNCILLOR MEALS, STATIONERY AUGUST 15	146.00
EFT5766	14/09/2015	WESTERN AUSTRALIAN TREASURY	Loan No. 100 Interest payment -	2123.39
EFT5767	21/09/2015	THE AMAROO TRUST	2000 CUBIC METRES GRAVEL	2200.00
EFT5768	21/09/2015	ALLWORK CIVIL	LINEMARKING- WOGOLIN RD PARKING BAYS, NETBALL COURT	1430.00
EFT5769	21/09/2015	YVONNE BOWEY CONSULTING	PREPARATION 2015 ANNUAL AND WORKING DOCUMENTS FOR AUDIT	3825.00
EFT5770	21/09/2015	CUTTING EDGES PTY LTD	9 X GRADER BLADES	1026.43
EFT5771	21/09/2015	YEALERING AGPARTS & REPAIRS	AIRCORN BELT FOR ROLLER, GAS BOTTLE CARAVAN PARK YEALERING	157.56
EFT5772	21/09/2015	COURIER AUSTRALIA	FREIGHT- COMPUTER PARTS AND CARAVAN PARK SIGN	27.87
EFT5773	21/09/2015	KELLY COCHRANE	CLEANING- YEALERING HALL AND CARAVAN PARK	350.00
EFT5774	21/09/2015	DEWS EXCAVATIONS	SUPPLY AND DELIVER 3 LOADS WHITE SAND- YEALERING & WICK	726.00
EFT5775	21/09/2015	EASIFLEET	FACEY GROUP VEHICLE- VEHICLE LEASE FOR SEPTEMBER	800.49
EFT5776	21/09/2015	KEL'S TYRES	4 X TYRES WK468	1701.70
EFT5777	21/09/2015	LOCAL GOVERNMENT ASSOCIATION	EMERGENCY MANAGEMENT SUBSCRIPTIONS 2015/16	7268.03
EFT5778	21/09/2015	MR PETER MARSH	REIMBURSE- FUEL FILTER FOR GRADER P813	199.00
EFT5779	21/09/2015	KOMATSU AUSTRALIA PTY LTD	BLADE SHIMS FOR KOMATSU GRADER P518	867.67
EFT5780	21/09/2015	NARROGIN TOYOTA	COMMUNITY BU- GEAR FOR AUTO DOOR	493.33
EFT5781	21/09/2015	NARROGIN TECHNOLOGY SOLUTIONS	2 X POWERSHEILD GUARDS ADMIN OFFICE	298.00
EFT5782	21/09/2015	ROCLA	14 X HEADWALLS AND 2X PIPES CLASS 2 WICKEPIN-PINGELLY RD	6885.37
15218	14/09/2015	CONCEPT MEDIA	SEPTEMBER WILDFLOWER ADVERTISING	705.38
15219	14/09/2015	TELSTRA	STATELLITE PHONE C PLUMB CHARGES AUGUST	37.45
15220	14/09/2015	SYNERGY	STREETLIGHTS 25 JUL TO 24 AUG	1737.60
15221	14/09/2015	WATER CORPORATION	WATER USAGE FACEYG ROUP BUILDING TO 18 SEPT	37.68
15222	15/09/2015	NEIL PATRICK DUNNE	Rates refund for assessment A5268 2 MOSS PARADE WICKEPIN 6370	52.17
15223	21/09/2015	TELSTRA	MWS MOBILE CHARGES TO 9 SEPT 15	144.69
15224	21/09/2015	SYNERGY	ELECTRCITY GROUPED ACCOUNT PERIOD 11 JUNE TO 26 AUG 15	7384.20
DD8835.1	02/09/2015	WA LOCAL GOVERNMENT SUPER PLAN	Payroll deductions	3407.03
DD8835.2	02/09/2015	RAMSAY SUPERANNUATION FUND	Superannuation contributions	151.82

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DD8835.3	02/09/2015	PRIME SUPER	Superannuation contributions	172.46
DD8835.4	02/09/2015	ING CUSTODIANS PTY LTD	Superannuation contributions	183.85
DD8835.5	02/09/2015	MTAA SUPER FUND	Superannuation contributions	348.49
DD8835.6	02/09/2015	ANZ SUPER - ALLAN HEMLEY	Superannuation contributions	172.46
DD8835.7	02/09/2015	TREWAYNE SUPERANNUATION FUND	Superannuation contributions	107.70
DD8835.8	02/09/2015	COLONIAL FIRST STATE	Superannuation contributions	145.51
DD8850.1	16/09/2015	WA LOCAL GOVERNMENT SUPER PLAN	Payroll deductions	3872.23
DD8850.2	16/09/2015	PRIME SUPER	Superannuation contributions	172.46
DD8850.3	16/09/2015	ING CUSTODIANS PTY LTD	Superannuation contributions	221.85
DD8850.4	16/09/2015	MTAA SUPER FUND	Superannuation contributions	386.49
DD8850.5	16/09/2015	ANZ SUPER - ALLAN HEMLEY	Superannuation contributions	210.46
DD8850.6	16/09/2015	TREWAYNE SUPERANNUATION FUND	Superannuation contributions	73.86
DD8850.7	16/09/2015	COLONIAL FIRST STATE	Superannuation contributions	209.90
DD8854.1	30/09/2015	WA LOCAL GOVERNMENT SUPER PLAN	Payroll deductions	3324.73
DD8854.2	30/09/2015	PRIME SUPER	Superannuation contributions	158.84
DD8854.3	30/09/2015	ING CUSTODIANS PTY LTD	Superannuation contributions	183.85
DD8854.4	30/09/2015	MTAA SUPER FUND	Superannuation contributions	348.49
DD8854.5	30/09/2015	ANZ SUPER - ALLAN HEMLEY	Superannuation contributions	172.46
DD8854.6	30/09/2015	TREWAYNE SUPERANNUATION FUND	Superannuation contributions	52.83
DD8854.7	30/09/2015	COLONIAL FIRST STATE	Superannuation contributions	158.84
Total				131616.18
				640.00

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Governance, Audit and Community Services

10.2.03 - EHO/Building Surveyor's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Allan Ramsay, EHO/Building Surveyor
File Reference:	2203
Author:	Allan Ramsay, EHO/Building Surveyor
Disclosure of any Interest:	Nil
Date of Report:	15 October 2015

Enclosure / Attachment: Nil

Background: Monthly report submitted by EHO/Building Surveyor, Mr. Allan Ramsay.

Building Licenses:

There was one (1) building application(s) approved and license issued for the month of September 2014.

Listed below is a summarised breakdown of the application and proposed structure:

License No	Name & Address of Owner	Registered Builder (RB) or Owner Builder (OB)	Structure	Situation of Building Lot or Street No & Town
3/15-16	Telstra Corporation Ltd	Telstra Corporation Ltd	Steel pole for telecommunications project	61 Wogolin Road, Wickepin WA 6370

Implications: Not applicable

Financial Implications: Not applicable

Strategic Implications: Not applicable

Enabling Legislation: Shire of Wickepin Local Town Planning Scheme No. 4.

Council Policy: Nil

Recommendation:

That council notes the report from the EHO/Building Surveyor dated 15 October 2015.

Resolution No 211015-27**Moved Cr Hinkley / Seconded Cr Astbury**

That council notes the report from the EHO/Building Surveyor dated 15 October 2015.

Carried 6/0

3.20pm – CDO Lee Parker entered the Chambers.

Governance, Audit and Community Service

10.2.04 – Community Development Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lee Parker, Community Development Officer
File Reference:	206
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	9 October 2015

Enclosure / Attachment: Nil

Arts and Cultural	<p>Dryandra Country Art Food and Wine Event</p> <ul style="list-style-type: none"> • Correspondence with committee and interested parties for 2016 event <p>Other</p> <ul style="list-style-type: none"> • Country Camp Fire Festival promotion and correspondence • Correspondence with artists re Wickepin Art Prize 2016 • Advice and support to ARTS Narrogin
Community Development	<p>Townscape</p> <ul style="list-style-type: none"> • Liaison with builders re Railway fence gate- repositioning • Correspondence with Jason Signs re walk trail signs. Signs being manufactured. • Site meeting with Peter Vlahov along walk trails re the extension of the walk trail hotmix • Meeting with CRC re possible walk trail directional markers • Centenary Wall – provided materials with instructions to Manager of Works for the final cleaning and sealing of plaques. Work to be undertaken mid-October <p>War Memorial Upgrade</p> <ul style="list-style-type: none"> • Discussion with Albany Library re photos for fence • Correspondence with Jason Signs re memorial fence • Oversaw installation of benches in the grass area • Capping on wooden plinths undertaken. Plinths need edging to fit caps over. Work to be completed late October. <p>Wickepin Cemetery</p> <ul style="list-style-type: none"> • Correspondence with Everlon re cemetery granite installation and flower holders • Maintained correspondence with the families • Liaison with builders and works with regards build • Site meetings • Build to be completed end of October <p>Other</p> <ul style="list-style-type: none"> • Provided notes for Facebook page and mail out • Follow up grant opportunities for Shire of Wickepin projects.

	<ul style="list-style-type: none"> Assisted community members on grant opportunities and events.
Economic Development	Facey Carriage Drive <ul style="list-style-type: none"> Correspondence with organising committee re 2016 drive
Tourism, Marketing and Promotion	<ul style="list-style-type: none"> Correspondence and conversations with Australia's Golden Outback & Facey Homestead Committee Promotion through social media Queries to CRC have doubled with regards Wildflowers and Facey Homestead numbers are up showing that promotional videos, Instagram posts, newspaper and magazine articles are making an impact
Special Needs Groups including Youth, Disabled and Older People.	Johnston Park <ul style="list-style-type: none"> Site meeting with builders Correspondence with equipment suppliers FRRR grant submitted for extra equipment
Sport and Recreation	Kidsport <ul style="list-style-type: none"> Processed vouchers Correspondence with Sport and Recreation
Heritage	Railway Restoration <ul style="list-style-type: none"> Site meetings with builder Correspondence with Heritage Consultant Oversaw exterior brickwork restoration Ordered water tank Discussion, planning and implantation of groundwork surrounding building
Governance Other	<ul style="list-style-type: none"> Staff support as needed

Projects Currently On CDO Desk for 2015

War Memorial	<ul style="list-style-type: none"> • Barrier fence to be erected with WW1 images • Shire funded
Railway Building Restoration	<ul style="list-style-type: none"> • Due for completion end of July. <i>Running late</i> • Lotterywest and Shire funded • Work underway. Nearing completion
Facey Carriage Drive	<ul style="list-style-type: none"> • Next carriage drive in October 2016 • Shire support in-kind
Wickepin Cemetery	<ul style="list-style-type: none"> • To be completed by October/November • Royalties for Regions, Country Local Governments Fund • Work nearing completion on Gazebo. Granite system to be installed November
Walk Trails Signage	<ul style="list-style-type: none"> • To be completed by early November • Funded by Lotterywest and Shire
Campfire Country Hall Crawl	<ul style="list-style-type: none"> • Possible annual event to be held over last weekend in October • Shire support in-kind
Lotterywest grants	<ul style="list-style-type: none"> • Grants to be submitted: Signage for Yealering and Harrismith • Due October • Possible CANWA grant: Due September
Johnston Park Development	<ul style="list-style-type: none"> • Due for completion March 2016 • Wheatbelt Development Commission funded – Creating Aged Friendly Communities • Shire support in kind

Funding Applications Status Report

Project Name	Funding Organisation	Amount Requested exc Gst	Status
Heritage Walk Trail Signage	Lotterywest	\$19,071	Approved. \$19,071 Council contribution cash \$7000
Restoration of Old Railway Station building	Lotterywest	\$56,350	Approved. \$30,000 from Lotterywest Council contribution \$20,000
Johnston Park Development	Wheatbelt Regional Grants SVG	\$51,260	Approved. \$51,260 Council contribution (Labour and Materials) \$7,458

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.

Recommendation:

That council notes the report from the Community Development Officer dated 9 October 2015.

Voting Requirements: Simple majority.

Resolution No 211015-28**Moved Cr Martin / Seconded Cr Hinkley**

That council notes the report from the Community Development Officer dated 9 October 2015.

Carried 6/0

3.31pm – CDO Lee Parker departed the Chambers.

Governance, Audit and Community Services

10.2.05 – 2015 Regional Christmas Trading Extensions

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	1457
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	6 October 2015

Enclosure / Attachment: Nil

Background:

The Hon. Michael Mischin MLC, Minister for Commerce has announced the 2015 Christmas trading extensions for the Perth metropolitan area. The package will allow retail shops in the Perth metropolitan area to trade from 7.00am to 9.00pm Monday to Friday, from 7.00am to 6.00pm on Saturdays and from 8.00am to 6.00pm on Sundays and public holidays. The extended trading period will commence on Saturday 5 December 2015 and conclude on Friday 1 January 2016, with Christmas day being the only day of closure. Metropolitan retail shops has also been granted approval to trade from 8.00am to 6.00pm on the 2015 Queen's Birthday public holiday and on the Australia Day public holiday in 2016.

In addition to the above the Minister for Commerce has agreed to the Christmas trading package being offered to regional Local Government Authorities based on the above standard metropolitan area trading hours.

Comment:

Local Government Authorities that choose to accept the extended trading package must notify the Department of Commerce of their decision, no later than Friday 30 October 2015.

If Council agrees to request the extended trading hour's for general retail shops within the Shire of Wickepin they will be able to trade from 8.00am to 9.00pm Monday to Friday, from 8.00am to 5.00pm on Saturdays and from 11.00am to 5.00pm on Sundays and public holidays, other than on Christmas Day, which will be a closed day. The extended trading period will commence on Saturday 5 December 2015 and conclude on Friday 1 January 2016. The decision to open during these additional hours will still be at the discretion of individual retailers.

Council may request alternative trading arrangements over the Christmas period, but Council needs to apply to the Department of Commerce for any alternative arrangements.

The Chief Executive Officer has contacted Jayden Ewen of Ewen Rural Supplies who has advised that the trading hours for Ewen Rural Supplies will be remaining the same and does not require any extended hours.

All shops are regarded as general retail shops unless they fall under any one of the other categories including: small retail shops, special retail shops, filling - service stations or motor vehicle shops.

Trading hours for general retail shops in the metropolitan are:

- 8.00 am – 9.00 pm on Monday, Tuesday, Wednesday Thursday and Friday
- 8.00 am – 5.00 pm on Saturday
- 11.00 am – 5.00 pm on Sunday
- 11.00 am – 5.00 pm on public holidays
- CLOSED on Christmas Day, Good Friday and ANZAC Day

The trading hours of restaurants, cafes, liquor stores and takeaway food shops are not covered by the extended trading laws and this extends to any shop that is not a small retail shop (which holds a small shop certificate and can open 24 hours a day, 7 days a week), a special retail shop (which holds a special shop certificate and can open 6am–11:30pm on any day e.g. most hardware shops), filling station or car yard. Major supermarkets, chain stores and departments stores are included as general retail shops. Masters Hardware is classified as general retail because it stocks items such as white goods, which fall under the general retail category.

If Council does request the extended trading hours it is still up to the shop owners if they wish to open or not. With this in mind it is the authors recommendation that Council apply for the extended trading hours which will allow for any shop retailer in the Shire of Wickepin to open during the extended hours if they so wish.

Statutory Environment:

The *Retail Trading Hours Act 1987* applies to retail shops in Western Australia south of the 26th parallel. It sets out the trading hours and rules covering various categories of retail outlets. Trading hours of restaurants, cafes, liquor stores and takeaway food shops are not covered by the Act.

Financial Implications: Nil

Policy Implications: Nil

Strategic Implications: Nil

Summary:

The Shire of Wickepin is being requested to choose the Christmas extended trading hours package and notify the Department of Commerce of Councils decision by no later than Friday 30 October 2015.

Recommendation:

That Council advise the Department of Commerce that Council requests the extended Christmas trading hour's for general retail shops within the Shire of Wickepin to allow retail shops to be able to trade from 8.00am to 9.00pm Monday to Friday, from 8.00am to 5.00pm on Saturdays and from 11.00am to 5.00pm on Sundays and public holidays between the period Saturday 5 December 2015 and concluding on Friday 1 January 2016.

Voting Requirements: Simple majority

Resolution No 211015-29

Moved Cr Martin / Seconded Cr Lansdell

That Council advise the Department of Commerce that Council requests the extended Christmas trading hour's for general retail shops within the Shire of Wickepin to allow retail shops to be able to trade from 8.00am to 9.00pm Monday to Friday, from 8.00am to 5.00pm on Saturdays and from 11.00am to 5.00pm on Sundays and public holidays between the period Saturday 5 December 2015 and concluding on Friday 1 January 2016.

Carried 6/0

Governance, Audit and Community Services

10.2.06 – Wheatbelt South Aged Housing Alliance

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	1714
Author:	Geoff McKeown – Chief Executive Officer, Shire of Narrogin
Disclosure of any Interest:	Nil
Date of Report:	13 October 2015

Enclosure / Attachment:

Memorandum of Understanding (MoU) for Wheatbelt South Aged Housing Alliance - Aged Housing Project

Background:

Council is being asked to consider joining with other local government in the Wheatbelt South Region to progress a project that has the aim of constructing dedicated aged persons independent living units in the separate communities.

A number of local governments in this region have been meeting over the last few months to explore the possibility of forming an alliance to attract external funding. This approach is modelled on the successful Lakes & 4WD Well-Aged Persons Housing Project that has seen aged persons independent living units built in a number of towns.

Comment:

Before this project can be progressed further, the interested local governments need to commit to a Memorandum of Understanding (MoU) that outlines the objectives of the group, the nature of the collaboration and the responsibilities of the members.

A copy of the draft MoU is presented as an attachment to this report. The potential members are the Shires of Corrigin, Cuballing, Kondinin, Kulin, Narembeen, Narrogin, Wandering, Wickepin and the Town of Narrogin.

The MoU establishes the Wheatbelt South Aged Housing Alliance (“the Alliance”) with the following objectives:

- Identify the current level of aged housing in the Alliance.
- Identify the current and future needs of aged housing for the Alliance.
- Establish the cost to meet the aged housing needs for the various communities in the Alliance.
- Identify opportunities to work with third party providers (e.g. Narrogin Cottage Homes Inc., Corrigin Senior Citizens, etc.)
- Identify the priority aged housing needs in the Alliance.
- Develop a long-term funding model for the project, with funding secured from State and Federal programs, for the purposes of constructing dedicated aged persons independent living units across the region.
- Construct housing units across local governments dedicated to aged people (i.e. independent aged people who are well enough to care for themselves, but need to be in downsized accommodation located centrally in a community and close to all necessary services i.e. doctor, shops, etc.).

The Shire of Wickepin has agreed to be the lead agency for the Alliance and has nominated a Project Coordinator. With input from the members, a business case will be developed for an Aged Housing Project that will be used to attract funding from State and Federal programs.

The benefits that can flow from a collaborative approach to aged housing include:

- Retain retiree population in the local community;
- Provide age appropriate housing options;
- Provide economic benefits to local community and region; and
- Provide social benefits to local communities and region.

It is expected that if funding is sourced for the Alliance it will be utilised in stages, recognising that each community is at different points in developing aged housing. Over the term of the MoU and the project development, the individual members will need to meet the following obligations:

- Day to day project management of the project (including, but not limited to, all planning, engaging suitably qualified consultants e.g.: surveyors, architects, draftspersons, calling for tenders and the overall supervision of construction of the units in their respective local government – as detailed in the respective Business Plans).
- Local financial record keeping to enable financial recouping of costs incurred relevant to the project – provision of expenditure statements with supporting documentation to the Lead Agency.
- Updates on progress to be provided at the Alliance meetings will be provided by each partner organisations to assist the Lead Agency with funding body reporting as required.
- Ensuring that the units once built, feature on the respective Asset Management Plan, or are provided for in the Third Party Provider Asset Management Plan (i.e. Narrogin Cottage Homes Inc.).
- Partner organisations will be responsible for an equal cash contribution to any costs incurred by the Lead Agency in the overall project management/financial management for the regional alliance project, as agreed.

It is important that the Alliance has sufficient funds to operate as costs will be incurred in the development of the business case. At a recent meeting of local governments interested in forming the Alliance it was recommended that each member contribute \$3,500 as seed funding to the Lead Agency, being the Shire of Wickepin. This guarantees the continuation of the project and hopefully to a successful outcome in sourcing external funding.

Statutory Environment: Local Government Act (1995)

Policy Implications: Nil

Financial Implications:

Providing a contribution of \$3,500 as seed funding to the Alliance, Council has budgeted under 0662 \$5,000 for Grant Application Aged Units and \$3,000 for Aged Friendly Consultants. Council will be utilising the Dryandra VROC monies of \$18,000 for the Grant Application so the \$5,000 can be used for the Alliance MOU.

Strategic Implications:

Working cooperatively on a regional basis to deliver aged housing is advantageous. The project has outcomes that meet the strategic direction for local governments in the Wheatbelt South Region.

Theme 1 – To Develop and Maintain Quality Services and Infrastructure		
Outcome: A sustainable and extensive transport system that allows for efficient travel within the local government and to other rural and metropolitan areas.		
Goal	Action	Measure
1.1 Develop effective assets replacement and maintenance programs	<ul style="list-style-type: none"> Develop and fund a five year program for the provision of footpaths. Develop and fund a ten year plan that will ensure the timely maintenance of Council assets. Provide for the replacement of existing and provision for new community assets as the need arises. 	<ul style="list-style-type: none"> Review, at least annually, the five-year road program for the district. Maintain and review annually an adequately funded reserve fund for the replacement of plant as necessary
1.2 Creation of new community assets	<ul style="list-style-type: none"> Progressively implement the Townscape plans. Provide strategically placed Public Conveniences. Provide housing for low-income earners, young singles and aged persons in conjunction with other authorities. 	<ul style="list-style-type: none"> We have a clear, published townscape plan that addresses the community's needs.
1.3 Actively pursue funding from external Sources	<ul style="list-style-type: none"> Employment of grants officer responsible for securing funding for the community of Wickepin. 	<ul style="list-style-type: none"> Grants Officer employed.

Summary:

Council is being requested to support a regional approach to construct dedicated aged persons independent living units in the Region, to contribute \$3,500 as seed funding to the Wheatbelt South Aged Housing Alliance for development of a Business Plan to attract State and/or Federal funding to construct aged persons independent living unit in the various communities, and to enter into a Memorandum of Understanding to establish the Wheatbelt South Aged Housing Alliance; and

Recommendation:

That Council:

1. supports a regional approach to construct dedicated aged persons independent living units;
2. agrees to enter into a Memorandum of Understanding to establish the Wheatbelt South Aged Housing Alliance; and
3. agrees to contribute \$3,500 as seed funding to the Alliance for development of a Business Plan to attract State and/or Federal funding to construct aged persons independent living unit in the various communities.

Voting Requirements: Simple majority

Resolution No 211015-30**Moved Cr Martin / Seconded Cr Lansdell**

That Council:

1. supports a regional approach to construct dedicated aged persons independent living units;
2. agrees to enter into a Memorandum of Understanding to establish the Wheatbelt South Aged Housing Alliance; and
3. agrees to contribute \$3,500 as seed funding to the Alliance for development of a Business Plan to attract State and/or Federal funding to construct aged persons independent living unit in the various communities.

Carried 6/0

Governance, Audit & Community Services

10.2.07 – Peel – Harvey Catchment Council

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	1102
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	15 October 2015

Enclosure / Attachment:

1. Peel-Harvey Catchment Council Constitution Rules
2. Peel-Harvey Catchment Map
3. Peel-Harvey Catchment Council Strategic Directions 2014-2024 (Available for viewing on Request)
4. Peel-Harvey Catchment Council Annual Report 2013-2014 (Available for viewing on Request)

Background:

The Peel – Harvey Catchment Council is calling for nominations from Local Government for representation on the Peel Harvey Catchment Council (PHCC) to represent the inland local governments within the Peel-Harvey catchment.

Nominations close 10am Friday 7 November 2015.

Comment:

After the completion of the October Elections the Peel-Harvey Catchment Council (PHCC) is inviting Local Government to nominate an elected member to be a member or Deputy Member of the PHCC. The successful applicant will become the Local Government Member representing the inland local governments within the Peel-Harvey catchment.

The PHCC hold formal meetings a minimum of six times a year with travel costs being reimbursed by the PHCC. Members are expected to be ambassadors and contribute beyond general meeting attendance. The successful applicant will be provided clarity on the expectations via an induction process and mentoring.

Applications must be in writing and endorsed by the Local Council outlining the applicants reasons for nominating and the knowledge and experience they can bring to the PHCC

Statutory Environment: Not applicable

Policy Implications: Not applicable

Financial Implications: Not applicable

Strategic Implications:

This matter fits within Objective Two of the Shire of Wickepin Community Strategic Plan to ensure the protection and improvement of the environment.

Theme 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

Goal	Action	Measure
2.1 Continue to support and encourage actions taken in relation to environmental problems.	<ul style="list-style-type: none"> Support to the Facey Group relevant to retention of remnant vegetation, salinity control, etc. sustainability, downstream processing, revegetation other functions Continue support for the control of pest plants and vermin. Monitor, review and adhere to the principals of the Roadside Vegetation Conservation Plan 	<ul style="list-style-type: none"> Ensure protection of vegetation on the reserves vested in Council in accordance with Council policy.
2.2 Investigate and foster actions to deal with waste disposal and recycling issues.	<ul style="list-style-type: none"> Take action to ensure the successful implementation of waste disposal. Investigate the options for Waste Rubbish Disposal and establish and support recycling and implement proposals. Maintain and improve the Wickepin Effluent Disposal system. Recycle wastewater for use on recreational areas. 	<ul style="list-style-type: none"> We have a clear, published waste disposal plan monitored annually to ensure compliance.

Summary:

The Peel – Harvey Catchment Council is calling for nominations from Local Government for representation on the Inland Peel Harvey Catchment Council

Recommendation:

- That Council nominate Cr _____ to the Peel–Harvey Catchment Council to represent the inland local governments within the Peel-Harvey catchment.
- That Council note the correspondence and not submit a Council nomination to the Peel–Harvey Catchment Council to represent the inland local governments within the Peel-Harvey catchment.

Voting Requirements: Simple majority

Resolution No 211015-31**Moved Cr Astbury / Seconded Cr Martin**

That Council nominate Cr Lansdell to the Peel-Harvey Catchment Council to represent the inland local governments within the Peel-Harvey catchment.

Carried 6/0

Governance, Audit and Community Services

10.3.01 – Townscape & Cultural Planning Committee Meeting

Recommendations

Submission To:	Council
Location / Address:	Whole Shire
Name of Applicant:	Townscape & Cultural Planning Committee
File Reference:	1533/206
Author:	Leah Pearson, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	14 October 2015

Enclosure / Attachment: Nil

Background:

Townscape & Cultural Planning Committee Meeting held Wednesday 14 October 2015.

Comment:

The Townscape & Cultural Planning Committee Meeting was held on 14 October 2015 and passed the following recommendations:

Moved Alan Lansdell /Seconded Helen Warrilow

That the Townscape and Cultural Planning Committee be altered to quarterly as per the following schedule:

- November 2015
- March 2016
- June 2016
- September 2016

Carried 6/0

Statutory Environment: Nil.

Policy Implications: Not applicable.

Financial Implications: Nil.

Strategic Implications: Nil

Recommendation:

That Council resolve that the Townscape and Cultural Planning Committee be altered to quarterly as per the following schedule:

- November 2015
- March 2016
- June 2016
- September 2016

Voting Requirements: Simple majority.

Resolution No 211015-32**Moved Cr Martin / Seconded Cr Hinkley**

That Council resolve that the Townscape and Cultural Planning Committee be altered to quarterly as per the following schedule:

- November 2015
- March 2016
- June 2016
- September 2016

Carried 6/0

Lifestyle Retirement

10.4.01 – Lifestyle Retirement Committee Meeting Recommendations

Submission To:	Lifestyle Retirement Committee
Location / Address:	Whole Shire
Name of Applicant:	Lifestyle Retirement Committee
File Reference:	
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	15 October 2015

Enclosure / Attachment: Nil.

Background:

Lifestyle Retirement Committee Meeting held Wednesday 15 October 2015.

Comment:

The Lifestyle Retirement Committee Meeting was held on Wednesday 15 October 2015 and passed the following Recommendation:

Moved Karen Williamson/ Seconded Audrey Bird

That the Lifestyle Retirement Committee be altered to quarterly as per the following schedule:

- November 2015
- February 2016
- May 2016
- August 2016

Carried 5/0

Statutory Environment: Nil.

Policy Implications: Not applicable.

Financial Implications: Nil.

Strategic Implications: Not applicable.

Recommendation:

That Council resolve that the Lifestyle Retirement Committee be altered to quarterly as per the following schedule:

- November 2015
- February 2016
- May 2016
- August 2016

Voting Requirements: Simple majority

Resolution No 211015-33**Moved Cr Martin / Seconded Cr Hinkley**

That Council resolve that the Lifestyle Retirement Committee be altered to quarterly as per the following schedule:

- November 2015
- February 2016
- May 2016
- August 2016

Carried 6/0

11. President's Report

Cr Steve Martin gave an update on the Wheatbelt Rail Retention Alliance meeting held in Quairading on 22 September 2015.

Cr Steve Martin thanked the Council for their support over the last 10 years, and advised that it has been a great honour and privilege.

President Julie Russell thanked Cr Steve Martin for his guidance and leadership over the past 10 years and congratulated Cr Wes Asbury on his election of Deputy President.

President Julie Russell gave an update from the LEMC meeting held on Tuesday 20 October 2015.

Council

12. – Chief Executive Officer's Report

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:	14 October 2015

Installation Telecommunications Equipment

The WA Police has requested endorsement in the form of letter or email the installation of additional telecommunications equipment and shelter within the existing compound of telecommunications site.

The site details are:

Site address:	Telstra communications Site - WICKEPIN Address: LOT 515 Plan 188525 WILLIAMS-KONDININ RD, WICKEPIN WA 6370		
Site Description:	communications tower site		
Site Logistics:	Latitude:	32°47'38.95"S	Longitude: 117°26'15.32"E
New installations proposed	INSTALLATION ON EXISTING TOWER: ANTENNAE 1 x 0.6m VHLP2-7W, 2 x 1.2m VHPLP4-7W, 1 x Voice Tx/Rx BA80-67 EQUIPMENT SHELTER - footings are part of hut structure 1 X Equipment shelter 2.4m X 1.8m X 1.8m		

The Western Australia Police received funding via the Royalties for Regions initiative to include this site as part of an upgrade to the current Police digital trunked radio network. The upgrade will ensure that police communications will reach the more highly populated regional areas of Western Australia including Wickepin and surrounding districts. WA Police already have a current co-location agreement with the site owners Telstra. According to the Telecommunications (Low Impact Facilities) Determination 1997 – as amended, this site is not listed as an area of environmental Significance and therefore Planning Approval is not required by Council. The Chief Executive Officer has also confirmed that the WA Police Regional Radio Network contract which commenced in Oct 2011 provides an exemption from the requirement to obtain building permits for the shelters as they have all been pre-purchased at this date. This exemption is found in Schedule 4 of the Building Regulations 2012, clause 2, item 11, which states in part....

Building work for which a building licence was not required under the former provisions if, before commencement day (April 2012) - the on-site building work had commenced; or a contract to carry out the building work was entered into. (This has been satisfied by the October 2011 contract date.)

The WA Police are planning to start construction of the additional telecommunications equipment and shelter within the 2nd quarter of 2015. The Chief Executive has endorsed the installation of the additional telecommunications equipment and shelter within the existing compound at Lot 515 Plan 188525 Williams Kondinin Road Wickepin as provided in the drawings and specifications attached to an email received from the WA Police on the 21/09/2015 by email on the 30th September 2015.

Lakes Regional Road Group

The Chief Executive Officer attended the Lakes Sub Group Regional Road Group Meeting on the 8th October at the Shire of Dumbleyung at this meeting the following projects were recommended for funding.

WBS RRG MCA PROJECT SUBMISSION ASSESSMENT & PRIORITISATION SUMMARY SHEET									
2016/17			Indicative Allocation			\$5,811,000			TOTAL POINTS SCORED
ID No.	Council	RP-LG & ROAD No. 01	Description of Scope of Works	Project SLK Start & Finish	Traffic Count Sites SLKs	Project's Total Estimated Cost	Project's RRG 2/3 Funds	LG 1/3 Funds	
3	KULIN	4120117	RECONSTRUCTION, INCREASE SEAL WIDTH TO 7m	0.40-1.50	0.60	\$150,880	\$100,587	\$50,293	69.7
4	KULIN	4120004	UPGRADE TO SEAL	5.8-9.80	9.80	\$440,185	\$293,457	\$146,728	71.6
5	DUMBLEY UNG	3060005	CEMENT STABILISE VARIOUS SECTIONS WHICH HAVE FAILING BASE AND SUB-BASE AND CONTINUE ON RESEAL PROGRAMME OF ROAD.	13.65 - 16.65 23.5 - 24.45	22.00 18.00	\$154,020	\$102,680	\$51,340	61.9
6	DUMBLEY UNG	3060123	RE-SEAL PREVIOUSLY CEMENT STABILISED AND CEMENT STABILISE VARIOUS SECTIONS THAT HAVE FAILED IN THE RECENT HARVEST.	18.5 - 19.4 2.0 - 7.0	4.00	\$42,796	\$28,531	\$14,265	56
7	DUMBLEY UNG	3060004	CONTINUE ON RESEAL PROGRAMME OF ROAD SHOWING WEAR AND TEAR	12.35 - 16.81	13.00	\$138,554	\$92,369	\$46,185	46.1
8	DUMBLEY UNG	3060002	CEMENT STABILISE SECTION WITH FAILING BASE AND SUB-BASE AND CONTINUE ON RESEAL PROGRAMME ON ROAD SHOWING SIGNS OF DETERIORATION	4.0 - -5.0 15.31 - 19.54	5.00	\$211,498	\$140,999	\$70,499	64.9
16	WAGIN	3150005	RECONSTRUCT AND SEAL SHOULDER/2 COAT EMULSION SEAL FROM 3.8m TO 7m TO IMPROVE SAFETY AND THE ROAD SURFACE FOR ALL ROAD USERS.	6.00 - 8.00	1.00	\$159,238	\$106,159	\$53,079	75.5

17	WAGIN	3150001	RECONSTRUCT AND SEAL SHOULDERS / 2 COAT HOT BITUMEN SEAL FROM 3.8 m TO 7 m TO IMPROVE ROAD SURFACE FOR ALL ROAD USERS.	10.00 - 12.00	1.00	\$159,317	\$106,211	\$53,106	52.5
18	WAGIN	3150003	CLEAR, WIDEN SHOULDERS TO BACK BATTER, CLEAN OUT CULVERTS AND TABEL DRAINS	7.52 - 13.52		\$132,352	\$88,235	\$44,117	76.1
30	WICKEPIN	4290003	RECONSTRUCT AND WIDEN SEAL FROM 6.2m TO 7.0m. PRIMER SEAL, DRAINAGE MAINTENANCE AND WIDENING OF THE DRAINAGE STRUCTURES TO THE FORMATION WIDTH AND THE IMPROVEMENT OF GUIDE POSTS & SIGNAGE. RE-INSTATEMENT OF CENTRE LINE MARKINGS.	21.5- 22.50	18.63 20.41	\$79,100	\$52,733	\$26,367	70.7
31	WICKEPIN	4290001	RECONSTRUCT AND WIDEN SEAL FROM 6.2m TO 7.0m. PRIMER SEAL, DRAINAGE MAINTENANCE AND WIDENING OF THE DRAINAGE STRUCTURES TO THE FORMATION WIDTH AND THE IMPROVEMENT OF GUIDE POSTS & SIGNAGE. RE-INSTATEMENT OF CENTRE LINE MARKINGS.	8.00 - 10.50	8.20 9.56	\$155,250	\$103,500	\$51,750	75.2
32	WICKEPIN	4290002	ASPHALT SHOULDER WIDENING INCLUDING GRAVEL SHOULDER RECONSTRUCTION.	37.40 - 39.30	32.60 35.55	\$88,150	\$58,767	\$29,383	75
39	LAKE GRACE	3110219	RECONSTRUCT PAVEMENT, EXTEND EXISTING CULVERTS, CLEAR ROAD SIDE DRAINS FROM VEGETAION, APPLY 14MM BITUMEN SEAL (PRIMER SEAL) AND 10MM BITUMEN SEAL (FINAL SEAL), INSTALL GUIDE POSTS AND WARNING SIGNS.	21.80 - 27.31	18.00 30.00	\$531,709	\$354,473	\$177,236	76.4
40	LAKE GRACE	3110027	APPLY 10MM BITUMEN SEAL (RESEAL) INSTALL ROAD GUIDE POSTS AND WARNING SIGNS, CLEAR BACKSLOPES FROM VEGETATION.	8.50 - 13.40	8.50 5.00 18.00	\$153,763	\$102,509	\$51,254	56.2

All Council that were over the \$350,000 maximums were reduced and the Shire of Dumbleyung maximum was reduced to \$272,210 as the Dumbleyung project 3060004 was not funded as it only scored 46.1. This project will be funded if there is additional funding or if Dumbleyung can amend its programme within the 2016/2017 allocation of \$272,210.

The Elected members for the Wheatbelt North Regional Road Group from the Lakes Sub Group for the next two years are:.

- Lakes Sub Group Voting Delegate – Cr Gordon Davidson
- Lakes Sub Group Voting Delegate – Cr Jim Sullivan
- Lakes Sub Group Proxy Voting Delegate – Cr Phil Blight & Cr Greg Ball
- Lakes Sub Group Technical Committee Member – Greg Hadlow
- Lakes Sub Group Technical Committee Member – Peter Webster
- Lakes Sub Group Proxy Technical Committee Member – Mark Hook
- Lakes Sub Group Proxy Technical Committee Member – Matthew Gilfellow

Great Southern Regional Waste Group

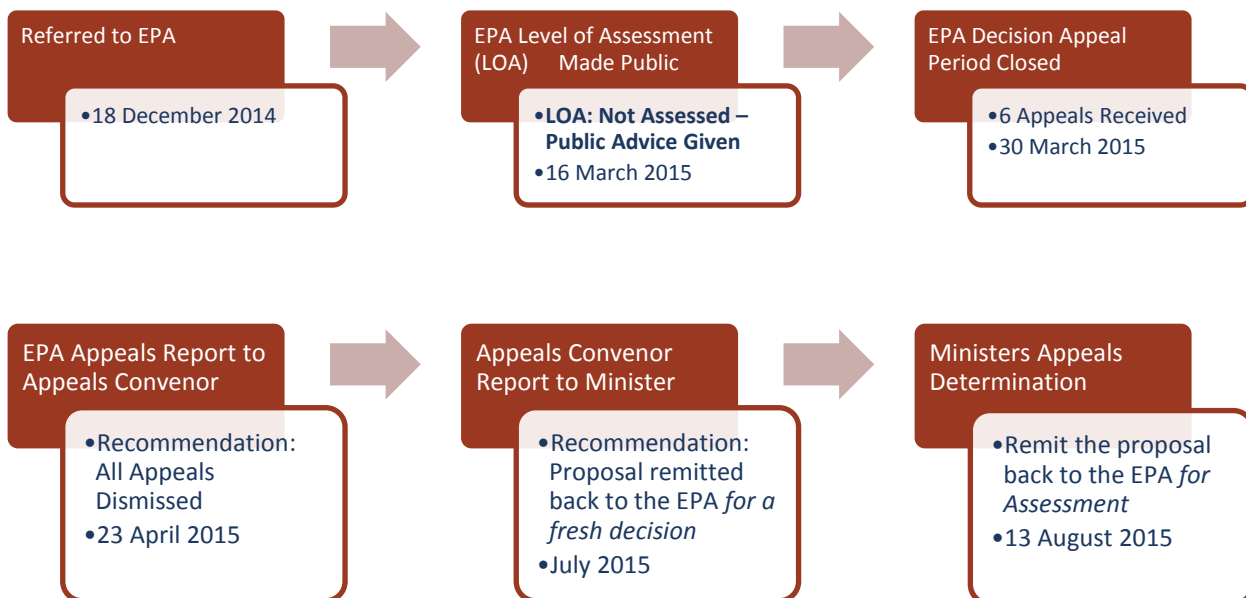
The Great Southern Regional Waste Group met with representatives from the EPA on the 7th October 2015 at the Shire of Cuballing offices.

The EPA representatives were:

- Paul Vogel – Chairman
- Anthony Sutton- Director Assessment & Compliance
- Jake Cutler – Senior Environmental Officer

The meeting was convened to discuss the development of the Nebrikinning Road site and the expiring MOU with the landowners, Peter and Heather Dowdell.

The History to date on the Waste Site applications is as follows:



1. Where are we at know

We are in a formal Environmental Impact Assessment process under section 38 of the EP Act.

2. Why?

Due to the Ministers Determination to remit the proposal to the EPA for Assessment

3. What happens Next

The formal environmental impact assessment process will begin as a level of assessment of either:

- Assessment on Proponent Information; or
- Public Environmental Review

It was agreed at this meeting that the Chair of the EPA will write to the Director of the Department of Parks and Wildlife DPAW Mr Jim Sharpe asking DPAW what is required from the Regional Councils for DPAW to support the waste facility or if there is any likely hood that DPAW would support the provision of the Regional Waste Facility moving forward to an assessment or PER and what conditions DPAW require to resolve the predation of the fauna in the Dryandra woodlands from the vermin that apparently will be coming from the Regional Waste Facility..

If the answers from DPAW are not forthcoming then the Regional Waste facility will be dead and buried and the Regional Councils would need to look at the proposal from the Town of Narrogin to expand their current site to accommodate regional waste.

Rate Payments 2015/2016

There has been an excellent response to the discount offered by Council in relation to the payment of rates in the 2015/2016 financial year. The Rate discount closed at 4.30pm at the council office on Monday 28 September 2015. The percentage of rates received as of the 28th September was 87%. Council budgeted for a discount of \$120,845; the actual discount taken up is \$127,028.

Wheatbelt Development Commission - Creating Age Friendly Communities : Transport Planning

The Chief Executive Officer attended a meeting with the Wheatbelt Development Commission to discuss a pilot project for Local Transport Solutions to improve transport options for older residents living in the Wheatbelt. The Route in this area will be Kondinin to Narrogin.

Project Overview

The Creating Age Friendly Communities (CAFC) – Local Transport Solutions Project will assist to improve transport options for older residents living in the Wheatbelt. The Project will focus on identifying transport options from small towns to regional centres, allowing older residents across the Region to better access key services and infrastructure including health and medical, specialty retail as well as recreation and social opportunities by developing a few pilots and monitoring their progress. Pilots are planned that will involve multiple localities and shires. They will provide the opportunity to test transport concepts to identify what works well and what challenges may need to be overcome. The Pilot will run for six months providing transport from a small town to a regional centre on a regular basis. No transport infrastructure (cars, shuttles, buses etc.) will be purchased for the Pilot and the project will only rely on infrastructure currently available in the community. The pilots may prove that some transport solutions are not feasible. There will be a significant focus on working with the Local Governments and key stakeholders in the selected community to deliver the project in a sustainable manner that is appropriate to the community. The appropriate communities to implement the Pilot will be based on survey results and extensive consultation. Local Governments must adhere to the following selection criteria to be considered to be eligible;

- Participation in the Creating Aged Friendly Audit and participation in the Wheatbelt Aged Support and Care Solutions

- Completion of the transport survey
- Have an identified need for transport from a small town to regional centre
- Lack of existing transport services suitable for the aged demographic
- Available transport infrastructure/ driver resources within the community

Whilst the pilot is being carried out the Wheatbelt Development Commission will closely observe the operations of the pilot and play a support role. The Working Party may be engaged throughout this process where key issues arise. At the completion of the pilot there will be an evaluation process with the participating communities with community input. The strategy will summarise the findings recommendations for the provision of alternative and innovative transport options, including potential funding models, for older residents travelling from small towns to regional centres.

Pedestrian Issues Wogolin Rod

The Chief Executive requested Mr Rodney Thornton, WALGA Road Safety Advisor – Wheatbelt South to look at the issue of the pedestrians crossing in Wogolin Road Wickepin.

Mr Rodney Thornton has advised the Chief Executive Officer by email the following:

Regards the Main Street issue of children movements from one side of the road (Hotel) to the other side (Skate Park) I have been in touch with Cathy Morey from Main Roads Narrogin and she has requested any issues / requests be put in writing for consideration by their operations team.

I am happy to catch up with Birds at the hotel to have a chat about them possibly being able to encourage safer pedestrian attitudes from patron's children. Whilst it is not their responsibility I am sure they would be happy to keep the local children safe. I would suggest parent supervision is the key message to be delivered.

Ann Rintoul from SEDERA will be inviting me along to talk to the local school children in the near future regards road safety. No doubt with spring upon us the movement of children across the main street will increase and with harvest quickly approaching this will be a timely reminder to the local children.

The Chief Executive Officer will continue to keep in contact with Mr Rodney Thornton on this issue.

Meetings Attended

August	
24 th	Meeting with JH Computer services
26 th	Tincurrin School Implementation Committee – Meeting was Postponed to a future date
27 th	Asset Management Plan Training and Condition Inspection training
28 th	CCZ Meeting Beverley
September	
1 st	Property Inspection 13a Collins Street
3 rd	WALGA Forum Narrogin Reception Centre Due to a staffing issue the CEO and CR Russell was unable to stay for the full forum
4 th	Ian Eardley and John Row - Directions - GTO Group Training Organisation
8 th	Aged housing regional funding proposal at the Shire of Wickepin. The Meeting was to discuss the preparation of a business case for funding for the development of aged housing in the Wheatbelt South region.
9 th	Townscape Committee Meeting Governance Committee Meetings Technical Services Committee Meeting
10 th	Dryandra Country Visitor Centre
13 th	Albert Facey Homestead Meeting
13 th	Wheatbelt Development Commission Creating Age Friendly Communities Transport Pilot Meeting in Shire of Kulin
14 th	Townscape Committee Meeting
14 th	Lifestyle Retirement Meeting
20 th	LEMC Meeting Shire of Wickepin

The CEO Mark Hook, on behalf of all the staff, thanked Cr Martin for his years of dedicated service as Shire President and thanked him for all his support.

Delegations

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing Cheques	September 2015	Nil
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	Payment Plans		Rate Payers
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	AGM	8 October 2015	Wickepin Football Club
A13	Hire of Community Halls / Community Centre	CEO			

Recommendations:

That Council endorses the Chief Executive Officer's Report dated 8 September 2015.

Voting Requirements: Simple majority

Resolution No 211015-34**Moved Cr Hinkley / Seconded Cr Martin**

That Council endorses the Chief Executive Officer's Report dated 14 October 2015.

Carried 6/0

13. Notice of Motions for the Following Meeting**14. Reports & Information**

Cr Easton updated the Councillors on the progress of the Tincurrin sign and the Curlew that is being made to complete the sign.

Cr Hinkley advised Councillors that the Tincurrin Primary School Student Presentation and Closure Celebration will be held on Friday 11 December.

President Julie Russell advised Councillors that the annual Seniors Lunch will be held at the Wickepin Community Centre on Friday 4 December.

15. Urgent Business**16. Closure**

There being no further business the Presiding Officer declared the meeting closed at 4.23pm.