



Agenda

Ordinary Council Meeting
Wednesday 13 September 2023

Date	Wednesday 13 September 2023
Time	3:30pm
Location	Shire of Wickepin Council Chambers 77 Wogolin Road, Wickepin WA 6370
Distribution Date	Friday 8 September 2023



Notice of Meeting

Please be informed an Ordinary Council Meeting of the Council of the Shire of Wickepin will be held at 3:30pm on Wednesday 13 September 2023 at the Shire of Wickepin Council Chambers, 77 Wogolin Road, Wickepin WA 6370.

A handwritten signature in blue ink that reads "Nathan Cain".

Nathan Cain
Chief Executive Officer
Friday 8 September 2023

Disclaimer

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In particular, and without derogating in any way from the broad disclaimer above, in discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member, employee or representative of the Shire of Wickepin during the course of any meeting is not intended to be, and is not to be, taken as notice of approval from the Shire of Wickepin. The Shire of Wickepin warns anyone who has an application lodged with the Shire of Wickepin must obtain, and only should rely on, written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wickepin in respect of the application.

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1 Declaration of Opening

The Presiding Member declared the meeting open at [time].

2 Attendance

2.1 Present

Councillors

J Russell	Shire President
W Astbury	Deputy Shire President
T Miller	Councillor
F Allan	Councillor
L Corke	Councillor
J Mearns	Councillor
P Thompson	Councillor

Employees

N Cain	Chief Executive Officer
E Clement	Deputy Chief Executive Officer
M Martin	Executive Support Officer

3 Public Question Time

3.1 Responses to Previous Public Questions Taken On Notice

Nil

3.2 Public Question Time

[Public Question Time]

4 Apologies and Leave of Absence

4.1 Apologies

Nil

4.2 Previously Approved Leave of Absence

Nil

4.3 Requests for Leave of Absence

[Request for leave of Absence]

5 Petitions, Memorials and Deputations

5.1 Petitions

Nil

5.2 Memorials

Nil

5.3 Deputations

Nil

6 Declarations of Councillors and Officers Interest

A member or officer who has an impartiality, proximity or financial interest in any matter to be discussed at this meeting must disclose the nature of the interest either in a written notice given to the Chief Executive Officer prior to the meeting or at the meeting immediately before the matter is discussed.

A member who makes a disclosure in respect to an interest must not preside at the part of the meeting which deals with the matter, or participate in, or be present during, any discussion or decision-making process relative to the matter, unless the disclosing member is permitted to do so under Section 5.68 or Section 5.69 of the *Local Government Act 1995*.

The following declarations of interest have been disclosed –

Nil

7 Confirmation of Minutes of Previous Meetings

7.1 Minutes of the Ordinary Council Meeting held on Wednesday 16 August 2023

Officer Recommendation

That Council confirm the minutes of the Ordinary Council Meeting held on Wednesday 16 August 2023, as included in the attachments, as a true and accurate record.

8 Status Report

Key

○ = in progress ✓ = completed ✕ =superseded

Item	Subject	Council Decision	Status	Action
1104-190820-11	Albert Facey Homestead Committee Recommendations	An inventory of all public artefacts and donations within the Shire is to be completed.	○	Commenced, not yet complete. Chief Executive Officer has contacted the Committee regarding progress of the project.
1161-150921-13	Townscape and Cultural Planning Committee Recommendations	That the current Wogolin Road Information Board not be re-sited and that a new board be redesigned.	○	Commenced, researching digital signage. Chief Executive Officer has contacted the Committee regarding progress of the project.
OCM-230517-07	Naming of the Wickepin Independent Living Units	That Council – 1. Call for public submissions regarding suggested names for the Wickepin Independent Living Units Complex / Units, and 2. For any received submissions to be provided to Council for consideration.	✓ ○	Submissions closed on Friday 30 June 2023 and seven (7) submissions were received. Item to be discussed at the October Ordinary Meeting of Council.
OCM – 230816-05	2023-2024 Annual Budget Adoption	That Council, with respect to the adoption of the 2023-2024 Annual Budget, adopts the capital initiatives to be included in the 2023-2024 Annual Budget, as included in the Attachments.	✓	Budget Adopted.
OCM – 230816-06	2023-2024 Annual Budget Adoption	That Council, with respect to the adoption of the 2023-2024 Annual Budget, adopts all remaining Budget items.	✓	Budget Adopted.
OCM – 230816-07	Change of Date for the September 2023	That with respect to the change of date for the September 2023	✓	Meeting date changed to the 13 September 2023.

Item	Subject	Council Decision	Status	Action
	Ordinary Council Meeting	Ordinary Council Meeting, Council, in accordance with the Local Government Act 1995 section 5.25 amends the date of the September 2023 Ordinary Council Meeting to Wednesday 13 September 2023, with the time to remain unchanged (commencing 3.30pm).		
OCM – 230816-09	Contract Performance – Wickepin Independent Living Units Construction	That Council, a. in accordance with the “Instrument of Agreement for design and construct contract: RFT 6: 019/20: Aged persons units, Johnston Street, Wickepin” (executed 14 August 2020) (“the Contract”) between the Shire of Wickepin and KBuilt Construction Pty Ltd, to cancel the Contract as per clause 18 (Default or bankruptcy of contractor) noting the Contractor has – •Failed to carry out the works at a rate of progress satisfactory to the Principal’s Representative (clause 18(b)); and •Failed to complete the whole of the works within the time specified for completion or such extended time as the Principal’s Representative may approve (clause 18(d)), And b.to advise the Building Commissioner of	✓	Actioned accordingly. The Shire of Wickepin took official possession on Monday 4/9/2023. WA Building Commissioner to be advised following receipt of a structural engineer report.

Item	Subject	Council Decision	Status	Action
		Western Australia of Council's decision to cancel the Contract.		

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

9 Motions of Which Notice Has Been Given

Nil

10 Receipt of Committee Minutes or Reports and Consideration of Recommendations

10.1 Minutes of the Townscape and Cultural Planning Committee Meeting held on Wednesday 6 September 2023.

Officer Recommendation

That Council receive the minutes of the Townscape and Cultural Planning Committee Meeting held on Wednesday 6 September 2023, as included in the attachments.

11 President's Report

To Be Tabled.

12 Report by the Chief Executive Officer

A summary of some of the activities undertaken by the Chief Executive Officer for August 2023 is below –

Regional Development Projects

Met with the Director Regional Development (M Walker) at Regional Development Australia (Wheatbelt), and other Wheatbelt Chief Executive Officers, to discuss current projects being undertaken and those which are coming up. The purpose of the meeting is to identify opportunities for local government collaboration, for efficiency and cost-reductions, and also to identify potential resourcing issues through competing projects.

Community Resource Centre Agreement

Met with the Executive Officer (L McColl) of the Wickepin Community Resource Centre regarding the current funding agreement with the Shire and potential amendments to the agreement.

Bushfire Training and Development

Met with the Chief Bushfire Control Officer (T Leeson) to discuss the upcoming fire season and agreed on minimum training requirements for those volunteers who will be active firefighters. Discussion was also had regarding the status of volunteers and insurance requirements.

Regional Water Supply

Met with the Manager Customer and Stakeholder (K Walker) from Water Corporation regarding the current water supply network servicing the district and future works to ensure sufficient supply for WA Kaolin. Discussion was also held regarding water supply requirements for any future land release in the district.

Wickepin Skate Park

Along with council members and local children, met with D Rooney from the Narrogin Observer to promote the works which have started for the Wickepin Skate Park.

Toolibin Tennis Club

Met with representatives of the Toolibin Tennis Club to discuss their grant application for the installation of transportable toilets and showers at the facility.

RAC Connecting Communities Fund

Attended an online seminar hosted by RAC for possible funding towards road safety and pathway projects.

Regional Road Group

Along with the Shire President, attended an online meeting with the Lakes Sub-Group of the Wheatbelt South Regional Road Group to discuss road matters and funding prior to the full Road Group meeting.

Local Jobs and Employment

Met with the Regional Employment Facilitator (E Everett) from Workforce Australia Local Jobs to discuss emerging employment opportunities in the Wickepin district.

Waste Facility Security

Met with Sgt Mark Langford from WA Police (Wickepin) to discuss security matters and illegal dumping at Shire of Wickepin waste facilities.

Wickepin Independent Living Units

Met with local tradespeople to discuss works required to finish the construction of the Wickepin Independent Living Units.

Regional Collaboration

Along with other employees of the Shire of Wickepin, met with representatives from the Shire of Narrogin to discuss details associated with the Regional Collaboration Agreement between the two (2) shires.

Wheatbelt Community Health

Attended an online seminar hosted by the Wheatbelt Public Health Unit regarding healthy aging in the Wheatbelt region and services which can assist those who are aging in place.

2023 Local Government Elections

Along with the Deputy Chief Executive Officer, met with the 2023 Local Government Election Wickepin Returning Officer (G Macnab) to discuss the upcoming elections.

Central Country Zone

Along with the Shire President, attended the Central Country Zone meeting in Kulin. NBN Co provided a presentation on emergency preparedness and gave an overview of works in the region. Proposed new gun laws, non-standard water services, heavy vehicle management, and disaster ready funding were amongst the discussion topics.

13 Notices of Motions for the Following Meeting

Nil

14 Reports and Information

14.1 Monthly Schedule of Accounts Paid – August 2023

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.FR.1212
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	-
Report Written Date	7 September 2023
Attachments	Monthly Schedule of Accounts Paid – August 2023

Summary

Council is required to have a Schedule of Accounts Paid produced each month containing relevant information, as legislated.

The purpose of this report is to present the –

- Schedule of Creditor Accounts Paid, including Corporate Credit Card Reconciliations, for August 2023, and
- Trust Fund Payments for August 2023.

Council is requested to confirm the Monthly Schedule of Accounts Paid, as included in the attachments.

Background

The *Local Government (Financial Management) Regulations 1996* requires Shire officers to, monthly and within a prescribed timeframe, prepare a schedule of payments made from the Municipal Fund and the Trust Fund and present this to Council for confirmation.

Comments

Shire officers have prepared the Monthly Schedule of Accounts Paid, in accordance with legislative requirements, and this is attached.

The schedule of accounts, covering vouchers as listed below, 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.

For the month under review the following summarised details are presented –

Municipal Fund	Vouchers	Amounts
Electronic Funds Transfer	13746-13824, 13828-13863	\$373,049.41
Cheques		\$18,985.99
Direct Deductions	August 2023	\$1,506.98
Superannuation	August 2023	\$14,466.55
Credit Card	August 2023	\$4,948.84
BPay Payments	August 2023	\$3,356.30
Payroll	August 2023	\$93,122.00
Licensing	August 2023	\$24,278.80
Municipal Fund Total		\$533,714.87
Trust Fund		
Electronic Funds Transfer	13825-13827	\$130.00
Cheques		\$0.00
Trust Fund Total		\$130.00
Total	August 2023	\$533,844.87

Statutory Environment

Local Government (Financial Management) Regulations 1996 – Regulation 13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

Where the local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the Chief Executive Officer is to be prepared each month showing details for each account paid.

This list is to be presented to the council at the next ordinary meeting of the council and recorded in the minutes.

Policy Implications

Council Policy 3.1.7 – EFT Payment and Cheque Issue

Council has authorised the Chief Executive Officer to make payments from the municipal fund and the trust fund.

Financial Implications

Current Financial Year

Payments included on the Schedule of Accounts Paid have been undertaken in accordance with appropriate processes and the Annual Budget.

Future Financial Years

Nil

Strategic Implications

Nil

Voting Requirement

Simple majority

Officer Recommendation

That Council, pursuant to Regulation 13 of the Local Government (Financial Management) Regulations 1996 acknowledges payments from the Municipal Fund of \$533,714.87 and from the Trust Fund of \$130.00, as included in the attachments, for August 2023.

14.2 Statement of Financial Activity – August 2023

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.FR.1212
Author	E Clement – Deputy Chief Executive Officer
Interest Disclosures	-
Report Written Date	9 August 2023
Attachments	Statement of Financial Activity – August 2023

Summary

Council is required to have a Statement of Financial Activity produced each month containing relevant information, as legislated.

The purpose of this report is to present the Statement of Financial Activity for the period ended August 2023.

Council is requested to accept the Statement of Financial Activity.

Background

The *Local Government (Financial Management) Regulations 1996* require Shire officers, monthly and within a prescribed timeframe, to prepare financial reports covering prescribed information and present these to Council.

Comments

Shire officers have prepared the Statement of Financial Activity, and supporting documentation, in accordance with legislative requirements, and this is attached.

Statutory Environment

Local Government Act 1995 – Section 6.4 Financial report

Local governments are required to prepare and present financial reports, on an annual basis and at any other time, and in any other format, as prescribed.

Local Government (Financial Management) Regulations 1996 – Regulation 34 Financial activity statement required each month (Act s. 6.4)

Shire officers are to prepare each month a statement of financial activity reporting on revenue and expenditure as set out in the annual budget. Each statement of financial activity is to be accompanied by information explaining the composition of net assets less committed and restricted assets, any material variances and any other supporting information considered relevant.

Policy Implications

Council Policy 3.1.14.2 – Monthly Financial Reporting

The Chief Executive Officer shall ensure a monthly statement of financial activity complies with all aspects of the Act and *Local Government (Financial Management) Regulations 1996*.

Financial Implications

Current Financial Year

Commentary on the current financial position is outlined within the body of the attached reports.

Future Financial Years

Nil

Strategic Implications

Nil

Voting Requirement

Simple majority

Officer Recommendation

That Council, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, accepts the Statement of Financial Activity and associated documentation for August 2023, as included in the attachments.

14.3 Local Roads and Community Infrastructure Program – Phase Four (4) Grant – Proposed Work Schedules

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	GS.PRG.1556
Author	N Cain –Chief Executive Officer
Interest Disclosures	-
Report Written Date	6 September 2023
Attachments	-

Summary

The Shire of Wickepin has been allocated \$573,783 in Phase Four (4) of the Commonwealth’s Local Roads and Community Infrastructure Program.

Council is requested to approve the proposed Work Schedules for submission to the Local Roads and Community Infrastructure Program – Phase Four (4) Grant.

Background

The Commonwealth of Australia, represented by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts, has recently released the conditions and guidelines for the Phase Four (4) Grant of the Local Roads and Community Infrastructure Program (“LRCI Program”).

Phase Four (4) of the LRCI Program is a temporary measure of direct funding to local councils to deliver local road and community infrastructure projects, supporting local jobs, firms and procurement.

The objective of the LRCI Program is to support additional infrastructure construction activities in local communities across Australia.

The intended outcome of the LRCI Program is to deliver benefits to communities, such as improved road safety, accessibility and visual amenity.

The LRCI Program is administered by the Department of Infrastructure, Transport, Regional Development and Communication (“the Department”).

The Shire of Wickepin has been allocated a total maximum grant of \$573,783, broken down as follows –

- \$363,886 for approved local road and community infrastructure projects (Part A projects), and
- \$209,897 for approved road projects in regional, rural and outer-urban areas only (Part B projects), unless otherwise agreed by the Department.

Below is a list of previous initiatives in the Shire of Wickepin which have been funded with the assistance of the LRCI Program –

- Closed circuit TV (CCTV) system in Wickepin
- Improvements to the Wickepin Swimming Pool
- Construction of the Wickepin Townsite Playground
- Renovation to the Lake Yealering Foreshore ablution facilities

Projects funded under Phase Four (4) are to be physically completed by 30 June 2025.

Comments

Shire officers have contacted the Department for further clarification regarding this Phase of the LRCI Program, with the following confirmation provided –

- Co-contributions are not required under the LRCI Program, although are permitted to be used to help fund a project.
- A project can be funded by a combination of funds, including State Government funding.
- A 'use it or lose it' principle is applied, meaning funds unspent by the required deadlines will be forfeit.
- Grant money can only be used on eligible projects, and must deliver demonstrable benefits to the community.
- Funding is not intended to replace existing expenditure commitments or regular scheduled maintenance, rather to enable further, additional expenditure as needed to address infrastructure issues.
- Part B should be spent on eligible road projects on eligible roads as, only in exceptional circumstances, will Part B funds be eligible for use on Part A projects.

Part A eligible projects include, although are not limited to, –

- Local road projects which involve the construction or maintenance of roads managed by local government,
- Traffic signs,
- Traffic calming / control equipment,
- Street lighting equipment,
- A bridge or tunnel,
- A facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station),
- Facilities off the road which support the visitor economy,
- Road and pathway maintenance (where it can be demonstrated this is additional to normal works schedules),
- Eligible community infrastructure projects which involve the construction, maintenance and / or improvements to council-owned assets which are primarily for the direct use and benefit of the local community,
- Closed circuit TV (CCTV),
- Bicycle and walking paths,
- Painting or improvements to community facilities,
- Repairing and replacing fencing,
- Improved accessibility of community facilities and areas,
- Landscaping improvements, such as tree planting and street beautification,
- Picnic shelters or barbecue facilities at community parks,
- Community / public art associated with an eligible project,

- Playgrounds and skate parks,
- Noise and vibration mitigation measures,
- Off-road car parks (such as those at sporting grounds or parks), and
- Projects which support the transition to Net Zero for council-owned assets.

Part B eligible projects include, although are not limited to, –

- Road projects in regional, rural and outer-urban areas only,
- Sealing / resealing of eligible roads,
- Realignment of eligible roads,
- Removal / improvements to bridges on eligible roads,
- Safety improvements on eligible roads,
- A facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station),
- Facilities off the road which support the visitor economy.

Council members previously discussed possible projects for consideration at the August 2023 Council Forum.

Some of these projects included –

Part A

- Renovation and improvements to the Harrismith Townsite Playground,
- Improvements to the Wickepin Community Centre,
- Renovation and improvements to the Wickepin Community Centre Playground,
- Accessibility improvements to the Wickepin Swimming Pool Toilet Facilities,
- Provision of playground facilities at the Harrismith Golf Club, and
- Provision of Toilet and Shower Facilities at the Toolibin Tennis Club.

Part A or B

- Traffic pull-off bay installation in Harrismith,
- Electronic traffic speed monitoring signage in Wickepin,
- Improvements to, and realignment of, the pathway along Wogolin Road, Wickepin east of Rintel Street,
- Asphalt sealing of car-park area in Wickepin (near fuel bowsers),
- Lake Yealering foreshore car-park sealing, and
- Bitumen sealing of Yarling Brook Road north of Yarling Brook.

As per direction provided at the August 2023 Council Forum, Shire officers have undertaken initial project costings and scoping on the above projects, with the detail as follows for Part A projects –

- Renovation and improvements to the Harrismith Townsite Playground
The scope of works includes the installation of pine bark soft fall, concrete kerbing, surrounding pool fencing, and shade sails at the Harrismith Townsite Playground. Approximate cost estimation \$95,000 ex GST.
- Improvements / renovation to the Wickepin Community Centre
The scope of works has not been fully explored, however is likely to include a major renovation to all change rooms, replacement of ceiling panels in the function and mezzanine

areas, and external heating to the verandah area at the Wickepin Community Centre. As the scope of works has not been fully undertaken an allowance of \$60,000 ex GST is made.

- Renovation and improvements to the Wickepin Community Centre Playground
The scope of works includes the removal of the existing equipment, new playground structure, surrounding pool fencing, rubberised soft fall, and shade sails at the Wickepin Community Centre Playground. Approximate cost estimation \$140,000 ex GST.
- Accessibility improvements to the Wickepin Swimming Pool Toilet Facilities
The scope of works includes built structure modifications to both the male and female toilet facilities at the Wickepin Swimming Pool for wheelchair and other disability access. Modification to the interior cubicles will also be required. Approximate cost estimation \$30,000 ex GST.
- Provision of toilet and shower facilities at the Toolibin Tennis Club
In partnership with the Toolibin Tennis Club, the scope of works includes the installation of two (2) transportable toilet and shower facilities as Stage One (1) of the Toolibin Tennis Club's reinvigoration program. The funds sought from the LRCI Program are approximately \$40,000 ex GST.
- Provision of playground facilities at the Harrismith Golf Club
The scope of works includes the provision of playground facilities, surrounding pool fencing, soft fall, and shade sails at the Harrismith Golf Club. Approximate cost estimation \$95,000 ex GST.

The projects listed above total \$460,000 ex GST which means the Part A allocation will be oversubscribed by \$95,000 ex GST.

Shire officers recommend only one playground be considered for the Harrismith area, and the preference for this be located at the Harrismith Golf Club (thus balancing the Part A funding allocation).

As per direction provided at the August 2023 Council Forum, Shire officers have undertaken initial project costings and scoping on the above projects, with the detail as follows for Part B projects –

- Traffic pull-off bay installation in Harrismith
The scope of works includes the creation of a three (3) to five (5) car sealed pull-off area near the recently installed toilet facilities in Harrismith, which will include an upgrade to the adjacent pathway. Approximate cost estimation \$50,000 ex GST.
- Electronic traffic speed monitoring signage
The scope of works includes the purchase and installation of three (3) electronic traffic speed monitoring signs, initially for the Wickepin townsite. The signs, which are installed in sleeves in the ground meaning they can be located throughout the Shire, provide a visible indication to drivers if they are exceeding the posted speed limit. Approximate cost estimation \$30,000 ex GST.

- Improvements to, and realignment of, the pathway along Wogolin Road, Wickepin east of Rintel Street
The scope of works includes installation of a new concrete pathway along Wogolin Road, Wickepin east of Rintel Street which will be on a new alignment safely away from the main road. Relocation of golf tee-off areas, removal of trees, and some retaining works will be required. Approximate cost estimation \$45,000 ex GST.
- Asphalt sealing of car-park area in Wickepin (near fuel bowsers)
The scope of works includes installation of an asphalt car-park to replace the current bitumen sealed car park in the car-park between the fuel bowsers and Wogolin Road, Wickepin, minor redesign works, and new kerbing to the location. Approximate cost estimation \$35,000 ex GST.
- Lake Yealering Foreshore car-park sealing
The scope of works, which has not yet been fully designed or costed, includes the bitumen sealing of some or all of the car-park/s in the Lake Yealering Foreshore Precinct. The project could be considered as a “maximum contribution” project (i.e. whatever funds are left over from the other projects and still remaining unallocated). Approximate funds remaining, after the above four (4) projects are considered, is \$50,000 ex GST.
- Bitumen sealing of Yarling Brook Road north of Yarling Brook
The scope of works, which has not been fully designed or costed, includes the bitumen sealing of an, as yet, unknown length of Yarling Brook Road north of Yarling Brook. The project could be considered as a “maximum contribution” project (i.e. whatever funds are left over from the other projects and still remaining unallocated). Approximate funds remaining, after the first four (4) projects are considered, is \$50,000 ex GST.

The first four (4) projects listed above (which are scoped) total \$160,000 ex GST which means the Part B allocation has \$50,000 ex GST remaining.

Council is not required to provide a fully allocated set of work schedules and can choose to nominate projects at a later stage.

Council is requested to approve the proposed Work Schedules for submission to the Local Roads and Community Infrastructure Program – Phase Four (4) Grant.

Statutory Environment

Local Government Act 1995 - Section 3.1 General function

The general function of a local government is to provide for the good government of persons in its district.

Local Government Act 1995 – Section 3.18 Performing executive functions

A local government is to satisfy itself the services and facilities it provides are managed efficiently and effectively.

Policy Implications

Nil

Financial Implications

The proposal commits approximately \$525,000 ex GST of the allocated funds associated with Phase Four (4) of the LRCI Program.

Approximately \$50,000 ex GST remains unallocated.

Future Financial Years

Maintenance costs associated with proposed works under Phase Four (4) of the LRCI Program will occur. The substance of the proposed works is likely to have a minor impact on future maintenance costs.

Strategic Implications

Shire of Wickepin Strategic Community Plan – Goal 4 Maintain Shire owned facilities in a strategic manner and also to meet community needs

Medium Term Strategy 4.4 supports the improvement and maintenance of assets in a strategic manner.

Voting Requirement

Simple majority

Officer Recommendation

That Council, with respect to Phase Four (4) of the Local Roads and Community Infrastructure Program,

- a approves the following projects for submission to Part A of the Program –*
- Improvements / renovation to the Wickepin Community Centre (estimation \$60,000 ex GST)*
 - Renovation and improvements to the Wickepin Community Centre Playground (estimation \$140,000 ex GST)*
 - Accessibility improvements to the Wickepin Swimming Pool Toilet Facilities (estimation \$30,000 ex GST)*
 - Provision of playground facilities at the Harrismith Golf Club (estimation \$95,000 ex GST)*
 - Provision of toilet and shower facilities at the Toolibin Tennis Club (estimation \$40,000 ex GST)*
- b approves the following projects for submission to Part B of the Program –*
- Traffic pull-off bay installation in Harrismith (estimation \$50,000 ex GST)*
 - Electronic traffic speed monitoring signage (estimation \$30,000 ex GST)*
 - Improvements to, and realignment of, the pathway along Wogolin Road, Wickepin east of Rintel Street (estimation \$45,000 ex GST)*
 - Asphalt sealing of car-park area in Wickepin (near fuel bowsers) (estimation \$35,000 ex GST)*
- c acknowledges the need to identify a further \$50,000 ex GST in projects for submission to Part B of the Program.*

14.4 Tender RFT-01-2023-2024 Lake Yealering Ablution Block Redevelopment

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	Graeme Hedditch
File Reference	FM.TEN.1220
Author	G Hedditch –Manager Works and Services
Interest Disclosures	-
Report Written Date	7 September 2023
Attachments	-

Summary

Shire officers recently requested tenders for the redevelopment of the Lake Yealering Ablution Block Redevelopment.

Council is requested to decline to accept any tenders.

Background

In July 2023 Shire officers requested tenders for the redevelopment of the Lake Yealering Ablution Block, on the Western Australian Local Government Association's ("WALGA") Preferred Supplier e-Quotes System.

The tender documentation sought the supply and delivery of redevelopment and remediation works at the Lake Yealering Ablution Block, including the provision of accessibility inclusions.

Additionally, tender submissions were required to include the following –

- Meet a schedule of materials and finishes, and
- Meet a schedule of furniture, fixtures, fittings and equipment.

Tender submissions failing to complete all information requirements contained within the tender documentation schedules will be rejected.

The information requirements included, although were not limited to, –

- Breakdown pricing for all associated trades,
- Demonstration of licences and ability to complete the works, and
- Demonstration of required insurance.

The selection criteria, and associated weighting, for consideration in determining the successful complying tender submission are listed below –

- Price (100% weighting)

Twenty-one (21) suppliers were notified of the request for tender.

Comments

Tender submissions closed at 4:00pm Friday 1 September 2023.

At the close of the submission period three (3) complying submissions were received with zero (0) non-complying submissions (a total of three (3) submissions).

The assessment of the submissions was formally undertaken by the Manager Works and Services.

Tender submissions were received from, in the order they were considered, –

- Oban Group Pty Ltd
- Bidi Facility Services Pty Ltd
- Dreamtime Mia Building and Maintenance Services

Following assessment no submission was considered advantageous to accept.

Council is requested to decline to accept any tenders.

Statutory Environment

Local Government Act 1995 – Section 3.57

A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

Local Government (Functions and General) Regulations 1996 – Division 2 Part 4

Tenders shall be invited before the Shire enters into a contract for another person to supply goods or services if the consideration under the contract is or is expected to exceed \$250,000.

Local Government (Functions and General) Regulations 1996 – Regulation 18 Rejecting and accepting tenders

A local government may reject, accept or decline to accept any or all tenders received through a request for tender process.

Policy Implications

Council Policy 3.1.6 Purchasing

Purchases which may be in excess of \$250,000 ex GST must be tendered.

Financial Implications

The funds available to complete the project are sourced from the Local Roads and Community Infrastructure Program and total \$258,500 ex GST.

The submitted tenders are outside the funds available to complete the works, according to the grant conditions.

Future Financial Years

Maintenance costs associated with proposed works will occur. The substance of the proposed works is likely to have a minor impact on future maintenance costs.

Strategic Implications

Shire of Wickepin Strategic Community Plan – Goal 4 Maintain Shire owned facilities in a strategic manner and also to meet community needs

Medium Term Strategy 4.4 supports the improvement and maintenance of assets in a strategic manner.

Voting Requirement

Simple majority

Officer Recommendation

That Council, with respect to Tender RFT-01-2023-2024 Lake Yealering Ablution Block Redevelopment,

- a Pursuant to Local Government (Functions and General) Regulations 1996 – Regulation 18 does not accept any tender, and*
- b Authorises the Chief Executive Officer to appraise and seek to complete the works in an alternate manner, within the allocated funds, and as per the grant funding requirements.*

14.5 Tender RFT-02-2023-2024 Supply and Lay Bitumen Products

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.TEN.1220
Author	G Hedditch –Manager Works and Services
Interest Disclosures	-
Report Written Date	7 September 2023
Attachments	-

Summary

Shire officers recently requested tenders for the supply and laying of bitumen products.

Council is requested to accept the tender submission from WCP Civil Pty Ltd.

Background

In July 2023 Shire officers requested tenders for the supply and lay of bitumen products for roadworks including, although not limited to,

- Cuballing East Road (approximately 22,100 square metres),
- Wickepin-Corrigin Road (approximately 22,100 square metres),
- Yarling Brook Road (approximately 14,400 square metres), and
- Wickepin-Pingelly Road (approximately 5,760 square metres).

On the Western Australian Local Government Association's ("WALGA") Preferred Supplier e-Quotes System.

The tender documentation specifically sought –

- Bitumen application designs,
- Supply and application of hot sprayed cutback bitumen,
- Supply, pre-coat and spreading of aggregate,
- Pre and post seal application sweeping,
- Rolling,
- Traffic control during spray seal works, and
- Installation of temporary raised pavement markers to Main Roads WA standards.

Additionally, tender submissions were required to include the following –

- Organisation profile,
- Agency details,
- Sub-contractor details,
- Quality assurance details,
- Selection criteria responses,
- Operational compliance details against set criteria,
- Demonstrated experience in similar works,
- Demonstrated commitment to customer service,

- Demonstrated assurance of occupational safety and health practices, and
- Price information.

Tender submissions failing to complete all information requirements contained within the tender documentation schedules will be rejected.

The selection criteria, and associated weighting, for consideration in determining the successful complying tender submission are listed below –

- Demonstrated experience to meet the requirements of the specification (10% weighting)
- Demonstrated ability and practices to ensure public and employee safety (10% weighting)
- Price (80% weighting)

Five (5) suppliers were notified of the request for tender.

Comments

Tender submissions closed at 4:00pm Tuesday 9 August 2023.

At the close of the submission period four (4) complying submissions were received with zero (0) non-complying submissions (a total of four (4) submissions).

Tender submissions were received from, in the order they were considered, –

- Downer Group,
- Bitutek Pty Ltd,
- Fulton Hogan Industries Pty Ltd, and
- WCP Civil.

The assessment of the submissions was formally undertaken by the Manager Works and Services.

Following assessment the below ranking order was determined –

1. WCP Civil Pty Ltd
2. Downer Group
3. Fulton Hogan Industries Pty Ltd
4. Bitutek Pty Ltd

Council is requested to accept the tender submission from WCP Civil Pty Ltd.

Statutory Environment

Local Government Act 1995 – Section 3.57

A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

Local Government (Functions and General) Regulations 1996 – Division 2 Part 4

Tenders shall be invited before the Shire enters into a contract for another person to supply goods or services if the consideration under the contract is or is expected to exceed \$250,000.

Local Government (Functions and General) Regulations 1996 – Regulation 18 Rejecting and accepting tenders

A local government may reject, accept or decline to accept any or all tenders received through a request for tender process.

Policy Implications

Council Policy 3.1.6 Purchasing

Purchases which may be in excess of \$250,000 ex GST must be tendered.

Financial Implications

If only works included as per the estimated tender specifications occur, Council will commit to \$589,145 ex GST, which is included and within 2023-2024 budget allocations.

Future Financial Years

Maintenance costs associated with proposed works will occur. The substance of the proposed works is likely to have a minor impact on future maintenance costs.

Strategic Implications

Shire of Wickepin Strategic Community Plan – Goal 4 Maintain Shire owned facilities in a strategic manner and also to meet community needs

Medium Term Strategy 4.4 supports the improvement and maintenance of assets in a strategic manner.

Voting Requirement

Simple majority

Officer Recommendation

That Council, with respect to Tender RFT-02-2023-2024 Supply and Lay Bitumen Products,

- a Pursuant to Local Government (Functions and General) Regulations 1996 – Regulation 18 accepts the tender submission from WCP Civil Pty Ltd for \$589,145 ex GST, and*
- b Authorises the Chief Executive Officer to engross documentation to engage WCP Civil Pty Ltd as per the tender specifications.*

14.6 Tender RFT-03-2023-2024 Supply and Delivery of Front-End Loader

Submission to	Ordinary Council Meeting
Location / Address	-
Name of Applicant	-
File Reference	FM.TEN.1220
Author	G Hedditch – Manager Works and Services
Interest Disclosures	-
Report Written Date	6 September 2023
Attachments	-

Summary

Shire officers recently requested tenders for the supply and delivery of a Front-End Loader, which also included the trade-in of the Shire's current Front-End Loader.

Council is requested to accept the tender submission from Hitachi Construction Machinery (Australia) Pty Ltd.

Background

In August 2023 Shire officers requested tenders for the supply and delivery of a Front-End Loader, which also included the trade-in of the Shire's current Front-End Loader, on the Western Australian Local Government Association's ("WALGA") Preferred Supplier e-Quotes System.

The tender documentation sought the supply and delivery of a similarly sized Front-End Loader (as currently held by the Shire), and to include –

- UHF Radio Uniden 80 channel,
- Attachments to include rake grapple and forks,
- Load rite or similar weighting device, and
- Flashing beacon.

Additionally, tender submissions were required to include the following –

- One (1) year licensing,
- Upon supply the machine must be available for immediate use,
- All warranty and defect replacement details, with the option for extended warranty,
- Compliance with all relevant specifications and standards currently in place for Western Australia, and
- Allowance for the trade-in of a 2014 Komatsu 250 Loader (approximately 4,892 hours) "as is, where is".

Tender submissions failing to complete all information will be rejected.

The information requirements included, although were not limited to, –

- Make and model of Front-End Loader,
- Date of manufacture,
- Delivery month and anticipated supply date,
- Purchase price of supplied machine only or purchase price of supplied machine when included with trade-in of existing machine.

The selection criteria, and associated weighting, for consideration in determining the successful complying tender submission are listed below –

- Price (60% weighting)
- Demonstrated experience with after-sales support and on-site service of the machine (15% weighting)
- Operator feedback from demonstration (25% weighting)

Twenty-five (25) suppliers were notified of the request for tender.

Comments

Tender submissions closed at 4:00pm Wednesday 6 September 2023.

At the close of the submission period nine (9) complying submissions were received with zero (0) non-complying submissions (a total of nine (9) submissions).

Tender submissions were received from, in the order they were considered, –

- CJD Equipment Pty Ltd,
- Construction Equipment Australia,
- AFGRI Equipment John Deere Construction,
- Hitachi Construction Machinery (Australia) Pty Ltd,
- Komatsu Australia Pty Ltd,
- McIntosh and Son (1),
- McIntosh and Son (2),
- Porter Equipment Australia Pty Ltd, and
- WesTrac Pty Ltd.

The assessment of the submissions was formally undertaken by the Manager Works and Services.

Eight (8) submissions elected to provide a purchase and trade-in combined price and one (1) submission included only a purchase price.

Following assessment the below ranking order was determined –

1. Hitachi Construction Machinery (Australia) Pty Ltd
2. Porter Equipment Australia Pty Ltd
3. McIntosh and Son (2)
4. Construction Equipment Australia
5. AFGRI Equipment
6. WesTrac Pty Ltd
7. CJD Equipment Pty Ltd

8. Komatsu Australia Pty Ltd
9. McIntosh and Son (1)

Council is requested to accept the tender submission from Hitachi Construction Machinery (Australia) Pty Ltd.

Statutory Environment

Local Government Act 1995 – Section 3.57

A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

Local Government (Functions and General) Regulations 1996 – Division 2 Part 4

Tenders shall be invited before the Shire enters into a contract for another person to supply goods or services if the consideration under the contract is or is expected to exceed \$250,000.

Local Government (Functions and General) Regulations 1996 – Regulation 18 Rejecting and accepting tenders

A local government may reject, accept or decline to accept any or all tenders received through a request for tender process.

Policy Implications

Council Policy 3.1.6 Purchasing

Purchases which may be in excess of \$250,000 ex GST must be tendered.

Financial Implications

Council has budgeted \$226,000 ex GST for the acquisition of a Front-End Loader and \$90,000 ex GST for the disposal of the current Front-End Loader (with the net changeover budgeted at \$136,000 ex GST).

The Officer Recommendation is for a total changeover of \$154,000 ex GST which is \$18,000 ex GST over the allocated budget.

Future Financial Years

Maintenance costs associated with the proposed acquisition will occur. The substance of the proposed maintenance costs is likely to have a minor impact in the future.

Strategic Implications

Shire of Wickepin Strategic Community Plan – Goal 4 Maintain Shire owned facilities in a strategic manner and also to meet community needs

Medium Term Strategy 4.4 supports the improvement and maintenance of assets in a strategic manner.

Voting Requirement

Simple majority

Officer Recommendation

That Council, with respect to Tender RFT-03-2023-2024 Supply and Delivery of Front-End Loader,

- a Pursuant to Local Government (Functions and General) Regulations 1996 – Regulation 18 accepts the tender submission from Hitachi Construction Machinery (Australia) Pty Ltd for the supply of a ZW150-5 Front End Loader for \$284,000 ex GST and trade-in of the current 2014 Komatsu 250 Loader for \$130,000 ex GST (with the net changeover of \$154,000 ex GST), and*

- b Authorises the Chief Executive Officer to engross documentation to purchase and dispose of the above machinery.*

15 Confidential Reports and Information

Nil

16 Urgent Business

Nil

17 Closure

The Presiding Member declared the meeting closed at [time].