

## ITEM 7

## SHIRE OF QUAIRADING

### MINUTES OF THE ORDINARY MEETING OF COUNCIL

HELD ON WEDNESDAY 24<sup>TH</sup> FEBRUARY 2016

COMMENCING AT 2.00PM

#### ITEM 1 ATTENDANCE AND APOLOGIES

Cr B K Caporn	Shire President
Cr W M F Davies	Deputy Shire President
Cr L R Brown	
Cr J N Haythornthwaite	
Cr B McGuinness	
Cr G J McRae	
Cr W E Shenton	
Cr G B Taylor	
Mr G A Fardon	Chief Executive Officer
Mr A J Merillo	Deputy Chief Executive Officer
Mrs J L Clemens	Chief Executive Officer's Secretary
Mr T J Newick	Manager of Works and Services (2.00pm to 3.27pm)
Mr R M Bleakley	Economic Development Project Officer (4.12pm to 6.08pm)
Mr J Haythornthwaite	Observer (from 2.05pm)
Sgt Shane Hickman	OIC, Quairading Police (4.12pm to 4.44pm)

#### Apologies

Nil

#### ITEM 2 ANNOUNCEMENTS BY THE SHIRE PRESIDENT

Shire President Cr Caporn welcomed Councillors and Staff to the February 2016 Ordinary Meeting of Council.

“Before we start our meeting, I would like to acknowledge that we are meeting on Noongar land and we pay respect to the original custodians...past, present and future and welcome you all here today for this meeting”.

Cr Caporn reported that the OIC of Quairading Police, Shane Hickman, has been invited to join Council for Afternoon Tea at 3.30pm and then make a short Presentation to Council. Attendance may be affected by work commitments.

Cr Caporn advised that Dinner would be catered for by the Quairading CWA.

#### ITEM 2.1 PUBLIC QUESTION TIME

**2.05pm**

Mr J Haythornthwaite entered the Council Meeting.

The Shire President welcomed Mr Haythornthwaite to the Meeting and invited him to ask any questions.

Mr Haythornthwaite queried whether Council Meetings were classed as Public Meetings and whether the content of the Meeting could be discussed with other Community Members.

The Chief Executive Officer provided information that Council Meetings are open to the Public however the Local Government Act provides for portion of the Meeting to be closed to the Public in specific circumstances (ie Legal Opinions).

Mr Haythornthwaite referred to his concerns raised at the Annual Electors Meeting regarding works on Bulyee Road being delayed and damage at the entrance to his property that remain unrepaired.

Mr Haythornthwaite reported that he had requested the repair work by sealing to be done many years ago through a previous Works Supervisor, who at the time had advised that his request for sealing had been too late to be done with roadworks being carried out in the area at that time.

The Chief Executive Officer advised that he had responded to an email from Mr Haythornthwaite advising that the works required at the entrance of his property would be undertaken as a matter of priority. Mr Fardon apologised to Mr Haythornthwaite on the delay in responding to his enquiry.

Mr Haythornthwaite was invited to observe the remainder of the Council Meeting.

#### **ITEM 2.2 DEPUTATIONS**

Nil

#### **ITEM 3 DECLARATIONS OF INTEREST**

Nil

#### **ITEM 4.1 BUSINESS ARISING AND CONFIRMATION OF MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD ON 17<sup>TH</sup> DECEMBER 2015**

##### **Business Arising**

##### Syrian Refugees

Cr Davies requested that this matter be added to the Matters Pending / Action Sheet.

##### Pro Forma Template for Shire Facilities Users

Cr Haythornthwaite queried progress on a Pro Forma Template for Shire Facilities Users. The Chief Executive Officer undertook to follow this matter up with the Economic Development Project Officer.

Council was reminded that Budget Requests by Club and Organisations are to be submitted by the end of March each year however this may need to be extended if the "Proforma" has yet to be distributed to the Clubs.

##### Retired Councillors Function

The Shire President and Chief Executive Officer provided information in regard to the Retired Councillors Function which is to be held on the 30<sup>th</sup> March 2016.

## Works Depot

**121-15/16 MOVED Cr McGuinness seconded Cr Davies: -**

- 1. That the Chief Executive Officer prepare a Background Strategy / Document on the Works Depot Upgrade Project;**
- 2. Following the preparation and circulation of the Paper, the Chief Executive Officer to then schedule a Council Forum to discuss this Project.**

**CARRIED 8/0**

## Caravan Park

Cr Haythornthwaite enquired on progress of a Management Plan for the Caravan Park. The Chief Executive Officer advised that he would follow this up with the Economic Development Project Officer.

## Industrial / Commercial Land – Saleyards Area Redevelopment

The Chief Executive Officer reported that the Regional Development Assistance Program Submission is being finalised with letters of support sought from the Wheatbelt Development Commission and Regional Development Australia Wheatbelt.

## Town Planning Scheme Amendment No 8

The Meeting was advised that a Sandalwood Plantation Application had been received and that a Report would be submitted to the March Ordinary Meeting of Council.

## **Confirmation of Minutes**

**122-15/16 MOVED Cr McGuinness seconded Cr Brown that the Minutes of the Ordinary Meeting of Council held on 17<sup>th</sup> December 2015 be confirmed as a true and correct record of that Meeting.**

**CARRIED 8/0**

## **ITEM 4.2 MATTERS PENDING / ACTION SHEET**

### Shire Newsletter

Council was advised that items had been forwarded to the Community Resource Centre for the production of a Shire eNewsletter.

### Untidy Property – 85 Heal Street

Cr Davies queried whether the residence at 85 Heal Street would be impacted by the proposed Road Realignment.

The Chief Executive Officer reported that there had been no formal Plan received from Main Roads WA to enable the assessment of the impact of any future Corner Realignment.

### Pink Lake Layby

Cr McGuinness queried progress on the Design for the Pink Lake Layby.

The Manager of Works and Services reported that the Pink Lake Layby Design is the next Project to be undertaken by Council's Engineering Consultant.

### Green Waste

The Manager of Works and Services reported that costing for Green Waste Disposal Options would be provided to the April 2016 Works Committee Meeting.

### Council Agricultural Show Display 2016

Cr Haythornthwaite queried whether the Quairading Agricultural Society had responded to Council's interest for a Display at this year's Show.

The Chief Executive Officer advised of no response to date.

### Works Depot

Cr Haythornthwaite requested that the Works Depot Project be added to the Matters Pending / Action Sheet.

## **ITEM 5       WORKS**

### **Item 5.1       Works Committee Meeting held on 9<sup>th</sup> February 2016**

#### Waste and Recycling Facility – Stage 2 (W13-15/16)

**123-15/16 MOVED Cr Davies seconded Cr McGuinness that Council adopt Works Committee Recommendation W13-15/16 that Council source a Consultant who can advise Council what it can do to improve the receipt and sorting of Recycling Material and that the information be incorporated into Council's proposed Waste Management Forum Process.**

Cr Haythornthwaite requested that the Councillor Inspection Tour of the Waste and Recycling Facility be scheduled as soon as possible.

**CARRIED 8/0**

#### Waste and Recycling Facility – Stage 2 (W14-15/16)

**124-15/16 MOVED Cr McGuinness seconded Cr Shenton that Council adopt Works Committee Recommendation W14-15/16 (as amended) that Council conduct a Forum to develop a Strategy for the Future Development and Operation of the Waste and Recycling Facility, including Costings for Workflow Efficiencies and Compliance Issues and including the following Scope:-**

- 1. The existing Waste and Recycling Facility be reviewed and maintenance works take place to improve the safe and efficient operations.**
- 2. Develop a proposed plan and timeline (staged) of when the Waste Management Plan and Business Model could be developed.**

3. **Review the potential of utilising our current staff (Chief Executive Officer, Deputy Chief Executive Officer, Economic Development Project Officer and Manager of Works and Services) to develop the Waste Management Plan and Business Model.**
4. **Review the potential of utilising an external Consultant and / or employing and managing an external resource. Develop a “budget” estimate for consideration.**
5. **Facilitate the determination of the Council Objective and medium and long term Strategy compliant with the State and Federal Government initiatives and Shire expectations.**
6. **Information on comparative costings and Waste Management Models of Regional Councils be sought and presented.**

**CARRIED 8/0**

### **Questions to the Manager of Works and Services**

#### Caravan Park

Cr McRae queried whether the Caravan Park would be ready for a local Wedding being held on Saturday 19<sup>th</sup> March 2016.

The Manager of Works and Services reported that the Landscaping was currently being undertaken with a view to it being ready.

#### Quairading – Cunderdin Road (C162)

Cr Davies queried the pavement failure on the Quairading – Cunderdin Road.

The Manager of Works and Services provided details on minor pavement failures that were being monitored.

#### Items of Plant

Cr McGuinness requested that the purchase of Side Tipping Trailers be added to the Works Committee Action Sheet.

#### Kerbing – Newell Street

Cr Taylor enquired if the kerbing removed in Newell Street and Hurley Street could be reused.

The Manager of Works and Services advised that this particular kerbing was not suitable for reuse however kerbing removed from Dall Street may be available for purchase.

#### Grain Freight and York – Merredin Road

The Chief Executive Officer advised of Meetings held with landholders affected by the Wackett Road and Cunderdin Road Realignments.

### **Item 5.2 Other Works Matters**

Nil

**3.27pm**

The Manager of Works and Services left the Council Meeting.

## **ITEM 6 INFORMATION SESSION / PERFORMANCE REVIEW**

### **Item 6.1 Shire of Quairading / City of Melville Partnership**

Discussion ensued in regard to the Shire of Quairading hosting the City of Melville representatives to coincide with the Quairading Agricultural Show.

### **Item 6.2 Regional Cooperation**

Nil.

### **Item 6.3 Chief Executive Officer's Performance Review**

Cr Taylor queried the process of the Chief Executive Officer's Performance Review. The Chief Executive Officer advised that this Shire is one of very few to have a Monthly Performance Review Item on the Council Agenda, with most opting for Annual Reviews as prescribed in the Local Government Act.

Cr Haythornthwaite queried whether Councillors would be provided with a Census as mentioned in the WALGA Councillor Direct Newsletter. The Chief Executive Officer's Secretary undertook to distribute the Census to all Councillors following the Council Meeting.

Cr Davies commented on the late reply to Mr Haythornthwaite's email. The Chief Executive Officer apologised and stated that this had been an oversight by himself.

Cr McRae queried whether Council had a Communication Policy. The Chief Executive Officer advised that there is a procedure in place for incoming mail however the large volume of emails received meant that not all were responded to immediately.

Cr McRae requested that a Matters Pending Sheets be utilised in Committees.

Cr McRae queries whether Councillors' names were required to be recorded in the Minutes on issues raised.

Council discussion ensued in regard to the legal requirements for details included in the Council Minutes.

Cr Haythornthwaite requested that Guidelines on Forums and Minutes be distributed to all Councillors.

The Chief Executive Officer thanked Councillors and Staff for their support in recent months.

**3.52pm**

**125-15/16 MOVED Cr McRae seconded Cr Haythornthwaite that Council suspend Standing Orders for Afternoon Tea.**

**CARRIED 8/0**

**4.12pm**

**126-15/16 MOVED Cr McGuinness seconded Cr Davies that Standing Orders resume.**

**CARRIED 8/0**

Sergeant Shane Hickman and Council's Economic Development Project Officer were in attendance.

Sergeant Hickman provided the Meeting with a brief overview of Policing Issues within the District.

The following topics were reported on by Sergeant Hickman.

- Continued excellent Shire Support for the local Police
- Crime Statistics
- Good Clearance Rates
- Drug Offences
- Children wandering around early hours of the morning

#### **4.15pm**

The Chief Executive Officer's Secretary returned to the Council Chambers.

- Drink Driving
- Regional Policing
- Stealing of Sandalwood
- Drug Education
- Ice Epidemic
- Community cooperation / reporting required on Drug Information
- Unrestrained children in cars

#### **4.45pm**

Sergeant Hickman left the Council Chambers.

### **ITEM 7 BUILDING**

#### **Item 7.1 Building and Town Planning Development Committee Meeting held on 9<sup>th</sup> February 2016**

##### Park Cottages (B14-15/16)

**127-15/16 MOVED Cr Davies seconded Cr McRae that Council adopt Building and Town Planning Development Committee Recommendation B14-15/16 that Council support the Application to the Wheatbelt Development Commission's Regional Grant Scheme for Financial Assistance with the supply and installation of Park Cottages.**

**CARRIED 8/0**

##### Works Depot Design (B15-15/16)

**128-15/16 MOVED Cr Davies seconded Cr McRae that Council adopt Building and Town Planning Development Committee Recommendation B15-15/16 that: -**

- 1. Council reallocate Funding from Council's Capital Budget to GL 3732 for works to address immediate Workplace Health and Safety issues at the Works Depot; and**

2. **An inspection of the Works Depot by all Councillors and Senior Staff be held on Wednesday 24<sup>th</sup> February 2016 commencing at 12.00 noon.**

**CARRIED 8/0**

Building Permit Application for a Non-Brick Building in the “Brick Area” (B15-15/16)

**129-15/16 MOVED Cr Davies seconded Cr Shenton that Council adopt Building and Town Planning Development Committee Recommendation B15-15/16 that the Building Permit for the construction of a non-brick dwelling be approved on Lot 23 McLennan Street (corner of Stacey Street) for Mr and Mrs Scott Richards, as it will not create a precedent in the locality and the proposed construction meets the intent of the By-law, in that it is made from a hard and durable fire-resisting material and has the appearance of rendered brick.**

**CARRIED 8/0**

**Item 7.2 Economic Development Project Officer Status Report**

The Economic Development Project Officer provided a verbal Report on the following matters: -

- Swimming Pool Upgrade Project
- Caravan Park Cottage/s Funding Submission
- Caravan Park Costings to date
- Drainage Problems in the Football Changerooms

Cr Brown queried the outcome of the Hall Kitchen Drain overflowing. The Economic Development Project Officer advised that this was associated with the incorrect use of the Commercial Dishwasher. Cr Brown suggested that further instruction/s for Hall Kitchen Users be displayed.

**Item 7.3 Other Building Matters**

Nil

**ITEM 8 FINANCE**

**Item 8.1 Finance and Audit Committee Meeting held on 10<sup>th</sup> February 2016**

**130-15-16 MOVED Cr McRae seconded Cr Haythornthwaite that Council adopt Finance and Audit Committee Recommendations F27-15/16 to F33-15/16: -**

Accounts for Payment – December 2015 (F27-15/16)

1. **That Schedule of Accounts covering Municipal Vouchers 22743 to 22777 & EFT2744 to EFT2816 & DD11779.1 to DD11781.12 totalling \$466,868.98 be received; The balance of all other outstanding Sundry Creditors to the 31/12/2015 total \$62,836.97; and**
2. **That Police Licensing payments for the month of December 2015 totalling \$24,989.45 be received (Attachment 4.1.2) ; and**
3. **That fund transfers to Corporate Credit Card for December 2015 totalling \$349.74 be received (Attachment 4.1.3); and.**
4. **That Payroll payments for the month December 2015 totalling \$235,741.62 be received; and**



5. That fund transfers from Trust account to Municipal account for December 2015 totalling \$3,100.00 be received; and
6. That the WestNet payment for the month of December 2015 totalling \$69.95 be received.

Accounts for Payment – January 2016 (F28-16/17)

1. That Schedule of Accounts covering Municipal Vouchers 22778 to 22812 & EFT2817 to EFT2875 & DD11795.1 to DD11776.12 totalling \$346,952.45 be received; The balance of all other outstanding Sundry Creditors to the 31/01/2016 total \$16,404.78; and
2. That Police Licensing payments for the month of January 2016 totalling \$68,054.25 be received (Attachment 4.2.2) ; and
3. That fund transfers to Corporate Credit Card for January 2016 totalling \$177.66 be received (Attachment 4.2.3); and
4. That Payroll payments for the month January 2016 totalling \$154,547.05 be received; and
5. That fund transfers from Trust account to Municipal account for January 2016 totalling \$614.80 be received; and
6. That the WestNet payment for the month of January 2016 totalling \$253.95 be received

Fund Balances Report – December 2015 (F29-15/16)

The Fund Balances for the period ending 31<sup>st</sup> December 2015, as presented to Council be adopted.

<u>Account</u>	<u>Statement Balance</u>	<u>Reconciliation Balance</u>
Municipal A/c	\$ 101,968.48	\$ 2,401,776.31
At Call - Invest.	\$ 100,000.00	
Childcare Centre	\$ 9,141.07	
Medical A/c	\$ 24,057.98	
T/Deposit 4 Mth	\$ 200,000.00	
T/Deposit 3 Mth	\$ 350,000.00	
T/Deposit 2 Mth	\$ 300,000.00	
T/Deposit 2 Mth	\$ 300,000.00	
T/Deposit 4 Mth	\$ 400,000.00	
T/Deposit 4 Mth	\$ 350,000.00	
T/Deposit 2 Mth	\$ 300,000.00	
<b>Total Municipal</b>	<b>\$ 2,435,167.53</b>	
At Call - Reserve	\$ 156,479.69	
T/Deposit-Reserve	\$ 866,660.54	
T/Deposit-Reserve	\$ 1,250,114.72	
T/Deposit-Reserve	\$ 885,859.02	
T/Deposit-Reserve	\$ 1,208,541.44	
<b>Total Reserves</b>	<b>\$ 4,367,655.41</b>	<b>\$ 4,367,655.41</b>
Trust A/c	\$ 86,998.27	
Police Licensing	\$ 0.00	
<b>Total Trust</b>	<b>\$ 86,998.27</b>	<b>\$ 86,998.27</b>

Fund Balances Report – January 2016 (F30-15/16)

**The Fund Balances for the period ending 31<sup>st</sup> January 2016, as presented to Council be adopted.**

<u>Account</u>	<u>Statement Balance</u>	<u>Reconciliation Balance</u>
Municipal A/c	\$ 25,953.47	\$ 2,103,889.88
At Call - Invest.	\$ 200,000.00	
Childcare Centre	\$ 1,113.98	
Medical A/c	\$ 32,315.05	
T/Deposit 4 Mth	\$ 200,000.00	
T/Deposit 4 Mth	\$ 300,000.00	
T/Deposit 3 Mth	\$ 300,000.00	
T/Deposit 4 Mth	\$ 400,000.00	
T/Deposit 4 Mth	\$ 350,000.00	
T/Deposit 3 Mth	\$ 300,000.00	
T/Deposit 2 Mth	\$ 300,000.00	
<b>Total Municipal</b>	<b>\$ 2,109,382.50</b>	
At Call - Reserve	\$ 156,641.31	
T/Deposit-Reserve	\$ 866,660.54	
T/Deposit-Reserve	\$ 1,250,114.72	
T/Deposit-Reserve	\$ 897,613.04	
T/Deposit-Reserve	\$ 1,208,541.44	
<b>Total Reserves</b>	<b>\$ 4,379,571.05</b>	<b>\$ 4,379,571.05</b>
Trust A/c	\$ 89,659.17	
Police Licensing	\$ 3,738.35	
<b>Total Trust</b>	<b>\$ 93,897.52</b>	<b>\$ 93,897.52</b>

Financial Information – Statements of Income and Expenditure for the Period Ending 31<sup>st</sup> December 2015 (F31-15/16)

**The Financial Statement for the period ending 31<sup>st</sup> December 2015, as presented to Council be adopted.**

Financial Information – Statements of Income and Expenditure for the Period Ending 31<sup>st</sup> January 2016 (F32-15/16)

**The Financial Statement for the period ending 31<sup>st</sup> January 2016, as presented to Council be adopted.**

Financial Statements – Variation to Budget by Percentage or Value – 31<sup>st</sup> December 2015 and 31<sup>st</sup> January 2016 (F33-15/16)

**The Variation to Budget by Percentage and Value noted on the Financial Statements and reported on for the periods ending 31<sup>st</sup> December 2015 and 31<sup>st</sup> January 2016, be adopted.**

**CARRIED 8/0**

Statutory Compliance Audit Return (F34-15/16)

**131-15/16 MOVED Cr McRae seconded Cr Taylor that Council adopt Finance and Audit Committee Recommendation F34-15/16 that the Statutory Compliance Audit Return for the period 1<sup>st</sup> January 2015 to 31<sup>st</sup> December 2015 be adopted by Council.**

**CARRIED 8/0**

Concession for Accommodation and Community Building Hire for Astronomy Night (F35-15/16)

**132-15/16 MOVED Cr McRae seconded Cr Davies that Council adopt Finance and Audit Committee Recommendation F35-15/16 that Council waive charges on Accommodation and the Community Building for the Astronomy Night scheduled for the 8<sup>th</sup> March 2016.**

**CARRIED 7/1**

Roe Tourism Association (RTA) – Additional Contribution in 2015/16 (F36-15/16)

**133-15/16 MOVED Cr McGuinness seconded Cr Haythornthwaite that Council adopt Finance and Audit Committee Recommendation F36-15/16 that: -**

- (1) Council reallocate the amount of \$2500 from Tourist Promotion (GL4192) to Subscription – Tourism (GL4202) in the Budget Review.**
- (2) The Additional Contributions of \$2500 would be subject to all the Member Councils of Roe Tourism agreeing to make the additional contribution for the 2 Years.**

**MOTION LOST 1/7**

Item to be included in Draft Budget with a request for more detail from the Roe Tourism Association to substantiate the Request.

Review of Purchasing Policy (F37-15/16)

**134-15/16 MOVED Cr McRae seconded Cr Davies that Council adopt Finance and Audit Committee Recommendation F37-15/16 that Council's Purchasing Policy (No 2.20) be amended to reflect the Increased Threshold Amount of \$150,000 on which to Call Public Tenders.**

**ADMINISTRATION GENERAL**

**POLICY 2.20**

**PURCHASING POLICY**

**Objectives**

To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).

To deliver a best practice approach and procedures to internal purchasing for the Shire of Quairading.

To ensure consistency for all purchasing activities within the Shire of Quairading's operational areas.

## **Why Do We Need A Purchasing Policy?**

The Shire of Quairading is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities.

This policy:

- Provides the Shire of Quairading with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire of Quairading receives value for money in its purchasing.
- Ensures the Shire of Quairading is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Shire of Quairading's purchasing practices that withstand probity.

## **Ethics & Integrity**

All officers and employees of the Shire of Quairading shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Quairading.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Quairading policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire of Quairading by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

## **Value for Money**

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Quairading. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

### **Purchasing Thresholds**

Where the value of procurement (exc GST) for the value of the Contract over the Full contract Period (including Options to Extend) is or is expected to be:

#### **1.1 Up to \$5,000**

##### **Direct Purchase from Supplier**

Authorised Purchasing Officer/s may use their general knowledge of the market, advertising, in-store price comparisons, catalogues, websites and any other reasonable means to determine whether the purchase represents value for money.

This Purchasing Method is suitable where the Purchase is relatively small and low risk.

Where possible, a Verbal or Email Quotation / Estimate should be obtained and be recorded in accordance with Council's Record Keeping Policies.

#### **1.2 Between \$5,001 - \$25,000**

**Two written quotations** are required to be sought with Supporting Evidence of the Quotation (email, fax or record of Quotation). Where this is not practicable eg due to limited suppliers, it must be noted through records relating to the process.

#### **1.3 Between \$25,001 - \$50,000**

**Three written quotations** are required to be sought with Supporting Evidence of the Quotation (email, fax or record of Quotation). Where this is not practicable eg due to limited suppliers, it must be noted through records relating to the process.

#### **1.4 Between \$50,001 - \$149,999**

Public tenders should be invited or if circumstances warrant (with the approval of the Chief Executive Officer) three (3) written Quotations must be sought. It is recognised that the Tender Regulations do not require the calling of tenders for less than \$150,000 value.

#### **1.5 Greater than \$150,000**

Conduct a Public Tender Process in accordance with the Local Government Act, Regulations 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.

## OR

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, Council Staff source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.

### **1.6 Quotations for Motor Vehicles and Plant**

At least two (2) written quotations are required to be sought for the purchase of sedans and utilities, subject to availability of suppliers and at the Chief Executive Officer's discretion.

### **Tender Exemption**

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure): -

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

### **Sole Source of Supply (Monopoly Suppliers)**

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

**Note:** The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

### **Anti-Avoidance**

The Shire of Quairading shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$150,000, thereby avoiding the need to publicly tender.

### **Discussion**

The Chief Executive Officer explained to the Committee that Tenders can still be called for under the amount of \$150,000 if it is advantageous.

**CARRIED 8/0**

## **Item 8.2 Other Finance Matters**

### Council Uniform

**135-15/16 MOVED Cr McGuinness seconded Cr Brown that the Finance and Audit Committee be authorised to research into an Elected Members' Uniform for Draft Budget consideration.**

**CARRIED 8/0**

### Website Portal

Cr McRae commented on the current availability of the Website Portal to accommodate the uploading of Council Minutes and Agendas for Councillors.

## **ITEM 9 OTHER MEETINGS**

### **Item 9.1 Annual Electors Meeting held on 10<sup>th</sup> February 2016**

Council noted the Minutes of the Annual Electors Meeting, with no Matters requiring further Consideration by Council.

## **ITEM 10 REPORTS**

### **Item 10.1 Chief Executive Officer's Report – February 2016**

<b>10.1.1 Toapin Weir – Vesting of Toapin Weir from the Water Corporation to the Shire (Reserves 17433 and 22358)</b>
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#### REPORTING OFFICER

Graeme A Fardon – Chief Executive Officer

DISCLOSURE OF INTEREST – Nil

OWNER/APPLICANT – Property Officer, Procurement and Property Branch of Water Corporation

#### MATTERS FOR CONSIDERATION: -

1. A Resolution of Council to formally confirm the Shire wishes to take the Vesting of Toapin Weir.
2. Details about the Shire's proposed usage of the Reserve and Dam.
3. Any other requirements the Shire may have.

APPLICANT'S SUBMISSION – Correspondence previously reported to Council (27<sup>th</sup> August 2015) appertaining to a Lease Extension between the Shire and the Water Corporation and to explore all future Land Tenure options.

BACKGROUND – The Licence between the Shire and the Water Corporation for Council's use of Reserve 17433 and 22358 (Toapin Weir Reserve) was extended by one (1) year to 30<sup>th</sup> April 2016 to allow the Parties to explore future options for tenure beyond that period.

STATUTORY ENVIRONMENT – Water Corporations Act

POLICY IMPLICATIONS – Nil

FINANCIAL IMPLICATIONS – Annual Rental Fee of \$500 currently applies (as per Budget).

Costs associated with due diligence investigations prior to release of the site to the Shire will be the responsibility of the Water Corporation.

Any remedial or maintenance / repairs costs identified as a part of the due diligence process will be the responsibility of the Water Corporation unless agreed otherwise between the Parties.

STRATEGIC IMPLICATIONS – N/A

COMMUNITY CONSULTATION – Nil to date

COMMENT – Council is familiar with this turn of 20<sup>th</sup> Century Reserve and Water Reservoir which now serves as a significant attraction.

The Reserve represents visual evidence of the building of the Town and the Shire. Council's interest and desire to retain the Reserve(s) has been demonstrated through an ongoing Licence with the Water Corporation.

As a result of an internal Shire Assessment, it is evident that: -

1. A further extension of the existing Lease should be requested to allow time for the Parties to undertake due diligence and engage in negotiations.
2. The Water Corporation is seeking a formal request to take Vesting of the Reserve(s).
3. The Shire is requested to confirm the proposed usage of the Reserves.
4. The Shire is requested to outline any other requirements.

To enable these steps to be progressed and to reach a point where Council can formally consider an Offer by the Water Corporation to release Toapin Weir Reserve(s) to the Shire, the following is proposed: -

#### **OFFICER RECOMMENDATION**

**136-15/16 MOVED Cr Davies seconded Cr McRae: -**

- 1. That Council authorise the Chief Executive Officer to request and sign a three (3) year extension of the existing Licence on the same Terms and Conditions.**
- 2. That Council request Vesting of the Reserve(s) subject to Terms and Conditions agreed to between the Parties.**
- 3. That the Shire's proposed usage of the site is: Passive Recreation, Community Interest as a point of Historical Significance, Tourist Attraction, Low Level Camping and Nature Presentation.**
- 4. That the Water Corporation undertake a full Site and Structural Assessment and undertake any necessary remedial work and provide a copy of the Report to Council.**
- 5. That the Water Corporation and Council reach agreement on meeting the costs of Long Term Maintenance Preservation.**



6. That subject to the Water Corporation's agreement to Points 2 to 5 above, the Chief Executive Officer publicise the proposal and invite Community Comment.
7. That the Water Corporation is requested to fund preparation of a Master Plan for the site which includes Consultation with Council and Community input.

**CARRIED 8/0**

**Item 10.2 Health and Building Report**

The Meeting noted the Report from the Manager of Health and Building Services.

**Item 10.3 Environment Officer's Report**

Nil, Officer on Maternity Leave.

**Item 10.4 Community Emergency Services Manager's Report**

The Meeting noted the Report from the Community Emergency Services Manager.

**Item 10.5 Community Development Officer's Report**

The Meeting noted the Report from the Community Development Officer.

Council discussion ensued on the need for an Air Conditioner at the Youth Centre and that it be considered in the Draft Budget.

**ITEM 11 INWARD CORRESPONDENCE**

Nil

**ITEM 12 LATE ITEMS**

Nil

The Chief Executive Officer advised of the need to convene a Sport and Recreation Council Meeting during March and that he would confer with Council's Elected Member Delegates.

**ITEM 13 TABLED ITEMS**

Nil

**ITEM 14 COUNCILLORS' REPORTS / BUSINESS**

**Cr Brown**

Nil

**Cr Haythornthwaite**

Cr Haythornthwaite reported on the following: -

- Volunteer Sundowner held on 18<sup>th</sup> February 2016
- Mrs Jo Hayes suggesting an "Event of the Year"

- Reminder of Council commitment to meet with Businesses and Award or New Residents in March
- Quairading Tourist and Tidy Town Committee Meeting – discussion on Town Entry Signage and colour of new Bins
- Waste and Recycling Facility Tour

It was resolved that the Waste and Recycling Facility Tour be held on Tuesday 15<sup>th</sup> March 2016 commencing at 9.00am.

**Cr Davies**

Nil

**Cr McGuinness**

Cr McGuinness suggested that the Chairman of Works and Shire President meet with the Waste Consultant (Mr Stuart Melvern) at the Waste and Recycling Facility.

**Cr McRae**

Cr McRae requested that the Street Bins be 120L due to limited footpath width in the Shopping Precinct.

The Chief Executive Officer undertook to progress the Street Bins.

**Cr Shenton**

Nil

**Cr Taylor**

Cr Taylor reported that the Tennis Court Lights are not working. Contact to be made with the Tennis Club to verify if there is a problem.

Cr Taylor reported that the surrounds of the Factory Units (including the front Garden) require attention.

**Cr Caporn**

Cr Caporn requested that information on Regional Training Opportunities be resent to Cr Taylor.

Cr Caporn reported attending the Volunteer Sundowner on the 18<sup>th</sup> March 2016.

Cr Caporn advised of the recent call for the Review of Taxation Thresholds for Backpacker Workers.

**137-15/16 MOVED Cr McRae seconded Cr Caporn that Council support the retention of 19% Tax Threshold for Backpacker Workers (417 Visa Holders) in lieu of the 32% proposed.**

**CARRIED 8/0**

**Chief Executive Officer**

The Chief Executive Officer advised of a School Excursion to the Council being hosted on Tuesday 22<sup>nd</sup> March 2016 and invited Cr Taylor to participate.

**Deputy Chief Executive Officer**

Nil

**Economic Development Project Officer**

Nil

**Chief Executive Officer’s Secretary**

Nil

**Mr J Haythornthwaite**

Mr Haythornthwaite advised of the difficulty in following the hard copy Agenda when Councillors referred to the Computer Document.

Mr Haythornthwaite expressed concern that Councillors did not want their names recorded in the Minutes.

This comment was clarified by the Meeting.

**ITEM 15      NEXT ORDINARY MEETING**

Wednesday 30<sup>th</sup> March 2016 in the Council Chambers commencing at 2.00pm.

**ITEM 16      CLOSURE**

There being no further business to discuss, the Chairman declared the Meeting closed at 6.08pm.

I certify the Minutes of the Ordinary Meeting of Council held on 24<sup>th</sup> February 2016 were confirmed on 30<sup>th</sup> March 2016 as recorded on resolution no \_\_\_\_\_

Confirmed..... 30/3/16