



Shire of Quairading

Ordinary Council Meeting Minutes

28th February 2019

Disclaimer

Disclaimer

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SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 28th February 2019 commencing at 2.00 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.00 pm.

“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 Davies welcomed the Councillors, Staff and new Staff Member Mrs Helen Cooper, the Members of the Public, Mr John Haythornthwaite and Ms Jill Hayes to the Meeting.

The Chief Executive Officer introduced Mrs Helen Cooper as the Relief Executive Officer and shared her background.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr WMF Davies	Shire President
Cr B McGuinness	Deputy Shire President
Cr LR Brown	
Cr JN Haythornthwaite	
Cr J McRae	
Cr PD Smith	
Cr TJ Stacey	

Council Officers

Mr GA Fardon	Chief Executive Officer
Mr A Rourke	Executive Manager of Works & Services
Mr N Gilfellow	Executive Manager of Corporate Services
Mr RM Bleakley	IPR/Strategic Projects Officer
Mrs A Strauss	Executive Officer
Mrs H Cooper	Relief Executive Officer

Observers/Visitor

Mr John Haythornthwaite
Ms Jill Hayes

Apologies

Nil

Leave of Absence Previously Granted

Cr WE Shenton: 1st December 2018 to 28th February 2019 (inclusive).

ITEM 3 PUBLIC QUESTION TIME

Mr John Haythornthwaite

Question

Pages 71 – 119: new Financial Reports. Why has the Financial Information provided in the Agenda been reduced? Mr Haythornthwaite further commented that the small sizing of the font made it difficult to read.

Response

The Chief Executive Officer responded that Council is implementing a new format for the Financial Statements which includes Summary information rather than Line Items. The Reports also include Graphs and Diagrams to better indicate performance and trends. The CEO further commented that Council will now consider one financial report item per month rather than the previous 3. Further, the font size will be reviewed, where necessary, to make viewing of the paper copies easier.

Question

Page 58: EFT6123 Quairading Tyre & Battery Supplies. Why have the EFT description details of accounts listed been reduced?

Response

The Chief Executive Officer advised that it was a recommended trial due to the large number of items in some of the payments and the Administration will continue to review the level of relevant details provided on the Accounts for Payments List.

Question

Page 59 & Page 64: Great Southern Fuel Supplies. Could you please advise why the description detail of litres & cost price wasn't carried through on both entries?

Response

The Chief Executive Officer responded that the detail of the litres purchased and price are normally listed and this will be done in the future.

Question

With the reduced description detail, I'm unable to follow which vehicle has had repairs or servicing carried out. Could the Vehicle Plate Number please be included in the description detail again?

Response

The Chief Executive Officer responded that the level of detail will be reviewed.

Question

Page 232: Item 10.4 Extraordinary Councillor Vacancy – Mr Haythornthwaite queried the differing resignation dates of Cr Bill Shenton being 18th May 2019 and 1st March 2019

Response

The Chief Executive Officer advised that Cr Bill Shenton's resignation date is effective 1st March 2019 and the date of 18th May 2019 is the earliest date that Council can set an Extra Ordinary Election.

Mr John Haythornthwaite thanked Councillors and Staff for making the Committee & Council Meeting Agenda and Minutes available to the Public online and hard copy.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

ITEM 6 DECLARATIONS OF INTEREST

Councillors to use pro forma declaration of interest handed to Chief Executive Officer prior to meeting or verbal declaration of interest.

Nil, at this time.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – 20th December 2018

RESOLUTION: 127-18/19

MOVED Cr McRae SECONDED Cr Smith

That the Minutes of the Ordinary Meeting of Council held on the 20th December 2018 be confirmed as a true and accurate subject to the amendment of the voting carried for Resolution 120-18/19 Write off Outstanding Sundry Debtors (Confidential Item),

From

MOVED Cr Haythornthwaite SECONDED Cr Smith

RESOLUTION: AR13-18/19

That the Risk and Audit Committee recommend to Council that: -

To write off the amounts for Sundry Debtors 91383, 91162, 93707, 93825, 91790 totalling \$1,420.78.

CARRIED 7/0

To

MOVED Cr Haythornthwaite SECONDED Cr Smith

RESOLUTION: AR13-18/19

That the Risk and Audit Committee recommend to Council that: -

To write off the amounts for Sundry Debtors 91383, 91162, 93707, 93825, 91790 totalling \$1,420.78.

CARRIED 6/1

CARRIED 7/0

7.2 Business Arising

Caravan Park Cottages Tender No.2-18/19 Evaluation (Item 8.1)

Cr McGuinness queried why Resolution 107-18/19 deferring the Caravan Park Cottages Tender No. 2-18/19 Evaluation Item to the Strategic Planning Committee in February 2019 was not brought to the Strategic Planning Committee?

The Chief Executive Officer advised that this had been an oversight by the Management Team.

Proposed Shire of Quairading Meeting Procedures Local Law 2019 (Item 10.1)

Cr McGuinness informed the Meeting that following the completion of the WALGA Meeting Procedures and Debating Course, he felt that further information should be provided to the Councillors on Meeting Procedures Local Laws, and that he would like to move a Motion “that the Chief Executive Officer provide a report of additional benefits and/or disadvantages of Council developing a Meeting Procedures Local Law and bring the Report to the April Council Meeting”.

RESOLUTION: 128-18/19

MOVED Cr McGuinness SECONDED Cr Smith

That Council authorise the Chief Executive Officer to provide a report on the additional benefits and / or disadvantages of Council developing a “Meeting Procedures Local Law” and present the Report to the April 2019 Council Meeting.

MOTION LOST 2/5

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

8.1 Caravan Park Cottages Tender No.2-18/19

Meeting Date	28 th February 2019
Responsible Officer	IPR&SP Officer Richard Bleakley
Reporting Officer	IPR&SP Officer Richard Bleakley
Attachments	Attachment 1 Park Cottage Evaluation Attachment 2 Cost Benefit Analysis - Park Cottages Attachment 3 Cottage Dimensions - preferred suppliers
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 129-18/19

MOVED Cr McGuinness SECONDED Cr Brown

That Council: -

1. Accept the Tender from Modular WA as the preferred Contractor for the Park Cottage Project with a tendered cost of \$260,781 (inc GST), and
2. Recognise an estimated saving of \$90,000 likely to be achieved on the project, and that the Project saving amount be reduced from the amount to be funded from the Building Reserve Fund.
3. Authorise the Chief Executive Officer to proceed with the preparation, finalisation and signing of the Contract with Modular WA.

CARRIED 7/0

Additional Meeting Discussion

The following items were identified for clarification by the CEO with the Accepted Tenderer: -

- Removal of Infill in the Gable
- Instantaneous HWS versus Heat Pump
- Deletion/Alteration of Side windows in Bedrooms for privacy
- Security Grilles on Windows
- Confirmation of vinyl floor covering throughout.

Further Noting on Furnishings

- Noted built in Storage not provided and that Cupboards/Wardrobes will be included in Fittings and Furnishings.
- Possible merit in having two single beds in bedrooms and joining together when needed rather than Queen size bed.

IN BRIEF

- Council made an allocation of \$395,000 in the 2018/19 Budget for the Construction of Three Park Cottages.
- Project went out to Tender in November 2018.
- Eight Tenders were received at the Closure of Tenders on 5th December 2018.
- Council consideration of the Tenders was deferred to February Council Meeting to enable Staff to secure additional information from the Tenderers and to provide further Financial / Funding Analysis for Council's consideration.
- All Tenderers have provided alternative Floorplans which accommodate "Queen size" beds and all Tenderers have confirmed that there is no variation in the Tendered Amounts submitted to Council by the Close of Tenders.
- The Estimated saving in the overall Project Budget of \$90,000, would enable a reduction in the amount of funds required from the Building Reserve Fund.
- Financial advantage identified by the retention of raising a \$150,000 Loan from the WA Treasury Corporation over 10 Years and reduce the draw upon the Building Reserve Fund to \$145,000 from \$235,000. Refer to "Financial Implications" section for financial analysis.

MATTER FOR CONSIDERATION

Selection of Contractor for the Design, Construction and Installation of three (3) Park Cottages (One with Universal Access).

Funding Model to be adopted for the Capital project.

BACKGROUND

Redevelopment of the Caravan Park commenced with the development of a Concept and Business Plan by Brighthouse (Consultants) in 2013.

A modified and more modest plan was drafted in 2014/15 based on the redevelopment of the existing Caravan Park for approximately 20 camping sites, two drive-through sites, a new ablutions block and kitchen facilities plus three short stay self-catering cottages. This was to be delivered in two Phases.

Phase 1 was successfully implemented in 2015/16 funded through Royalties for Regions and Council resources.

With the contraction and regionalising of Royalties for Regions funding, alternative sources were sought to finance Phase 2 of the project, the State Regional Grant Scheme, and the Federal program Building Better Regions.

These submissions were unsuccessful, and following the Council Park Cottage Forum held in October 2017 a decision was made to proceed to implementation of Phase 2 – Design, Construct and Installation of 3 Park Cottages (one being disability friendly) through joint funding from Council resources and a State Treasury Corporation Loan.

An allocation of \$395,000 (ex GST) was made in the Council Budget for 2018/19: -

Breakdown of Budget Allocation is:

Expenditure

• Cottages (Contractor)	\$330,000
• External / Landscaping (Shire)	\$25,000
• Fitout (Shire)	\$40,000
Total	\$395,000

Project Funding

• General Revenue	\$10,000	
• Building Reserves	\$235,000	
• WA Treasury Corporation Loan	\$150,000	
	Total	\$395,000

Project proceeded to Tender in November 2018 with eleven parties expressing interest.

Request for Tenders closed on 5th December 2018.

A total of eight Tenders were received with 11 designs presented (8 as specified in the RFT, 3 as alternatives).

An Officer's Report was presented at the December 2018 Council Meeting. Council deferred consideration of the Item to the February 2019 Council Meeting to allow for further information to be collected and then the Item be included in the February 2019 OCM Agenda.

The Officer proceeded to contact all Tenderers about an extension to tender period and the validity of the original Tender. All Tenderers confirmed that their Tenders would remain valid until the end of the extension period.

The Officer sought further information on quotations and specifications

- Confirmation / clarification on fixtures included in the tender quote
 - Bathroom; Kitchen; Living area; Bedrooms.
- Cost implications of variation to layout and size of rooms on the original price quoted, specifically – bedrooms: to accommodate with "Queen size beds" (153 x 203)

Additional information has been collected re: layout of cottages, fixtures and features within the cottages.

Council's Executive Team have also undertaken further financial analysis to model the various Funding options to achieve the most financial advantage to Council.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 3.57

Local Government (Functions & General) Regulations 1996.

POLICY IMPLICATIONS

Purchasing Policy FIN.2 (adopted 27/09/2018).

FINANCIAL IMPLICATIONS

Capital:

Project Budget costings were based on best estimate figures derived from the market place during the preparation of the Draft Budget.

The Adopted Budget for this project was \$395,000. The estimated cost of this project with the preferred supplier is \$305,000. (This figure includes provisions for landscaping and fitout of the cottages). This will result in an estimated Project saving of \$90,000.

An analysis was undertaken to determine the financial advantage of reducing one of the funding methods either Reserve Funds or Borrowings.

The Below Table shows this analysis.

10 Year Loan Comparison (Reduce Loan or Reserves)				
		Reduce Reserve	Reduce Loan	No Loan
Loan Principal		150,000.00	60,000.00	0.00
Per Payment		9,028.09	3,611.24	0.00
Total Term Payment		180,561.76	72,224.71	0.00
Total Term Interest#		30,561.76	12,224.71	0.00
Cost of Loan		\$30,561.76	\$12,224.71	\$0.00
Costs of Using Reserves*				
Years of Loan	Interest Rate^	\$145,000 Used from Reserve	\$235,000 Used from Reserve	\$295,000 Used from Reserve
1 year	2.41%	3,494.50	5,663.50	7,109.50
2 years	2.37%	3,433.60	5,564.80	6,985.60
3 years	2.27%	3,295.85	5,341.55	6,705.35
4 years	2.28%	3,307.45	5,360.35	6,728.95
5 years	2.37%	3,429.25	5,557.75	6,976.75
6 years	2.45%	3,545.25	5,745.75	7,212.75
7 years	2.54%	3,684.45	5,971.35	7,495.95
8 years	2.62%	3,799.00	6,157.00	7,729.00
9 years	2.67%	3,868.60	6,269.80	7,870.60
10 years	2.72%	3,939.65	6,384.95	8,015.15
		35,797.60	58,016.80	72,829.60
Total Cost of Funding		\$66,359.36	\$70,241.51	\$72,829.60
*The Cost of Reserve is the opportunity cost of lost interest by not having the Reserve funds in Term Deposits				
^Interest Rate based on Australia Yield Curve plus 0.64% (0.64% based risk premium received on current Term Deposits)				
#Interest rate of 3.67% based on 10 Year WATC Rate (06 February 2019) including the State Government Loan Guarantee Fee.				

The above modelling identifies the advantage of using a Fixed Interest Loan over the use of additional Reserve Funds. This is due to the current low interest rates on Loans and the Home Loan Method reducing interest payments below interest received on Reserve Funds invested in later years of the Loan Term.

In addition, this allows Council to retain the Reserve funds for use as leverage to attract future grants on other Building Projects. This will provide a Return on Investment (ROI) far greater than the cost of a loan. A Project with 60% Council Funding / 40% Grant Funding will achieve a ROI of 66%.

Operating:

Following completion of the project, Council will need to ensure that sufficient operating and maintenance costs are budgeted into the Annual Budget and Forward Budgets. (Project life cycle costings)

Projected annual operating and maintenance costs is \$33,000 (based on existing operating costs for the park cottage then extrapolated for 3 Cottages).

Revenue – Projections on revenue were based on a study conducted on regional parks with short stay accommodation which reflected an average Occupancy Rate of 75%. This will need to be reassessed once the cottages are operational.

Projected annual revenue is \$62,500 (based on 50% occupancy of the 3 park cottages with nightly rate of \$125 inc GST).

This represents a Projected Nett Operating Surplus of \$29,500 per year, which can then be directed to fund the Loan Repayment commitments.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience
ED1.1	Economic and tourism development
ED2	Tourism facilities and services
ED2.1	Contribute to readily accessible visitor information and services, including good quality, affordable visitor accommodation

COMMUNITY CONSULTATION

During the revision of the Strategic Community Plan in 2017 the construction of short stay accommodation was identified as a high priority.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating is considered Low

Process for selection of Tenderer has complied with Shire's Purchasing Policy, and the WALGA Request for Tender Framework.

Health – Risk Matrix Rating is considered Low

Tenderer was required to provide an OSH Plan for the delivery of the project.

Reputation – Risk Matrix Rating is considered Low

Due diligence has been conducted to ensure the Shire minimises its risk through the selection process of the Contractor.

Project management protocols will be in place to monitor the delivery of the project.

Contractor has been required to provide a Quality Assurance Plan for the delivery of the project.

Operation – Risk Matrix Rating is considered Low

Project management protocols will be in place to monitor the delivery of the project.

Contractor has been required to provide a Quality Assurance Plan for the delivery of the project.

Natural Environment – Risk Matrix Rating is considered Low

Cottages are to comply with Australian Building Code Standards.

Cottages to be connected to town deep sewerage system.

Landscaping and gardening with low maintenance and low water requirements.

COMMENT

A total of eight Tenders were received with 11 designs presented (8 as specified in the RFT, 3 as alternatives).

Level of professionalism of submissions exceeded tenders received previously.

- Costings (inc GST) ranged from \$260K to \$416K
- Size of cottages ranged from 55m² to 76m²
- A number of alternative designs, construction processes and materials were used
- All submissions presented a design for a Universal Access Cottage - Price variance from a standard floorplan was in the range of an additional \$4,000-\$5,000.

- All submissions met environmental standards with LED lighting, high insulation ratings and some utilising heat pump hot water systems
- Project completion dates ranged from four months to six months.

All submissions were assessed based on compliance and qualitative criteria and ranked accordingly.

Concerns were raised about: -

- i. the layout of the cottages with particular reference to the size of bedrooms,
- ii. building specifications and fixtures.

This was followed up by the IPR&SP Officer and a further evaluation of the Tenders was conducted.

Two companies were being identified for shortlisting.

- Modular WA
- Evoke Living

Follow up conversations were conducted with Referees and past clients were conducted.

Evoke Living (WBS) provided an attractive option within the budget parameters. They are a regional company with whom the Shire has recently engaged for the construction of the Works Depot with an excellent outcome. Their design provides a more attractive facility (Cottage with Universal Access) but at a significantly higher price.

Modular WA presented the most financially attractive proposal and met all the criteria and specifications of the Request for Tender. The design is basic, and the footprint smaller. Recent clients provided positive feedback on delivery of similar programs in both regional and urban environments.

Modular WA is the preferred Tenderer.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – December 2018 & January 2019

Meeting Date	28 TH February 2019
Responsible Officer	EMCS Nathan Gilfellow
Reporting Officer	EMCS Nathan Gilfellow
Attachments	9.1.1 December 2018 Payment List 9.1.2 Transport Takings 9.1.3 Credit Card Statement 9.1.4 January 2019 Payment List 9.1.5 Transport Takings 9.1.6 Credit Card Statement
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 130-18/19

MOVED Cr Haythornthwaite **SECONDED** Cr Stacey

That Council note the following:

1. That Schedule of Accounts for December covering Municipal Vouchers 23597 to 23600 & EFT6110 to EFT6198 & DD13267.1 to DD13267.11 & DD13268.1 to DD13268.12 totalling \$714,110.28 be received, Schedule of Accounts for January covering Municipal Vouchers 23601 to 23617 & EFT6199 to EFT6276 & DD13288.1 to DD13288.10 & DD13289.1 to DD13289.11 totalling \$689,688.15 be received; and
2. That Police Licensing payments for the month of December 2018 totalling \$20,676.35 and the month of January totalling \$82,801.05 be received on the 28th February 2019 (Attachment 9.1.2 and 9.1.5); and
3. That fund transfers to Corporate Credit Card for November 2018 balance totalling \$426.80 be received (Attachment 9.1.3) and Corporate Credit Card for December 2018 balance totalling \$108 be received (Attachment 9.1.6); and
4. That Payroll payments for the month December 2018 totalling \$163,065.54 and January 2019 totalling \$159,431.78 be received; and
5. That the Lease payment for the month of December on the CESM Vehicle totalling \$1,775.97 and the Lease payment for the month of January on the CESM Vehicle totalling \$1,775.97.

CARRIED 7/0

IN BRIEF

Payments are per attached schedules 9.1 1/2/3/4/5/6

MATTER FOR CONSIDERATION

Note the accounts paid during December 2018 and January 2019.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996 (Reg 13 (1)) requires that where the Chief Executive Officer has delegated power to make payments from the Municipal or Trust funds a list of accounts paid is to be prepared each month.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Payment from Council's Municipal Fund. Expenditure as per delegated authority and included in the adopted 2018/2019 Budget.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

Nil

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating considered Low – On Risk Matrix given Purchasing / Procedures followed, together with Management Separation of acceptance of duties and Processes in place.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low – Creditors reviewed weekly and paid in accordance to agreed terms.

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 31st December 2018 & 31st January 2019

Meeting Date	28 th January 2019
Responsible Officer	EMCS Nathan Gilfellon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	9.2.1 Financial Statements – December 9.2.2 Financial Statements - January
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 131-18/19

MOVED Cr McGuinness SECONDED Cr Brown

That Council receive the Monthly Financial Statements for the period ending 31st December 2018 and the 31st January 2019.

CARRIED 7/0

Council Discussion

The Meeting commended the Executive Manager of Corporate Services for the development of the new format for the Financial Statements.

IN BRIEF

- Monthly Financial Statements for the period ending 31st December 2018 and 31st January 2019 attached.
- Monthly Financial Statements have been updated based on the Moore Stephens Monthly Statements Model.
- The Monthly Financial Statements report include the Fund Balances Report and the Variance Report previously reported separately.

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

BACKGROUND

Council resolved in October 2000 (Minute Number 071-00/01) to receive Financial Statements in the required statutory format. Requests for new Monthly Financial Statements started a search for a new template.

STATUTORY ENVIRONMENT

Amendments to the regulations, gazetted on the 31st March 2005 and effective from the 1st July 2005, have repealed the existing regulations (34 and 35) relating to monthly and quarterly / triannual financial reports.

They have been substituted in accordance with a new Regulation 34. This new regulation only requires Local Governments to report on a monthly basis, although it is much more prescriptive as to what is required and its intention is to establish a minimum standard across the industry.

The new regulations require Local Government to prepare each month a statement of financial activity as per attachment. This statement is intended to report on the sources and application of funds highlighting variances to budget for the month in question.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Model Monthly Financial Statements cost \$430 and will be an annual expense if the latest model is needed. Quotes to setup and integrate the statements were quoted at \$14,400 exceeding a budget allocation of \$10,000. Instead of using this quote staff have started to the template setup internally.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

Nil

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating considered Low – Comprehensive Monthly Financial Reports in accordance with the Local Government’s Financial Regulation 34 including individual schedules on each budget line item provided to Council for analysis.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

Operation – Risk Matrix Rating considered Low – Level verified through Council Financial Audits.

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

The Monthly Financial Statements have been updated based on the Moore Stephens Monthly Reporting Template. They now also include the Fund Balances Report and the Variation Report which were previously separate items.

The Model Template has been updated to include profit and loss statements for the Medical Practice and Childcare. The Statements can continue to be updated to include relevant information for Council and Staff and to work with improved Management Accounting practices.

10.1 Review of the Shire of Quairading Delegations

Meeting Date	28 th February 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	1. Delegation Register for Review 2. Delegations – Schedule of Authority – under separate cover.
Owner/Applicant	Shire of Quairading
Disclosure of Interest	N/A

OFFICER RECOMMENDATION

RESOLUTION: 132-18/19

MOVED Cr McGuinness SECONDED Cr Smith

That Council resolves that: -

1. Pursuant to S5.42 of the Local Government Act 1995 and other enabling legislation, Council delegates to the Chief Executive Officer the exercise of its powers and discharge of its duties in respect of the 2 new Delegations items A.12 and A.13 listed in the Register of Delegations.
2. Pursuant to S5.42 of the Local Government Act 1995 and other enabling legislation, Council delegates to the Chief Executive Officer the exercise of its powers and discharge of its duties in respect of the items listed in the current Register of Delegations (Except Delegation No. FIR.3, F.1, B.1, B.2, B.3, B.4 and B.7).
3. Pursuant to S5.16 of the Local Government Act 1995 and other enabling legislation, Council delegates to the Audit and Risk Committee the exercise of its powers and discharge of its duties in respect of Meeting with Council's Auditor (Delegation F.1).
4. Pursuant to S17 and 18 of the Bush Fires Act 1954, Council Delegates Authority to the Shire president and the Chief Bushfire Control Officer to exercise its powers and discharge of its duties in respect to Variations to Prohibited and Restricted Burning Periods (Delegation No. FIR.3).
5. Pursuant to S127 of the Building Act 2011 and other enabling legislation, Council delegates to the Manager of Health and Building the exercise of its powers and discharge of its duties in respect of the items listed in the Register of Delegations (Delegation No. B.1, B.2, B.3, B.4 and B.7 only).

CARRIED BY ABSOLUTE MAJORITY 7/0

IN BRIEF

- Legislative Requirement and Good Governance Practice to Review the Delegation of Authority to the Chief Executive Officer and to Committees (if any) on an Annual basis.

MATTER FOR CONSIDERATION

Review and Adoption of current Delegations to the Chief Executive Officer, Shire President, Chief Bush Fire Control Officer, Manager of Health & Building and the Audit & Risk Committee, and including two (2) new proposed Delegations: -

A.12 - Disposing of Property (Public Auction or Public Tender); and

A.13 - Disposing of Property (Private Treaty).

BACKGROUND

Local Government Act 1995, section 5.42 provides for a local government to delegate some of its powers and duties to the Chief Executive Officer, section 5.46(2) states “that at least once in every financial year, delegations made under this Division are to be reviewed by the delegator”.

Council last reviewed its Delegation Register on the 22nd February 2018.

The two (2) new proposed Delegations: -

A.12 - Disposing of Property (Public Auction or Public Tender); and

A.13 - Disposing of Property (Private Treaty)

The new Delegations will authorise the Chief Executive Officer under Delegated Authority (Delegation A.12) to dispose of property to the highest bidder at public auction or the most acceptable public tender, and (Delegation A.13) to dispose of property by private treaty where this is considered the most advantageous method.

These Delegations were raised as “best practice” by WALGA’s Trainer at the Procurement Training recently held in Quairading. If granted, the Delegation provides for the CEO to administer and determine bids / offers on Property Disposals that have been included in Council’s Adopted Budget or authorised by Council throughout the year. The delegations will greatly assist with process of the sale of surplus equipment from the old Works Depot & Top Yard. It is envisaged that the items will be sold at a Public Auction and remaining unsold items by Private Treaty.

Delegation A.13 will be of assistance when Council receives Offers for the vacant land in Edwards Way and the CEO can proceed to Statutory Advertising of a proposed Disposition of Property under Section 3.58 of the Local Government Act.

STATUTORY ENVIRONMENT

Local Government Act 1995

Delegation of Powers and Duties

5.16. Delegation of some powers and duties to certain committees

(1) Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.

* Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

(3) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —

(a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and

(b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.

(4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

5.17. Limits on delegation of powers and duties to certain committees

(1) A local government can delegate —

(a) to a committee comprising council members only, any of the council’s powers or duties under this Act except —

(i) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and

(ii) any other power or duty that is prescribed; and

(b) to a committee comprising council members and employees, any of the local government’s powers or duties that can be delegated to the CEO under Division 4; and

(c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —

- (i) the local government's property; or
- (ii) an event in which the local government is involved.

(2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

[Section 5.17 amended by No. 49 of 2004 s. 16(2).]

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- (a) this Act other than those referred to in section 5.43; or
- (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

* Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.46. Register of, and records relevant to, delegations to CEO and employees

(1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.

(2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

(3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

Disposal of Property

3.58. Disposing of property

(1) In this section —

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

(2) Except as stated in this section, a local government can only dispose of property to —

- (a) the highest bidder at public auction; or
- (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

- (i) describing the property concerned; and
- (ii) giving details of the proposed disposition; and
- (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

Bush Fire Act 1954

Division 2 — Prohibited burning times

17. Prohibited burning times may be declared by Minister

- (10) A local government may by resolution delegate to its mayor, or president, and its Chief Bush Fire Control Officer, jointly its powers and duties under subsections (7) and (8).
- (11) A local government may by resolution revoke a delegation it has given under subsection (10) and no delegation so given prevents the exercise and discharge by the local government of its powers and duties under subsections (7) and (8).

Division 3 — Restricted burning times

18. Restricted burning times may be declared by FES Commissioner

- (5C) The provisions of section 17(8), (9), (10) and (11), with the necessary adaptations and modifications, apply to and in relation to the variation of restricted burning times or prescribed conditions by a local government, as if those provisions were expressly incorporated in this section.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

N/A

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – Risk Matrix Rating assessed as Low. Financial risk mitigated through annual review of all Delegations and Sub Delegations.

Health – Risk Matrix rating assessed as Low.

Reputation – Risk Matrix rating assessed as Low.

Operation – Risk Matrix rating assessed as Low. Delegations provide for orderly conduct of Council's Operations

Natural Environment – Risk Matrix rating assessed as Low.

COMMENT

The current Delegated Authorities have been reviewed by the Chief Executive Officer and are recommended to be renewed. Two new Delegations are proposed.

10.2 Annual Electors Meeting Minutes – 5th February 2019

Meeting Date	28 th February 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Annual Electors Meeting Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 133-18/19

MOVED Cr Smith SECONDED Cr Stacey

That Council receive the Minutes of the Annual Electors Meeting held on the 5th February 2019.

CARRIED 7/0

IN BRIEF

- Annual Electors Meeting held on 5th February 2019
- No Decisions made at the Electors Meeting
- Various Issues were raised by Electors and recorded in the Minutes.

MATTER FOR CONSIDERATION

Minutes of the 5th February 2019 Meeting of the Annual Electors Meeting be received by Council.

BACKGROUND

The Annual Meeting of Electors was held on the 5th February 2019 in accordance with Section 5.27 of the Local Government Act.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.27. Electors' general meetings

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

5.29. Convening electors' meetings

- (1) The CEO is to convene an electors' meeting by giving —
 - (a) at least 14 days' local public notice; and
 - (b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.
- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to

continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

5.30. Who presides at electors' meetings

- (1) The mayor or president is to preside at electors' meetings.
- (2) If the circumstances mentioned in section 5.34(a) or (b) apply the deputy mayor or deputy president may preside at an electors' meeting in accordance with that section.
- (3) If the circumstances mentioned in section 5.34(a) or (b) apply and —
 - (a) the office of deputy mayor or deputy president is vacant; or
 - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,

then the electors present are to choose one of the councillors present to preside at the meeting but if there is no councillor present, able and willing to preside, then the electors present are to choose one of themselves to preside.

5.31. Procedure for electors' meetings

The procedure to be followed at, and in respect of, electors' meetings and the methods of voting at electors' meetings are to be in accordance with regulations.

5.32. Minutes of electors' meetings

The CEO is to —

- (a) cause minutes of the proceedings at an electors' meeting to be kept and preserved; and
- (b) ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.

5.33. Decisions made at electors' meetings

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —
 - (a) at the first ordinary council meeting after that meeting; or
 - (b) at a special meeting called for that purpose,whichever happens first.

(2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting

Local Government (Administration) Regulations 1996.

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability
G3	Community Engagement

COMMUNITY CONSULTATION

The Annual Electors Meeting was publicised in the Community through various Media outlets. In addition, Statutory Advertising the Notice of Meeting was published in the “Avon Advocate” Newspaper.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – Risk Matrix Rating considered Low. Council’s Annual Financial Statements were submitted for External Audit and received an Unqualified Audit Report. Further mitigation with Items raised being the subject of Council’s Annual Meeting with Council’s Auditor in March 2019 and then future Strategies on the Ratios to be prepared for April 2019.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low. Annual Report provides Community with an overview of the Year’s Operations, Projects and Statutory Reporting obligations. Council has completed its Statutory Requirements. Annual Report is on Council’s Website as per legislative requirements.

Operation – Risk Matrix Rating considered Low. Annual Report and conduct of the Electors Meeting undertaken as part of Council’s Operations and within Adopted Budget.

Natural Environment – Risk Matrix rating is considered Low.

COMMENT

The Local Government Act requires that all Decisions made at an Electors’ Meeting are to be considered at the next Ordinary Council Meeting.

Council is informed that whilst various issues were raised by Electors there were no formal Decisions made at the Meeting.

Matters raised: -

- Pedestrian / Gopher Crossing and Pram Ramps
- Culvert Cleaning
- Water Standpipes
- Financial ratios
- Forbes Road
- Main Roads Project at Ashton Street and Winmar Road
- Park Cottages
- Condition of the Quairading – Cunderdin Road in the Shire of Cunderdin.

10.3 Strategic Planning Committee Minutes – 12th February 2019

Meeting Date	28 th February 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Minutes of Meeting
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Cr Brown verbally declared an Impartiality Interest with Item 9.2 Oval Sports Lighting (SP22-18/19) at the Strategic Planning Committee.

OFFICER RECOMMENDATION

RESOLUTION: 134-18/19

MOVED Cr Haythornthwaite SECONDED Cr Smith

That Council receive the Minutes of the Strategic Planning Committee for its Meeting of 12th February 2019.

CARRIED 7/0

That Council consider each of the Committee's following recommendations individually: -

Shade Sails at the Swimming Pool

RESOLUTION: 135-18/19

MOVED Cr Smith SECONDED Cr McGuinness

RESOLUTION: SP21-18/19

That the Strategic Planning Committee recommend to Council that: -

1. The Chief Executive Officer formally approach the Swimming Pool Project Primary Contractor, ACorp Pty. Ltd. to confirm their remedial actions to be undertaken for the failure of the Shade Sail System (including the 6 Poles).
2. Quotations be sourced for the Winch System.
3. Quotations to be submitted to the 2019/20 Draft Budget Workshops.
4. Council conduct Community consultation during the current Pool Season to ascertain the issues with the current Shade sail configuration.

CARRIED 7/0

Cr Brown verbally declared an Impartiality Interest with the Item 10.3 - Oval Sports Lighting.

Oval Sports Lighting

RESOLUTION: 136-18/19

MOVED Cr McGuinness SECONDED Cr Haythornthwaite

RESOLUTION: SP22-18/19

That the Strategic Planning Committee recommend to Council that: -

1. The Chief Executive Officer proceed with the hiring of 2 x mobile floodlight Units for the duration of the Football and Hockey Seasons at an estimated cost of \$9,100, being funded from identified current Surplus funds and in the 2019/20 Council Budget.
2. Council support the application for grant funding of \$55,000 under the CSRFF Small Grants program, and
3. The Oval Sports lighting Project (including Project Plan and Costings) and any External Grant Funds achieved be submitted to the 2019/2020 Budget Workshops.

CARRIED 5/2

Swimming Pool Heating

RESOLUTION:137-18/19

MOVED Cr McGuinness SECONDED Cr Stacey

RESOLUTION: SP23-18/19

That the Strategic Planning Committee recommend to Council that: -

The Strategic Planning Committee receive the Officer's Report on Swimming Pool Heating.

CARRIED 7/0

Quairading Swimming Pool Operations Update and Service Continuation (Confidential Item)

Item considered Confidential under Section 5.23, 5.94 and 5.95 of the Local Government Act as information relates to a current Contract that Council has for supervision and management of the Swimming Pool. Reference Section 5.23 (2)(c) of the Local Government Act 1995.

RESOLUTION: 138-18/19

MOVED Cr Haythornthwaite SECONDED Cr McGuinness

That the meeting be closed to the Public at 2.59 pm to consider Item 10.3 Quairading Swimming Pool Operations Update and Service Continuation (Confidential Item), in accordance with Section 5.23 (2)(c) of the Local Government Act 1995.

CARRIED 7/0

2.59 pm

Mr Haythornthwaite and Ms Hayes left the Meeting.

RESOLUTION: 139-18/19

MOVED Cr McGuinness SECONDED Cr Smith

RESOLUTION: SP24-18/19

The Strategic Planning Committee recommend to Council that:

1. Council notes the actions taken by Staff following the December and January closures of the Pool and that Council seek pro rata payment from Contract Aquatic Services in lieu of the 5 Days of Pool Closure.
2. Council authorise the Chief Executive Officer to call for Tenders for the Supervision and Management of the Quairading Swimming Pool for a three-year period with a two-year extension option.

CARRIED 7/0

RESOLUTION: 140-18/19

MOVED Cr Smith SECONDED Cr Brown

That the meeting be open to members of the Public at 3.02 pm.

CARRIED 7/0

3.02 pm

Mr Haythornthwaite and Ms Hayes returned to the Meeting.

The Shire President read aloud Resolution 139-18/19 passed under Confidential Item.

IN BRIEF

For Council to be informed of discussions and recommendations of the Strategic Planning Committee and to determine its position in regard to the Recommendations.

MATTER FOR CONSIDERATION

Minutes of the Strategic Planning Committee.

BACKGROUND

The Strategic Planning Committee met on 12th February 2019 from which there are four (4) recommendations for Council consideration, namely: -

- RESOLUTION: SP21-18/19
- RESOLUTION: SP22-18/19
- RESOLUTION: SP23-18/19
- RESOLUTION: SP24-18/19.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

SP21-18/19 – Nil Implications in current financial year, but there may be Cost Implications in future depending upon outcome of Shade Sail / Post remedial action and if Shade Sail Configuration was to be altered. Shade Sail winch system to be submitted for 2019/20 Budget Workshops

SP22-18/19 – Hire Costs of the mobile floodlighting units to be funded from 2018/19 identified Surplus funds.

SP23-18/19 – Nil

SP24-18/19 – Nil in 2018/19. Tender Process will provide Council with anticipated Swimming Pool Management Costs for the 2019/20 Year.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

SP21-18/19 – Community Consultation of the configuration of the current Shade sails to be undertaken for the remainder of the Swimming Pool Season.

SP22-18/19 – Further Consultation to be undertaken with the Football, Hockey and Cricket Clubs.

SP23-18/19 – Nil.

SP24-18/19 – Nil.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – Risk Matrix Rating assessed as Low. Shade Sail System - Risk may be heightened subject to the outcome of the Remedial Action issue. Sports Oval Lighting – Temporary measures funded to 30th June 2019. Overall Project (and Grant Funding outcomes) is the subject of 2019/20 Budget Workshops.

Health – Risk Matrix Rating assessed as Low. Public Health & Safety Risk mitigated with the removal of the old Oval Lighting Poles.

Reputation – Risk Matrix Rating assessed as Medium. Heightened Risk assessed due to reputational damage resulting from the Pool Closures. Risk being mitigated through concerted effort of Pool Management Contractor to conduct Feature Events / days. Reputational Risk is present with the temporary Sports Lighting proposal until Oval Lighting Project can be planned, funded and delivered.

Operation – Risk Matrix Rating assessed as Low. All Strategic Planning Committee Recommendations and Actions resulting are included in Council's normal operations.

Natural Environment – Risk Matrix Rating considered as Low.

COMMENT

Minutes of the 12th February 2019 Meeting of the Strategic Planning Committee include four (4) recommendations to Council for which the background of each recommendation is contained in the Minutes.

10.4 Extraordinary Councillor Vacancy

Meeting Date	28 th February 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Cr Shenton's Correspondence
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

Option 1

That: -

Pursuant to section 4.17(2) of the Local Government Act 1995, Council request the WA Electoral Commissioner to allow the extraordinary vacancy created by the resignation of Cr Bill Shenton to remain unfilled until the next ordinary election in October 2019.

Or

Option 2

That: -

1. Pursuant to section 4.9 of the Local Government Act 1995, Council set the date of the extraordinary election, resulting from the vacancy created by the resignation of Cr Bill Shenton as 18th May 2019.
2. Council determine, in accordance with section 4.61(1) of the Local Government Act 1995 that the method of conducting the extraordinary election will be a voting in-person election.
3. Council make a provision of \$5,000 from the current Surplus within the 2018/19 Budget to conduct the extraordinary election prior to the 30th June 2019.

VOTING REQUIREMENTS – Simple Majority

RESOLUTION:141-18/19

MOVED Cr Haythornthwaite SECONDED Cr Smith

Pursuant to Section 4.17(2) of the Local Government Act 1995, Council request the WA Electoral Commissioner to allow the extraordinary vacancy created by the resignation of Cr Bill Shenton to remain unfilled until the next ordinary election in October 2019.

CARRIED BY ABSOLUTE MAJORITY 7/0

IN BRIEF

- Cr Bill Shenton has submitted written notice to the Chief Executive Officer on 20th February 2019 of his resignation as a Shire of Quairading Councillor, with the Resignation effective 1st March 2019.
- Cr Shenton's Term of Office was due to end at the October 2019 Election Day.

- Local Government Act prescribes the Procedure to either fill the Vacancy at an Extraordinary Election or to have the Vacancy held over to fill the Vacancy at the Election day to be held on the 19th October 2019.
- Electoral Commissioner Approval required to hold over filling the Vacancy.
- CEO is to be the Returning Officer, unless with Approval the Council may appoint another person to be the Returning Officer.
- Council is able to determine whether to conduct the Election as an “In Person” Election or a Postal Vote Election.
- Postal Vote elections must be conducted by the WA Electoral Commission and the cost borne by Council. The WA Electoral Commission have advised that they would not provide a quotation to conduct the stand alone extraordinary election but will provide a quotation for the ordinary election in October 2019 for Council's budgetary consideration.

MATTER FOR CONSIDERATION

The Local Government Act requires Council to determine how it wants to proceed with the vacancy created within one month of the date of the resignation notice being provided to the Chief Executive Officer by the resigning Councillor.

BACKGROUND

Councillor Shenton is currently on approved Leave of Absence from Council until 28th February 2019.

STATUTORY ENVIRONMENT

Local Government Act 1960

4.9. Election day for extraordinary election

- (1) Any poll needed for an extraordinary election is to be held on a day decided on and fixed —
 - (a) by the mayor or president, in writing, if a day has not already been fixed under paragraph (b); or
 - (b) by the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).
- (2) The election day fixed for an extraordinary election is to be a day that allows enough time for the electoral requirements to be complied with but, unless the Electoral Commissioner approves or section 4.10(b) applies, it cannot be later than 4 months after the vacancy occurs.
- (3) If at the end of one month after the vacancy occurs an election day has not been fixed, the CEO is to notify the Electoral Commissioner and the Electoral Commissioner is to —
 - (a) fix a day for the holding of the poll that allows enough time for the electoral requirements to be complied with; and
 - (b) advise the CEO of the day fixed.

4.17. Cases in which vacant offices can remain unfilled

- (1) If a member's office becomes vacant under section 2.32 on or after the third Saturday in July in the election year in which the term of the office would have ended under the Table to section 2.28, the vacancy is to remain unfilled and the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.
- (2) If a member's office becomes vacant under section 2.32 —
 - (a) after the third Saturday in January in the election year in which the term of the office would have ended under the Table to section 2.28; but
 - (b) before the third Saturday in July in that election year,

the council may, with the approval of the Electoral Commissioner, allow the vacancy to remain unfilled and, in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.

- (3) If a councillor’s office becomes vacant under section 2.32 and under subsection (4A) this subsection applies, the council may, with the approval of the Electoral Commissioner, allow* the vacancy to remain unfilled and, subject to subsection (4), in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.

* *Absolute majority required.*

(4A) Subsection (3) applies — .

(a) if —

- (i) the office is for a district that has no wards; and
- (ii) at least 80% of the number of offices of member of the council in the district are still filled;

or

(b) if —

- (i) the office is for a ward for which there are 5 or more offices of councillor; and
- (ii) at least 80% of the number of offices of councillor for the ward are still filled.

- (4) If an ordinary or an extraordinary election is to be held in a district then an election to fill any vacancy in the office of councillor in that district that was allowed to remain unfilled under subsection (3) is to be held on the same election day and Division 9 applies to those elections as if they were one election to fill all the offices of councillor for the district or ward that need to be filled.

[Section 4.17 amended: No. 49 of 2004 s. 31; No. 66 of 2006 s. 8; No. 17 of 2009 s. 12.]

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The cost implications for each of the options available to Council are provided within the “Officer Comment” and Financial Risk section.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

COMMUNITY CONSULTATION

Nil.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – Risk Matrix Rating is assessed as Low. Savings of approximately \$2,000 will be achieved in Councillors Meeting Fees to the end of June 2019. Cost of a contested in-person extraordinary election will be in the order of \$4,500-5,000. This amount could be funded from Council's current Budget surplus.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. It could be considered that there is a heightened risk of not filling the vacancy at the earliest opportunity, however there could be reputational risk of incurring additional expense in the 2018/19 year by conducting the extraordinary election rather than holding over the Vacancy to October 2019.

Operation – Risk Matrix Rating is assessed as Low. Historically, in person elections have been managed with Council's existing operational resources but the elections do draw an amount of resources away from other Projects and Services for the period of the preparation and conduct of the election.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Option 1

Section 4.17 of the Local Government Act 1995 gives Council the option, with the approval of the WA Electoral Commissioner of holding over a Councillor extraordinary vacancy, where that vacancy is created more than 92 days from the next ordinary election.

The resignation of Cr Shenton effectively leaves Council with 87.5% of its representational capacity until the October 2019 ordinary election. At least 80% Representation is a minimum requirement required under the Local Government Act when considering holding over a Vacancy.

There is no cost implication in leaving the vacancy unfilled, other than a saving in the 2018/2019 budget of \$32,205 provided for Councillors Meeting Fees. Estimated saving of \$2,000.

Option 2

Should an extraordinary in-person election be supported by Council, the Act requires that a date for that election be set within 4 months of the vacancy occurring, unless otherwise approved by the WA Electoral Commissioner.

An in-person election would be conducted internally with the CEO as Returning Officer and supported by Council's existing Staff. The estimated cost of holding a contested in-person extraordinary election is \$4,500-5,000 which would cover staff time on Election Day, printing costs, and statutory advertising.

There is no provision within the 2018/19 Budget to hold an election in this financial year. The extraordinary election costs could be funded from the known Budget surplus with a Council authorisation for that expenditure in the 2018/19 year.

Electoral Provisions – Option 2

Council must also be mindful of the statutory provisions regarding the holding of an extraordinary election when setting a date.

Statewide public notice must be given by Council advising the date and time for close of enrolments between 56 and 70 days before Election Day.

Further, Rolls close at 5pm, 50 days before Election Day. Again, 7 days' notice is advisable for a statutory advertisement to be put in the West Australian, so in effect the absolute earliest date that an election could be held is Saturday 18th May 2019.

10.5 Re-branding Project

Meeting Date	28 th February 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	GPO Sarah Caporn
Attachments	Nil
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 142-18/19

MOVED Cr Smith SECONDED Cr McGuinness

1. That Council engage Castledine & Castledine Design for the Rebranding project at a Cost of \$10,250.
2. Subject to the satisfactory completion of the re-branding project, any modifications to the Website resulting from the re-branding is to be undertaken within Council's existing Website Support hours through Market Creations (as per Council's December 2018 Agenda)
3. Council Officers continue to research the feasibility and cost of a Branding/District's Attractions Video and high quality photographic images of Quairading and report back to Council.

CARRIED 7/0

IN BRIEF

- Council has supported that a Rebranding of the Shire be researched.
- Budget Review has provided a Budget of \$15,100 for the Rebranding Project.
- Council's Purchasing Policy requires that at least two (2) written quotations are sought from suitable suppliers.
- The purchasing decision is to be based upon assessment of the supplier's response to:
 - A brief outline of the specified requirement for the goods; services or works required; and
 - Value for money criteria, not necessarily the lowest price.
- 4 Quotations for Design Services have been sought and received.
- The Quotation from Castledine & Castledine Design is \$10,250.
- Acceptance of the Castledine and Castledine Quotation would still allow Council flexibility and funds to consider beautiful photography or videography. The video could be either a Brand Creation Video or a Video that promotes the District's Attractions.

MATTER FOR CONSIDERATION

Procurement of suitable Supplier for Council's Re-branding Project.

Background

Council officers approached four relevant suppliers to quote on the project. The following provides an "apples for apples" comparison of the quoting suppliers for Council to consider.

Further background on each supplier and examples of their work were provided in the December 2018 Agenda.

Deliverable	Castledine Design	CreativeIQ	Key2 Creative	Market Creations
Community Consultation - 2 x sessions <i>incl travel to Qdg)</i>	\$850.00	\$2,600.00	\$4,960.00	\$4,246.00
Maximum of 4 logo design concepts	\$3,800.00	\$2,500.00	\$4,200.00	\$5,700.00
Preparation and printing of Brand Packs for concept review	\$2,200.00	PDF supplied – print at own cost	\$1,680.00	\$495.00
Style Guide for final design	\$1,400.00	\$1,350.00	\$2,240.00	\$1,716.00
Word letterhead template	\$150.00	inc above	\$280.00	\$286.00
Report Cover	\$350.00	inc above	\$1,120.00	\$286.00
Facebook page set up	\$250.00	\$350.00	\$490.00	\$429.00
Email signatures template	\$250.00	\$295.00	\$140.00	\$1,067.00
Business Cards - 6 kinds x 250 cards - design & print	\$280.00	\$770.00	\$280.00	\$583.00
Letterheads - 500 x A4 printed full colour on 100gsm bond	\$240.00	\$198.00 (x 1000 copies)	\$500.00	\$297.00
With Compliments Slips - 500 x DL printed full colour on 100gsm bond	\$140.00	\$165.00 (x 1000 copies)	\$500.00	\$220.00
Envelopes - 1000 x plain & 1000 x window faces - full colour on self-seal envelopes	\$340.00	\$360.00	\$280.00	\$517.00
TOTALS	\$10,250.00	\$8,588.00	\$16,670.00	\$15,842.00
<i>Optional Brand Creation Video - Costs from...</i>	\$3,000.00	\$600.00	\$5,000.00	\$858.00

PRESENTATIONS FROM QUOTING SUPPLIERS

Market Creations presented to Councillors, Staff and Community Members on the 25th October 2018.

The remaining three companies were invited to present to Councillors and interested community members on Monday 11th February 2019. Castledine & Castledine elected to attend in person whereas Creative IQ and Key2 Creative presented via teleconference.

The presentations allowed each company to provide an overview of their proposal along with examples of recent work with similar organisations.

The below feedback was received from Community members following the presentations:

From: Jill Hayes

Sent: Tuesday, 12 February 2019 10:25 AM

Hello Sarah,

Thanks for the opportunity to listen in.

Based on those presentations alone; I think the community engagement that Creative IQ are offering is incomparable to anyone else.

Market Creations, Castledine and Key2 all gave the exact same, stock standard, consultation recipe of "community workshops and online surveys" - which are great in theory, but it's exactly what the Shire has been trying in the past and it hasn't looked to be super successful or wide reaching.

Anna's ideas of pop up events and interactive online forums will capture so much more of our community, and I really think will uncover insight beyond opinions of a logo - which will be super beneficial to the Shire ongoing. A Saturday morning pop-up coffee spot or sausage sizzle could be the beginning of a six monthly / annual thing Councillors do to put themselves out there in the community and hear from community members that don't want to come along to formal meeting room events.

Beyond the methods, and after "virtually meeting" the people from each company, I think the Creative IQ team have the skills to dig beyond the suggestions of wheat, sheep, cuneata and friendly people that will no doubt come up. There's value in their prior experience in our community.

Beyond all of that though, I hope that Council have talked about and have a clear reason as to why they're going through this re-branding exercise - which is my first question as a community member.

I hope that this process doesn't just dump the current logo "because it's old". I hope that part of the scope of work given by Council to the chosen company, includes asking the community if they think the current logo still represents us or not - and go from there.

In terms of the structure of the process, I also like the idea of a working group to pull it together after the wide community consultation. Like Anna said though, Council would need to decide at the start who is going to make the final decision. Is the working group providing advice only? Will only Councillors vote on the final option? Will a working group also get a respected vote?

I think that's all the thoughts I've had so far 😊

Cheers, Jill.

From: Jo Hayes

Sent: Wednesday, 13 February 2019 1:48 PM

Hi Sarah,

Great job getting new faces/companies into the play.

I'm thinking it's a choice between Castledine and Creative IQ

I'm leaning towards Anna and her crew as they're offering fresh consultation ideas and being a younger demographic with varied experiences might offer a richer/fuller all-round experience. Plus they're out in the regions!

I think the most important thing at this stage is for Council to have a creditable spiel for the community as to why rebranding is being considered.

Another opportunity for gaining insight from the wider community might be when the draft tourism plan is presented.

It would be good if this is moved along as quickly as possible as I'm thinking it's going to impact on quite a few proposed tourism actions such as signage, marketing etc.

Best wishes, Jo

NEIL AND PHYLLIS MARRETT.
32 REID STREET

QUAIRADING. W.A. 6383.

C.R.C. QUAIRADING. ATTENTION SARAH CAPORN.

REFERENCE :TOWN BRANDING PRESENTATIONS.

MY WIFE AND I ATTENDED THE "PRESENTATIONS" AND WERE AMAZED AT THE WORK ALREADY DONE BY THE CRC AND THE COUNCIL MEMBERS. WE WERE DISAPOINTED AT THE SHORT SUPPLY OF LOCAL CITIZENS WHO WILL LATER SAY "WHY WASN'T I TOLD". NEVER MIND ,ON WITH THE REPORT.

THE GENTLEMAN WHO ATTENDED GETS OUR VOTE 1.FOR MAKING THE TIME TO BE HERE.2.HE SPOKE VERY CLEARLY.3.HE EXPLAINED WHAT HE WOULD AND WHAT HE COULD DO,ALSO HE INDICATED THAT HE WOULD BE USING AVERY EXPERIENCED PHOTOGRAPHER,WHICH I CONSIDER VITAL TO ANY PRESENTATION.

THE LADY WHO FOLLOWED WAS ALSO VERY GOOD BUT THE PHONE CONNECTION HAD THAT MUCH STATIC THAT WE WERE CONCENTRATING SO HARD ON LISTENING WE LOST TRACK OF THE POINT SHE WAS MAKING.

THE THIRD PRESENTER,ALSO VERY GOOD,WAS SPOILT BY THE STATIC

*Yours Sincerely
Neil J. Marrett*

STATUTORY ENVIRONMENT

N/A

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council has made a provision of \$15,100 in the Budget Review adopted by Council at its November 2018 Ordinary Council Meeting.

The initial Budget estimate did not include an amount for the Branding Video (\$858 quoted by Market Creations).

The Grants & Projects Officer has provided several Options for the filming and production of a District Video.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G3	Community Engagement
G3.1	Provide appealing opportunities for the community to participate in decisions that affect them.
G3.2	Collaborate with the community to achieve desired outcomes.

COMMUNITY CONSULTATION

Community consultation will be completed as part of this project. There are at least two workshops or survey sessions costed in each of the proposals. Ideas and input from the community is important to identify the key values, assets and iconography of Quairading.

CreativeIQ suggested a pop-up session at a central location (say Co-op foyer) to provide community members the chance to engage casually with the process beyond a longer, more formal workshop session. They also included a week-long online survey using the Loomio platform. Participants will be guided by structured questions but it allows for conversation between participants rather than in isolation like a survey.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – Risk Matrix Rating considered Low. Risk mitigated by Council having reviewed the 2018/19 Budget to provide \$15,100 for the Rebranding Project. Quotations have been sought in accordance with Council's Purchasing Policy.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low. Reputational Risk will be mitigated and public image improved through a new "fresh" Branding.

Operation – Risk Matrix Rating considered Low. Management of the Branding Consultant will be through Council's normal Operations and Structure. Community Engagement to be promoted by the Community / Grants Team and local Publicity.

Natural Environment – Risk Matrix rating is considered Low.

FURTHER COMMENT

The existing Shire of Quairading logo was designed by Marilyn White and features a natural wood sculpture by local artist Ian Wills (dec.) and the native *Banksia cuneata*, a species originally only found in the Quairading area. The logo was selected by a committee of locals in the mid-1980s and was seen as an antidote to the usual wheat & wool adopted by many Wheatbelt towns.



ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

12.1 Supply and Delivery of one New Multi Tyred Roller and Trade of one Ammann AP240 Multi Tyred Roller - RFT 02/19 Disposal of one 2006 Ammann Multi Tyred Roller

Meeting Date	28 th February 2019
Responsible Officer	EMSW Allan Rourke
Reporting Officer	EMSW Allan Rourke
Attachments	x4 Confidential attachments under separate cover
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 143-18/19

MOVED Cr Brown SECONDED Cr McRae

That Council: -

1. Accept the Quotation received for the Supply and Delivery of one (1) New Multi Tyred Roller to GCM Agencies Pty Ltd for a Multipac 524H for the cost of \$133,00.00 (ex GST);
2. Accept the Tender from Allused Pty Ltd. for the outright purchase of one (1) Ammann AP240 Multi Tyred Roller for the tendered price of \$21,000.00 (ex GST);
3. Authorise that the Changeover Amount of \$112,000 (ex GST) be fully funded from Council's Plant Replacement Reserve Fund.

CARRIED 7/0

IN BRIEF

- eQuotes request for the supply and delivery and trade of a new Multi Tyred Roller.
- RFT advertised for the outright purchase of Council's Ammann 2006 Multi Tyred Roller.
- Whole of life costing was prepared by UNIQCO.
- Seven quotes received for the supply, delivery with trade.
- Four Tender Submissions received for the outright purchase.

MATTER FOR CONSIDERATION

For Council to consider quotes received for the supply and delivery of one (1) new Multi Tyred Roller and trade or outright purchase of one (1) Ammann AP240 Multi Tyred Roller.

BACKGROUND

eQuote requests were submitted to suitable WALGA Preferred Suppliers on the 19th January 2019 for the supply of one (1) new Multi Tyred Roller and trade of one (1) 2006 Ammann AP 240 Multi Tyred Roller.

A Request for Tender (RFT) 02/19 for the outright purchase of one (1) 2006 Ammann AP 240 Multi Tyred Roller was advertised in the West Australian on the 23rd January 2019.

The submissions were assessed using an assessment matrix as shown below:

Description of Qualitative Criteria	Weighting
Whole of life cost	40%
Price Changeover	30%
Service and Backup	15%
Warranty	10%
Delivery Time	5%

The assessment matrix allows the quotes to be evaluated in an unbiased manner where the tenderer with the highest overall points may be considered to be the most advantageous tender. This is to be used as a guide only during the assessment and is not necessarily binding.

STATUTORY ENVIRONMENT

LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 - REG 11

11. When tenders have to be publicly invited

(1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.

(2) Tenders do not have to be publicly invited according to the requirements of this Division if —

(a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or

(b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program

POLICY IMPLICATIONS

The Shire of Quairading Purchasing Policy FIN.2, requires that for prices over \$150,000 Council goes to public tender. WALGA's preferred supplier list allows for the tender process to be waived in lieu of seeking quotations from suppliers on WALGA's 'preferred supplier list'.

FINANCIAL IMPLICATIONS

In the Shire of Quairading 2018/2019 Adopted Budget an allowance has been made of \$145,000 (ex GST) changeover cost. The changeover cost would be \$112,000 (ex GST) should Council accept the Officers Recommendation.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Built Environment Objective: Planning and infrastructure to meet the needs of the community

ITEM	OUTCOMES AND STRATEGIES
B2	Enhanced and Sustainably Managed Assets and Infrastructure

COMMUNITY CONSULTATION

N/A.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – Risk Matrix Rating is considered Low - Change over cost is within Budget.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating is considered Low – Quotes and Tenders have been sought as per Council’s Purchasing Policy FIN.2 and the LG Act and Regulations.

Operation – Risk Matrix Rating is considered Low – As per the Ten Year Plant Replacement Program. Purchase and changeover of the Roller/s will not impact upon Council’s operations.

Natural Environment – Risk Matrix Rating is considered Low.

COMMENT

When submissions closed on Wednesday 6th February 2019, seven (7) quotes had been received from five (5) companies via eQuotes, and four (4) offers of outright purchase via RFT 02/19: -

- Conplant
- WesTrac
- BT Equipment
- GCM Agencies
- JCB Construction Equipment
- Smith Broughton & Sons (outright purchase)
- Gray Eisdell Timms (outright purchase)
- Euro Actions UK Limited (outright purchase)
- Allused PL (outright purchase)

The seven quotes have been assessed as follows:

Company	Make	Model	Score (%)
Conplant Pty Ltd	Ammann	ART280HT3	28.512
Conplant Pty Ltd	Ammann	AP240HT3	55.288
Conplant Pty Ltd	Ammann	AP240T3	73.416
WesTrac Pty Ltd	Caterpillar	CW34	55.624
BT Equipmen Pty Ltd t	Bomag	BW27RH	65.64
GCM Agencies Pty Ltd	Multipac	524H	81.024
JCB Construction Equipment Pty Ltd	Dynapac	CP2100AOR	59.176

The four (4) Tender Submissions for the outright purchase have been assessed as follows (1 being the highest offer and 4 being the lowest offer) ranking is on price only.

Company	Score
Allused Pty Ltd	1
Euro Actions UK Limited	2
Gray Eisdell Timms	3
Smith Broughton & Sons	4

- From the above tables the quote to receive the highest score is the GCM Agencies Pty. Ltd. For the Multipac 524H Machine and Allused Pty Ltd ranked highest for the outright purchase.

The Executive Manager of Works and Services has undertaken an operational and visual assessment of the preferred machine being the Multipac 524H.

Assessment areas that were covered included access to maintenance service points, cab layout, operator comfort and overall suitability to Council’s requirements.

The Multipac 524H has safety equipment including hand and body rails, anti-slip service platforms and the cab is tiltable operating hydraulically with a lock valve and safety bar.

The cabin provides 360-degree visibility and excellent operator comfort and the seat has a 90-degree swivel slide system allowing the operator to shift from left to right for a more convenient function and visibility.

The engine is a turbo charged Cummins diesel.

Maintenance areas are easily accessible.

The five tyres at the rear allows for enhanced shoulder compaction and easily viewed through the rear view mirror.

The Executive Manager of Works and Services has contacted the Shire of Cue, Manager of Works for a reference on the new Multipac 524H that has been delivered to the Shire of Cue. Discussions centred on the machines capability, safety, and maintenance.

The Shire of Cue Manager of Works was very happy with the delivered machine and commented on the ease of maintaining the machine, drivers comfort, visibility; and that the machine has a ballasted weight of 24 tonnes delivered without purchasing extra ballast and not having to use water as ballast that would reduce the rusting on the machine.

In conclusion, the quote from GCM Agencies Pty Ltd for the Multipac 524H delivers the best value in the changeover cost by applying the no trade price and the tender offer from Allused Pty Ltd \$112,000 Ex GST.

Results from the evaluation against the Qualitative Criteria scores the Multipac 524H highest at 81.024% out of 100%.

Whole of life costing evaluated the Multipac 524H second with a score of 9.83 out of 10.

ITEM 13 URGENT COUNCILLORS' BUSINESS

Wheatbelt Region Parks and Reserve Draft Management Plan

Cr Smith raised the recently published Draft Management Plan for Parks & Reserves in the Wheatbelt and queried if there are implications for the Quairading District and also raised Council's awareness that the comment period for this Plan is now open for submissions.

The Chief Executive Officer advised that the Draft Plan was provided to Council in the Information Session document and the Draft Management Plan would be reviewed. The CEO further commented that Submissions are invited until the 5th April 2019.

Road Signage on Corrigin Road

Cr Brown requested that signage be erected on the Corrigin Road before the Old Beverley West Road to indicate the recommended route to Perth (via Quairading) as Google Maps currently directs travellers down the gravel road being Old Beverley West Road.

The Chief Executive Officer referred the request to the Executive Manager of Works and Services, Mr Rourke to further investigate and recommend signage.

ITEM 14 CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)

No matters for consideration.

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 28th March 2019, commencing at 2 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

Cr. Davies thanked Councillors, Staff and Members of the Public for their attendance.

ITEM 16 CLOSURE

There being no further business, the Chairman closed the Meeting at 3.13 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 28th February 2019 were confirmed on 28th March 2019 as recorded on Resolution No. _____

Confirmed..... 28/03/19