

SHIRE
of
DANDARAGAN

MINUTES
of the
ORDINARY COUNCIL MEETING
held at the
COUNCIL CHAMBERS, JURIE BAY
on
THURSDAY 25 JANUARY 2018
COMMENCING AT 4.05PM

(THIS DOCUMENT IS AVAILABLE IN LARGER PRINT ON REQUEST)

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| MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 25 JANUARY 2018 |
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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

1.1 DECLARATION OF OPENING

The Acting Chief Executive Officer declared the meeting open at 4.05pm and welcomed those present.

1.2 DISCLAIMER READING

The disclaimer was read aloud as there were 9 members of the public present.

"No responsibility whatsoever is implied or accepted by the Shire of Dandaragan for any act, omission, statement or intimation occurring during this meeting.

It is strongly advised that persons do not act on what is heard, and should only rely on written confirmation of Council's decision, which will be provided within fourteen (14) days."

2 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

Members

| | |
|-------------------------|--------------------|
| Councillor L Holmes | (President) |
| Councillor P Scharf | (Deputy President) |
| Councillor W Gibson | |
| Councillor K McGlew | |
| Councillor D Richardson | |
| Councillor R Shanhun | |
| Councillor A Eyre | |
| Councillor J Clarke | |

Staff

| | |
|---------------|--|
| Mr S Clayton | (Acting Chief Executive Officer) |
| Mr G Yandle | (Executive Manager Infrastructure) |
| Mr D Chidlow | (Executive Manager Development Services) |
| Ms R Headland | (Council Secretary & PA) |
| Mr R Mackay | (Planning Officer) |
| Ms M Perkins | (Community Development Officer) |
| Mrs J Rouse | (Executive Secretary) |

Apologies

Councillor D Slyn

Approved Leave of Absence

MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 25 JANUARY 2018**Observers**

Mr Mike Sheppard, Mr Tim Bailey, Mr Wilfred Wimmmler, Mrs Renate Wimmmler, Mr Hamish Longbottom, Mr Andrew McBain, Mr Ben Purcell, Mr Russell Slaughter, Mr Richard Barker

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Mr Mike Sheppard asked that in view of recent reports that Senator Richard Di Natale contacting all Local Government Councils in order to push for a change of date for Australia Day

- Has Senator Di Natale or the Greens contacted this Shire?
- If so, what was this Council's reply?
- If not, what is this Council's position regarding Australia Day remaining on the 26 January?

The Acting Chief Executive Officer responded by saying that Council had not received any correspondence from Senate Di Natale or the Greens on the issue and that Council did not have a position on the matter.

Mr Hamish Longbottom asked would the Shire support the establishment of a community group e.g. "Friends of Turquoise Coast" who's activities would include conservation activities along Turquoise Way Path and Hill River Estuary? e.g. brushing, vegetation trimming, weed monitoring, rubbish pick-up.

The President responded by saying that Council thought that this would be a great idea and Council would support the forming of such group and asked Mr Longbottom is he would head this committee.

Mr Tim Bailey asked about having the star pickets removed from around the trees at the Jurien Bay Cemetery,

The Executive Manager Infrastructure advised that he would have the Parks and Gardens crew remove them.

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 CONFIRMATION OF MINUTES**6.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD 21 DECEMBER 2017**

MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 25 JANUARY 2018**COUNCIL DECISION**

Moved Cr Shanhun, seconded Cr Eyre

That the minutes of the Ordinary Meeting of Council held 21 December 2017 be confirmed.

CARRIED 8 / 0

7 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil


8 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

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9 REPORTS OF COMMITTEES AND OFFICERS

9.1 CORPORATE & COMMUNITY SERVICES

9.1.1 ACCOUNTS FOR PAYMENT – DECEMBER 2017

| | |
|------------------------------|---|
| Location: | Shire of Dandaragan |
| Applicant: | N/A |
| Folder Path: | Business Classification Scheme / Financial Management / Creditors / Expenditure |
| Disclosure of Interest: | None |
| Date: | 12 January 2018 |
| Senior Officer: | Scott Clayton, Acting Chief Executive Officer |
| Signature of Senior Officer: |  |

PROPOSAL

To accept the cheque, EFT and direct debit listing for the month of December 2017.

BACKGROUND

As part of the Local Government Act 1995, Financial Management Regulations 1996, a list of expenditure payments is required to be presented to Council.

COMMENT

The cheque, electronic funds transfer (EFT) and direct debit payments for December 2017 totalled \$1,303,593.43 for the Municipal Fund.

Should Councillors wish to raise any issues relating to the December 2017 Accounts for payment, please do not hesitate to contact the Acting Chief Executive Officer prior to the Council Meeting, in order that research can be undertaken and details provided either at the time of the query or at the meeting.

CONSULTATION

- Acting Chief Executive Officer

STATUTORY ENVIRONMENT

- Regulation 13 of the Local Government Financial Management Regulations 1997.

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no adverse trends to report at this time.

STRATEGIC IMPLICATIONS

2016 – 2026 Strategic Community Plan

| | |
|---|------------|
| <i>Goal 5: Proactive and leading local government</i> | |
| Business as Usual | k) Finance |

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| MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 25 JANUARY 2018 |
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ATTACHMENTS

Circulated with the agenda are the following items relevant to this report:

- Cheque, EFT and direct debit listings for December 2017
(Doc Id: 104735)

(Marked 9.1.1)

VOTING REQUIREMENT

Simple Majority


OFFICER RECOMMENDATION / COUNCIL DECISION

Moved Cr Eyre, seconded Cr Scharf

That the Municipal Fund cheque and EFT listing for the period ending 31 December 2017 totalling \$1,303,593.43 for the Municipal Fund be accepted.

CARRIED 8 / 0

9.1.2 FINANCIAL STATEMENTS - MONTHLY REPORTING FOR THE PERIOD ENDING 31 DECEMBER 2017

| | |
|------------------------------|--|
| Location: | Shire of Dandaragan |
| Applicant: | N/A |
| Folder | Business Classification Scheme / Financial Management / Financial Reporting / Periodic Reports |
| Disclosure of Interest: | None |
| Date: | 15 January 2018 |
| Senior Officer: | Scott Clayton, Acting Chief Executive Officer |
| Signature of Senior Officer: |  |

PROPOSAL

To table and adopt the monthly financial statements for the period ending 31 December 2017

BACKGROUND

As part of the Local Government Act 1995 and Financial Management Regulations (1996), monthly financial statements are required to be presented to Council. Circulated are the monthly financial statements for the period ending 31 December 2017.

COMMENT

Regulation 34 of the Financial Management Regulations (1996) requires the following information to be provided to Council:

1. Net Current Assets

Council's Net Current Assets [i.e. surplus / (deficit)] position as at the 31 December 2017 was \$6,582,671. The composition of this equates to Current Assets minus Current Liabilities less Cash Assets that have restrictions on their use placed on them, in this case Reserves and Restricted Assets. The current

MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 25 JANUARY 2018

position indicates that Council can easily meet its short-term liquidity or solvency.

The Net Current Asset position is reflected on page 8 and reconciled with the Statement of Financial Activity on page 1 of the financial statements.

The amount raised from rates, shown on the Statement of Financial Activity (page 1), reconciles with note 6 (page 9) of the financial statements and provides information to Council on the budget vs actual rates raised.

2. Material Variances

During budget adoption a 10 percent and \$10,000 threshold for these variances to be reported was set.

Note 14 of the attached report details any significant variances.

Should Councillors wish to raise any issues relating to the 31 December 2017 financial statements, please do not hesitate to contact the Acting Chief Executive Officer prior to the Council Meeting in order that research can be undertaken and details provided either at the time of the query or at the meeting.

CONSULTATION

- Acting Chief Executive Officer

STATUTORY ENVIRONMENT

- Regulation 34 of the Local Government Financial Management Regulations (1996)

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no adverse trends to report at this time.

STRATEGIC IMPLICATIONS

2016 – 2026 Strategic Community Plan

| | |
|---|------------|
| <i>Goal 5: Proactive and leading local government</i> | |
| Business as Usual | k) Finance |

ATTACHMENTS

Circulated with the agenda is the following item relevant to this report:

- Financial statements for the period ending 31 December 2017 (Doc Id: 104765)
(Marked 9.1.2)

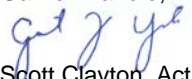

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION / COUNCIL DECISION**Moved Cr Richardson, seconded Cr Shanhun****That the monthly financial statements for the period 31 December 2017 be adopted.****CARRIED 8 / 0**

Cr Clarke declared a financial interest in Item 9.2.1 being one of the tenders and left the Chamber at 4.12pm.

9.2 INFRASTRUCTURE SERVICES**9.2.1 SHIRE OF DANDARAGAN PANEL OF PRE-QUALIFIED SUPPLIERS ASSESSMENT**

| | |
|------------------------------|--|
| Location: | Whole of Shire |
| Applicant: | Numerous |
| Folder Path: | Business Classification Scheme / Corporate Management / Tendering / Tender Evaluations |
| Disclosure of Interest: | Nil |
| Date: | 16 January 2018 |
| Author: | Garrick Yandle, Executive Manager Infrastructure |
| Signature of Author: |  |
| Senior Officer: | Scott Clayton, Acting Chief Executive Officer |
| Signature of Senior Officer: |  |

PROPOSAL

That Council consider the assessment recommendations of the Request for Applications for the Shire of Dandaragan Panel of Pre-qualified Suppliers following the advertised process undertaken in October and November 2017.

BACKGROUND

In 2013 the Shire of Dandaragan conducted a tender process to establish a panel for the "Supply of various goods and services and plant hire". This panel contract was for a period of 2 years and allowed Shire officers to procure a range of goods and services from a list of suppliers, predominantly local, without the necessity to undertake an exhaustive procurement process each time regular goods or services were required. This panel expired in 2015.

In September 2015 amendments were made to the Local Government (Functions and General) Regulations 1996, Part 4 - *Provision of goods and services*, Division 3 - *Panels of pre-qualified suppliers*. This provided further clarity to local government authorities regarding how to set up pre-qualified supplier panels. Since this amendment was introduced Shire officers have received ongoing advice from both the Department of Local Government, Sport and Cultural Industries (the Department or DLGCI) as well as staff from Western Australian Local Government Association (WALGA) in an effort to ensure the Shire

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of Dandaragan's procurement process for establishing a new Prequalified Supplier Panel is undertaken in accordance with the requirements of the Local Government (Functions and General) Regulations 1996, Part 4 - *Provision of goods and services*, Division 3 - *Panels of pre-qualified suppliers*.

Key aspects of the feedback from these parties indicated Shire officers that following was required as part of the procurement documentation and advertising process:

- The procurement process of Pre-qualified Supplier Panels should be run as a Request for Application (RFA) as opposed to a Request for Tender (RFT).
- Council should update their Purchasing Policy such that it outlines how the Pre-qualified Supplier Panel will operate within Council's overall procurement processes in accordance with Local Government (Functions and General) Regulations 1996, Part 4 - *Provision of goods and services*, Division 3 - *Panels of pre-qualified suppliers*.
- The Request for Application documentation is to outline key aspects of the panel including:
 - Scope of services required and specifications where relevant.
 - An indicative number of minimum and maximum panel members.
 - Indicative spending amounts of Council regarding services being sought.
 - Proposed length of panel contract.
 - Details of panel membership.
 - Details of the operation of the panel.
 - Details regarding exclusivity of the panel.
 - Outline there will be no guarantee that it will purchase goods and services from the pre-qualified suppliers on the panel.

COMMENT

Shire officers initially advertised the process in August 2017 as a Request for Tender. Further advice during this process indicated that the RFT documentation process was not appropriate and that Council's Purchasing Policy was inadequate to appropriately meet the requirements of Local Government (Functions and General) Regulations 1996, Part 4 - *Provision of goods and services*, Division 3 - *Panels of pre-qualified suppliers*.

Shire officers withdrew the RFT prior to the closing date for applications and sought further advice from the Department and WALGA as to what was required to adequate update the relevant documentation.

Council's *Purchasing Policy and Tender Guide* (Doc Id; 97141) was updated and presented to the August 2017 Council Meeting and endorsed by Council.

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Shire officers revised the procurement documentation to *Request for Application* and this was advertised as follows:

- Opening Date: Saturday 7 October 2017
- Closing Date: Friday 10 November 2017

The scope of services required was advertised across 4 x RFA documents for the following categories and scope of services.

01/17 – Building & Mechanical Services

1. Roofing
2. Demolition Works
3. Registered Builder
4. Carpenter
5. General Handyman
6. Brick Laying and Paving
7. Glazing Works
8. Working at Heights Services
9. Painting
10. Plumber
11. Electrician
12. Mechanical Services
13. Fabrication and Welding

02/17 – Civil Works

1. Engineering Services
2. Road Building and Bulk Earthworks
3. Urban Road Construction
4. Earthmoving Equipment
5. Haulage and Freight
6. Road and Street Maintenance
7. Provision of earthmoving Equipment at a Fire
8. Supply of Bulk Materials

03/17 – Technical Services

1. Strategic Community Development Consultancy Services
2. Engineering Consultancy Services
3. Environmental Consultancy Services
4. Asset Management Services
5. Architectural Services

04/17 – Town Maintenance

1. Vegetation Management
2. Turf Management
3. Irrigation Services
4. Fencing
5. Street Sweeping
6. Drainage Pipe Clearing and Cleaning

The Qualitative Selection Criteria was advertised as follows:

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These minutes were confirmed at a meeting on

Signed

Presiding person at the meeting at which the minutes were confirmed

Date