

Ordinary Council Meeting

Minutes | 26th March 2020

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SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 26th March 2020 commencing at 2.07 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.07 pm.

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

Cr Davies advised that under the current extraordinary circumstances, with the declared State of Emergency and enforced social distancing, he has determined in accordance with the Local Government Regulations that this Meeting be held as a teleconference.

Cr Davies further advised that due the social restrictions in place, the invitation extended to the School and New Business Ventures to join Council for Afternoon Tea has been postponed to a later date.

Cr Davies reported on a recent contact from the Shire President of the Shire of Bruce Rock in regard to the CRISP System. Further discussions are proposed regarding better internet service to our communities, with a possible collaboration between the Shires of Bruce Rock, Cunderdin, Quairading and Tammin.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr WMF Davies Shire President
Cr JN Haythornthwaite Deputy Shire President
Cr BR Cowcill
Cr JW Haythornthwaite
Cr JR Hippiisley
Cr B McGuinness
Cr PD Smith
Cr TJ Stacey

Council Officers

Mr GA Fardon	Chief Executive Officer
Mr A Rourke	Executive Manager of Works & Services
Mr N Gilfellon	Executive Manager of Corporate Services
Mr RM Bleakley	IPR & Strategic Projects Officer
Mrs A Strauss	Executive Officer

Observers/Visitor

Nil

Apologies

Nil

Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

No Written Questions submitted

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil received.

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 – 27th February 2020

RECOMMENDATION

RESOLUTION: 123-19/20**MOVED Cr Hippisley SECONDED Cr Cowcill**

That the Minutes of the Ordinary Meeting of Council held on the 27th February 2020 be confirmed as a true and accurate record.

CARRIED 8/0

7.2 Business Arising

Cr Hippisley

Page 6 of the Agenda – Access to School Playground Equipment

Cr Hippisley advised that a meeting with the School Principal has not transpired as yet, due to other Priorities at the School.

Page 41 of the Agenda – Solar Calendar Concept

Cr Hippisley reported that given the current circumstances, he had not progressed further discussions with the School Staff on the Solar Calendar Concept and proposed that the matter lapse.

Cr Jo Haythornthwaite

Page 11 of the Agenda – Variation to the amounts Payable from December 2019 to January 2020

Cr Jo Haythornthwaite acknowledged information received.

Page 17 of the Agenda – Distribution Agreement – SEAVROC Funds

Cr Jo Haythornthwaite enquired if the Agreement had been signed and the distribution of funds actioned.

The Chief Executive Officer confirmed that Council had written to the CEO of the Shire of York advising of Council's agreement to the proposed distribution of the SEAVROC Funds.

The Chief Executive Officer advised that the Agreement had not been progressed any further by the Shire of York at the time of this Meeting.

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

9.1 Accounts for Payment – February 2020

Meeting Date	26 th March 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	9.1.1 February 2020 Payment List 9.1.2 Transport Takings 9.1.3 Credit Card Statement
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 124-19/20

MOVED Cr Stacey SECONDED Cr Hippisley

That Council note the following:

1. That Schedule of Accounts for February covering Municipal Vouchers 23702 to 23705 & EFT 7566 to EFT 7636 and DC 1088116 & DC 1075742 totalling \$437,021.52 be received and
2. That Police Licensing payments for the month of February 2020 totalling \$41,997.45 be received (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for February 2020 balance totalling \$214.80 be received (Attachment 9.1.3); and
4. That Net Payroll payments for the month February 2020 totalling \$120,647.07; and
5. That the Lease payment for the month of February 2020 on the CESM Vehicle totalling \$1,140.08.

CARRIED 8/0

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the accounts paid during February 2020.

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 2019/2020 Budget.

Payments made for the 2019/20 Year in the Payments List have been included in Councils Budget in accordance with section 6.8 of the Local Government Act 1995.

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 – 29th February 2020

Meeting Date	26 th March 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	9.2.1 Financial Statements for February
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 125-19/20

MOVED Cr McGuinness SECONDED Cr Hippisley

That Council receive the Monthly Financial Statements for the period ending 26th February 2020.

CARRIED 8/0

Council Discussion

Cr Hippisley addressed the meeting with regard to his Q&A question in respect to the Caravan Park Chart and background data on page 77 of the Agenda. Cr Hippisley requested that more detail be provided on the Caravan Park and Cabin income and expenditure.

Discussion ensued on the merit of inclusion of additional raw data within the Monthly Financial Statements or the provision of more detailed information when Council is considering the future Management and Capital Strategy with the Caravan Park, Cabins and the Old Cottage.

The Chief Executive Officer advised that data collected to date by the IPR&SP Officer on the patronage at Council Tourist facilities will be combined with the existing financial data and will be circulated to all Councillors.

IN BRIEF

- Monthly Financial Statements for the period ending 29th February 2020 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. The current template is based on the Moore Stephens Monthly Budget 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 (2018/19) and will be an ongoing annual expense if the latest model is needed. Staff time is used to update and customise the template for Council preferences.

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, Childcare and Caravan Park. The Statements can continue to be updated and customised to include relevant information for Council and Staff and to work with improved Management Accounting practices.

9.3 February 2020 Budget Review

Meeting Date	26 th March 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	(i) February 2020 Budget Review
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 126-19/20**MOVED Cr Hippisley SECONDED Cr Cowcill**

That Council adopt the February 2020 Budget Review Report and the Variations to Budget as detailed in Note 4 of the attachment – February 2020 Budget Review.

CARRIED BY ABSOLUTE MAJORITY 8/0

IN BRIEF

Following a Budget Review Workshop on the 3rd March 2020, the March Budget Review and Budget Variations has been submitted to Council

MATTER FOR CONSIDERATION

Statutory Budget Review Report and Supporting Summary of Major Budget Variations

BACKGROUND

Council is required to conduct a Budget Review between 1st January and 31st March each Financial Year and to submit the Review Report and relevant Council Minutes to the Department of Local Government within 30 days of Council's Determination.

This year Council also undertook a November Budget Review that has reduced the burden to this budget review.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.2

Local Government (Financial Management) Regulations 1996

33A. Review of budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must: -
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.

- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Budget Variations are detailed in this report.

These will change the Budgeted closing surplus to \$410,471 from the current surplus of \$220,704.

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
G4	Sound Organisation
G4.1	Maintain sustainability ratios at or above basic level
G4.2	Increase non-rates revenue generation
G4.3	Ensure optimum organisational capacity and efficiency

COMMUNITY CONSULTATION

Nil.

RISK ASSESSMENT

Financial – Risk Matrix Rating considered Low Risk. Review process mitigates the financial variability (risk) of Council Financial Position as a result of the review of the actual Outcomes of Council's Operations and Projects undertaken Year to Date. This review has resulted in a large surplus which with reduces liquidity risk if projects are still overspent or incomes are not fully received.

Health – Risk Matrix Rating considered Low Risk.

Reputation – Risk Matrix Rating considered Low Risk.

Operation – Risk Matrix Rating considered Low Risk. Adopted Review provides for sufficient Funding to enable the continuation of Council's Activities and Projects.

Natural Environment – Risk Matrix Rating considered Low Risk.

COMMENT

An Annual Budget Review is a statutory requirement however, is also part of Financial Management Best Practice.

Officers have conducted two budget workshops, the first with senior officers and the second with Councillors and senior officers in attendance. Variations to the budget have been outlined in the attached budget review report and are now recommended to Council.

NOTE 4 - Predicted Variances extract from the Budget Review Report February 2020

SHIRE OF QUAIRADING NOTES TO THE REVIEW OF THE ANNUAL BUDGET FOR THE PERIOD ENDED 29TH FEBRUARY 2020

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
4.1 OPERATING REVENUE (EXCLUDING RATES)		
4.1.1 PROFIT ON ASSET DISPOSAL		
No Material Variance		
4.1.2 FEES AND CHARGES		
Waste Centre Income	5,500	
Community Bus	(3,500)	
Accommodation Cabins	(19,000)	
Accommodation Caravan Park	(7,000)	
Factory Units	4,000	
4.1.3 GRANTS, SUBSIDIES AND CONTRIBUTIONS		
Contributions for Long Service Leave	7,000	
4.1.7 INTEREST EARNINGS		
Penalty Interest on Rates	6,000	
4.1.8 OTHER REVENUE		
Sale of Surplus Goods - Electrical Trailer	9,000	
Charges Unclassified	(4,000)	
4.2 OPERATING EXPENSES		
4.2.1 EMPLOYEE COSTS		
Public Works Overheads Classification Change	160,978	
Caravan Park	10,000	
4.2.2 MATERIAL AND CONTRACTS		
Tyres on POC Plant	(5,700)	
Part & Repairs on POC Plant	(25,000)	
Engineering Fees - Additional for Life of Assets Costings	(2,500)	
Noxious Weeds	(2,000)	
Caravan Park Cabins	5,000	
Other Expenses - CDO	7,000	
Roads Maintenance	6,000	
Ovals & Grounds - Temporary Lighting	(22,500)	
GSG Building Maintenance	10,000	
Councillors Conferences and Training	4,500	
Street Signage	10,000	
Public Works Overheads Classification Change	(160,978)	
4.2.3 UTILITY CHARGES		
No Material Variance		
4.2.4 DEPRECIATION (NON CURRENT ASSETS)		
No Material Variance		
4.2.4 INTEREST EXPENSES		
No Material Variance		
4.2.5 INSURANCE EXPENSES		
No Material Variance		
4.2.6 LOSS ON ASSET DISPOSAL		
No Material Variance		
4.2.7 OTHER EXPENDITURE		
Councillors Allowances - Special Meetings	(5,000)	
Predicted Variances Carried Forward	(12,200)	-

SHIRE OF QUAIRADING
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 29TH FEBRUARY 2020

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
Predicted Variances Brought Forward	(12,200)	-
4.3 CAPITAL REVENUE		
4.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS		
WSFN Grant Income	209,432	
4.3.2 PROCEEDS FROM DISPOSAL OF ASSETS		
No Material Variance		
4.3.3 PROCEEDS FROM NEW DEBENTURES		
No Material Variance		
4.3.4 PROCEEDS FROM SALE OF INVESTMENT		
No Material Variance		
4.3.5 PROCEEDS FROM ADVANCES		
No Material Variance		
4.3.6 SELF-SUPPORTING LOAN PRINCIPAL		
No Material Variance		
4.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)		
No Material Variance		
4.4 CAPITAL EXPENSES		
4.4.1 LAND HELD FOR RESALE		
No Material Variance		
4.4.2 LAND AND BUILDINGS		
No Material Variance		
4.4.3 PLANT AND EQUIPMENT		
No Material Variance		
4.4.4 FURNITURE AND EQUIPMENT		
No Material Variance		
4.4.5 INFRASTRUCTURE ASSETS - ROADS		
WSFN Road Project	(154,391)	
Road Construction	2,500	
Footpath Construction	(2,500)	
4.4.6 INFRASTRUCTURE ASSETS - OTHER		
Pool Shade Sail System	(10,000)	
Street Signage	(10,000)	
4.4.7 PURCHASES OF INVESTMENT		
No Material Variance		
4.4.8 REPAYMENT OF DEBENTURES		
No Material Variance		
4.4.9 ADVANCES TO COMMUNITY GROUPS		
No Material Variance		
Predicted Variances Carried Forward	22,841	-

SHIRE OF QUAIRADING
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 29TH FEBRUARY 2020

4. PREDICTED VARIANCES

Comments/Reason for Variance

	Variance \$	
	Permanent	Timing
Predicted Variances Brought Forward	22,841	-
4.5 OTHER ITEMS		
4.5.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)		
No Material Variance		
4.5.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)		
WSFN Contribution from Reserve - Reduced Requirement		
	55,041	
4.5.1 RATE REVENUE		
No Material Variance		
4.5.2 OPENING FUNDING SURPLUS(DEFICIT)		
Adjustment based on Actual Opening Surplus		
	142,822	
4.5.3 NON-CASH WRITE BACK OF PROFIT (LOSS)		
No Material Variance		
Total Predicted Variances as per Annual Budget Review	220,704	-

9.4 Audit and Risk Committee Meeting Minutes – 10th March 2020

Meeting Date	26 th March 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Audit & Risk Committee Meeting Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER'S RECOMMENDATION

RESOLUTION: 127-19/20

MOVED Cr Hippisley SECONDED Cr Stacey

That Council receive the Minutes of the Audit & Risk Committee Meeting held on the 10th March 2020

CARRIED 8/0

Consider the Committee's following Recommendations individually: -

1) Statutory Compliance Audit Return – 2019

RESOLUTION: 128-19/20

MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

RECOMMENDATION: AR15-19/20

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

The Statutory Compliance Audit Return for the period 1st January 2019 to 31st December 2019 be Adopted by Council.

CARRIED BY ABSOLUTE MAJORITY 8/0

2) Response to the Recommendations from the Office of the Auditor General

RESOLUTION: 129-19/20

MOVED Cr McGuinness SECONDED Cr Cowcill

RECOMMENDATION: AR16-19/20

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

Council receive the CEO's Report on the Office of the Auditor General's Recommendations.

CARRIED 8/0

3) Management Override Mitigation

RESOLUTION: 130-19/20

MOVED Cr Stacey SECONDED Cr Hippisley

RECOMMENDATION: AR17-19/20

That the Audit & Risk Committee recommend to Council: -

1. That Council receive and note the CEO's Report on the Mitigation of Management Override.
2. As part of the Draft Budget deliberations, Council consider the funding of the engagement of independent Contractors for the conduct of Internal Audits and the preparation of the Statutory Compliance Return.
3. That a scope of Internal Audit be prepared and utilised for Budget Estimate purposes.

CARRIED 8/0

4) Report on Excess Annual Leave and Long Service Leave

RESOLUTION: 131-19/20

MOVED Cr Haythornthwaite SECONDED Cr Hippisley

RECOMMENDATION: AR18-19/20

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

Council receive the report on the Shire's Leave Liabilities.

CARRIED 8/0

5) Chief Executive Officer's Annual Performance Review

RESOLUTION: 132-19/20

MOVED Cr McGuinness SECONDED Cr Cowcill

RECOMMENDATION: AR19-19/20

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

Council engage a suitable Independent HR Consultant to facilitate the Chief Executive Officer's Annual Performance Review.

CARRIED 8/0

IN BRIEF

Minutes of the 10th March 2020 Meeting of the Audit and Risk Committee include five (5) Recommendations to Council.

MATTER FOR CONSIDERATION

Recommendations to Council.

BACKGROUND

The Audit and Risk Committee Meeting was held on the 10th March 2020 from which there are five (5) Recommendations for Council's consideration, namely: -

RESOLUTION: AR15-19/20

RESOLUTION: AR16-19/20

RESOLUTION: AR17-19/20

RESOLUTION: AR18-19/20

RESOLUTION: AR19-19/20

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit) Regulations 1996.

Local Government Act 1995

- Annual Financial Statements prepared by Council in accordance with Section 6.4
- 2018/19 Audit Completed in accordance with Section 7.9
- Section 7.12A - Council is required to meet with the Auditor at least once in every Year

Local Government (Audit) Regulations 1996

Applies.

POLICY IMPLICATION

Councils ORG.2 Leave Management Policy.

FINANCIAL IMPLICATIONS

AR15-19/20

Nil

AR16-19/20

Nil

AR17-19/20

Nil – 2019/2020, Recommendation proposes Cost Estimates be sought for Independent Internal Audit and Independent Statutory Compliance Return and submitted as part of the Draft Budget deliberations.

AR18-19/20

Annual and Long Service Leave Reserve Fund Cash Balance as at 29th February 2020 is \$204,568. The Projected Closing Balance as at the 30th June 2020 of \$205,468.

The Annual Budget treats Current Leave as Accruals.

The Annual and Long Service Leave Reserve funds any prior year Leave entitlements taken by Staff or paid out.

The current Liability for both types of Leave (if all Claimed on 29th February 2020) is calculated at \$238,750.

AR19-19/20

Council has budgeted \$4000 (\$2 x \$2000) for an independent HR Consultant in the 2019/20 Year to assist / facilitate with the CEO's Annual Performance Review. Consultant JCP Consulting was engaged early in the financial year at the Cost of \$2000.

If the Committee Recommendation is supported by Council, a Budget provision will be required for the 2020/2021 Budget as the HR Consultancy work will be undertaken early in the 2020/21 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

N/A

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

Financial – Risk Matrix Rating considered Low. Risk relating to Staff Leave Liability mitigated through the application and compliance with Council's Leave Policy and Management Procedures. Council also has a Cash Balance of \$204,568 in the Annual and Long Service Reserve Fund to assist towards the funding of Employee's Prior Year Annual Leave and Long Service Leave taken by Staff or paid out upon Termination of any Staff members employment. Provision for Employee Benefits has continued at the same levels which has reduced the risk.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating considered Low.

Operation – Risk Matrix Rating considered Low. AR17 – 19/20, subject to Draft Budget deliberations additional external resources will be secured to provide technical expertise and Independence.

Natural Environment – Risk Matrix Rating considered Low.

10.1 Elected Members Continuing Professional Development Policy

Meeting Date	26 th March 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Draft Policy
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION**RESOLUTION: 133-19/20****MOVED Cr McGuinness SECONDED Cr Stacey**

That Council adopt the Elected Members' Continuing Professional Development Policy.

CARRIED BY ABSOLUTE MAJORITY 6/2

IN BRIEF

- The recent amendments to the Local Government Act requires the Shire to adopt a policy on continuing professional development for Elected Members.
- The proposed Policy incorporates new amendments under the Act relating to mandatory training and reporting of continuous professional development undertaken by each Councillor.
- It is recommended that Council adopts the Elected Member Continuing Professional Development Policy in response to these amendments.

MATTER FOR CONSIDERATION

A review of the *Local Government Act 1995* requires the Shire to adopt an Elected Member Continuing Professional Development Policy.

BACKGROUND

On the 27th June 2019, the Local Government Legislation Amendment Act 2019 was passed by Parliament. The Amendment Act addressed the complex and significant role that Elected Members take on when elected to Council.

The Policy incorporates new amendments under the Act, as summarised below:

- Under section 5.126 of the Act, each Elected Member must complete training in accordance with the Regulations;
- Under section 5.127 of the Act, the CEO must publish a report on the local government's website within one month of the end of the financial year detailing the training undertaken by Elected Members;
- Under section 5.128 of the Act, a local government must prepare and adopt a policy in relation to the continuing professional development of Elected Members

STATUTORY ENVIRONMENT

Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

Part 10 of the *Local Government (Administration) Regulations 1996* applies.

5.126. Training for council members

- (1) Each council member must complete training in accordance with regulations.
- (2) Regulations may –
 - (a) prescribe a course of training; and
 - (b) prescribe the period within which training must be completed; and
 - (c) prescribe circumstances in which a council member is exempt from the requirement in subsection (1); and
 - (d) provide that contravention of subsection (1) is an offence and prescribe a fine not exceeding \$5 000 for the offence.

5.127. Report on training

- (1) A local government must prepare a report for each financial year on the training completed by council members in the financial year.
- (2) The CEO must publish the report on the local government's official website within 1 month after the end of the financial year to which the report relates.

5.128. Policy for continuing professional development

- (1) A local government must prepare and adopt* a policy in relation to the continuing professional development of council members.

**Absolute majority required.*

- (2) A local government may amend* the policy.

**Absolute majority required.*

- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (4) The CEO must publish an up-to-date version of the policy on the local government's official website.
- (5) A local government –
 - (a) must review the policy after each ordinary election; and
 - (b) may review the policy at any other time.

POLICY IMPLICATIONS

This Policy will form part of Council's Policy Manual and will be published on the Shire's website.

FINANCIAL IMPLICATIONS

Adequate Budget Provision is made each year by Council for Elected Member Training and attendances at Seminars and Conferences.

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
G4	Sound Organisation
G4.3	Ensure optimum organisational capacity and efficiency

COMMUNITY CONSULTATION

No consultation was required or undertaken in relation to this report.

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

Financial - Risk Matrix Rating is assessed as Low. Council provides an adequate Budget provision for Elected Member Training and Conferences.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Statutory requirement to undertake mandatory training within 12 months of the Councillor being elected to Council. Qualification lasts for 5 years, meaning that a Councillor must complete the mandatory training every second election. If a Councillor does not complete the mandatory training within the 12 months, the person commits an offence. Council is required to prepare and adopt a Policy on Continuing Professional Development. Failure to have a Policy and regularly review it will escalate Reputational Risk.

Operation – Risk Matrix Rating is assessed as Low. Training Courses are provided online (and In Person, if required) by the Training Provider, WALGA.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Mandatory Training

The *Local Government (Administration) Regulations 1996 (Regulations)* requires Elected Members to complete a Council Member Essentials course consisting of five modules.

The Elected Members of the Shire of Quairading will be required to undertake compulsory training within 12 months of being elected to Council. The compulsory training focuses on five core units: -

- Understanding Local Government;
- Serving on Council;
- Meeting Procedures;
- Conflicts of Interests; and
- Understanding financial reports and budgets.

Training exemptions as specified in the Regulations, apply. The Regulations require that the course is completed through North Metropolitan TAFE, South Metropolitan TAFE, or West Australian Local Government Association.

Council has utilised the online Training courses provided by WALGA.

Following each Ordinary Election, Elected Members will be provided with information on training options from the approved training providers. Elected Members will be able to select a training option to meet their learning style and availability, this may include online, in person or a combination of both.

The Shire is required to report annually on who has undertaken and completed training and publish this on the Shire's website. The report will list the applicable Elected Member and the training completed by each Elected Member in that financial year.

Professional Development

The Shire supports Elected Members to participate in continuing professional development opportunities in accordance with section 5.128 of the Act. The Policy ensures alignment of professional development activities with the strategic direction of the Shire, considers skills gaps in fulfilling duties required to be performed by Council and the needs of individual Elected Members.

The Shire will investigate opportunities for professional skill development based on the direction of Council or individual Elected Member requests.

10.2 District Promotion

Meeting Date	26 th March 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Proposal from GWN7
Owner/Applicant	
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 134-19/20

MOVED Cr Hippisley

1. That Council receive the Chief Executive Officer's Report on District Promotion with GWN7; and
2. That the Matter be submitted for Council consideration.

MOTION LAPSED DUE TO THE LACK OF A SECONDER

Council Discussion

The matter of Area Promotion was referred to Council's Information Session.

IN BRIEF

- Council at its February 2020 Meeting resolved.
That The Chief Executive Officer is to investigate the opportunity to advertise the Quairading District through GWN7.
- GWN7 have provided an Advertising Campaign with primary focus of the District's new Brand and Tag line "Take a Closer Look".
- The Proposal is based on the Broadcaster's "Tourism Package" which provides a greatly reduced Cost per Advertisement.
- Campaign would be broadcast consistently from May to October 2020.
- Campaign would be broadcast Statewide in all the Regions on GWN7, 7Two and 7Mate.
- Advertisement can be modified into further Advertisements promoting Council's land sale or light industrial land.
- Council to consider the timing of a Promotion given the rapidly evolving Covid-19 situation (Refer to Financial Risk Section).

MATTER FOR CONSIDERATION

District Promotion Campaign prepared by GWN7.

BACKGROUND

Council though a Recommendation of the Strategic Planning Committee requested that a Promotion / Advertising Proposal be sought from Regional Broadcaster GWN 7.

Council Staff received an initial Proposal and with subsequent contact with the Broadcaster a meeting was conducted in Quairading on the 12th March 2020 with a GWN7 representative to discuss a tailored Promotion Package to highlight the new Branding, District Attractions and also promote the residential land subdivision and the future Light Industry land.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Area Promotion to attract more Visitors, Businesses and Prospective Residents was identified in Council's Adopted Strategic Community Plan and also in the Tourism Strategy recently adopted by Council.

Council has the following Budget Provisions in the 2019/2020 Budget: -

- Area Promotion \$5,000 YTD Commitment estimated at \$1,050
- Tourism Strategy \$10,000 YTD Commitment estimated at \$1,278

Please refer to below to Costs allocated to the relevant Financial Year.

The GWN 7 proposal is classed as a District Tourism Network Package and attracts significantly discounted rate for the Advertisement Slot and there are a further 9 Complimentary advertisements for each paid Advertisement.

In discussion with GWN7, it was proposed that the Prime months to promote Quairading would be May to and including October 2020.

The proposed Package valued at \$9,000 (excl. GST) will have 1177 x 15 second promotions of Quairading. In addition, there are Production Costs for the Advertisement at the Cost of \$950 for the original Advertisement and a further \$450 for the adaption of the Advertisement to promote Cuneata Rise land sale. A further \$450 Cost would be incurred if a 3rd variant of the Advertisement was required.

Discussions were held with the GWN7 representative on the Split between District promotion and the Land sale promotion. The consensus view was 80% District Promotion and 20% Land sale Promotion.

Timing of the expense of the District Promotion Campaign is as follows: -

2019/2020

Production of the 3 Advertisements	\$1,850
Advertising Slots to 30/6/2019	\$4,068
Total Expense 2019/2020	\$5,918

2020/2021

Advertising Slots to 25/10/2020	\$4,932
Total Expense 2020/2021	\$4,932
Total Campaign Cost	\$10,850

Any Promotion of the Quairading 100th Agricultural Show would be a separate Package negotiated with and paid for by the Agricultural Show Society, but with Council approval the Ag Show Advertisement could be adapted from the original Advertisement at a cost of a further \$450 or alternatively a new Advertisement produced for \$950.

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, including: <ul style="list-style-type: none">▪ adopt "Small Business Friendly Local Governments" program▪ review potential of the community's existing assets and facilities to drive improved economic outcomes▪ leverage Federal and State Government priorities and programs (e.g. building the capacity of local industry to undertake Local and State Government contracts)▪ work with stakeholders to determine facilitation approach to business and jobs growth

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

No consultation was required or undertaken in relation to this report.

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

Financial - Risk Matrix Rating is assessed as Low. Council has budgeted for Area Promotion and Actions from the Tourism Development Strategy.

Given the rapidly evolving situation with the Covid-19 Virus there is a heightened financial risk that the Promotion may not be as effective due to the Community's concern and uncertainty on personal and public health issues and people may be travelling less in the coming months. The alternative viewpoint is that Overseas travel has largely ceased at this time and that people may travel within the State, especially given Quairading's close proximity to the Perth Metropolitan Area and Coastal Strip.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. District Promotion would improve the District's and Council's image and encourage Visitors to travel to the District and potentially purchase land and/or relocate to existing housing stock.

Operation – Risk Matrix Rating is assessed as Low. All Production and Display of the campaign would be undertaken by External Suppliers.

Natural Environment – Risk Matrix Rating is assessed as Low.

10.3 Business Attraction Strategy 2020-2022

Meeting Date	26 th March 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Business Attraction Strategy and Prospectus
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 135-19/20

MOVED Cr Hippiisley SECONDED Cr Cowcill

That Council: -

1. Receive the Chief Executive Officer's Report on the Business Attraction Strategy
2. Adopt the Business Attraction Strategy 2020-2022
3. That the Key Actions detailed in the Strategy be submitted to the Draft Budget Process for the 2020/2021 Financial Year.

CARRIED 8/0

IN BRIEF

- In the development of the Strategic Community Plan in 2017 and the subsequent review of the Plan in 2019, an increased appetite was reported from the community for Council to take a more active role in economic development with the objective of improving employment opportunities and to drive improved economic outcomes for the District.
- Part of Council's actions coming from the CSP is for a Business Attraction Strategy to be prepared for Council to provide a plan for promoting the District as a viable destination for small and medium sized businesses.
- A Draft Business (Investment) Attraction Framework was prepared and provided to Council in November 2019 and then Council requested that the Strategy and District Prospectus be developed for further consideration.

MATTER FOR CONSIDERATION

Draft Business Attraction Strategy

BACKGROUND

The Draft Strategy addresses the following Areas: -

- Many Benefits of Attracting New Businesses
- Challenges
- Role of Council
- Potential Incentives that Council could consider for New Businesses

- Funding of the Incentives
- Review of the Strategy
- Key Strategy Actions – Year 1

STATUTORY ENVIRONMENT

N/A

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Draft Strategy proposes a number of Actions in the First Year of the Strategy. These Actions will need to be referred to the Draft Budget Process for the 2020/2021 Financial year.

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

COMMUNITY CONSULTATION

Strategy incorporates information provided in multiple Community Consultations during the Strategic Planning process from 2017 to present.

Further Consultations were held with Business Meetings facilitated by the Wheatbelt Business Network and the CRC.

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

Financial – Risk Matrix Rating of Low. Draft Strategy proposes a number of Key Strategy Actions in Year 1 including the funding of Attraction Incentives, which will need to be the subject of the Draft Budget Process.

Health - Risk Matrix Rating of Low

Reputation – Risk Matrix Rating of Low. Reputational Risk will be escalated if Council does not proceed with the Draft Strategy which has been developed from the Strategic Planning process.

Operation – Risk Matrix Rating of Low. The Strategy proposes some Actions requiring additional resources or expertise. A number of Actions will be undertaken as part of normal Operations.

Natural Environment – Risk Matrix Rating of Low.

10.4 Leave Arrangements during a Pandemic Policy

Meeting Date	26 th March 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Draft Policy
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 136-19/20

MOVED Cr Hippisley SECONDED Cr McGuinness

That Council adopt the Leave Arrangements during a Pandemic Policy.

CARRIED BY ABSOLUTE MAJORITY 8/0

IN BRIEF

- Draft Policy has been prepared to provide authority and guidance in cases of Staff absence in a pandemic event.
- Employee must utilise available Leave under the Award before the CEO is able to consider the request for Paid Leave in advance.
- Policy only provides for cases where the CEO is of the opinion that the period of unpaid Leave will cause undue hardship.

MATTER FOR CONSIDERATION

Draft Policy on the treatment of Leave in a Pandemic event.

BACKGROUND

Given the current public health situation, the Executive Staff have been researching suitable policies and procedures from other Councils that will provide guidance to Management on the advance payment of an Employee's Leave to reduce hardship if all other Leave has been utilised due to illness or for having to care for a vulnerable family member.

STATUTORY ENVIRONMENT

OSH Act 1984

Local Government Industry Award 2010

National Employment Standards

The Award and the National Employment Standards are the minimum HR obligations of the Council as the Employer. This Policy provides the CEO with direction and authority to consider cases of employees in hardship.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

When the Policy is utilised, the employee who is granted paid Leave in advance will have less Leave when it becomes an entitlement. If the employee was to terminate their employment before the full Leave entitlement is accrued, the amount paid in advance will be deducted from any amounts due for work undertaken by the employee.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G4	Sound Organisation
G4.3	Ensure optimum organisational capacity and efficiency

COMMUNITY CONSULTATION

No consultation was required or undertaken in relation to this report.

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

Financial - Risk Matrix Rating is assessed as Low. Proposed Policy only comes into effect in cases of pandemic and when the CEO is of the opinion that the extended Leave will cause undue financial hardship and an advance payment of Annual Leave, Personal or Carers Leave has merit. Advance payment not to exceed a period of 2 weeks.

Health – Risk Matrix Rating is assessed as Low. Policy is to support the responsibility to provide a safe workplace for all employees and Sick employees do not return to work prematurely.

Reputation – Risk Matrix Rating is assessed as Low

Operation – Risk Matrix Rating is assessed as Low. Pandemic may have a significant effect of Council's "business as usual" operations if there is significant rate of absenteeism due to illness or needing to care for a family member.

Natural Environment – Risk Matrix Rating is assessed as Low.

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

12.1 RFT 3-19/20 Supply and Delivery of one New 12 Tonne Self Propelled Smooth Drum Roller and the Trade or Outright purchase of one Smooth Drum Roller

Meeting Date	26 th March 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMWS Allan Rourke
Attachments	x2 Confidential attachments under separate cover
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 137-19/20

MOVED Cr McGuinness SECONDED Cr Stacey

That Council: -

1. Accept the Tender received for the Supply and Delivery of one (1) New Self Propelled Smooth Drum Roller from Porter Equipment Australia Pty Ltd for an Ammann ARS130 for the cost of \$139,300 (ex GST) and the Trade of Council's 1999 Dynapac CA251 Smooth Drum Roller of \$16,364.00(ex GST).
2. That the Changeover Amount of \$122,936 (ex GST) be fully funded from Council's Plant Replacement Reserve Fund.

CARRIED 7/1

IN BRIEF

- RFT advertised for the Supply and Delivery of new machine and the Trade or Outright Purchase of Council's Dynapac Smooth Drum Roller.
- Whole of life costing based on 10-year replacement was prepared by UNIQCO.
- Nine Tender Submissions received for the supply, delivery with trade.
- Two Tender Submissions received for the outright purchase.
- Operator assessment on short listed machines.

MATTER FOR CONSIDERATION

For Council to consider Tender submissions received for the Supply and Delivery of one (1) new 12 Tonne Self-Propelled Smooth Drum Roller and Trade or Outright Purchase of Council's Dynapac Smooth Drum Roller.

BACKGROUND

A Request for Tender (RFT) 03-19/20 for the Supply and Delivery one (1) new 12 Tonne Self Propelled Smooth Drum Roller and Trade or Outright Purchase of Council's Dynapac Smooth Drum Roller was advertised in the West Australian on the 25th January 2020 and Council's Website.

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

Price Consideration	Weighting
Whole of life cost	40%
Tendered Price	30%
Description of Qualitative Criteria	
Service and Backup	10%
Warranty	10%
Environmental Impact	5%

The assessment matrix allows Tenders 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 2019/2020 Adopted Budget an allowance has been made of \$137,000 (ex GST) changeover cost. The changeover cost would be \$122,936 (ex GST) should Council accept the Officer's 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 – 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

Tender submissions closed on Wednesday 12th February 2020 at 4.00pm, Tender opening was conducted on Thursday 13th February 2020 at 11.01am nine (9) submissions had been received from seven (7) companies for the supply and trade, and two (2) submissions of outright purchase via RFT 03-19/20: -

- Tutt Bryant Equipment
- Porter Equipment Australia
- GCM Agencies
- WesTrac
- Conplant
- McIntosh and Son
- Wirtgen Group
- South East Heavy Exports (outright purchase)
- AUS Engineering (outright purchase)

The nine submissions have been assessed, ranked with Price considerations and Qualitative Criteria Totals is as follows:

Company	Make	Model	Weighted Score
Tutt Bryant Equipment	Bomag	BW213D-5	78.22
Porter Equipment Australia	Ammann	ARS130	87.91
GCM Agencies	Multipac	113H	82.84
WesTrac	Caterpillar	CS64B	81.25
Conplant	Ammann	ASC110DT3	75.14
Conplant	Ammann	ASC130DT3	75.34
*Conplant	Wacker Neuson	RC120T3	0
McIntosh and Son	Ammann	ASC110	79.58
Wirtgen Group	Hamm	3412	80.58

*Note: The Tender submission from Conplant in regard to the Wacker Neuson RC120T3 was not considered as it was over budget

The two (2) Tender Submissions for the outright purchase have been assessed as follows (1 being the highest offer and 2 being the lowest offer) ranking is on price only.

Company	Score
South East Heavy Exports	1
AUS Engineering	2

- From the above tables, the Tenderer to receive the highest score is Porter Equipment Australia for the Ammann ARS130.
- Regarding the trade of Council's Dynapac Smooth Drum Roller the Officer recommends that it is traded to Porter Equipment Australia as per their Tender submission. South East Heavy Exports have submitted an outright purchase price that is higher than the trade offered by Porter Equipment Australia by \$181.00 ex GST. Taking into consideration the cost to Administration to process separate transactions it would not be cost beneficial.

The Executive Manager of Works and Services has undertaken an operational and visual assessment of shortlisted machines being the Ammann ARS130, the Hamm 3412 and the Caterpillar CS64B. The Multipac 113H was included in the shortlist but the machine was not available in WA to be inspected. The four shortlisted machines to be inspected were based on whole of life costs and the suitability of Council's operational requirements.

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

The Ammann ARS130 displayed all the necessary requirements from the operational assessment.

The Executive Manager of Works and Services has contacted the Porter Equipment to confirm delivery time of the machine as stated in their submission. The only risk of delivery at this stage is possible delays due to the COVID-19 pandemic. Stocks of machines are currently available in the Eastern States.

In conclusion, the tender submission from Porter Equipment for the Ammann ARS130 delivers the best value in regard to whole of life costings based on a 10-year replacement and demonstrates the suitability for Council's operational requirements.

Results from the evaluation against the Qualitative Criteria and Price Consideration scores the Ammann ARS130 highest at 87.91 out of 100.

Whole of life costing evaluated the Ammann ARS130 first with a score of 9.83 out of 10.

ITEM 13 URGENT COUNCILLORS' BUSINESS

Nil.

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

RESOLUTION: 138-19/20

MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley

That the meeting be closed to the Public at 3.12 pm to consider Item 14.1 & Item 14.2 in accordance with Section 5.23 (2) of the Local Government Act 1995.

CARRIED 8/0

3.12 pm

There were no members of the public in attendance.

14.1 Reassignment of Library Services Agreement

The Meeting will be closed by Council Resolution to the Public under Part 5 Division 2 Section 5.23 (2)(b,c&e iii) of the Local Government Act 1995 as the Item relates to: -

(b) "the personal affairs of any person";

(c) "a contract entered into, or which may be entered into, by the local government";

(e) "a matter that if disclosed, would reveal" (iii) information about the business, professional, commercial or financial affairs of a person".

RESOLUTION: 139-19/20

MOVED Cr Jo Haythornthwaite SECONDED Cr Cowcill

OFFICER RECOMMENDATION

1. That Council, pursuant to Clause 4.11 of the Library Services Agreement between Council and Luke Howlett and Kelly Seitz, Directors of Howlett Family Trust ATF Howlett Family Trust, grant Written Consent for the reassignment of the Library Services Agreement to:
Michael Grage and Nicole Hargrave Directors of Minimetaco Pty Ltd ATF, The Hargrave Grage Family Trust
2. That the CEO have the Deed of Re-assignment prepared for Execution by all Parties.
3. That the Assignee be liable for the Legal Costs and Stamp Duty (if applicable) for the Preparation and Execution of the Deed of Assignment.

CARRIED 8/0

14.2 Licence to Use Portion Reserve 16735 – Ausplow Pty Ltd

The Meeting will be closed by Council Resolution to the Public under Part 5 Division 2 Section 5.23 (2)(c&e iii) of the Local Government Act 1995 as the Item relates to: -

- (c) "a contract entered into, or which may be entered into, by the local government";
- (e) "a matter that if disclosed, would reveal" (iii) information about the business, professional, commercial or financial affairs of a person".

RESOLUTION: 140-19/20

MOVED Cr McGuinness SECONDED Cr Stacey

That Council: -

1. Receive the Chief Executive Officer's Report on the Licence to Use Portion of Reserve 16735 – Ausplow Pty Ltd.
2. Support the Proposed Licence to Use portion of Reserve 16735 by Ausplow Pty Ltd for Agricultural Research and Development
3. Subject to the receipt of the Minister for Lands Consent, proceed with the Shire President and the CEO Signing and Executing the Licence to Use Agreement.

CARRIED 8/0

14.3 Deferral of CEO's Long Service Leave

The Meeting will be closed by Council Resolution to the Public under Part 5 Division 2 Section 5.23 (2)(a) and (b) of the Local Government Act 1995 as the Item relates to: -

- (a) "a matter affecting an employee or employees".
- (b) "the personal affairs of any person".

RESOLUTION: 141-19/20

MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite

That Council: -

1. Approve the Chief Executive Officer's deferral of his Long Service Leave due to the current State of Emergency regarding the COVID-19 virus; and
2. Note that that the Acting CEO Assignment due to be undertaken by Mr Allen Cooper is no longer required due to the deferral of the CEO's Long Service Leave.

CARRIED 8/0

RESOLUTION: 142-19/20

MOVED Cr Hippisley SECONDED Cr McGuinness

That the meeting be open to members of the Public at 3.21 pm.

CARRIED 8/0

14.4 Public Reading of Resolution

Having opened the meeting to the Public, the Shire President noted the decisions of the Council for Item 14.1 - Resolution 139-19/20, Item 14.2 - Resolution 140-19/20 and Item 14.3 - Resolution 141-19/20 as detailed in the Minutes.

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 30th April 2020, commencing at 2 pm and will be a Teleconference or Videoconference, in accordance with the Local Government Act 1995 and the Local Government (Administration) Regulation 1996.

ITEM 16 CLOSURE

There being no further business, the Chairman closed the Meeting at 3.22 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 26th March 2020 were confirmed on 30th April 2020 as recorded on Resolution No. _____

Confirmed..... 30/04/20