



Shire of  
YILGARN

*“good country for hardy people”*

*Special Meeting  
of Council  
Minutes*

*4 April  
2018*

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## 1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at 4.34pm

## 2. ATTENDANCE

Presiding Member	Cr O Truran	- Shire President
Members	Cr W Della Bosca Cr B Close Cr G Guerini Cr P Nolan Cr S Shaw	-Deputy Shire President    (arrived 4.40pm)
Council Officers	Pascoe Durtanovich C Watson R Bosenberg N Warren J Gemund	Acting Chief Executive Officer Executive Manager Corporate Services Executive Manager Infrastructure Manager Regulator Services Manager Community Services

Apologies:

Cr Pasini

Observers

Nil

Leave of Absence:

Nil

## 3. DECLARATION OF INTEREST

Nil

## 4. PUBLIC QUESTION TIME

Nil

## 5. Officers Report – Chief Executive Officer

### 5.1 Regional Price Preference Policy

<b>File Reference</b>	<b>2.3.3.1</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Draft Policy and Regulations</b>

#### Purpose of Report

The purpose of this report is for council to authorise state wide advertising of draft Regional Price Preference Policy No 3.5(A).

#### Background

Currently there is mention of a local pricing policy in the Purchasing and Tendering Policy. The relevant section states-

##### LOCAL PRICING POLICY

*Officers seeking quotations should ascertain whether local suppliers are capable of supply and should invite those companies to quote. Council Staff are encouraged to utilise local suppliers for goods and services wherever practicable and in compliance with the provisions of the policy (above) and legislation.*

*As a guideline delegated Officers can exercise the right of price preference in the order of up to 10% for purchases with a value of between \$0 and \$150,000*

It is proposed that an amended Purchasing and Tendering Policy be adopted, see item 3.2, which will exclude reference to Regional Price Preference therefor this new policy is proposed.

#### Comment

A copy of the proposed Regional Price Preference Policy is attached.

The new policy seeks to extend price preference to the Wheatbelt and Goldfields regions, particularly to Merredin as the Regional Centre.

The draft policy also more clearly defines the requirements of Local Government (Functions and General) Regulations, 1996

#### Statutory Environment

Section 2.7 of the Local Government Act, 1995 states that one of the roles of a Council is to determine the Local Government Policies.

Part 4(A) of the Local Government (Functions and General) Regulations, 1996 covers the requirements for Regional Price Preferecing (A copy of the Regulations is attached )

## Strategic Implications

### Civic Leadership

Goal- A prosperous future for our community.

- Outcome 1 Businesses in the Shire remain competitive and viable
- Outcome 2 Positive and productive regional partnerships.

## Policy Implications

New Policy

## Financial Implications

Nil

## Officer Recommendation

That;

1. Draft Policy No 3.5(A) Regional Price Preference be adopted for public advertising in accordance with the Local Government (Functions and General) Regulations 1996, for a period of 4 Weeks.
2. The draft Policy, together with any public submissions received be included on the May 2018 Ordinary Council meeting agenda, for further consideration by Council.

## Council Decision

**Moved Cr Della Bosca/Seconded Cr Nolan**

**That this item be deferred to the April, 2018, council meeting to provide Councillors additional time to consider the draft policy.**

**Carried (6/0)**

## 5. Reporting Officer – Chief Executive Officer

### 5.2 Purchasing and Tendering Policy Review

<b>File Reference</b>	<b>2.3.3.1</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Draft Policy and Regulations</b>

#### Purpose of Report

The purpose of this report is for Council to adopt an amended Purchasing and Tendering policy.

#### Background

In recent times it has come to Council's attention that the procurement process adopted by the Shire of Yilgarn, particularly in relation to tendering for goods and services, is in need of review to ensure compliance with relevant legislation.

Following the Procurement Workshop facilitated by WALGA on 9 March, 2018 it was agreed that the current Procurement Policy No 3.5 be amended to include a policy on establishing a Panel of Prequalified Suppliers and to amend thresholds and requirements for quotes etc for purchases below the Tender threshold of \$150,000.

In reviewing Policy 3.5 the WALGA Purchasing Policy template has been accessed and amended to suit the Shire of Yilgarn.

#### Comment

A copy of the amended policy is attached and it is recommended that this replace Policy 3.5.

The main changes include the inclusion of a policy for establishing Panels of Pre-qualified Suppliers. In accordance with Local Government (Functions and General) Regulation 24 AC a local government is not to establish a panel of pre-qualified suppliers unless it has a written policy that makes provision in respect of matters set out in subregulation (2) and the local government is satisfied that there is, or will be, a continuing need for goods and services to be supplied by pre-qualified suppliers.

The second significant change is to the Table of Purchasing Threshold and Practices. The current policy includes the following:

Amount of Purchase	Policy
Up to \$15,000	Where practicable, obtain verbal or written quotations
\$15,000 to \$149,999	At least one written quotation. OR Obtain quotations directly from a pre-qualified panel of WALGA Preferred Supply Contracts using eQuotes.
\$150,000 and Above	Conduct a public tender process OR Obtain quotations directly from a Tender exempt pre-qualified panel of WALGA Preferred Supply Contracts using eQuotes.

As can be seen the requirement to obtain quotes is minimal and hence the "Value for Money" principle may not always be tested.

It should be noted also that the amended policy does not include reference to "Regional Price Preference". It is recommended that a separate policy be adopted for this purpose.

Included in the amended policy there is reference to an Evaluation Report Template and the Shire's Record Keeping Plan, these and other relevant recording documents will be developed by administration once the policy is adopted.

### **Statutory Environment**

A copy of Part 4 - Provision of goods and services, of the Local Government ( Functions and General ) Regulations 1996 is attached.

### **Strategic Implications**

Nil

### **Policy Implications**

The amended policy will replace Policy 3.5

### **Financial Implications**

Nil

### **Officer Recommendation**

That Purchasing and Tendering Policy 3.5 be deleted and the draft Purchasing Policy, identified as attachment No 3 be adopted.

### Council Decision

**Moved Cr Della Bosca/Seconded Cr Nolan**

**That this item be deferred to the April, 2018, council meeting to provide Councillors additional time to consider the draft policy.**

**Carried (6/0)**



## 5. Officers Report – Chief Executive Officer

### 5.3 CEACA Draft Budget 2018/2019

<b>File Reference</b>	<b>1.3.3.18</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Draft Budget</b>

#### Purpose of Report

To consider the CEACA 2018/2019 Budget and the Shire of Yilgarn annual financial contribution to CEACA.

#### Background

Council has been a member of CEACA since its inception and has been working with CEACA for the new construction project of 75 new Independent Living Units throughout eleven Councils.

Unfortunately due to budget restraints the State Government have requested \$5 million dollars be returned to assist the State Government budget.

With the reduction the Shire's of Bruce Rock, Kellerberrin and Merredin have given up one residence each to assist with the pay back of the abovementioned funds.

In going forward and with the extension of time due to negotiation with the State Government the construction of the units has been delayed which leads to further lead times for rental income to be received for the units.

This is evident through the CEACA budget that has been presented to the CEACA Executive and subsequently to the CEACA Committee. The Executive has recommended to the committee to approve an increase in subscriptions from a total of \$14,000 last year comprising of \$10,000 Membership Fee and \$4,000 Project and activities to a General Membership Fee of \$20,000.

The Project and Activities funding has been combined with the General Membership as there is insufficient funds to allocate to this field for specific allocation.

#### Comment

The budget that has been presented to CEACA is attached for Council's information.

The role of CEACA is not only to building the units though to continue to monitor and progress the other six platforms within the Verso reporting which relates to services aged care.

The CEACA Executive advised the Committee that the immediate priority is to have Management Plans put in place to look after the operations of the facilities that being:

- Rent Setting Policies (Social and Other)
- How to deal with properties that are being sold.
- Management Plan

With the Shire's of Bruce Rock, Kellerberrin and Merredin forgoing a residence to assist in reducing costs there is an overpayment made by the respective Councils to the Shire of Merredin of \$60,000 (\$20,000 per unit – Construction contribution) which will need to be reimbursed back to Bruce Rock, Kellerberrin and Merredin.

Mr Ralton Benn, Accessing Housing has advised through the project Management reports that with the abovementioned handing back of funds to the State significant savings have had to be identified as well as pay back of funds to the three Councils.

Access Housing has provided the committee with information that each Council will need to provide additional funding to the program to enable the budget to balance in its current state. The additional funds required are broken up into two parts being:

#### **1. Reimbursement of Bruce Rock, Kellerberrin & Merredin overpayment**

This item was presented to the 26<sup>th</sup> March 2018 Committee Meeting with the following recommendation adopted.

*That:*

- 1. CEACA reimburse the Shires of Bruce Rock, Kellerberrin and Merredin \$20,000 each, being the contributions made for units which will be foregone and that CEACA's Members agree to an increase in per unit/site contribution of \$833.33 per unit; and*
- 2. The Shires of Bruce Rock, Kellerberrin and Merredin be give "first right of refusal" on any additional housing constructed through the CEACA Seniors Housing Project should funds become available to allow additional houses to be constructed.*

#### **2. Additional Contribution by all member Councils to balance the budget as there is a current shortfall of \$24,408 with current estimates.**

Therefore it is requested that each member Council allocate additional funds of \$339 per unit as an additional contribution to balance the current budget.

The comment must be made that the intention is to continually work towards seeking additional savings though with the current position of the CEACA construction project and until further consultation is held with the local communities this figure needs to be agreed to.

Council is reminded that it is only discussing the contribution to CEACA and the Expenditure associated within the Budget is for allocation by the CEACA Committee.

### Statutory Environment

Nil

### Strategic Implications

Shire of Yilgarn Strategic Community Plan - Social Goal outcome – High quality and well maintained aged care facilities.

### Policy Implications

Nil

### Financial Implications

CEACA Contributions

2018/2019 Budget

\$20,000 – General Membership

\$833.33 x (No of Units = \$1,666.66

\$339.00 x (No of Units) = \$678.00

Total CEACA contribution = \$2,344.66

### CEACA Budget 2018/2019 Notes

Note	Account No	Account Description	2017/2018 Budget (Amended)	Proposed Budget 2018/2019	Details
A	0500	General Subscriptions	110,000	220,000	This is a general subscription of \$20,000 for each foundation member. The amount in 2017/2018 was \$14,000 per member. The CEACA Executive decided to combine the general subscription and projects and consultancy subscription into a single

					amount. Item C (a/c 0519) is now \$0
B	0575	Bank interest	900	800	Interest received on bank accounts
C	0519	Project and Consultancy Fund	44,000	0	See under note A
1	1716	Chair Meeting Fees	28,000	36,000	Remuneration for the Chair which is paid monthly.
2	1717	Chair Travel and Accommodation	3,500	3000	Travel and accommodation for the Chair This allows accommodation and travel for the Chair for six in-person meetings in either Merredin or Nungarin (Accommodation \$220 x 6 and 560km x 6). The travel however has been reduced recognising that in the main the Chair is likely to travel with the Executive Officer.
3	1715	Chair - Other	500	1000	This provides for incidental expenses that the Chair may incur.
4		Chair Training	0	1000	This provides for any training that the Chair may require.
5	1719		75,400	83,000	This amount is linked to the contract discussions that the Executive Committee is currently having with BHW Consulting in respect to the provision of Executive Officer Services. This amount acknowledges the increased work required to undertake the role of Executive Officer now that the project is transitioning into the operational phase of the CEACA Seniors Housing Project and leading into the appointment of a CEO for CEACA. Work to be undertaken also includes:

					<ul style="list-style-type: none"> <li>▪ Assisting the CEACA Chair, CEACA's Executive Committee and the CEACA Committee as a whole;</li> <li>▪ The day to day financial management of CEACA, including CEACA has all appropriate insurances;</li> <li>▪ Ensuring CEACA meets all its obligations under the <i>Associations Incorporation Act 2015</i>;</li> <li>▪ Assisting CEACA in the development of its foundation Strategic Plan;</li> <li>▪ Assisting CEACA in fulfilling its commitments as defined in the Financial Assistance Agreements (FAAs) for the CEACA Seniors Housing Project;</li> <li>▪ Assisting CEACA in the development of policies to cover CEACA' housing once constructed;</li> <li>▪ Assist CEACA in the development of the management arm of CEACA, initially for CEACA's housing but then any additional housing</li> </ul>
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					<p>CEACA's Member Councils wish to be managed by CEACA as has been previously discussed by CEACA and information around this included in the development of a management model;</p> <ul style="list-style-type: none"> <li>▪ Research associated with the implementation of further planks of the Verso Report, including finding funding to undertake the research into a review of the delivery of aged care services for the residents of CEACA's aged housing;</li> <li>▪ Assist CEACA in attracting funding for CEACA related Projects;</li> <li>▪ Assist CEACA with ongoing advocacy around CEACA and its related activities; and</li> <li>▪ Assist CEACA with any other work that may arise during 2018/2019.</li> </ul> <p>The amount is calculated on an hourly rate of \$75 for 20 hours per week as a fixed amount paid monthly (estimated 86.5 hours per calendar month). In support of this allocation the average hours worked for</p>
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					the period 1 July 2017 to 31 December 2017 was 88 per calendar month. In addition, this allocation also includes an estimated \$5,000 for the June 2018 Professional Services claim which will be paid after the 1 July 2018.
6	1720	Executive Officer – Travel and Accommodation	5,500	4,800	Travel and accommodation for the EO. This allows accommodation and travel for the EO for six in-person meetings in either Merredin or Nungarin (Accommodation \$220 x 6 and 560km x 6). The travel however has been reduced recognising that in the main the Chair may travel with the Executive Officer and as such the costs are allocated across the two accounts. In addition, an allowance has been made for visits to Dowerin Field Day and other activities within the CEACA Shires.
7		Executive Officer – Technology and Administration Charge	0	2000	This is a new allocation. Previously this cost was included in the Professional Officer Services allocation however it was felt that it should have a separate allocation. The allocation will cover telephone and internet cost incurred by BHW Consulting in undertaking the Executive Officer role and is calculated as 2.5% of the monthly remuneration.
8	1721	Executive Officer – Office Expenses	1,000	1000	This allocation covers expenditure such as office stationery, printing and, postage associated with the operation of CEACA.

9	1722	Executive Officer - Other	400	500	This provides for incidental expenses that the EO may incur.
10		Executive Officer Training -	1,000	1,000	The allocation enables the EO to undertake appropriate training.
11	1723	Financial Services Accounting Fees	4,000	4,500	Cost of CEACA accounting support services. The allocation includes the cost of using Xero Accounting (monthly Xero access fee of \$38.64) system to enable easier reporting of the contractor's payments to the ATO. Up to Date Accounting continue to be used to provide the accounting service. The number of transactions has increased considerably during the first 7 months of the financial year.
12	1724	Bank Fees	100	100	This allocation allows for any costs associated with managing the bank account.
13	1725	Financial Services – Audit Fees	800	2,500	Cost of conducting the 2017/2018 Audit. With the increasing number of transactions and ATO reporting requirements it is anticipated that the cost of the 2017/2018 audit will increase. The allocation is based on similar size organisation that BHW Consulting provides support.
14	1726	Committee Meeting Expenses – Catering and Venue Hire	3,500	4,000	Cost of catering for various meetings. This amount is based on catering for 4 in-person Committee Meetings (\$25 per head x 30 people x 4 meetings) and 3 in-person Executive Committee Meetings (\$25 per head x 6 people x 3



					meetings) together with venue hire.
15	1727	Committee Meeting Expenses - Teleconference	1,950	2,000	Cost of teleconferences. The number of meetings held via teleconference has increased considerably during the past 6 months. It is not expected the same level of meetings will occur during 2018/2019 however the allocation allows for a reasonable number of meetings.
16	1728	Committee - Legal Expenses	55,000	20,000	This allocation includes an amount for legal expenses that may arise during the year. Whilst 2017/2018 was extraordinary set of circumstances it is felt that a reasonable amount should be included to allow legal advice when required.
17	1718	Committee Training Expenses	0	3,000	Training expenses provides the opportunity for Committee Members to undertake appropriate training.
18	1755	Committee - Insurance	5,550	10,000	Cost of insurance for CEACA including public liability, professional indemnity and directors and officers insurance. In addition, with the development of a website and public web presence CEACA requires to also have cyber insurance. It also provides insurance in respect to "hacking" of CEACA information system. The allocations include the estimated cost of Office Package \$600, Voluntary Workers Cover \$550 and Management Liability \$4,500.
19	1844	Committee - Governance	500	500	An allocation to cover incidental governance costs

		Other			with the Committee and Executive Committee
20	1738	IT - Costs Office 365 Implementation and Management	2,500	2,500	Cost of managing IT Services for CEACA. Costs incurred include monthly license fee of \$20.00 and technical service where any technical difficulties may arise.
21		Facebook Account Set up and Management	4,500	3,500	Cost of managing the Facebook Account for CEACA by Market Creations. This includes an allocation of \$260 per month for management of the site.
22	1850	CEACA Website Setup and Content Management	9,600	4,000	Cost of managing the CEACA Website Account for CEACA by Market Creations. Includes an allocation for annual host fee of \$600, domain registration \$90.
23		Newsletter Design 4pp A4 Template	0	0	This newsletter will not be produced in 2018/2019
24	1840	Consultancy General	2,000	5,000	This is an account to cover any general consultancy that may be required by CEACA during the year. The previous expenditure related to data research for presentation to the Minister in support of the case for the funding.
25	1841	Business Case Consultancy	0	15,000	Expenditure to assist CEACA develop any business case(s) for future services.
26	1842	CEACA Funding Opportunities		0	It was intended to allocate an amount of \$20,000 to pursue potential funding opportunities that may arise during the year, however during the budget deliberations it was determined to delete the allocation.

27	1843	CEACA Advocacy	1,500	4,000	This is an account to enable CEACA to undertake any advocacy work. An example is the cost of engaging a PR firm to assist in gaining access to Minister in regard to CEACA Housing Project.
28		Management of Housing Loss 2018/2019		6,000	Based on advice from Access Housing on the CEACA Service Delivery Business Case it is likely that during the 2018/2019 year some houses will be occupied and the overall loss is estimated at \$11,330. The sum of \$6,000 is a provision to meet CEACA's share of any loss.

### Consultation

Chief Executive Officer  
CEACA Executive  
CEACE Committee

### Officer Recommendation and Council Decision

Moved Cr Della Bosca/Seconded Cr Guerini

That Council:

1. Include \$20,000 CEACA 2018/2019 membership fee in the Council's 2018/2019 Budget.
2. Include the additional \$833.33 per unit being \$1,666.66 to cover the reimbursement of funds to the Shire's of Bruce Rock, Kellerberrin and Merredin for the overpayment of 1 unit per Council in Council's 2018/2019 Budget.
3. Include the additional \$339 per unit being \$678.00 to balance the construction budget for the CEACA Project in Council's 2018/2019 Budget.

Carried ( 6/0 )

## 5. Officers Report – Chief Executive Officer

### 5.4 Governance Policy-Council Forum/Briefing Sessions

<b>File Reference</b>	<b>2.3.3.2</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Simple Majority</b>
<b>Attachments</b>	<b>Policy 1.11</b>

#### Purpose of Report

The purpose of this item is for Council to adopt a policy for the holding of Forum/Briefing Sessions.

#### Background

Councillors have expressed support for continuing to hold a Forum/Briefing session before each Ordinary meeting of Council. As far as can be ascertained there are no forum procedures/guidelines documented. The Department of Local Government produced operational guidelines for Council Forums some time ago, these guidelines have been referenced when preparing the draft policy.

#### Comment

It is emphasised that the prepared policy is a draft only and Council can make changes if required. Any changes however should not compromise transparency and accountability in the decision making process. The guidelines proposed are as follows;

#### Forum Procedure

- Forum to be held each month prior to the Ordinary Council Meeting commencing 3.30pm
- Forums to be attended by Councillors, the Chief Executive Officer, Consultants and other senior staff.
- Forums shall include discussion on items included on the next Ordinary Council Meeting Agenda, issues that may result in Agenda items for future Ordinary Council Meetings, concept items and questions/discussions on the Councillors Information Bulletin/Status Report.
- The CEO will ensure timely written notice and the Agenda for each forum is provided to all members.
- Forum papers should be distributed to members at least three days prior to the meeting.
- The President is to be the presiding member at all forums.
- Elected members, employees, consultants and other participants shall disclose their financial and conflicts of Interest in matters to be discussed.
- Interests are to be disclosed in accordance with the provisions of the Act as they apply to Ordinary Council Meetings.

- A record should be kept of all Forums. As no decisions will be made, the record need only be a general record of items covered but should record disclosures of interest with appropriate departures/returns.

#### **Statutory Environment**

Nil

#### **Strategic Implications**

New Policy

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **Officer Recommendation and Council Decision**

**Move Cr Close/Seconded Cr Nolan**

**That draft Policy No 1.11 – Council Forums/Briefing Sessions, identified as attachment 6, be adopted.**

**Carried (6/0)**

## 5 Officers Report – Chief Executive Officer

### 5.5 Draft Corporate Business Plan

<b>File Reference</b>	<b>1.1.12.4</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Absolute Majority</b>
<b>Attachments</b>	<b>Draft CBP-to be tabled at the meeting.</b>

#### Purpose of Report

The purpose of this report is for Council to consider and adopt the Shire of Yilgarn Corporate Business Plan, as reviewed.

#### Background

The current CBP was adopted by Council in June, 2013 and expired on 30 June, 2017.

The Council has been working towards preparing a new CBP and has been keen to complete the task in-house rather than engage consultants.

In September, 2017 Council considered a draft CBP, prepared by the then Chief Executive Office with input from other staff and resolved as follows:

***That Council:***

- ***Agree that the current Corporate Business Plan, as adopted in June 2013 and reviewed in 2015, remain in place until a new Corporate Business Plan is adopted,***
- ***Acknowledge the status of the new draft Corporate Business Plan completed in-house and as attached,***
- ***Agree that the new CEO be responsible to work with the new Council to finalise a new Corporate Business Plan to replace the current Corporate Business Plan.***

#### Comment

As Council is aware another Acting CEO will commence on Monday 9 April, 2018, for a period of seven months. To defer adoption of the CBP until a permanent CEO is appointed does not achieve compliance with the relevant legislation. Under the circumstances it is recommended that Council adopt the attached CBP, which has been previously considered by Council and accepted as uncompleted. The CBP has been reviewed and updated by the current Acting CEO. The review did not result in any major changes as the content included by the CEO of the time not only satisfied the statutory requirements but also addressed the community aspirations reflected in the Community Strategic Plan.

It should be noted that following the four yearly review of the Strategic Community Plan there was no significant change in direction, capital works or service delivery levels put

forward by the community therefore ongoing operations, level of service etc over the next four years will be similar to today and the draft CBP reflects this.

It is a requirement to review the Long Term Financial Plan however whilst no significant change to the LTFP is anticipated, in terms of expenditure and income going forward the LTFP cannot be reviewed until such time as the Asset Management Plan is completed. The Asset Management Plan may be completed by mid June and the LTFP can be reviewed and updated at that time.

## **Statutory Environment**

### **Local Government (Administration) Regulations**

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
  - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
  - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
  - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.  
\*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

## **Strategic Implications**

Contained within the Corporate Business Plan.

## **Policy Implications**

Nil

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**Financial Implications**

Nil

**Officer Recommendation and Council Decision**

**Moved Cr Nolan/Seconded Cr Guerini**

**The Shire of Yilgarn Corporate Business Plan 2018/2019 to 2021/2022, identified as attachment 7 be adopted.**

**Carried (6/0)**



## 5 Officers Report – Chief Executive Officer

### 5.6 Panel Tender Pre – Qualified Suppliers

<b>File Reference</b>	<b>6.8.1.1</b>
<b>Disclosure of Interest</b>	<b>None</b>
<b>Voting Requirements</b>	<b>Simple Majority for Officer Recommendations 1 and 2 Absolute Majority for Officer Recommendation 3</b>
<b>Attachments</b>	<b>None</b>

#### Purpose of Report

The purpose of this report is for Council to consider the establishment of a Panel of Pre – Qualified suppliers for goods and services and if resolved to establish a Panel, authorise unbudgeted expenditure to engage WALGA to undertake the Tender process.

#### Background

As of 1 October, 2015 amendments to the Local Government ( Functions and General ) Regulations, 1996 regarding purchasing and tendering practices have taken effect. One of the amendments enables councils to create a Panel Tender for Pre – Qualified Suppliers. In order to establish a Panel Council must first adopt a policy for same. The relevant policy forms part of the new Purchasing Policy to be considered at this meeting.

#### Comment

Given the extensive use of contractors by the Shire of Yilgarn, particularly earth moving, plumbing, electrical and automotive supplies contractors, it would be appropriate for Council to establish a Panel of Pre – Qualified Suppliers so as to comply with the tender regulations and the Local Government Act, 1995.

It is recommended that WALGA Procurement Services be engaged to undertake the tender process necessary to progress the establishment of a Panel of Pre – Qualified Suppliers, specifically for earthmoving plant, equipment and contractors, plumbing services, electrical services and automotive supplies.

There is no limit on how long a Panel can be established for, however, a contract with Panel members cannot exceed twelve months, in other words prices, hourly rates and whatever other criteria council sets through the Panel establishment process will have to be provided by the Panel members on a yearly basis.

#### Statutory Environment

Local Government Act, 1995, s7.4 (D) - Tenders for providing goods and services.  
Local Government ( Functions and General ) Regulations, Division 3, Reg 24AA to Reg 24AJ.

### **Strategic Implications**

Good Governance

### **Policy Implications**

Draft Policy 3.5 – Tendering and Purchasing

### **Financial Implications**

Based on a quote obtained from WALGA the Tender process, including preparation of tender documents, advertising, receipt of tenders and assessment of same, will cost approximately \$20,000.

This is an unbudgeted item therefore authorisation of the expenditure is required, by absolute majority decision.

### **Officer Recommendation ( 1 )**

That a Panel of Pre-Qualified Suppliers, for the provision of earthmoving plant, equipment and contractor services, plumbing services, electrical services and automotive supplies, be established for a period of three ( 3 ) years.

### **Officer Recommendation ( 2 )**

That the Western Australian Local Government Association be engaged to undertake the tender process for the establishment of a Panel of Pre-Qualified Suppliers of goods and services, specifically earthmoving plant, equipment and contractors, plumbing services, electrical services and automotive supplies.

### **Officer Recommendation ( 3 )**

That unbudgeted expenditure of up to \$20,000 be authorised for the tender process for the establishment of a Panel of Pre-Qualified Suppliers of goods and services.

### **Council Decision**

**Moved Cr Della Bosca/Seconded Cr Nolan**

**That this item be deferred to the April, 2018, council meeting to provide Councillors additional time to consider the draft policy.**

**Carried (6/0)**

## 6 Closure

As there was no further business to discuss, the Presiding Member declared the meeting closed at **5.20pm**