

NOVEMBER AGENDA 2017

TABLE OF CONTENTS

Item No	Description	Page No
1.	DECLARATION OF OPENING & ANNOUNCEMENT OF VISITORS	1
2.	RECORD OF ATTENDANCE/APOLOGIES & APPROVED LEAVE OF ABSENCE	1
	2.1 Members on Leave of Absence	
	2.2 Apologies	1
3.	DECLARATION OF: <ul style="list-style-type: none"> • FINANCIAL INTEREST • MEMBERS IMPARTIALITY INTEREST • PROXIMITY INTEREST 	
4.	PUBLIC QUESTION TIME	1
5.	APPLICATION FOR MEMBERS FOR LEAVE OF ABSENCE	2
6.	CONFIRMATION and RECEIVING OF MINUTES/BUSINESS ARISING	
	6.1 Ordinary Meeting of Council held Wednesday 25 October 2017	2
7.	ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION	2
8.	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	2
9.	OFFICERS REPORTS	
	9.1.1 Monthly Financial Reports to 31 October 2017	3
	9.1.2 Schedule of Accounts Paid to 31 October 2017	4
	9.1.3 Solar PV System Quotes	5
	9.1.4 Tender for Pingrup Sports Pavilion Modifications	7
	9.1.5 Local Government Act Review	9
10.	ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	11
11.	NEW BUSINESS OF AN URGENT NATURE AGREED TO BY RESOLUTION OF COUNCIL.	11

12.	INFORMATION BULLETIN	11
	Information Bulletin of October 2017.	
	<ol style="list-style-type: none"> 1. Inwards Correspondence Listing 2. Action List 3. CEO's Report 4. DCEO's Report 5. Works Manager's Report 6. Nyabing Gardener's Report 7. Pingrup Gardener's Report 8. Road Maintenance and Plant Report 9. Mechanic's Report 10. Building Report 11. Building Surveyor Report 12. Minutes of Hidden Treasures Meeting 13. Application of Common Seal 14. Advice of Sale Summary 15. CESH Summary 16. Occupational Safety & Health Committee Meeting Minutes 17. Landcare Report 18. Councillor Correspondence 	
13.	MATTERS BEHIND CLOSED DOORS	11
14	MEETING CLOSURE	11

9.1.1 MONTHLY FINANCIAL REPORTS TO 31 OCTOBER 2017

DATE:	8 November 2017
SUBJECT:	Monthly Financial Reports to 31 October 2017
PROPONENT:	N/A
LOCATION:	Whole of the Shire
AUTHOR:	Michelle Bamess –Deputy Chief Executive Officer
REPORTING OFFICER:	Michelle Bamess –Deputy Chief Executive Officer
FILE NO:	FIN30.20
ASSESSMENT NO:	N/A

PURPOSE

In accordance with the Local Government (Financial Management) Regulations 1996, to follow is the presentation of the Monthly Financial Reports to Council.

BACKGROUND

Monthly Financial Reports are to be presented to Council and are to be received by Council resolution.

STATUTORY IMPLICATIONS

Local Government Act 1995 – Section 6.4

Local Government (Financial Management) Regulations 1996 – Clause 34 and 35

POLICY IMPLICATIONS

Policy 4.1 Accounting Policies

Objective: To provide the basis for Council's accounting concepts and reporting guidelines.
To maintain accounting reporting procedures which comply with Statutory Requirements and to demonstrate Council's financial position.

FINANCIAL IMPLICATIONS

Ongoing management of Council funds

STRATEGIC IMPLICATIONS

This matter is not dealt with in the Shire of Kent Community Strategic Plan.

COMMENT

The Monthly Financial Reports as presented indicate that Council continues to be in a sound financial position.

ATTACHMENTS

- Monthly Financial Reports to 31 October 2017 (including Statement of Financial Activities, Notes 3-11 and Budget Variances to 31 October 2017)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the following Monthly Financial Reports be received by Council:

- Monthly Financial Reports to 31 October 2017

9.1.2 SCHEDULE OF ACCOUNTS PAID TO 31 OCTOBER 2017

DATE:	8 November 2017
SUBJECT:	Schedule of Accounts Paid
PROPONENT:	N/A
LOCATION:	Whole of the Shire
AUTHOR:	Michelle Bamess – Deputy Chief Executive Officer
REPORTING OFFICER:	Michelle Bamess – Deputy Chief Executive Officer
FILE NO:	N/A
ASSESSMENT NO:	N/A

FUND VOUCHERS AMOUNT

Municipal Fund	\$319,479.74
Trust Fund	\$400.00
Direct Debits	\$131,631.53
Spoiled Cheques	
Cancelled Cheques	

ATTACHMENTS

Schedule of Accounts submitted 22 November 2017.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That vouchers from the Municipal Fund and Trust Fund as detailed, be approved by Council:

Municipal Fund	\$319,479.74
Trust Fund	\$400.00
Direct Debits	\$131,631.53
TOTAL	\$451,511.27

9.1.3 SOLAR PV SYSTEM QUOTATIONS

DATE:	13 November 2017
SUBJECT:	Solar PV System Quotes
PROPONENT:	N/A
LOCATION:	Admin Building and Work Depot Nyabing
AUTHOR:	Michelle Bamess –Deputy Chief Executive Officer
REPORTING OFFICER:	Michelle Bamess –Deputy Chief Executive Officer
FILE NO:	FIN30.20
ASSESSMENT NO:	N/A

PURPOSE:

To seek Council consideration and decision as a result of updated quotations received for the installation of a solar PV system to both the Nyabing Administration building and Nyabing Works Depot.

BACKGROUND:

Council approved provision of funds in its 2017/2018 Budget for the installation of a solar PV system to both the Nyabing Administration building and Nyabing Works Depot.

Updated quotes from Perth Solar Force and Solargain were requested once the Budget was adopted due the original quotes being provided at the beginning of the year.

As one of the updated quotes returned was higher than the budgeted amount and the other updated quote remained within budget constraints, a third quote was sought for comparison. Albany Solar provided the third quote which was also considerably higher than the amount budgeted for.

Research into the companies did not provide any particular reason for the reason for the discrepancies in quotations. All provided the same guarantees and warranties. All quoted for similar panels, although one company quoted for a 12.5kW inverter while the other two quoted for the supply of a 15kW inverter. Online reviews showed that the cheapest quoting company provided a satisfactory level of service to customers with a rating of 4.5 /5 from 62 reviews.

STATUTORY IMPLICATIONS

Local Government Act (1995)

POLICY IMPLICATIONS

The Council has no specific policy regarding this matter.

FINANCIAL IMPLICATIONS

Council have adopted the 2017/2018 Budget with the provision of funds provided for the Administration Building of \$22,000 and the Nyabing Depot of \$16,000. Council are to account for any additional funding required for this project within the Budget review.

STRATEGIC IMPLICATIONS

This matter is not dealt with in the Shire of Kent Community Strategic Plan.

COMMENT:

Council to determine which provider will company to award the works to.

ATTACHMENTS

Quotes from:

- Perth Solar Force
- Solargain
- Albany Solar
- Spreadsheet showing comparisons between quotes

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Council:

Award the project for the installation of a solar PV system to both the Nyabing Administration building and the Nyabing Works Depot to Perth Solar Force, Solargain, Albany Solar as per their quote and that any additional expense (if required) be considered as part of the 2017/18 Budget Review.

9.1.4 TENDER FOR PINGRUP SPORTS PAVILION MODIFICATIONS

DATE:	31 October 2017
PROPONENT:	N/A
LOCATION:	Pingrup Sports Pavilion
SUBJECT:	Tender – Pingrup Pavilion Modifications
AUTHOR:	Christie Smith – Executive Assistant
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	111.2.2
ASSESSMENT NO:	N/A

PURPOSE

Council to accept the recommended tenderer from information received for the Pingrup Sports Pavilion modifications from H & H Architects.

BACKGROUND

The tender process for the Pingrup Sports Pavilion modifications was managed by H + H Architects in Albany.

Tenders for the project closed on 25 October 2017 with two tenders being received. The two tenders received were as follows (all tender sums *exclude* GST):

Smith Constructions	\$420,974.00
Solutions4Building	\$558,022.51

STATUTORY IMPLICATIONS

Local Government Act 1995 (Section 3.57)

Local Government (Functions and General) Regulations 1996 (Division 2)

POLICY IMPLICATIONS

The Council has no specific policy regarding this matter.

FINANCIAL IMPLICATIONS

Council has made provision for expenditure of \$550,000 in the 2017-2018 Budget for the modifications to the Pingrup Sports Pavilion.

An amount of \$119,400 income was received in the 16/17 financial year which was the first milestone payment received from the Great Southern Development Commission (GSDC), the remaining \$30,600 of the \$150,000 grant funding will be paid in January 2018.

The funding contribution of \$70,000 from CSRFF and also \$130,000 from Pingrup Ground Improvement Committee/Pingrup Race Club will also be expected within this financial year.

STRATEGIC IMPLICATIONS

This matter is not dealt with in the Shire of Kent Community Strategic Plan.

COMMENT

The advertised tender was based on the original schematic drawings with some minor additional items/changes included to the design scope since the original preparation.

At \$420,974 (GST ex), Smith Constructions tender price was the lowest which was approximately 20% less than the second tender price. The tender was assessed by H + H Architects on qualitative criteria comprising of relevant project experience, personnel and experience, resources and demonstrated understanding. Smith Constructions' tender submission scored very highly in these areas.

Smith Constructions have 45 years' experience in the commercial, industrial and residential sector and are based in Albany and Bunbury.

H + H Architects have previous experience in working with this company and from the tenders received have recommended Smith Constructions as the contractor for the Pingrup Sports Pavilion modifications.

A copy of the full specifications of the tender will be tabled at the council meeting for Councillor's perusal if required.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Council:

Accept the tender received from Smith Constructions for an amount of \$420,974 (Ex GST) for the modifications to the Pingrup Sports Pavilion, as recommended by project managers H + H Architects.

9.1.5 LOCAL GOVERNMENT ACT REVIEW

DATE:	15 November 2017
PROPONENT:	DLGSPi
LOCATION:	N/A
SUBJECT:	Local Government Act Review – Phase 1
AUTHOR:	Peter Bentley - Chief Executive Officer
REPORTING OFFICER:	Peter Bentley - Chief Executive Officer
FILE NO:	N/A
ASSESSMENT NO:	N/A

PURPOSE

Council to consider what issues it may wish to comment on in relation to the proposed review of the Local Government Act (2005)

BACKGROUND

The Department of Local Government, Sport and Cultural Industries has announced a review of the Act and released a consultation paper at the LGPro Conference last week. The Act has been in force since 1995 and has had few modifications during that time beyond gift provisions, reporting and the odd bits here and there.

STATUTORY IMPLICATIONS

Local Government Act (1995)

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This matter is not dealt with in the Shire of Kent Community Strategic Plan

COMMENT

The consultation paper is some 130 pages in length and represents phase one of the proposed review. The issues to be covered are as follow;

- Councillor/Administration relationships
- Training for Councillors and required competencies
- Elected Member behaviour
- Local Government Administration including;
 - Recruitment and selection of CEO, whether by council, by PSC or on advice of PSC by Council
 - CEO performance review by PSC, by Council, or a combination of both or another third party
 - Acting CEO's and their selection
 - Extension/termination of CEO Contracts before of after LG elections
 - Public expectations of staff performance.

- Supporting Local Governments in challenging times
- Movement between state and local government employment – making it easier
- Gifts
- Access to information – Public notice, information available for public inspection, and expanding the information provided
- Red Tape Reduction – assessing the regulatory burden on LG, defining what red tape is, measuring red tape, potential reductions in red tape, Related Party exemptions and disposal of property.
- Regional Subsidiaries.

Submissions close 9 February 2018 however Council should be aware that submissions need to be detailed and as such will take some time to complete if a credible case is to be put on its behalf.

ATTACHMENTS

Phase 1 Consultation Paper (Under Separate Cover)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Council review the attached consultation paper and provide comment to the CEO with regard to what submission if any it would like to be made to the review by the CEO.

10. **ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
11. **NEW BUSINESS OF AN URGENT NATURE AGREED TO BY RESOLUTION OF COUNCIL**
12. **INFORMATION BULLETIN**
13. **MATTERS BEHIND CLOSED DOORS**

That the meeting be closed to the public in accordance with section 5.23 Local Government Act 1995, 5.5.23(2))

- Matters affecting employee(s)
- Personal affairs of any person(s), including financial and/or commercial Contracts
- Commercial Confidentiality
- Legal advice/matters
- Public safety/security matters where public knowledge may be prejudicial.

14. **MEETING CLOSED**