

Ordinary Council Meeting Minutes

Date: 15 September 2010

Please Note: These minutes and the decisions recorded therein have not as yet been confirmed by Council as a true and accurate record of the meeting.

The Shire of Moora Vision and Mission Statement

Vision

Our vision is that:

The Moora region will be a place of brilliant opportunity over the next twenty years. Sustainable growth will result in a vibrant, healthy, wealthy and diverse community.

Mission

Our mission is:

To identify and stimulate growth through creative leadership and a willingness to get things done.

SHIRE OF MOORA MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE WATHEROO PAVILION, WATHEROO I5 SEPTEMBER 2010

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I. DECLARATION OF OPENING & WELCOME OF VISITORS

The Shire President declared the meeting open at 6.35pm, welcomed visitors and announced:

"Acknowledgment of Country"

I would like to show my respect and acknowledge to the traditional owners of this land and acknowledge their contribution to the Shire of Moora as I do for all its people.

2. DISCLAIMER READING

The Shire President read the following disclaimer:

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

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

3. ATTENDANCE

SA Bryan	-	Shire President
CE Gardiner	-	Councillor
SJ Pond	-	Councillor
AR Tonkin	-	Councillor
CD Hawkins	-	Councillor
R Keamy	-	Councillor
OC Cocking	-	Councillor
DV Clydesdale-Gebert	-	Councillor
JW McLagan	-	Councillor
LM O'Reilly	-	Chief Executive Officer
R L McCall	-	Manager Economic & Community Development
JL Greay	-	Manager Engineering Services
L J Parola	-	Manager Finance & Corporate Services
E Ross	-	Manager Health, Building & Planning Services

APOLOGIES:

Nil

PUBLIC:

Mr Richard Crombie Mr Brent Millsteed Mr Bruce Crossley Mr Gary Reed Mrs Jan Millsteed Mr John Barber Mrs Noelene Reed Mrs Meredith Crossley Mrs Lyn Barber

4. DECLARATIONS OF INTEREST

5. QUESTIONS BY THE PUBLIC IN ACCORDANCE WITH SECTION 5.24 OF THE ACT

Mr Richard Crombie

With regards to the Lifestyle Village – a fair bit of money has been spent, how's the revenue stream going? When is it budgeted to start paying for itself?

Shire President

Lifestyle Village – up and running currently 8 residents, hoping for 14 but they didn't come to Moora. Hoping it will increase, we've had 2 recent enquiries in the last fortnight. Borrowed a lot of money to set it up but when you were on Council we were looking at it. It is a short fall in the short term, however long term shouldn't be. The residents are all very happy from discussions had.

Mr Gary Reed

Was it supposed to break even to start with?

Shire President

Budgeted to break even after 5 years, that was based on 14-15 dwellings. Would have been over time up to 20 expected. We need 15 residents to break even and have been getting more interest.

Cr Pond

Is ours forever, in the long term its positive income.

Cr Clydesdale-Gebert

There have been more village closures in Perth which will only increase, and that should help fill the village here. Price of land in Perth has gone down due to the global financial crisis which had a negative impact on the relocation to the country due to development pressures. Inspected by Brendan Grylls recently and he predicts it will fill up soon.

Mr Crombie

Royalties for Regions – how does it work and where does the Shire sit with this? Do you have a set of guidelines?

Shire President

Shire of Moora got funding for a number of projects. Watheroo - footpaths, Miling - entertainment area, Coomberdale - toilets, Moora - reroofed the Childcare Centre.

Royalties for Regions – CLGIF, WDC and other Development Commissions are responsible for funding. We need to ensure that we are working regionally. Moora identified regional projects at forums and Cr Pond is our representative on the Avon Midland Zone and VROC. Four key projects considered for our region include:

- I. Regional Waste
- 2. Energy Wongan Hills substation
- 3. Aged care Moora beds
- 4. Road / Rail Infrastructure

\$1.2 million has been allocated to the CMVROC and we have to decide as a VROC what will be the agreed priorities. Today we spoke about which is the key priority for us and we have to have a business plan.

Mr Reed Shire debt and amalgamation?

Shire President

Amalgamations: The Shire put a submission to Minister Castrilli that we are focussed strongly on a regional view with there being 3 main centres – Moora / Dandaragan & Irwin, this was rejected. We now have to work more cooperatively with CLGIF for more opportunities for funding. Have to leave the door open with the regions. The towns will always be here however the Shire may not be.

Servicing shire debt: we are always mindful of debt and have good advocates on Council. As a group of Councillors consolidation is the key.

6. <u>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE</u>

Nil

7. <u>APPLICATIONS FOR LEAVE OF ABSENCE</u>

Nil

8. <u>PETITIONS AND MEMORIALS</u>

Nil

9. ANNOUNCEMENTS BY THE SHIRE PRESIDENT

- Recent Local Government Week 'Banners in the Terrace', Moora won the category of 'Best Secondary School' with their banner. Absolute tribute to the students from the high school.
- Advised that a letter had been received from the Central Midlands and Coastal Football Association thanking the Shire of Moora for their support and advising of the winners of each match on Grand Final day.

The President noted that the Premiers trophy had left the district again to Cervantes.

• Attended the WDC forum in Northam on the 8th September.

Cr Gardiner

Past briefing – as representative of Council is the Chair of the Committee on Ageing who presented a vision on Moora as the Centre of Excellence. He believed they were well listened to. Cynthia followed up in email.

10. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

10.1 ORDINARY COUNCIL MEETING - 18 AUGUST 2010

COUNCIL RESOLUTION

97/10 Moved Cr Pond, seconded Cr Tonkin that the Minutes of the Ordinary Meeting of Council held on 18 August 2010, be confirmed as a true and correct record of the meeting.

CARRIED	9/0

II. <u>REPORTS OF OFFICERS</u>

II.I ADMINISTRATION

II.I.I ASSET MANAGEMENT POLICY

REPORT DATE:27 August 2010OFFICER DISCLOSURE OF INTEREST:NilAUTHOR:Leanne Parola, Manager Finance & Corporate ServicesATTACHMENTS:Draft Asset Management Policy

PURPOSE OF REPORT

For Council to consider adopting the attached draft Asset Management Policy.

BACKGROUND

The Shire of Moora does not current have an Asset Management Policy, nor a long term financial plan which considers future financial implications of decisions made regarding the creation, maintenance, renewal, upgrade or disposal assets.

COMMENT

The Shire of Moora has commenced participation in the West Australian Asset Management Implementation Program. This program has been developed specifically for Western Australian local governments to provide a structure for them to assess their asset and financial planning maturity through guidance in the development of asset management policies, strategies and plans, in line with the National Framework for Asset and Financial Management.

A cross functional team has been established from staff within the Shire to progress the implementation of the program, and one of their first tasks has been to develop a draft Asset Management Policy for Council consideration.

The purpose of the policy is to ensure that services delivered by the Shire of Moora are done so in a sustainable manner, and how the Shire's assets will be managed, including the principles to be considered when making decisions.

POLICY REQUIREMENTS

Policy 10.5 – Policy Change and Review requires that new policies be made only by notice of motion or as a specific agenda item.

LEGISLATIVE REQUIREMENTS:

There currently are no legal requirements for local governments to adopt an asset management policy.

STRATEGIC IMPLICATIONS

The draft Asset Management Policy will have a major impact on the strategic decisions made by Council regarding its service provision, and management of assets. It will become one of the most important strategic policies the Shire has.

SUSTAINABILITY IMPLICATIONS

Environment

There are no known significant environmental implications associated with this proposal.

Economic

The draft Policy will have significant impact on the future sustainability of the Shire of Moora.

Social

The draft Policy will have significant impact on the future services of the Shire of Moora.

FINANCIAL IMPLICATIONS

There are no direct financial implications in adopting the policy, however the policy will directly influence financial decisions in the future.

VOTING REQUIREMENTS

Simple Majority Required

COUNCIL RESOLUTION (MANEX RECOMMENDATION)

98/10 Moved Cr Pond, seconded Cr Hawkins that Council adopts the proposed Asset Management Policy as attached.

CARRIED 9/0

11.1.2 STRATEGIC PLAN

FILE REFERENCE:PD/STP1REPORT DATE:9 September 2010OFFICER DISCLOSURE OF INTEREST: NilPREVIOUS MEETING REFERENCES: NilAUTHOR:Lynnette O'Reilly, Chief Executive OfficerATTACHMENTS:Draft 2010-2015 Community Strategic Plan

BACKGROUND

Councillors and managers participated in two workshops in April and July 2010 to review the Shire of Moora Strategic Plan.

The draft Strategic Plan is now presented to council for adoption.

COMMENT

The draft Strategic Plan has been kept as simple as possible and builds on to the work completed in the previous plan.

The Vision, mission, key values, customer service charter, and key result areas, are as suggested and confirmed through the workshops.

The five key result areas agreed upon in which council will focus its energies and investment are; assets and infrastructure, community and economic development, physical environment, regional co-operation and governance and management.

The strategic plan is supported by a number of documents outlined in the Strategic Planning, Governance and Implementation Structure which includes a Strategic Priorities Project Plan, 5 year Capital Project Plan and a 5 year Financial Plan.

It is proposed that the Strategic Plan be colour photocopied on quality paper and bound.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

BUDGET IMPLICATIONS

Copying costs only.

STRATEGIC IMPLICATIONS

The Strategic Plan is important as it conveys the visions and mission for the Shire of Moora and describes what council is aiming to achieve for the Moora district.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION (MANEX RECOMMENDATION)

99/10 Moved Cr Hawkins, seconded Cr Clydesdale-Gebert that council adopt the draft 2010 – 2015 Community Strategic Plan for the Shire of Moora as presented.

CARRIED 9/0

11.2 FINANCIAL DEVELOPMENT

11.2.1 LIST OF PAYMENTS AUTHORISED UNDER DELEGATION 1.31

REPORT DATE:4 September 2010OFFICER DISCLOSURE OF INTEREST:NilAUTHOR:Leanne Parola, Manager Finance & Corporate ServicesATTACHMENTS:Accounts Paid Under Delegated Authority

PURPOSE OF REPORT

Payments have been made under delegated authority and a listing of these payments is attached for Council to note and endorse.

BACKGROUND

At the December 2005 Ordinary Meeting of Council resolution 276/2005 delegated the authority of payments from Municipal and Trust Funds to the Chief Executive Officer.

COMMENT

Accounts Paid under delegated authority are periodically presented to Council.

POLICY REQUIREMENTS

Delegation 1.31 – Payments from Municipal and Trust Funds.

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995 - Section 6.10 Local Government (Financial Management) Regulations 1996 – Regulations 12 & 13.

STRATEGIC IMPLICATIONS

There are no known strategic implications associated with this proposal.

SUSTAINABILITY IMPLICATIONS

Environment

There are no known significant environmental implications associated with this proposal.

> Economic

There are no known significant economic implications associated with this proposal.

Social

There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

Payments are in accordance with the adopted budget.

VOTING REQUIREMENTS

Simple Majority Required

COUNCIL RESOLUTION (MANEX RECOMMENDATION)

100/10Moved Cr Hawkins, seconded Cr Cocking that Council notes and endorses the Payments from the Municipal and Trust Funds made under delegation 1.31

Municipal Fund	Cheques 59973 to 60018	\$92,117.42
-	Credit Card Expenditure	9,109.92
	EFT 4829 to 4955	263,338.02
	Net Pays PPE 18/8/10	79,956.83
	Net Pays PPE 1/9/10	101,816.47
Trust Fund	Cheques 4610 to 4620	<u>994.50</u>
Total		\$547,333.16

CARRIED 9/0

11.2.2 STATEMENT OF FINANCIAL ACTIVITY FOR PERIOD ENDED 31 AUGUST 2010

REPORT DATE:4 September 2010OFFICER DISCLOSURE OF INTEREST:NilPREVIOUS MEETING REFERENCES:NilAUTHOR:Leanne Parola, Manager Finance & Corporate ServicesATTACHMENTS:Statement of Financial Activity for the Period Ended
31 August 2010

PURPOSE OF REPORT:

To note and receive the Statement of Financial Activity for the period ended 31 August 2010.

BACKGROUND:

Council is provided with monthly financial reports to enable monitoring of revenues and expenditures against the adopted budget.

COMMENT:

A new format for the monthly reports is being trialled to provide more detailed information to Councillors and the community. The report includes a Statement of Financial Activity by Nature or Type and by Program, a copy of the significant accounting policies adopted by Council in the budget and more specific information including graphs, net funding position, cash and investments, major variances, budget amendments, receivables, grants and contributions, cash backed reserves, capital disposals and acquisitions and trust items.

POLICY REQUIREMENTS:

Council has adopted accounting policies which are shown in the attached report.

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995, Section 6.4 Local Government (Financial Management) Regulations 1996, Clause 34

STRATEGIC IMPLICATIONS:

Monitoring of actual revenues and expenditures against the adopted budget assists Council in being informed as to the financial health of the organisation.

SUSTAINABILITY IMPLICATIONS:

Environment

There are no known significant environmental implications associated with this proposal.

Economic

There are no known significant economic implications associated with this proposal.

Social

There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS:

Year to date income and expenditure is provided by program to enable comparison to 2010/11 adopted budget.

VOTING REQUIREMENTS

Simple Majority Required

COUNCIL RESOLUTION (MANEX RECOMMENDATION)

101/10Moved Cr Tonkin, seconded Cr Hawkins that Council notes and receives the Statement of Financial Activity for the period ended 31 August 2010.

CARRIED 9/0

11.2.3 BUDGET VARIATIONS

REPORT DATE:4 September 2010**OFFICER DISCLOSURE OF INTEREST:**Nil**AUTHOR:**Leanne Parola, Manager Finance & Corporate Services**ATTACHMENTS:**Nil

PURPOSE OF REPORT

For Council to consider variations to the budget for unanticipated income and expenditure.

BACKGROUND

A grant has been received to install equipment at the Moora Community Park, the income and expenditure were not included in the budget.

Historically, when unexpected capital expenditure is required for the maintenance of Council buildings, it has been recorded as part of the maintenance expense of a building, however this means that maintenance costs are over reported, and capital expenditure is not recognised.

COMMENT

A grant of \$9,588 has been received to install gym equipment at the Moora Community Park. It is anticipated that the expenditure for the purchase and installation of the equipment will be \$10,500. Savings have been identified in the swimming pool filtration upgrade to offset the cost to Council to accommodate its contribution.

The hot water system of the dwelling at 44 Melbourne Street was damaged and needed to be replaced. As there was no capital budget for renewal of staff housing, the expenditure has been put in the housing maintenance budget. A budget variation is recommended to create a new capital account, to be offset by a reduction in the housing maintenance budget.

POLICY REQUIREMENTS Nil

LEGISLATIVE REQUIREMENTS:

Nil

STRATEGIC IMPLICATIONS

The Shire is participating in the Western Australian Asset Management Improvement Program (WAAMI) with the Shires of Victoria Plains and Chittering with the aim to better plan for the management of its assets.

One of the focuses of the program is to understand the gap between asset renewal and funding. By not properly accounting for capital expenditure in the past, the asset register has become incomplete, and an inaccurate assessment of asset renewal cannot be carried out. A number of changes will need to be carried out within the chart of accounts to better capture financial information relating to Council assets.

SUSTAINABILITY IMPLICATIONS

Environment

There are no known significant environmental implications associated with this proposal.

Economic

There are no known significant economic implications associated with this proposal.

Social

There are no known significant social implications associated with this proposal.

FINANCIAL IMPLICATIONS

Payments are in accordance with the adopted budget, however are currently showing as an operating expense, instead of capital.

VOTING REQUIREMENTS

Simple Majority Required

COUNCIL RESOLUTION (MANEX RECOMMENDATION)

102/10 Moved Cr Hawkins, seconded Cr Pond that Council approve the following budget variations:

Account	Current Budget	Amended Budget	Increase/ (Decrease)
43701 – Community Facilities Grant	0	(9,588)	(9,588)
33315 – Moora Community Park	0	10,500	10,500
33325 – Upgrade Pool Filtration System	18,500	17,588	(912)
12201 – Staff Housing Maintenance	18,000	13,190	(4,810)
32312 - Staff Housing - Renewal of Fittings	0	4,810	4,810
TOTAL	36,500	36,500	0

11.3 OPERATIONAL DEVELOPMENT

11.3.1 OLD GERALDTON ROAD REALIGNMENT

FILE REFERENCE:	S/ROAI		
REPORT DATE:	31 August 2010		
APPLICANT/PROPONENT: Shire of Moora			
OFFICER DISCLOSURE OF INTEREST: Nil			
PREVIOUS MEETING REFERENCES: Nil			
AUTHOR:	John Greay, Manager of Engineering Services		
ATTACHMENTS: Realignment Map			

PURPOSE OF REPORT:

Roadwork's on the Old Geraldton Road requires Councils confirmation / recommendation to the Western Australian Planning Commission for the realignment of the road through Mr Fred Hamilton's property for the purpose of road improvements.

BACKGROUND:

Whilst upgrading the Old Geraldton road – between Moora Miling and Berkshire Valley road – we engaged Mr Frank Rodda, licensed surveyor, to carry out centreline verification for us to ensure that the road was on the correct alignment.

COMMENT:

It was through these investigations that it was identified that the left hand bend, approximately two kilometres from the Moora Miling road, had been truncated through the corner of Lot M266 many years ago this resumption and was never formalised. We are therefore obligated to tidy up this oversight so that Mr Hamilton's title deeds are correct

POLICY REQUIREMENTS:

Nil

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995 – S168 Land Administrative Act 1997 – (part 5)

STRATEGIC IMPLICATIONS:

Nil

SUSTAINABILITY IMPLICATIONS:

Environment

There are no known significant environmental implications due to the alignment being constructed many years ago which went through previously cleared pastured paddocks.

> Economic

There are no known significant economic implications associated with this proposal.

Social

Improvement of road safety for road users due to the road now being bituminised.

FINANCIAL IMPLICATIONS:

Survey costs, lodgement fees and settlement fees. (Est. \$5,000)

VOTING REQUIREMENTS

Simple Majority Required

COUNCIL RESOLUTION (MANEX RECOMMENDATIONS)

103/10 Moved Cr Pond, seconded Cr McLagan that Council

- 1. approves and confirms the realignment of the Old Geraldton Road through Lot M266 currently owned by Mr Fred Hamilton; and
- 2. advise the Western Australian Planning Commission that Council approves of the alignment through the section of Lot M266 as indicated on the plans submitted, with the boundaries of the truncated portion of Lot M266 to be included into the road reserve.

CARRIED 9/0

11.3.2 TENDERS - No. 9/10 SUPPLY AND DELIVERY OF ROAD SEALING AGGREGATE and TENDER No 8/10 SUPPLY AND SPRAY OF BITUMEN PRODUCTS

FILE REFERENCE:	L/TERI		
REPORT DATE:	6 September 2010		
OFFICER DISCLOSURE O	OFFICER DISCLOSURE OF INTEREST: Nil		
PREVIOUS MEETING REFERENCES: 18/8/10 (87/10)			
AUTHOR:	John Greay, Manager Engineering Services		
ATTACHMENTS:	Tenders – Supply and Delivery of Road Sealing Aggregate		
	and Supply and Spray of Hot Bitumen		

PURPOSE OF REPORT

To evaluate and accept recently received tenders for the supply and delivery of road sealing aggregate and the supply and spray of hot bitumen services for the 2010-11 year.

BACKGROUND

Council has a number of road projects on their Works Programme this year that require road sealing aggregate and bitumen services. Some roads are widening existing narrow sealed roads and others are constructing new ones. Tenders were called, and closed at 12.00pm on Friday 3rd September 2010, refer to tables below.

Road Sealing Aggregate

Tender – four Received

The following tenders were received from the following companies for the supply and delivery of road sealing aggregate to nominated dump sites throughout the Shire as requested by Council.

M& K Kaartage	\$164,458.80 inc GST
Crossley Contracting	\$173,250 inc GST
BGC Transport	\$189,637.80 inc GST
Hanson	\$192,945.50 inc GST

Hot Bitumen – 232,000 Litres Approx

Tenders – Six received

Tenders for the supply and spray of 250,000 litres of bitumen products were received from the following companies and figures are based on spraying over 18,600 litres of hot bitumen per day. Prices range from \$ 1.001- \$1.08 / litre for 98/2.5 bitumen, \$1.023 - \$1.11 for 95/5 bitumen and \$0.81 - \$0.99 for emulsion. The following calculations are a mixture of quantities equal the volume of 250,000 litres.

Boral	\$254,375 inc GST
Boral (alternative)	\$259,875 inc GST
Fulton Hogan	\$257,500 inc GST
Bitumen Surfaces	\$260,675 inc GST
RNR	\$265,000 inc GST
RNR (alternative)	\$275,625 inc GST

COMMENT

This financial year Council requires somewhere in the vicinity of 3900 tonne of road sealing aggregate of various sizes and approximately 250,000 litres of hot bitumen.

In regard to the aggregate carting M&K Kaartage are cheaper but if you apply the Regional Price Preference for locally produced goods and services then Crossley Contracting are the preferred tenderer. All material is to meet Main Roads standards.

With the supply and spray of bitumen products, council has used RNR Contracting in years past and are not the cheapest. In this instance however they have offered, built into their tender and at no extra cost to council, the use of a screening precoater plus precoating fluid (up to 2 litres per m³). This service will balance any savings that may be considered elsewhere. RNR also have a greater range of serviceability by having 10 spray trucks that they can utilise.

POLICY IMPLICATIONS

Nil.

LEGISLATIVE REQUIREMENTS

Council is required to call tenders when the value is likely to exceed \$100,000 under regulation \$3.57.

STRATEGIC IMPLICATIONS

Council needs to continue to reseal their bitumen roads as well as create new ones. It is of strategic importance that all bitumen roads are preserved and roads of regional significance are maintained and expanded.

SUSTAINABILITY IMPLICATIONS:

Environment

There are no known significant environmental implications associated with this proposal.

Economic

There are no known significant economic implications associated with this proposal.

Social

There are no known social economic implications associated with this proposal.

FINANCIAL IMPLICATIONS

Built into the Works Programme, there is a road sealing aggregate and bitumen component on those jobs that are to be sealed.

VOTING REQUIREMENTS

Simple Majority Required

COUNCIL RESOLUTION (MANEX RECOMMENDATIONS)

104/10 Moved Cr McLagan, seconded Cr Tonkin that Council

- 1. accepts the tender received from Crossley Contracting for tender #09/10 for the supply and delivery of Councils road sealing aggregate for a tendered price of \$173,250 for the 2010-11 year inclusive of GST.
- 2. accepts the tender received from RNR Contracting for tender #08/10 for the supply and spray of approximately 250,000 litres of hot bitumen for the sum of \$265,000 inclusive of GST for 2010-11 year based on the attached rates.

CARRIED 9/0

11.4 COMMUNITY DEVELOPMENT

Nil

11.5 ENVIRONMENTAL DEVELOPMENT

Nil

II.6 ECONOMIC DEVELOPMENT

Nil

11.7 SPORT AND RECREATION

Nil

12. <u>ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</u>

Nil

13. MOTIONS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL

Nil

14. NOTICE OF MOTIONS FOR THE NEXT COUNCIL MEETING

Nil

15. MATTERS BEHIND CLOSED DOORS

Nil

16. <u>CLOSURE OF MEETING</u>

There being no further business, the Shire President thanked the members of the public for their attendance and input and invited all to stay for fellowship.

The meeting was declared closed at 7.11pm.

CONFIRMED

PRESIDING MEMBER