



*A progressive, diverse and caring community,  
with access to modern services and infrastructure,  
in a unique part of the world*

# **MINUTES**

**of the**

**Special Meeting of Council**

**held**

**WEDNESDAY 1<sup>st</sup> JULY 2020**

Shire of Cuballing  
Council Chambers  
Campbell Street, Cuballing

# COUNCIL MEETING PROCEDURES

1. All Council meetings are open to the public, except for matters raised by Council under “confidential items”.
2. Members of the public may ask a question at an ordinary Council meeting at “Public Question Time”.
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceedings, just raise your hand when the Presiding Member announces Public Question Time.
4. All other arrangements are in accordance with the Council’s standing orders, policies and decisions of the town.

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## **1. DECLARATION OF OPENING:**

The Shire President, Cr Conley, declared the meeting open at 2.04pm.

## **2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:**

### **2.1.1 Attendance**

Cr Mark Conley  
Cr Eliza Dowling  
Cr Scott Ballantyne  
Cr Dawson Bradford  
Cr Robert Harris  
Cr Deb Hopper

President  
Deputy President

Mr Gary Sherry  
Ms Bronwyn Dew  
Mr Bruce Brennan

Chief Executive Officer  
Deputy Chief Executive Officer  
Manager of Works and Services

### **2.1.2 Apologies**

Nil

### **2.1.3 Leave of Absence**

Nil

## **3. STANDING ORDERS:**

### **COUNCIL DECISION – 2020/60:**

**That Standing Orders be suspended for the duration of the meeting to allow for greater debate on items.**

**Moved: Cr Ballantyne**

**Seconded: Cr Bradford**

**Carried 6/0**

## **4. PUBLIC QUESTION TIME:**

### **4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE:**

Nil

**4.2 WRITTEN QUESTIONS PROVIDED IN ADVANCE:**

Nil

**4.3 PUBLIC QUESTIONS FROM THE GALLERY:**

Nil

**5. APPLICATIONS FOR LEAVE OF ABSENCE:**

Nil

**6. CONFIRMATION OF MINUTES:**

Nil at this meeting. The confirmation of minutes from the last Ordinary Meeting of Council will be included in the Agenda for the next Ordinary Meeting to be held at 2pm, Wednesday 22<sup>nd</sup> July 2020.

**7. PETITIONS/DEPUTATIONS/PRESENTATIONS/  
SUBMISSIONS:**

Nil

**8. DISCLOSURE OF FINANCIAL INTEREST:**

Nil

## 9. REPORTS OF OFFICERS AND COMMITTEES:

The Shire President Cr Conley advised of a change in the order of proceedings and requested that Council consider Agenda Item 9.2.1 at this time.

9.2.1	Request For Tender RFT 1/2020 Design Services for Independent Aged Living Units
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Applicant:	N/A
File Ref. No:	ADM340
Disclosure of Interest:	Nil
Date:	28 <sup>th</sup> June 2020
Author:	Gary Sherry
Attachment:	9.2.1A Aged Unit Location
Confidential Attachment:	9.2.1B RFT 1/2020 Design Services for Independent Aged Living Units Review Report

### Summary

**Council is to consider selecting a preferred tenderer to complete design of the 4 Independent Living Units for aged persons to be built in at lot 7 Alton Street, lot 8 Austral Street and Lot 90 Beeston Street Cuballing.**

### Background

Council has joined together with other local governments in the Wheatbelt South Region to progress a project that has the aim of constructing dedicated aged persons independent living units in the separate communities within the region.

The interested local governments committed to a Memorandum of Understanding (MOU) that outlined the objectives of the Wheatbelt South Aged Housing Alliance (WSAHA), the nature of the collaboration and the responsibilities of the members. The Shires of Corrigin, Cuballing, Kondinin, Kulin, Narembeen, Narrogin, Wandering, Wickepin and the Town of Narrogin signed the MOU. The WSAHA have continued to meet semi-regularly and wish to continue to seek alternative funding sources for aged housing in the region. The Shire of Wickepin has agreed to be the lead agency for the Alliance and has nominated a Project Coordinator.

The WSAHA did successfully apply for Royalties for Regions Funding to construct 38 units throughout the region with a \$12,977,555 total grant. The Shire of Cuballing was to receive \$1,062,000 from Royalties to Regions to construct 4 two-bedroom independent living units in Cuballing in 2018/19. However, this approval by the previous State Government, but the incoming State Government has withdrawn that approval.

While the participating Councils evolved over time the WSAHA submitted further applications including an unsuccessful application to the federal Building Better Regions Fund and a successful application through the Royalties for Regions program. This successful application for \$2,820,000 will construct four units in Cuballing, 4 units in Wickepin, two units in Corrigin and two units in Hyden and two units in Kondinin for the Shire of Kondinin.

The Officer Recommendation suggests that Council consider approval a contribution of up to \$110,000 per unit. Further consideration by Council would be required for a project contribution of greater than this amount.

In Council's consideration of this project in the past Council identified

1. Support of up to \$110,000 per unit;
2. a preference for insitu construction rather than transportable/modular construction and

3. for rental rather than lease for life for accommodating tenants.

Allowing the project to having a local builder consider participating in the project was also a preference for Council. Council is the final stages of a rezoning of the proposed site from 'Rural Townsite R5' Zone to 'Rural Townsite R10' Zone.

Through RFT 2020-1 Council sought tenders for the design of the four aged persons units in Cuballing.

The tender sought design services that will:

1. Develop a conceptual design for maximising development of ILUs on the entire site at 131 Alton Street, 7 Beeston Street and 78 Austral Street, Cuballing. The Shire of Cuballing believe that 10 units could be located on this site in total.
2. complete a conceptual design for the first stage development of four ILUs with consideration to existing landscape setting, topography and surrounding context that include:
  - a. Undertake all necessary on site investigations, assessments and reviews required to progress designs and approvals;
  - b. site development including indicative landscaping, driveways and fencing;
  - c. images that include a detailed interior set out of each ILU;
  - d. images that indicate the external aspects of the ILU's including construction materials and streetscape views.
3. Undertake detailed design of first stage development of four ILUs design in accordance with all Australian Standards and codes compliance to prepare:
  - a. Prepare design documentation to be used for tender and for building;
  - b. Engage any additional specialist advice required that may include but not be limited to Structural Engineer, Civil Engineer, Quantity Surveyor, Mechanical Engineer.
  - c. Coordinate and integrate all consultant inputs into the design development to include but not limited to the services of experienced specialists in architectural, landscape and environment, structural, fire, mechanical, electrical, hydraulic, civil, security, information technology and communications engineering and any other specialist consultants as required
  - d. Carry out electrical and power, water, sewer and similar assessments to complete detailed design;
  - e. Provide certification of design compliance in accordance with the Building Act and relevant codes; and
  - f. Design to a standard that achieves a high level of quality and finish.

The Shire of Cuballing will consider but may not proceed with:

4. Contract Superintendence Services including, but not limited to:  
Undertaking Project and Contract Management duties for this phase of the project on behalf of and in close consultation with the Shire of Cuballing;

The Specific tasks requested included:

Elements	TASKS / DOCUMENTATION DELIVERABLES
<b>Phase One</b>	
<b>Task 1 – Discovery &amp; Concept Design</b>	<ul style="list-style-type: none"> <li>• Induction meeting and site walkover required</li> <li>• Project inception (clarification of brief), review background material, undertake site feature and service survey, site investigation, stakeholder workshop, analysis of opportunities and constraints and prepare report</li> <li>• Prepare concept design for 10 units on 3 lots.</li> </ul> <p>Deliverables to include at a minimum:</p> <ul style="list-style-type: none"> <li>• Preliminary concept plans/ sections/elevations/sketches of proposed structures and surrounds, to choose preferred option</li> <li>• Design review meeting required</li> </ul>
<b>Phase One</b>	
<b>Task 2 – Concept Development</b>	<p>Complete a conceptual design for the first stage development of four ILUs. Concept to include</p> <p>Deliverables to include at a minimum:</p> <ul style="list-style-type: none"> <li>• concept drawings for four units;</li> <li>• images, including building interior and exterior.</li> <li>• preferred design preliminary construction</li> <li>• Design review meeting required</li> </ul>
<b>Task 3 – Design Development</b>	<ul style="list-style-type: none"> <li>• Action any comments and recommendations arising from approval Task 2.</li> <li>• Develop approved concept design with preparation of detailed drawings, specifications, schedules etc. of preferred approved option, estimate of construction cost.</li> <li>• Prepare documents to allow for tender of construction including final documentation ready for tender to market place</li> <li>• Review, by an appropriate third party, of design and construction plans to confirm optimised ageing in place outcome.</li> </ul> <p>Deliverables to include at a minimum:</p> <ul style="list-style-type: none"> <li>• Deliverables to include at a minimum:</li> <li>• Full design plan set in PDF format</li> <li>• Construction estimate (Bill of Quantities) by a Quantity Surveyor</li> <li>• Draft specifications and schedules</li> <li>• Design review finalisation meeting required</li> </ul>



Elements	TASKS / DOCUMENTATION DELIVERABLES
<b>Phase Two</b>	
<b>Task 4 – Contract Superintendence (Optional)</b>	<ul style="list-style-type: none"> <li>• Undertake all Project and Contract Management duties for this phase of the project on behalf of and in close consultation with the Client;</li> <li>• Review and update construction program with Contractor, including reporting on progress;</li> <li>• Undertake all liaison, including making recommendation, between builder and client with relation to the following; <ul style="list-style-type: none"> <li>○ Progress claims</li> <li>○ Variation orders</li> <li>○ Revision of drawings and submittals</li> </ul> </li> <li>• Monitoring the contractors work</li> <li>• Convene project coordination and site meetings and take minutes for distribution;</li> <li>• Ensure all relevant approvals have been obtained;</li> <li>• Preparation of reports to Client staff;</li> <li>• Undertake all liaison and provide recommendations on defects liability period;</li> <li>• Coordinate contractor maintenance/establishment period;</li> <li>• Undertake inspections with Client’s Representative and provide advice on completion or otherwise.</li> </ul>

The Tender adopted a best value for money approach, meaning that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

The tenders were scored according to compliance criteria and qualitative criteria.

Compliance criteria were assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may have eliminated a Tender from consideration. The compliance criteria included:

1. acknowledgment that the tenderer has submitted in accordance with the Conditions of Tender including completion of the Offer Form and provision of your pricing submitted in the format required;
2. compliance with the Specification contained in the Request.
3. Providing a Delivery Date,
4. A risk assessment including tenderers providing information addressing organisational structure, company or trust information, years in operation, subcontracting of requirements, financial position, ability to pay debts,

A scoring system was used as part of the assessment of the qualitative criteria. The extent to which a Tender demonstrates greater satisfaction of each of these criteria resulted in a greater score. The qualitative criteria were also attached a weighting to indicate level of importance of the criteria. The aggregate score of each Tender was one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money. Failure to provide the information may have resulted in a lower score

The qualitative criteria included:

Qualitative Criteria	Weighting
Relevant Experience	35%
Key Personnel Skills and Experience	15%
Respondent’s Resources	15%
Demonstrated Understanding	35%

Panel will score each Tenderer against the qualitative criteria as detailed within Part 5.2.2 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased. It is essential that Tenderers address each qualitative criterion. Information that you provide addressing each qualitative criterion will be point scored by the Evaluation Panel. Failure to provide the specified information may result in elimination from the tender evaluation process or a low score.

Comment

Council received 8 tender offers and one alternative tender.

One of the tenderers, in conjunction with a building company, provided an alternative tender to provide a design and construct solution. This solution was not fully detailed, did not provide a fixed price and was therefore not thoroughly assessed.

The completed assessment is included at Confidential Attachment 9.2.1B.

The Officer’s Recommendation is to select the tender of H&H Architects as the preferred tender.

Strategic Implications

SOCIAL - Our Community, Neighbourhoods, Recreation and Culture.

Goals

- A healthy and caring community which has strong support for all ages and abilities.
- A healthy community engaging in positive and rewarding lifestyles with access to recreational and leisure opportunities.

	Strategy	Outcome
1.1	Create a vibrant social environment that is accessible and inclusive for all ages and abilities.	The community feel welcome involved and connected to each other.
1.2	Create a vibrant built environment that is accessible and inclusive and reflects the Shire’s identity and local heritage.	Active, attractive and affordable towns which the community are proud of and engaged in.
1.4	Facilitate improved access to health and welfare programs and education opportunities.	The community has access to a broad range of improving health and welfare programs and education opportunities.
1.7	Create and maintain a safe environment for the community.	A feeling of safety within our neighbourhoods and a sense of being looked out for.

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications

The Shire of Cuballing will fund the construction of the aged units using Grant funding obtained through the Royalties For Regions Fund.

	Grant Total	Per Unit	Shire of Cuballing	
			2019-20	2020-21
Stage 1	750,000	53,571	214,491	
Stage 2	750,000	53,571	214,286	
Stage 3	880,000	62,857		251,429
Stage 4	420,000	30,000		120,000
	<b>2,800,000</b>	<b>200,000</b>	<b>428,777</b>	<b>371,429</b>
Reserve Transfer				40,000
Loan				310,000
	<b>2,800,000</b>	<b>200,000</b>	<b>428,777</b>	<b>721,429</b>

### Economic Implication

Council has pursued separate design and construction stages, to maximise the opportunity for local builders and contractors to participate.

Increasing the number of houses in the Shire of Cuballing will permanently increase the local economy.

### Social Implication

The provision of age appropriate housing in the Shire of Cuballing is expected to allow a greater number of local residents to remain in Cuballing in their latter years.

### Environmental Considerations

#### Consultation

Council has discussed the provision of aged housing in the Shire of Cuballing over a number of years.

The Shire of Cuballing regularly attends the WSAHA meetings.

#### Options

Council may resolve:

1. the Officer's Recommendation;
2. an alternative purchase from the existing tenders, giving reasons;
3. defer this matter at this time and request further information about the tenderers from staff; or
4. to not accept any tender and conduct an alternative course of action, giving reasons.

#### Voting Requirements – Simple Majority

**COUNCIL DECISION – 2020/61:**

**That Council:**

- 1. selects the tender of H&H Architects provided for the RFT 1/2020 Design Services for Independent Aged Living Units as the preferred tender; and**
- 2. delegates to the Chief Executive Officer the authority to make minor amendments to the Scope of Works as required and any consequential changes to the Minor Works Contract.**

**Moved: Cr Dowling**

**Seconded: Cr Hopper**

**Carried 6/0**



## 9.1 DEPUTY CHIEF EXECUTIVE OFFICER:

### 9.1.1 Draft 2020/21 Budget

Applicant:	N/A
File Ref. No:	ADM214
Disclosure of Interest:	Nil
Date:	26 <sup>th</sup> June 2020
Author:	Bronwyn Dew
Attachments:	9.1.1A Draft 2020/21 Budget - INCLUDED SEPARATELY

#### Summary

**Council is to review a Draft 2020/21 Budget and the priority of discretionary items to be included in the 2020/21 Budget.**

#### Background

Council is to discuss Council's 2020/21 Draft Budget with a view to finalising the priority of those discretionary matters to be included in the document.

The finalised Council's 2020/21 Budget is expected to be considered at the Ordinary Council Meeting to be held on Wednesday 22<sup>nd</sup> July 2020.

#### Comment

In reviewing the 2020/21 Draft Budget, Council should note that:

1. while staff have attempted to finalise the calculations used in the draft Budget, there is a likelihood that some amounts will change prior to the presentation of a finalised draft budget at the July 2020 Ordinary Meeting;
2. a 0% rate increase has been included in calculations;
2. a nil increase to fees and charges has been included in calculations;
3. The Draft Budget is presented with essential activities included. Discretionary items are to be discussed by Council.

The 2020/21 Draft Budget, as presented at separate Attachment 9.1.1A, includes:

- the second and final stage of the Blackspot Road project for the Wandering Narrogin that includes funding income of \$355,783 and expenses of \$472,669 has yet to be confirmed;
- the Regional Road Group project on the Narrogin Wandering Road scheduled but not completed in 2019/20 is carried over into the 2020/21 program;
- The amount of the Main Roads WA Direct Grant amount has yet to be confirmed;
- Wage increases for the majority of staff are included as per the Local Government Industry Award increase of 1.75%;
- Council has received a 50% advance of the 2020/21 Financial Assistance Grant (FAG) in June 2020 totalling \$471,206; and

- Insurance cost increases have been kept to a minimum due to the COVID-19 relief subsidy package provided by LGIS.
4. The Draft Budget includes new funding income of \$247,768 being the State Governments response to COVID-19. Preliminary indications are that these funds need to be expended in 2020/21 on Infrastructure projects brought forward from future years.

Staff have prioritised the following projects and included those project in the draft budget:

- Popanyinning Main Street Refurbishment – \$71,800;
  - Cuballing Recreation Centre Upgrade - \$80,200;
  - Yornaning Dam Shade Sails for Playground - \$35,000; and
  - Shire Administration Building – Disabled Access - \$60,768;
5. The Draft Budget includes capital purchases of new plant including:
- Grader purchase of \$395,000 and trade in of \$95,000;
  - CEO Vehicle purchase of \$55,924 and trade in of \$15,454;
  - Rake for Komatsu Loader purchase of \$18,500; and
  - Upgrade Two Way Radio System in Plant purchase of \$20,000.
- A reduction in the cost of these purchases will reduce the amount transferred from Council's Plant Reserve.
6. The 2020/21 Draft Budget, included separately at Attachment 9.1.1A, currently has no budgeted surplus available for application to discretionary items.

Staff have prioritised the discretionary expenditure in the Officer's Recommendation, with the first activities listed being those activities assessed as a higher priority.

These discretionary activities are listed in priority order in the Officer's Recommendation.

For discretionary items to be included in the draft budget the value of those discretionary items will need to be cut from expenditure programs and/or increase revenue collections to balance the Draft Budget.

Strategic Implications – Nil

Statutory Environment – Nil

Policy Implications – Nil

Financial Implications

The budget will set Council's approved expenditure for the 2020/21 financial year.

Economic Implication – Nil

Environmental Considerations – Nil

Social Implications

Many projects contained within the 2020/21 Annual Budget are focused on improving facilities within the general community.

Consultation – Nil

## Options

Council may resolve:

1. the Officer's Recommendation;
2. an amended Officer's Recommendation; or
3. to not set any priority at this time and set a meeting date to further discuss this matter.

Voting Requirements – Simple Majority

**The Meeting adjourned at 4:10pm.**

**The Meeting recommenced at 4:23pm.**

### **COUNCIL DECISION – 2020/62:**

**That Council seek to include in their 2020/21 Budget, utilising reserves as required, the following:**

	<b>Project/Details</b>	<b>Cost</b>
<b>1</b>	<b>Popanyinning Main Street Refurbishment – \$71,800;</b>	<b>71,800</b>
<b>3</b>	<b>Yornaning Dam Shade Sails for Playground - \$35,000; and</b>	<b>35,000</b>
<b>4</b>	<b>Shire Administration Building – Disabled Access - \$60,768;</b>	<b>60,768</b>
<b>5</b>	<b>Congelin Road Culvert</b>	<b>35,856</b>
<b>6</b>	<b>Cuballing Town Hall – Paint Exterior</b>	<b>14,400</b>
<b>7</b>	<b>Popanyinning East Road Drainage – to Victoria Street</b>	<b>21,000</b>
<b>8</b>	<b>Cuballing Town Hall Drainage</b>	<b>28,879</b>
<b>9</b>	<b>Depot Water Tank</b>	<b>5,000</b>
<b>10</b>	<b>Works Supervisors Firefighting unit</b>	<b>4,500</b>

**Moved: Cr Hopper**

**Seconded: Cr Dowling**

**Carried 6/0**



**9.2 CHIEF EXECUTIVE OFFICER:**

**9.3 MANAGER OF WORKS AND SERVICES:**

Nil

**10. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN:**

Nil

**11. URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING:**

Nil

**12. CONFIDENTIAL MATTERS:**

Nil

**13. NEXT MEETING:**

Ordinary Council Meeting, 2.00pm, Wednesday 22<sup>nd</sup> July 2020 at the Shire of Cuballing Council Chambers, Campbell Street, Cuballing.

**14. CLOSURE OF MEETING:**

There being no further business, the Shire President, Cr Conley, closed the meeting at 5:18pm.