

# Notice of Meeting



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Dear Elected Member

The next Ordinary meeting of the Shire of Wandering will be held on Thursday 15 August 2024 in the Council Chambers commencing at 3.30pm.

## Schedule

3.30pm                      Ordinary Council Meeting

Ian Fitzgerald  
**A/Chief Executive Officer**

9 August 2024

## **DISCLAIMER**

No responsibility whatsoever is implied or accepted by the Shire of Wandering for any act, omission or statement or intimation occurring during Council or Committee meetings or during formal/informal conversations with staff. The Shire of Wandering disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings or discussions. Any person or legal entity that act or fails to act in reliance upon any statement does so at the person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Wandering during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Wandering. The Shire of Wandering warns that anyone who has an application lodged with the Shire of Wandering must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wandering in respect of the application.

## **AGENDA**

Shire of Wandering  
Ordinary Council Meeting  
15 August 2024

## **OUR VISION**

*Wandering is a community of responsible, resilient and adaptable residents thriving in our scenic, economically diverse environment.*

# DISCLAIMER

## INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

### Please Note:

The recommendations contained in this agenda are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

### Meeting Procedures:

1. All Council meetings are open to the public, except for matter raised by Council under "confidential items".
2. Members of the public may ask a question at an ordinary Council Meeting under "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 proceeding, 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 decision of the Shire of Wandering.

### Council Meeting Information:

Your Council generally handles all business at Ordinary or Special Council Meetings.

From time to time Council may form a Committee to examine subjects and then report back to Council.

Generally all meetings are open to the public; however, from time to time Council will be required to deal with personal, legal and other sensitive matters under "confidential items". On those occasions Council will generally close that part of the meeting to the public. Every endeavour will be made to do this as the last item of business of the meeting.

Public Question Time. It is a requirement of the *Local Government Act 1995* to allow at least fifteen (15) minutes for public question time following the opening and announcements at the beginning of the meeting. Should there be a series of questions the period can be extended at the discretion of the presiding member.

Written notice of each question should be given to the Chief Executive Officer fifteen (15) minutes prior to the commencement of the meeting. A summary of each question and the response is included in the meeting minutes.

When a question is not able to be answered at the Council Meeting a written answer will be provided after the necessary research has been carried out. Council staff will endeavour to provide the answers prior to the next ordinary meeting of Council.

Councillors may from time to time have a financial interest in a matter before Council. Councillors must declare an interest and the extent of the interest in the matter on the Agenda. However, the Councillor can request the meeting to declare the matter trivial, insignificant or in common with a significant number of electors or ratepayers. The Councillor must leave the meeting whilst the matter is discussed and cannot vote unless those present agree as above.

Members of staff, who have delegated authority from Council to act on certain matters, may from time to time have a financial interest in a matter on the Agenda. The member of staff must declare that interest and generally the presiding member of the meeting will advise the Officer if he/she is to leave the meeting.

Agendas, including an Information Bulletin, are delivered to Councillors within the requirements of the *Local Government Act 1995*, i.e. seventy-two (72) hours prior to the advertised commencement of the meeting. Whilst late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

Should an elector wish to have a matter placed on the Agenda the relevant information should be forwarded to the Chief Executive Officer in time to allow the matter to be fully researched by a Shire Officer. An Agenda item, including a recommendation, will then be submitted to Council for consideration. The Agenda closes the Friday week prior to the Council Meeting (i.e. ten (10) days prior to the meeting).

The Information Bulletin produced as part of the Agenda includes items of interest and information, which does not require a decision of Council.

Agendas for Ordinary Meetings are available at the Shire of Wandering Office and on the Shire website seventy-two (72) hours prior to the meeting and the public are invited to view a copy at the Shire Office.

Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 2).

Public Inspection of Unconfirmed Minutes (Regulation 13).

A copy of the unconfirmed Minutes of Ordinary and Special Meetings will be available for public inspection from the Shire of Wandering Office and the Shire of Wandering website within ten (10) working days after the Meeting.

**Ian Fitzgerald**  
**A/Chief Executive Officer**

## SHIRE OF WANDERING

Agenda for the Ordinary Meeting of Council to be held in the Council Chambers on Thursday 15 August 2024 – commencing at 3.30pm.

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**1. Declaration of Opening / Announcements of Visitors**

The Presiding Member to declare the meeting open.

**2. Attendance / Apologies / Approved Leave of Absence**

**Councillors**

Cr Ian Turton (Shire President)  
Cr Sheryl Little (Deputy Shire President)  
Cr Lou Cowan  
Cr Gillian Hansen  
Cr Dennis Jennings  
Cr Alan Price  
Cr Max Watts

**Staff**

Alan Hart (Chief Executive Officer)  
Karl Mickle (Operations Manager)

**Apologies**

**Members of the Public**

**3. Announcements by the Presiding Member**

**4. Response to Previous Public Questions Taken on Notice**

Nil.

**5. Public Question Time**

**6. Petitions / Deputations / Presentations / Submissions**

Nil.

**7. Applications for Leave of Absence**

**8. Disclosures of Interest**

**9. Confirmation of Minutes of Previous Meetings Held**

**9.1 Ordinary Council Meeting Minutes – 18 July 2024**

**Statutory Environment:**

Section 5.22 of the *Local Government Act* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the Council or the committee, as the case requires, for confirmation.

**Voting Requirements:**

Simple Majority

**Recommendation:**

**That the Minutes of the Ordinary Meeting of Council held on 18 July 2024 be confirmed as true and correct.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Carried

For/Against: Cr Turton  Cr Little  Cr Cowan  Cr Hansen  Cr Jennings  Cr Price  Cr Watts

**10. Reports of Committees of Council**

Nil.

**11. Reports from Councillors**

**Cr Ian Turton (President)**

**Cr Sheryl Little (Deputy President)**

**Cr Lou Cowan**

**Cr Gillian Hansen**

**Cr Dennis Jennings**

**Cr Alan Price**

**Cr Max Watts**



## **12. A/Chief Executive Officer**

### **12.1 Shire of Wandering Policy Manual Review**

<b>File Reference:</b>	<b>11.111.11101</b>
<b>Author:</b>	<b>Lisa Boddy, Executive Assistant</b>
<b>Authorising Officer</b>	<b>Ian Fitzgerald, A/Chief Executive Officer</b>
<b>Date:</b>	<b>2 August 2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Policy 1 - Employee Code of Conduct Policy 18 – Audit Committee Policy 23 – Risk Management</b>
<b>Previous Reference:</b>	<b>Item 12.1 Ordinary Council Meeting 18 July 2024</b>

#### **Summary:**

To continue with the process of reviewing all Council policies to ensure they are still relevant and correct for the day to day workings of the Shire.

#### **Background:**

At the Ordinary Council Meeting held on 18 August 2022 Council resolved to adopt Policy 83 – Policy Manual which states that:

***All policies within the Policy Manual are to be reviewed by Council every three years, being one third of Council's policies each year in a three year period. Council may review an individual policy at any time before the next review date if it determines it to be necessary.***

As there are currently 90 policies of the Shire it is proposed that each month several policies are reviewed by Council, this will ensure that all policies are reviewed in the stated three year period.

#### **Comment:**

Three policies are to be reviewed this month.

- Policy 1 – Employee Code of Conduct
- Policy 18 – Audit Committee
- Policy 23 – Risk Management

These policies were presented to the General Planning Forum on 1 August 2024. Changes were made as indicated in the attachments.

#### **Consultation:**

A/Chief Executive Officer  
Elected Members

#### **Statutory Environment:**

*Local Government Act 1995 S.2.7(2)(b)*

#### **Policy Implications:**

As reviewed.

#### **Financial Implications:**

Nil.

**Strategic Implications:  
Provide Strong Leadership**

Our Goals	Our Strategies
A well informed Community	Foster Opportunities for connectivity between Council and the Community
We plan for the future and are strategically focused	Ensure accountable, ethical and best practice governance Service Level Plans detail operational roles, responsibilities and resources.

**Sustainability Implications:**

- Environmental: There are no known significant environmental considerations.
- Economic: There are no known significant economic considerations.
- Social: There are no known significant social considerations.

**Risk Implications:**

Not regularly updating the Shire’s Policy manual poses a reputable risk with a medium risk rating. In order to maintain transparency and to facilitate appropriate decision making processes, it is imperative that policy statements reflect the current position of Council and work practices at the Shire as well as best practice approaches.

**Voting Requirements:**

Simple Majority

**Officer Recommendation:**

**That Council adopts the following policies with any amendments made.**

- **Policy 1 – Employee Code of Conduct**
- **Policy 18 – Audit Committee**
- **Policy 23 – Risk Management**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Carried

For/Against: Cr Turton  Cr Little  Cr Cowan  Cr Hansen  Cr Jennings  Cr Price  Cr Watts

### **13. Finance**

#### **13.1 Financial Report July 2024**

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Bob Waddell</b>
<b>Authorising Officer</b>	<b>Ian Fitzgerald – A/Chief Executive Officer</b>
<b>Date:</b>	<b>6 August 2024</b>
<b>Disclosure of Interest:</b>	<b>N/A</b>
<b>Attachments:</b>	<b>July 2024 Financial Statements</b>
<b>Previous Reference:</b>	<b>Nil</b>

**Summary:**

Consideration of the financial report for the period ending 31 July 2024.

**Background:**

The financial report for the period ending 31 July 2024 is included as an attachment.

**Comment:**

If you have any questions regarding details in the financial report, please contact the office prior to the Council meeting so that sufficient time is given to research the request. This will enable the information to be provided at the Council meeting.

**Consultation:**

Not applicable.

**Statutory Environment:**

Section 34 (1) (a) of the *Local Government (Financial Management) Regulations 1996* states that a Local Government is to prepare monthly statement of financial activity including annual budget estimates, monthly budget estimates, actual monthly expenditure, revenue and income, material variances between monthly budget and actual figures and net current assets on a monthly basis.

**Policy Implications:**

Not applicable.

**Financial Implications:**

Not applicable.

**Strategic Implications:**

**Improve Our Financial Position**

Our Goals	Our Strategies
The Wandering Shire is financially sustainable	<ul style="list-style-type: none"> <li>• Improve accountability and transparency</li> <li>• Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs</li> <li>• Prudently manage our financial resources to ensure value for money</li> <li>• Reduce reliance on operational grants</li> </ul>

**Improve Our Financial Position**

Our Goals	Our Strategies
The Wandering Shire is financially sustainable	<ul style="list-style-type: none"> <li>• Improve accountability and transparency</li> <li>• Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs</li> <li>• Prudently manage our financial resources to ensure value for money</li> <li>• Reduce reliance on operational grants</li> </ul>

**Sustainability Implications:**

- Environmental: There are no known significant environmental considerations.
- Economic: There are no known significant economic considerations.
- Social: There are no known significant social considerations.

**Risk Implications:**

Nil

**Voting Requirements:**

Simple Majority

**Officer Recommendation:**

**That the financial report for the period ending 31 July 2024 as presented be accepted.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Carried

For/Against: Cr Turton  Cr Little  Cr Cowan  Cr Hansen  Cr Jennings  Cr Price  Cr Watts

### 13.2 Accounts for Payment July 2024

<b>File Reference:</b>	<b>N/A</b>
<b>Location:</b>	<b>N/A</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Ian Fitzgerald – A/Chief Executive Officer</b>
<b>Authorising Officer</b>	<b>Ian Fitzgerald – A/Chief Executive Officer</b>
<b>Date:</b>	<b>6 August 2024</b>
<b>Disclosure of Interest:</b>	<b>N/A</b>
<b>Attachments:</b>	<b>Payment Listing and Credit Card Statement July 2024</b>
<b>Previous Reference:</b>	<b>Nil</b>

**Summary:**

Council to note payments of accounts as presented.

**Background:**

The schedule of accounts is included as an attachment for Council information.

**Comment:**

If you have any questions regarding payments in the listing please contact the office prior to the Council meeting.

**Consultation:**

There has been no consultation.

**Statutory Environment:**

Section 12 of the *Local Government (Financial Management) Regulations 1996* states that

- 12 (1) A list of creditors is to be compiled for each month showing –
- (a) The payee’s name;
  - (b) The amount of the payment;
  - (c) Sufficient information to identify to transaction; and
  - (d) The date of the meeting of the council to which the list is to be presented.

**Policy Implications:**

There are no policy implications.

**Financial Implications:**

There are no financial implications.

**Strategic Implications:**

**Improve Our Financial Position**

Our Goals	Our Strategies
The Wandering Shire is financially sustainable	<ul style="list-style-type: none"> <li>• Improve accountability and transparency</li> <li>• Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs</li> <li>• Prudently manage our financial resources to ensure value for money</li> <li>• Reduce reliance on operational grants</li> </ul>

**Sustainability Implications:**

- Environmental: There are no known significant environmental considerations.
- Economic: There are no known significant economic considerations.
- Social: There are no known significant social considerations.

**Risk Implications:**

Nil.

**Voting Requirements:**

Simple Majority

**Shire of Wandering**

**Certificate of Expenditure – 30 June 2024**

This Schedule of Accounts to be passed for payment covering:

Payment Method	Cheque/EFT/DD Number	Amount
<b>Municipal Fund:</b>		
Electronic Funds Transfers		\$388,457.74
Direct Debits		\$ 33,501.71
Cheques	-	-
	<b>TOTAL</b>	<b>\$421,959.45</b>

to the Municipal and Trust Accounts, totalling \$421,959.45 which were submitted to each member of the Council on 15 August 2024, have been checked and fully supported by vouchers and invoices which are submitted herewith, have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings.

Ian Fitzgerald  
A/Chief Executive Officer

**Officer Recommendation:**

**That in accordance with section 13 of the Financial Management Regulations of the *Local Government Act 1995* and in accordance with delegation, payment of Municipal Fund vouchers, Licensing, Salaries and Wages and EFT Transfers, Direct Debit totalling \$421,959.45 (attached) be noted as approved for payment and credit card statement be noted.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Carried

For/Against: Cr Turton  Cr Little  Cr Cowan  Cr Hansen  Cr Jennings  Cr Price  Cr Watts

## **14 Planning and Technical Services**

### **14.1 Application for Planning Approval – 6 Ferguson Way Wandering**

<b>File Reference:</b>	<b>A334</b>
<b>Location:</b>	<b>Lot 6 (No. 6) Ferguson Way, Wandering</b>
<b>Applicant:</b>	<b>Shaun Rodney Brand</b>
<b>Author:</b>	<b>Jayden Pope c/- Altus Planning (Shire’s Town Planning Consultant)</b>
<b>Authorising Officer</b>	<b>Ian Fitzgerald, A/Chief Executive Officer</b>
<b>Date:</b>	<b>6 August 2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Development Plans</b>
<b>Previous Reference:</b>	<b>Nil</b>

#### **Summary:**

The Shire has received an application for planning approval for the construction of a Storage Shed/Workshop, a replacement to the existing building (proposed development or proposal) at Lot 6 (No. 6) Ferguson Way, Wandering (subject site or site).

Pursuant to clause 8.1 of the Town Planning Scheme No.3 (TPS3 or Scheme), all development on land zoned and reserved under the scheme requires the prior approval of the local government. As the proposal is outside the authority delegated to staff, the application is to be determined by Council.

Having reviewed the relevant planning framework and provisions, the application is recommended for conditional approval.

#### **Background:**

The subject site is an industrial zoned property that measures approximately 4,002 square metres. There is existing development on the site, with two existing sheds, an additional office space and two water tanks to the west of the site, and an additional shed to the north of the site. The site is cleared of all vegetation.

The site is located approximately 1.5km south from Wandering the townsite. The land immediately to the surrounds are similar sized industrial properties. The location of the subject property and its surrounds is contained in Figure 1 below.



*Figure 1: Subject Site and Locality (Source: SLIP Locate 2024)*

This application seeks the approval for the demolition of the existing shed/workshop to be replaced by an additional shed/workshop on the existing building footprint.

A copy of the proposed development plans is provided in the attachment.

**Comment:**

*Town Planning Scheme No. 3*

Zoning and Permissibility

The subject site is zoned 'Industrial' pursuant to TPS3. The objectives for the Industrial zone are set out in clause 4.2 (3) of the Scheme as follows:

- a) *to provide for the needs of light and general industry to support the community.*
- b) *to provide appropriate buffers between industry and adjacent land uses, so as to avoid land use conflicts.*
- c) *to provide appropriate buffers to the industrial area.*
- d) *to avoid non-industry related uses establishing in the industrial area.*

It is proposed that the development for the subject site is consistent with the general objectives of the Industrial zone as set out in TPS3.

The proposed development is considered to be an additional structure to the existing 'Industry - General' land use. Pursuant to TPS3, 'Industry - General' is a 'D' discretionary use in Industrial zone, meaning that the use is not permitted unless the local government has exercised its discretion by granting development approval.

Car Parking

Clause 5.8 of TPS3 outlines the general development requirements for parking within the local government. It is required that a person shall not develop or use any land or erect use of adapt any building unless parking spaces as specified by the local government are provided. As the proposal for the subject site is incidental to the predominant land use, and merely seen as a replacement of an existing building, it is not foreseen that the parking requirements for the subject site will change and is therefore consistent with the requirements of the Scheme.

Site & Development Requirements

Clause 5.15 of the Scheme prescribes the general development requirements for the Industrial zone which are as follows.

Clause 5.15.1(b) of TPS3 sets the minimum building setback requirements, as below.

- Front – 7.5 metres
- Rear – 7.5 metres
- Side – 0 metres

The setbacks of the proposed development are equivalent to (7.5m setback from the front boundary) or beyond the requirements for setbacks as set out in clause 5.15.1. Consequently, the proposed development on the subject site is consistent with the site requirements of clause 5.15.1.



Furthermore, clause 5.15.2 sets out the development requirements for industrial zoned land. The requirements are as follows:

- *The first five metres of the front setback on any lot shall be landscaped to the satisfaction of the local government. Where a lot has frontage to two streets the local government may vary the landscaping requirements only where the setback is reduced.*

No development is proposed to be located within the 5-metre front setback requirement. Furthermore, the subject site only has one (1) street boundary. Noting the existing 2m deep landscaping strip along the front boundary is not impacted in anyway, additional landscaping is not considered necessary.

*Planning and Development (Local Planning Schemes) Regulations 2015*

Deemed Provisions – Clause 67 Matters to be considered by the Local Government.

Deemed Provisions – Cl 67 Matters to be Considered by Local Government	
Provision	Comment
(a) the aims and provisions of the Scheme and any other relevant town planning scheme operating within the Scheme Area;	<p>The proposal is consistent with the objectives of the 'Industrial' zone of TPS3.</p> <p>The proposal has been assessed as compliant with all applicable Scheme requirements.</p>
(b) any local planning policy for the Scheme area;	There are no applicable local planning policies for the proposal on the subject site.
(c) the compatibility of the development with its setting;	<p>As mentioned, the proposed development is considered consistent with the Industrial environment and its immediate surrounds. Therefore, the development will not result in any adverse visual impacts.</p> <p>Additionally, the proposal is for the replacement of an existing shed/workshop on the existing building footprint of the site. No significant changes are proposed, and consequently the subject site is compatible with the development in its setting.</p>
(d) the amenity of the locality;	The proposal does not impact on the surrounding amenity of the locality. It is unlikely for any environmental impact or for the proposal to alter the character of the locality. No adverse social impacts are expected.
(e) the likely effect of the proposal on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment;	The proposal is not within any natural environment or water resource protection area. Stormwater will be retained on site, should the recommended conditions be imposed.

Deemed Provisions – CI 67 Matters to be Considered by Local Government	
(f) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;	No vegetation is proposed to be removed for this application. Additional landscaping is not considered to be necessary.
(g) whether the land to which that application relates is unsuitable for the proposal by reason of it being, or likely to be, subject to flooding, tidal inundation, subsidence, landslip, bush fire or any other risk;	No bushfire concerns are raised as the proposal is located outside of the designated bushfire prone area.
(h) the adequacy of – (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles	The subject site is to be accessed via the existing crossover on Ferguson Way and is not proposed to be altered.  Loading and unloading areas will not be impacted as the development will be occurring on the existing building footprint.
(i) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;	It is not proposed that significant levels of traffic that exceed those already generated by the subject site will result of the proposed development.
(w) the history of the site where the development is to be located;	The existing site is currently utilised as a smash repair.
(x) any submissions received on the application;	As per the Consultation section below, advertising was not considered necessary in this instance.

**Consultation:**

Consultation was not considered necessary as the proposal is not expected to create any adverse impacts and seeks no variations to the requirements of the Scheme.

**Referral:**

Given the nature of the development, the development did not require any external referrals.

**Conclusion:**

The proposal is supported for the reasons discussed in the report and is therefore recommended for approval subject to appropriate conditions, as listed in the staff recommendation.

**Statutory Environment:**

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- *Shire of Wandering Town Planning Scheme No. 3*

**Policy Implications:**

Nil

**Financial Implications:**

Costs may be incurred by the Shire if the landowner requests a review of the determination from the State Administrative Tribunal (SAT).

**Strategic Implications:**

The recommendations of this report are consistent with the Shire’s Strategic Community Plan 2018 - 2028.

**Improve the Economic Growth of our Community**

Our Goals	Our Strategies
Facilitate increased business opportunities	Ensure our planning framework and environment supports nimble decision making and gives confidence to developers

**Sustainability Implications:**

- Environmental: There are no known significant environmental considerations.
- Economic: There are no known significant economic considerations.
- Social: There are no known significant social considerations.

**Voting Requirements:**

Simple Majority

**Officer Recommendation:**

That Council approves the application for development approval, submitted by Shawn Rodney Band, to construct a workshop/shed at Lot 6 (No. 6) Ferguson Road, Wandering, subject to the following conditions:

1. The development hereby approved shall occur in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Council.
2. Any use, additions to and further intensification of any part of the building or land (not the subject of this consent) shall be subject to a further development application and consent for that use.
3. Non-reflective natural colours which blend with the landscape, to the satisfaction of the Shire, is to be used on the roof and external walls of all buildings except for rainwater tanks.
4. The shed/workshop is not to be used for human habitation.
5. No clearing of trees or shrubs to be undertaken without the prior written approval of the Shire.
6. All stormwater generated by the proposed development shall be managed and disposed of to the specifications and satisfaction of the Shire.

**Advice Notes:**

1. The applicant is advised of the need to obtain a Building Permit prior to the commencement of work. The submitted Building Permit application plans are to be consistent with the plans that form part of the relevant Development Approval, to the satisfaction of the Shire.
2. The applicant is advised that this approval does not relate to any signage, with a separate application to be lodged and approved by the Shire.

**3. The applicant is advised of the following to minimise the impact of development works:**

- a. All development works must be carried out in accordance with Control of Noise Practices set out in section 6 of AS2436 1981. For further details please contact the Department of Water and Environmental Regulation.**
- b. Development work shall only be permitted between 0700 hours and 1900 hours on any day which is not a Sunday or public holiday, without the written approval of the Shire.**
- c. Development work shall comply in all respects with the Environmental Protection (Noise) Regulations 1997.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Carried

For/Against: Cr Turton  Cr Little  Cr Cowan  Cr Hansen  Cr Jennings  Cr Price  Cr Watts

**15. Elected Members Motions of Which Previous Notice Has Been Given**

**16. New Business or Urgent Business Introduced by Decision of the Meeting**

New business of an urgent nature introduced by decision of the meeting. Best practice provides that Council should only consider items that have been included on the Agenda (to allow ample time for Councillors to research prior to the meeting) and which have an Officer Report (to provide the background to the issue and a recommended decision).

**16.1 Elected Members**

**16.2 Officers**

## **17. Matters Behind Closed Doors**

### **Procedural Motion**

**That Council, pursuant to s5.23(2)(a) of the *Local Government Act 1995*, close the meeting to members of the public to discuss the item behind closed doors as the matter is related to a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Carried

For/Against: Cr Turton  Cr Little  Cr Cowan  Cr Hansen  Cr Jennings  Cr Price  Cr Watts

### **17.1 Request for Quote – Cleaning Services for the Shire of Wandering**

<b>File Reference:</b>	<b>RFQ 02-2024</b>
<b>Location:</b>	<b>Shire of Wandering</b>
<b>Applicant:</b>	<b>Shire of Wandering</b>
<b>Author:</b>	<b>Lisa Boddy, Executive Assistant</b>
<b>Authorising Officer</b>	<b>Ian Fitzgerald, Acting Chief Executive Officer</b>
<b>Date:</b>	<b>6 August 2024</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Confidential Quote Evaluation Report</b>
<b>Previous Reference:</b>	<b>N/A</b>

#### **Summary:**

The Shire of Wandering undertook a public quote process to appoint a qualified contractor to provide commercial cleaning services to various buildings and public amenities in the Shire.

Through the tender process, five quotes were submitted within the specified timeframe and evaluated in accordance with the quote criteria.

The contract is for an initial one year term with one option to extend the contract by one year. Following evaluation, the submission from 'Respondent A' was determined to be the most suitable of the submissions received.

#### **Background:**

The Shire of Wandering (Shire) owns a diverse range of facilities that require regular cleaning to maintain the assets and meet public hygiene standards.

This contract will provide scheduled and reactive cleaning services at various public buildings, facilities and amenities within the Shire.

The proposed Contract is to be carried out in accordance with the Scope of Works and is for an initial term of one (1) year, commencing 1 September 2024. One extension option will be available under the contract, which would allow the contract term to be extended for an additional one (1) year, upon completion of a contract review to the satisfaction of the Shire.

**Comment:**

RFQ 02-24 Cleaning Services for the Shire of Wandering was issued as a public open quote on Tuesday 11 June 2024. The deadline for submissions was 4.00pm (AWST) Thursday 1 August 2024. The invitation to quote was published in the West Australian newspaper as required by legislation, as well as in the Narrogin Observer and on the Shire’s website and Facebook page.

Six organisations submitted quotes which were received by the deadline of the Request for Tender. Tender submissions were reviewed by the Chief Executive Officer and the Executive Assistant.

Each quote response was assessed against the relevant compliance and qualitative criteria, as outlined below:

Selection Criteria	Weighting
Qualifications Criteria	10%
References	10%
Safe Work	10%
Insurances	10%
Capacity	10%
Cost	50%

A scoring and weighting methodology was used to assess quotes against these criteria, with the extent to which a quote demonstrated greater satisfaction of each of the criteria resulting in a greater score.

This recommendation is based on the preferred submission being deemed the most advantageous to Council, through their understanding, location, experience and ability to deliver the listed required works. Detailed outcomes from the tender evaluation process are outlined in Confidential Attachment.

**Consultation:**

Chief Executive Officer  
Executive Assistant

**Statutory Environment:**

*The Local Government (Functions and General) Regulations 1996* Part 4 Division 1 Regulation 11A (1) requires that a local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less or worth \$150,000 or less.

The Shire’s purchasing policy states the following purchasing thresholds:

Amount of Purchase	Number of Quotations required
Up to \$ \$5,000	Preference for one quote to be obtained
\$5,001 - \$20,000	Two verbal or written quotations
\$20,001 - \$50,000	Two written quotations.
\$50,001 - \$249,999	Three written quotations containing price and specification of goods and services. Quotations must be received in writing and offers made in writing, and all quotations and offers must be recorded in the Shire’s Central Records System.
Above \$250,000	All purchases exceeding \$250,000 should be by public tender unless a legislated tender exemption applies.

**Policy Implications:**

Nil.

**Financial Implications:**

The provision of cleaning services is a key function of Council’s commitment to maintaining its assets for the use of the community. Quotes are called to ensure the Shire receives value for money.

**Strategic Implications:**

**Improve our Financial Position**

Our Goals	Our Strategies
The Wandering Shire is financially sustainable	Prudently manage our financial resources to ensure value for money

**Sustainability Implications:**

- Environmental: There are no known significant environmental considerations.
- Economic: There are no known significant economic considerations.
- Social: There are no known significant social considerations.

**Risk Implications:**

Cleaning schedules for public buildings ensures statutory regulations and standards are met, while providing a safe, clean and welcoming environment for our community.

There is minimal risk associated with the proposed recommendation, however Council could reject the quotes and instead look at the option of modifying the workforce plan to employ in-house cleaners. This option is not recommended due to the supervision and contingency planning requirements that would need to be managed in-house. Cleaning staff would also need to be remunerated, which would increase costs to the yearly budget.

**Voting Requirements:**

Simple Majority



**Officer Recommendation:  
That Council:**

- **Accepts the quote submitted by {\_\_\_\_\_}, named as ‘Respondent A’ in the Evaluation Panel Report recommendation detailed in the Confidential Attachment as the most advantageous tender to form a contract.**
- **Delegates the formation of a contract with ‘Respondent A’ to the CEO.**
- **Delegates the decision on whether to extend the contract at the end of the initial one year contract term to the CEO, in conformance with the provisions of the *Local Government (Functions and General) Regulations 1996* and the terms of the contract, subject to the completion of a satisfactory formal contract review.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Carried

For/Against: Cr Turton  Cr Little  Cr Cowan  Cr Hansen  Cr Jennings  Cr Price  Cr Watts

**Council Decision:**

**That Council, pursuant to s5.23(2)(a) of the *Local Government Act 1995*, reopen the meeting to members of the public.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Carried

For/Against: Cr Turton  Cr Little  Cr Cowan  Cr Hansen  Cr Jennings  Cr Price  Cr Watts

**18. Closure of Meeting**

The Presiding Member to declare the meeting closed.