

AGENDA

Ordinary Council Meeting

6.00pm Tuesday 22 May 2018

**VENUE:
Council Chamber
Bannockburn Shire Hall**

NEXT ORDINARY COUNCIL MEETING
6.00pm Tuesday 26 June 2018

Copies of Golden Plains Shire Council's Agendas & Minutes
Can be obtained online at www.goldenplains.vic.gov.au

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1 OPENING DECLARATION

Our Vision

A healthy, safe, vibrant, prosperous and sustainable community supported by strong leadership, transparent governance and community partnerships

- Our Community, Our Economy and Our Pride.

Opening Prayer

Almighty God,

Help us to undertake our duties impartially and honestly, in the best interests of the people of the Golden Plains Shire.

We make this prayer through Jesus Christ Our Lord.

Amen.

2 ACKNOWLEDGEMENT OF COUNTRY

Council acknowledges the traditional Wadawurrung owners of this land. Council pays its respects to Wadawurrung Elders both past and present and extends that respect to all Aboriginal and Torres Strait Islander People who are part of Golden Plains Shire.

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of the Ordinary meeting of council held 24 April 2018, as circulated, be confirmed.

5 DECLARATION OF CONFLICT OF INTEREST

6 ASSEMBLY OF COUNCILLORS

6.1 ASSEMBLY OF COUNCILLORS

File Number: 02-03-004

Author: Petra Neilson, Council Support Officer

Authoriser: Eric Braslis, CEO

Attachments: 1. Assembly of Councillors

RECOMMENDATION

That Council notes the Assembly of Councillors Record from 25 April 2018 to 21 May 2018 as attached.

EXECUTIVE SUMMARY

To present Council with written records of Assembly of Councillors in accordance with section 80A of the Local Government Act 1989 from 25 April 2018 to 21 May 2018.

BACKGROUND

In accordance with Section 80A of the Local Government Act 1989 a written record of assembly of Councillors must be reported at an ordinary Council meeting and minuted as soon as practicable.

DISCUSSION

The record must include:

1. The names of all Councillors and members of Council staff attending
2. The matters considered
3. Any conflict of interest disclosures made by a Councillor attending
4. Whether a Councillor who has disclosed a conflict of interest left the assembly

CONSULTATION

A formal consultation process is not required.

CONFLICT OF INTEREST

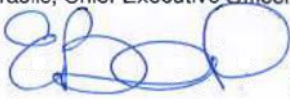
In Accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

The information provided in this report is compliant with Section 76A of the Local Government Act 1989.



Assembly of Councillors Record

Date of meeting:	Tuesday 15 May 2018
Time:	1.00pm
Purpose of meeting:	Councillor Briefing session
Councillors present:	Cr Helena Kirby, Mayor Cr Joanne Gilbert Cr Nathan Hansford Cr Les Rowe Cr Owen Sharkey
Apologies:	Cr Des Phelan Cr David Evans
Council staff present:	Eric Braslis, Chief Executive Officer Greg Anders, Director Assets & Amenity Jillian Evans, Director Community Services Richard Trigg, Director Corporate Services David Greaves, Works Manager Tim Waller, Development Manager Tony Talevski, Team Leader of Roads and Waste Heidi Preston, Acting Human Services Manager Sarah Fisher, Statutory Planning Team Leader Mick Cosgriff, Economic Development Officer
Other people present:	Brenda and Peter Rumler, Community Coordinators Patti Manolis, CEO, Geelong Regional Library Corporation Stephen Davey, Director Government Services (Vic/Tas) Opteon Solutions
Conflict of Interest Disclosures (Councillors)	Nil
Conflict of Interest Disclosures (Officers)	Nil
Matters discussed:	Presentation: Wallinduc Community Plan Presentation: Geelong Regional Library Corporation Presentation: 2018 Revaluation Citizen Recognition: Tanner Stack Adoption of GPS Municipal Emergency Management Plan Planning Application P17-211 Budget report – 9 months ended 31 March 2018 Council Policy Review – Procurement Council Expenses Report – 9 Months ended 31 March 2018 Minor Civil Works and West Plant Hire GPS-RFT5/2018 Maintenance Truck with Horizontal Discharge GPS-RFT13/2018 Compact Road and Pavement Sweeper GPS-RFT14/2018 Geelong Rural and Peri-Urban Advisory Committee Appointment Riverstone Open Space Grampians Region Cycling & Trails Infrastructure Business and Master Plan update Permits to Burn by Private Persons Bannockburn Children’s Service New Child Care Package
Completed by:	Eric Braslis, Chief Executive Officer  16/5/2018.

7 BUSINESS REPORTS FOR DECISION

7.1 CITIZEN RECOGNITION

File Number: 000

Author: Petra Neilson, Council Support Officer

Authoriser: Eric Braslis, CEO

Attachments: Nil

RECOMMENDATION

That Council acknowledges the achievements and contributions made by Tanner Stack in the field of baseball.

EXECUTIVE SUMMARY

Golden Plains Shire is proud to recognise the fantastic achievements and contributions made by young people in the community. We are fortunate today to present a Citizen Recognition Award, which includes a certificate of recognition to Tanner Stack.

Tanner Stack is being recognised for his achievement in sport.

- Tanner is 11 years old, lives in Sutherland Creek, attends Kardinia International College and has been playing baseball for three years.
- Tanner is competing in a baseball tournament in the Under 12 age group in Japan.

7.2 GOLDEN PLAINS SHIRE MUNICIPAL EMERGENCY MANAGEMENT PLAN 2017-2020 - ADOPTION

File Number: 53-05-010

Author: Matthew Sims, Emergency Management Officer

Authoriser: Richard Trigg, Director Corporate Services

Attachments: 1. MEMP 2017-2020 (under separate cover)

RECOMMENDATION

That Council adopt The Golden Plains Shire Municipal Emergency Management Plan 2017-2020, Version 2.0 dated 22 May 2018

EXECUTIVE SUMMARY

To seek Council approval to adopt the Golden Plains Shire Municipal Emergency Management Plan 2017-2020 (The Plan). The Plan was approved by the Golden Plains Shire Municipal Emergency Management Planning Committee (MEMPC) on the 1 May 2018.

PURPOSE

To adopt The Plan Version 2.0 as recommended by the MEMPC.

KEY POINTS

Pursuant to section 20(1) of the *Emergency Management Act 1986*, Council, along with the MEMPC, is required to prepare a Municipal Emergency Management Plan. This plan is required to:

- Identify municipal emergency management arrangements
- Identify hazards/risks in the municipal area
- Identify municipal emergency management resources
- Identify response, relief and recovery arrangements
- Specify how resources are to be used in emergency prevention, response and recovery
- Identify Neighbourhood Safer Places

The Plan is audited by the Victorian State Emergency Service (VICSES) every three years.

During the last audit in November 2017, a number of administrative errors were identified. As a result, The Plan was completely re-written to respond to the audit concerns and is presented as a new document, Version 2.0. Once adopted, The Plan will be audited again later this year.

The MEMPC with representatives from the major emergency management agencies in the municipal area provided feedback during the review of the Plan and has reviewed the audit outcomes and now recommends that Council adopt the Plan.

CONCLUSION

The MEMPC has reviewed The Plan and recommends it for Council adoption.

7.3 PLANNING APPLICATION P17-211 FOR A FOUR LOT SUBDIVISION AT 40 FAIRWAY CRESCENT

File Number: P17-211
Author: Leigh Page, Town Planner
Authoriser: Greg Anders, Director Assets and Amenity
Applicant: JH Surveying
Owner: Angelica Dowling
Proposal: Four Lot Subdivision
Location: 40 Fairway Crescent, Teesdale (Lot 15 on Plan of Subdivision 128683)
Attachments: 1. Copy of Objection (under separate cover)
2. Planning Application (under separate cover)
3. Submission (under separate cover)

RECOMMENDATION

That Council resolve to issue a Notice of Decision to Grant a Permit for the development of a four lot subdivision at 40 Fairway Crescent, Teesdale (Lot 15 on Plan of Subdivision 128683), subject to the following conditions:

1. *Before the Plan of Subdivision is Certified under the Subdivision Act 1988, amended plans to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and a minimum of three copies must be provided. The plans must generally be in accordance with the plan submitted with the application but modified to show:
 - a) Access to Lots 2 & 3 must be via a shared all weather access driveway of 5 metre minimum width.*
2. *The layout of the subdivision and the size and dimensions of the proposed lots must conform generally with the endorsed plan.*
3. *The formal plan of subdivision must be modified to a standard necessary for the certification of the plan and must show in particular:
 - a) The bearings and distances of all allotment boundaries, lot numbers and street names;
 - b) Any other minor requirements of Council.*
4. *Before the Plan of Subdivision is Certified under the Subdivision Act 1988, a restriction must be placed on the plan of subdivision that provides for the following to the satisfaction of the responsible authority:
 - a) A carriageway easement on Lot 2 in favour of Lot 3 for 15 metres of the shared access.
 - b) A carriageway easement on Lot 3 in favour of Lot 2 for 15 metres of the shared access.*This requirement is at the owner's expense and must not be varied except with the written consent of the responsible authority.**
5. *Before the Plan of Subdivision is Certified under the Subdivision Act 1988, a landscape plan must be submitted to and approved by the responsible authority. The landscaping must be in accordance with the landscaping shown on the Design Response Plan but modified to show a planting schedule and location for all proposed trees, shrubs and ground cover which will include the location and size at maturity of all plants, and the botanical names of such plants.*

The Design Response Plan must also ensure that there is no fencing erected along the boundary between Lots 2 and 3 for at least a distance of 15 metres north from the northern boundary of Fairway Crescent.

6. *Before the issue of a Statement of Compliance under the Subdivision Act 1988, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the responsible authority.*
7. *The landscaping as shown on the approved plans must be maintained for a period of 12 months from the date of when the Statement of Compliance was issued for the subdivision.*
8. *Before the issue of a Statement of Compliance under the Subdivision Act 1988, the applicant or owner must pay to Council a sum equivalent to 5% of the site value of all the land in the subdivision in lieu of public open space in accordance with Section 18 of the Subdivision Act 1988.*

The applicant or owner must pay on demand to Council, the Council's reasonable costs and expenses to provide valuation for payment in lieu of open space.

9. *Before the issue of a Statement of Compliance under the Subdivision Act 1988, sheds on Lots 3 and 4 must be removed from the site.*
10. *Before the issue of a statement of compliance under the Subdivision Act 1988, all existing and proposed easements and sites for existing or required utility services, drainage and roads on the land must be set aside in the Plan of Subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.*
11. *The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.*
12. *The Owner of the land must enter into an agreement with:*
 - a) *a telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and*
 - b) *a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where National Broadband Network will not be provided by optical fibre.*

13. *Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:*
 - a) *a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time.*
 - b) *a suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.*
14. *This permit will expire if:*
 - a) *The plan of subdivision is not certified within two years of the date of this permit; or*
 - b) *The registration of the subdivision is not completed within five years of the date of certification.*

The responsible authority may extend the periods referred to if a request is made in writing before the permit expires or within six months afterwards.

Environmental Health Department

15. *Before the Statement of Compliance is issued under the Subdivision Act 1988, the existing septic tank system must be altered/decommissioned/replaced and brought into compliance*

with the latest version of the 'EPA Code of Practice – Onsite Wastewater Management' to the satisfaction of the responsible authority.

16. *Any dwelling on the allotment/s must be connected to reticulated sewerage, if available. If reticulated sewerage is not available, all wastewater must be treated and retained within the lots in accordance with the State Environment Protection Policy (Waters of Victoria) under the Environment Protection Act 1970.*

Works Department

17. *Before the issue of a statement of compliance under the Subdivision Act 1988, the developer must provide an open earth drain along:*
- a) the northern boundary of Lots 2 & 3;*
 - b) the eastern boundary of Lots 1 & 2;*
 - c) the northern boundary of Lots 1 & 4; and*
 - d) perimeter drains along the eastern boundary of Lots 3 & 4;*
 - e) discharge to the existing swale drain in Fairway Crescent;*
 - f) provide to each allotment in the subdivision a discharge point; and*
 - g) open drains where required must be contained within a minimum 5m drainage easement which must be set aside on the Plan of Subdivision for this purpose.*

Where required by the responsible authority, existing downstream drainage must be upgraded including deepening and regrading sections of open drains in Fairway Crescent. Works must be in accordance with requirements of Golden Plains Shire Council contained in its Infrastructure Design Manual (IDM) and to the satisfaction of the responsible authority.

18. *Before the issue of a statement of compliance under the Subdivision Act 1988, a vehicle crossing to each lot must be provided or existing vehicle crossing upgraded by provision of a crushed rock drive entry, reinforced concrete pipe culvert and mountable end walls conforming to the requirements of Golden Plains Shire Council contained in its Infrastructure Design Manual (IDM) standard drawing SD 255 and to the satisfaction of the responsible authority.*
19. *Before the issue of a statement of compliance under the Subdivision Act 1988, a 5 metre wide all weather vehicle access must be provided for the length of the shared access to Lots 3 & 4 conforming to the requirements of the Golden Plains Shire Council contained in the Infrastructure Design Manual (IDM) and to the satisfaction of the responsible authority.*
20. *Prior to certification under the Subdivision Act 1988, and before any construction works associated with the subdivision starts, detailed construction plans and drainage computations to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. Construction plans must be to Golden Plains Shire Council's infrastructure and Design (IDM) standards and specifications.*

Note: Prior to certification the responsible authority will require a plan showing the location of all existing and proposed vehicle crossings. The plan is required to show setback distances of existing and proposed crossovers from the closest property boundary to the satisfaction of the responsible authority. The plan is required to satisfy Regulation 29 of the Subdivision (Procedures) Regulations 2011, allowing the allocation of street numbers.

Note: A 'Works within Road Reserves' Permit must be obtained from the responsible authority prior to the carrying out of any vehicle crossing works.

BARWON WATER CONDITIONS

General

21. *The plan of subdivision must be referred to Barwon Water in accordance with the Subdivision Act 1988 and any subsequent amendments to the plan provided to Barwon Water.*

Water

22. *The provision and installation of individual water services to all lots in the subdivision. A dimensioned plan showing location of all services relative to the allotment boundaries is to be submitted.*
23. *The payment of New Customer Contributions for water for each additional connection which includes any new lot on a plan of subdivision and/ or any apartment, unit, or premises within the development that is or can be separately metered for water supply.*
24. *An additional tapping(s) is to be supplied to service the proposed development. Note that tapings and services are not to be located under existing or proposed driveways.*
25. *Barwon Water's records indicate that an existing water service and meter is located on this property. A dimensioned plan showing the location of existing meters, and the location of the meter relate to the existing boundaries, and its number, is to be submitted. Private water service pipes are not permitted to cross allotment boundaries and must be plugged and abandoned at the boundaries of such allotments.*

Note: *The developer is to apply to Barwon Water for details relating to costs and conditions required for the provision of water supply and sewerage services to the subdivision. It would be appreciated if all communication between the developer/agent and Barwon Water quote Barwon Water reference number L014450.*

POWERCOR CONDITIONS

26. *The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to Powercor Australia Ltd in accordance with Section 8 of that Act.*
27. *The applicant shall:-*
 - a) *Provide an electricity supply to all lots in the subdivision in accordance with Powercor's requirements and standards, including the extension, augmentation or re-arrangement of any existing electricity supply system, as required by Powercor (A payment to cover the cost of such work will be required). In the event that a supply is not provided the applicant shall provide a written undertaking to Powercor Australia Ltd that prospective purchasers will be so informed.*
 - b) *Where buildings or other installations exist on the land to be subdivided and are connected to the electricity supply, they shall be brought into compliance with the Service and Installation Rules issued by the Victorian Electricity Supply Industry. You shall arrange compliance through a Registered Electrical Contractor.*
 - c) *Any buildings must comply with the clearances required by the Electricity Safety (Network Assets) Regulations.*
 - d) *Any construction work must comply with Energy Safe Victoria's "No Go Zone" rules.*
 - e) *Set aside on the plan of subdivision for the use of Powercor Australia Ltd reserves and/or easements satisfactory to Powercor Australia Ltd where any electric substation (other than a pole mounted type) is required to service the subdivision. Alternatively, at the discretion of Powercor Australia Ltd a lease(s) of the site(s) and for easements for associated powerlines, cables and access ways shall be provided. Such a lease shall be for a period of 30 years at a nominal rental with a right to extend the lease for a further 30 years. Powercor Australia Ltd will register such leases on the title by way of a caveat prior to the registration of the plan of subdivision.*
 - f) *Provide easements satisfactory to Powercor Australia Ltd, where easements have not been otherwise provided, for all existing Powercor Australia Ltd electric lines on the land and for any new powerlines required to service the lots and adjoining land, save for lines located, or to be located, on public roads set out on the plan. These easements shall show on the plan an easement(s) in favour of "Powercor Australia Ltd" for "Powerline Purposes" pursuant to Section 88 of the Electricity Industry Act 2000.*
 - g) *Obtain for the use of Powercor Australia Ltd any other easement external to the subdivision required to service the lots.*
 - h) *Adjust the position of any existing easement(s) for powerlines to accord with the position of the line(s) as determined by survey.*
 - i) *Obtain Powercor Australia Ltd's approval for lot boundaries within any area affected by an easement for a powerline and for the construction of any works in such an area.*
 - j) *Provide to Powercor Australia Ltd, a copy of the version of the plan of subdivision submitted for certification, which shows any amendments which have been required.*

Note: *It is recommended that, at an early date, the applicant commences negotiations with Powercor for supply of electricity in order that supply arrangements can be worked out in detail, so prescribed information can be issued once all electricity works are completed (the release to*

the municipality enabling a Statement of Compliance to be issued). Prospective purchasers of lots in this subdivision should contact Powercor Australia Ltd to determine the availability of a supply of electricity. Financial contributions may be required.

EXECUTIVE SUMMARY

The application proposes the development of the land for a four lot subdivision (refer to Attachment 1). It is proposed to subdivide the land as follows:

- Lot 1 is rectangular in shape, contains the existing two dwellings, shed and part of the existing driveway to Fairway Crescent and has an area of approximately 0.47 hectares. The new lot has frontage directly to Fairway Crescent. A new driveway and crossover will be required to be constructed for this lot.
- Lot 2 is proposed to be a battle-axed shaped allotment with an area of approximately 0.50 hectares. The new lot has a 6 metre wide frontage directly to Fairway Crescent. A new driveway will be required to be constructed for access to the existing dwellings. Lot 2 will utilise the existing crossover onto Fairway Crescent (shared with Lot 3).
- Lot 3 is proposed to be a battle-axe shaped allotment. Lot 3 is currently developed with an existing shed and will be approximately 0.42 hectares in size. The lot has a 6 metre frontage to Fairway Crescent. A new driveway will be required to be constructed to Fairway Crescent providing shared access with Lot 2.
- Lot 4 is currently developed with part of an existing shed, and has an area of approximately 0.40 hectares. The lot has frontage to Fairway Crescent. A new driveway and crossover will be required to be constructed for this lot.

A carriageway easement will be located at the frontage of Lots 2 & 3 for the first 15 metres along the single battle axe driveways, in favour of the opposite lot. The use of this carriageway is to reduce the number of crossovers on Fairway Crescent and create the appearance of a single access driveway.

Landscaping will also be required along the frontage of the battle axe driveways to delineate the single access driveway separating into the two lots. This will help to improve the appearance of the access along Fairway Crescent.

PURPOSE

This report relates to a planning permit application for a four lot subdivision at 40 Fairway Crescent, Teesdale. The application has been referred to the Council for determination as an objection to the application was received. This report provides a background to the application, a summary of the relevant planning considerations and an officer recommendation.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

COUNCIL PLAN

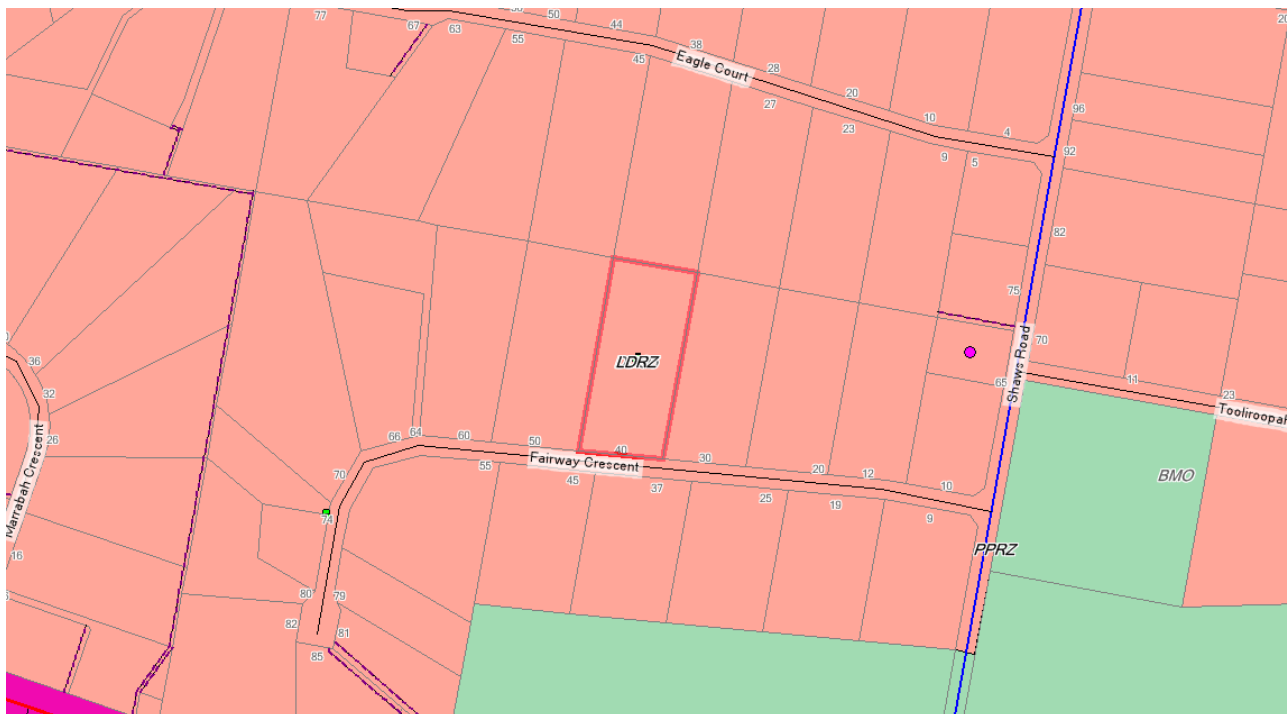
We will work to promote and protect the natural environment and ensure that growth and change in the Shire will be managed for the benefit of all of the community.

BACKGROUND INFORMATION

This application for a four (4) lot subdivision has been brought to Council as there is an outstanding objection.

The subject land is situated at 40 Fairway Crescent, Teesdale and is formally described as Lot 15 on Plan of Subdivision 128683. The site is located in a low density residential area of the Teesdale

township. Design and Development Overlay 5 also applies to the land (low density residential zone setbacks).



The land parcel proposed to be subdivided has two existing dwellings onsite as well as associated shedding. The building permit for the first dwelling was approved in 1984 and the second in 1985. Records indicate that the second dwelling appears to have been intended to be approved and used as a dependant persons unit, however this definition was not indicated on any permits. The owner has submitted a statutory declaration outlining that the two dwellings have been operating independently of each other (not as a dependant persons unit) since 1985, thus establishing use rights for two dwellings on the lot. Access to the site is available directly from Fairway Crescent.

The lots along Fairway Crescent range in sizes from 1 hectare up to 2.5 hectares, are predominantly rectangular in shape, with the majority of the lots containing a single dwelling and associated shedding located towards the street frontage. Only a small number of subdivisions have occurred in recent years, with large number of the lots having established screen trees planted along the boundaries.

The application was received by Council on 30 August 2017 and a preliminary assessment of the application was undertaken. The application was referred under Section 55 of the *Planning & Environment Act 1987* ('the Act') to Barwon Water and Powercor in accordance with Clause 66.01 of the planning scheme.

The application was also internally referred to Council's Works Engineer and Environmental Health Officer. These departments had no objection to the issue of a permit subject to conditions being placed on a permit.

CONSULTATION

Notice of the application was given in accordance with Section 52 (1)(a) & (d) of the Act. Notice was provided by mail to nine adjoining and neighbouring owners and occupiers and a sign was placed onsite.

As a result of the public notice one objection was received. The objector is concerned that the proposed subdivision will impact the rural/residential character of this area of Teesdale (please see attachment 2).

A consultation meeting with the objector and the applicant was held on 20 February 2018, however there was no resolution reached.

ASSESSMENT

***Golden Plains Planning Scheme* State Planning Policy Framework (SPPF)**

Clause 11.02 Urban growth

The objective of the policy for the supply of urban land (Clause 11.02-1) is to ensure a sufficient supply of land is available for residential and other uses. Planning for urban growth should consider:

- Opportunities for the consolidation, redevelopment and intensification of existing urban areas.
- Neighbourhood character and landscape considerations.
- The limits of land capability and natural hazards and environmental quality.
- Service limitations and the costs of providing infrastructure.

Clause 15.01 Urban environment

The objective of the policy for neighbourhood and subdivision design (Clause 15.01-3) is to ensure the design of subdivisions achieve attractive, liveable, walkable, cyclable, diverse and sustainable neighbourhoods. In the development of new residential areas and in the redevelopment of existing areas, subdivision should be designed to create liveable and sustainable communities by, among other things, providing a range of lot sizes to suit a variety of dwelling and household types to meet the needs and aspirations of different groups of people.

Clause 16.01-2 Location of residential development

This policy aims to locate new housing in or close to activity centres and employment corridors and at other strategic redevelopment sites that offer good access to services and transport. The policy seeks to ensure an adequate supply of redevelopment opportunities within the established urban area to reduce the pressure for fringe development and to identify opportunities for increased residential densities to help consolidate urban areas.

Local Planning Policy Framework (LPPF)

Clause 21.02 Settlement

The local policy for subdivision for dwellings outside townships (Clause 21.03-4) applies to the development of land in low density residential areas. The policy seeks to control the density and overall lot sizes of land according to environmental conditions and established character and to avoid indiscriminate subdivision of land. To satisfy this policy new subdivision must recognise and maintain the surrounding lot configurations and lot size, provide appropriate infrastructure, including drainage and roads, and provide for on-site effluent disposal including on-going maintenance of septic systems.

Clause 21.08 Local Areas (Small Towns)

The local policy includes town structure plans that are designed to meet a variety of objectives including quality of lifestyle and appearance of development. The Teesdale Town Structure Plan seeks to maintain highly attractive residential development. The structure plan does not contain any specific references to the subject land or contain any strategies specific to an application of this type. The policy does not make any specific references to the subject land or contain any policies that relate specifically to the application.

Clause 22.09 Low Density Residential Subdivision Policy

This policy seeks to ensure the elements of land capability and character are addressed when considering subdivision applications. The objectives of the policy are to ensure that new lots are of sufficient size for on-site effluent disposal and to maintain an open and spacious character in low density residential areas. Character will be maintained by encouraging:

- Design that provides for open space and landscaping.
- Retention of existing vegetation.
- Avoiding creation of lots with battle-axe access in greenfield development.
- The provision of wide driveways with sufficient areas available for landscaping.
- Lot sizes with sufficient area to accommodate setbacks required by the Design and Development Overlay Schedule 5.

It is policy that support for subdivision in the LDRZ will be considered only where a land capability assessment demonstrates that the proposed lots can contain on site effluent disposal and there will be no impact on the surrounding area, and where subdivision respects and positively contributes to the lot configuration and character elements of the surrounding area.

Zone and overlay provisions

Clause 32.03 Low Density Residential Zone (LDRZ)

The site and surrounding land is in a Low Density Residential Zone (LDRZ). The purpose of the LDRZ is to provide for low-density residential development on lots which, in the absence of reticulated sewerage, can treat and retain all wastewater. A permit is required to subdivide land under the provisions of the LDRZ. The LDRZ sets a minimum lot size of 0.4 hectares.

Clause 43.02 Design & Development Overlay Schedule 5 (DDO5)

The land is affected by the Design & Development Overlay Schedule 5 (DDO5) which relates to setbacks for the construction of buildings. The setbacks specified in the DDO5 are 10m from the road boundary, 5m from other boundaries, and 15m from a dwelling not in the same ownership. The DDO5 does not contain any specific requirements relating to subdivision.

Clause 52.01 Public Open Space Contribution

A public open space contribution must be made in accordance with this clause. A condition should be applied to any permit issued to ensure that the contribution is made.

Clause 56.07 Integrated Water Management

The proposal meets all of the relevant objectives and standards as listed within Clause 56.07-1 to 56.07-4, relating to integrated water management.

General provisions

The decision guidelines contained in Clause 65 of the planning scheme require Council to consider the following matters, as appropriate:

- The matters set out in Section 60 of the Act.
- The State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- The purpose of the zone, overlay or other provision.
- Any matter required to be considered in the zone, overlay or other provision.

- The orderly planning of the area.
- The effect on the amenity of the area.
- The proximity of the land to any public land.
- Factors likely to cause or contribute to land degradation, salinity or reduce water quality.
- Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.
- The extent and character of native vegetation and the likelihood of its destruction.
- Whether native vegetation is to be or can be protected, planted or allowed to regenerate.
- The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.

DISCUSSION

Planning scheme

The proposed subdivision is considered to satisfy the relevant provisions of the planning scheme including State and Local planning policies, the Low Density Residential Zone, Design & Development Overlay Schedule 5, and Clause 65 of the Victoria Planning Provisions.

As outlined previously, the State Planning Policy Framework, Clause 16.01-2 - location of residential development, aims to provide for infill development within established residential areas. Given the zoning of the land allows for further subdivision, the proposal will be in keeping with the aim to provide for infill within existing residential areas.

The application satisfies the local policy for Low Density Residential Development (Clause 22.09) which seeks to maintain the character and appearance of low density residential areas and ensure that new subdivision has the capacity for on-site effluent disposal and adequate infrastructure.

It is acknowledged that Fairway Crescent is currently characterised by large open rural lots, however the proposed increased in lot density is supported by the State and Local Planning Policies, and the Low Density Residential Zone. The land capability assessment submitted with the application also supports the treatment of effluent waste within the proposed lots.

The proposed subdivision design will maintain the character of the area as the proposed lots are of sufficient size to provide setbacks in accordance with the DDO5 and which are consistent with surrounding properties, effectively retain existing vegetation and provides sufficient space for additional landscaping, and provides wide street frontages.

Objector's concerns

The objector is concerned about the impact of the proposed subdivision on the character of the area.

The local policy for Low Density Residential Development (Clause 22.09) requires that the subdivision provides lots with sufficient area to accommodate setbacks in accordance with the DDO5. The DDO5 specifies a 5m setback to neighbouring property boundary. The proposed subdivision provides sufficient area to accommodate the setbacks specified in the DDO5.

The proposed subdivision will be in keeping with the zoning of the land and the Local and State Planning Policies.

OPTION ANALYSIS

N/A

RISK IMPLICATIONS

It is considered that there are no risk management implications.

FINANCIAL IMPLICATIONS

It is considered that there are no financial implications.

CULTURAL HERITAGE IMPLICATIONS

The proposal does not require the preparation of a Cultural Heritage Management Plan under the Aboriginal Heritage Regulations 2007.

CONCLUSION

The application satisfies the provisions of the State and Local Planning Policy Frameworks, the local policy for Low Density Residential Development (Clause 22.09), Low Density Residential Zone, Design & Development Overlay Schedule 5, and the decision guidelines of the Planning Scheme (Clause 65). The proposed subdivision design and requirements relating to boundary setbacks will ensure there is no adverse effect on the character and amenity of the area. For these reasons the issue of a permit is not considered to cause material detriment to any person.

7.4 QUARTERLY FINANCIAL REPORT - 9 MONTHS ENDED 31 MARCH 2018**File Number:** 40-01-015**Author:** Jason Clissold, Finance Manager**Authoriser:** Richard Trigg, Director Corporate Services**Attachments:** 1. Budget Report - 9 Months Ended 31 March 2018 (under separate cover)**RECOMMENDATION**

That Council adopt the Quarterly Financial Report for the 9 Months Ended 31 March 2018.

EXECUTIVE SUMMARY

As at 31 March 2018, the Income Statement shows total operating revenue of \$34.9m and total operating expenditure of \$27.8m which results in a year to date surplus of \$7m. This is \$145k favourable compared to the adopted budget. The surplus from operations is forecast to be \$6.8m for the year ending 30 June 2018, which has subsequently been revised to a surplus of \$6.5m.

The forecast cash balance, compared to the original budget at 30 June 2018 is forecast to be \$4.4m favourable. This is primarily due to the announcement that the Federal Government will once again distribute 50% (\$2.7m) of the 2018-19 FAG's funding early in June 2018.

The forecast figures reported in the Statements reflect the original budget adopted by Council, adjusted for roll forwards from 2016-17, budget reallocations and any known permanent variances. The Quarterly Financial Report has been reviewed by Senior Management and will be tabled at the Audit and Risk Committee meeting scheduled for 5 June 2018.

BACKGROUND

Section 138 of the Local Government Act 1989 requires a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date be presented to Council at least every 3 months.

Council practice is for the Audit and Risk Committee to recommend the report to Council, however, due to the Committee being unable to form a quorum in May, the meeting will be convened in June.

POLICY CONTENT

Local Government Act 1989 (as amended)

DISCUSSION

Council has completed nine months of the 2017-18 financial year. The attached Quarterly Financial Report has been prepared on an operating basis and includes the following:

- Income Statement;
- Balance Sheet;
- Statement of Cash Flows;
- Statement of Capital Works; and
- Key Result Areas.

Each of the statements show the original budget together with the current forecast and the actual results for the nine month period July 2017 to March 2018.

As at 31 March 2018, the Income Statement shows total operating revenue of \$34.9m and total operating expenditure of \$27.8m which results in a year to date surplus of \$7m. This is \$145k

favourable compared to the adopted budget. The surplus from operations is forecast to be \$6.8m for the year ending 30 June 2018.

The forecast figures reported in the Statements reflect the original budget adopted by Council, adjusted for roll forwards from 2016-17, budget reallocations and any known permanent variances. At the time of preparing this report, it is assumed that the additional costs resulting from the current recycling crisis will be covered by the State Government funding in 2017-18.

Subsequent to the 31 March 2018 and the preparation of the attached Budget Report, it has become evident that the performance of the Bannockburn Children Services Centre will not achieve budget due to a material reduction in enrolments. This reduction has resulted from the opening of a second child care centre in Bannockburn and is expected to be an ongoing issue. Management has been monitoring the issue closely and unfortunately the expected growth in enrolments during February and March has not occurred. Council has been provided with a confidential briefing on the circumstances.

The adjusted underlying result was forecast to be a surplus of \$499k, which has subsequently been revised to a surplus of \$214k. This favourable variance has primarily resulted from receiving 50% of the 2018-19 Roads to Recovery funding in advance and recognising the additional revenue expected to be generated from the sale of land resulting from the rate recovery process.

Total expenditure in the Statement of Capital Works is now forecast to be \$14.5m compared to the original budget of \$9.2m. This increase of \$5.3m is primarily due to projects rolled forward from 2016-17 (which included projects awaiting funding \$3.77m (see below), plant on order \$920k and work in progress \$580k).

The capital program is 52% completed compared to the forecast, with the following major projects to be completed:

- Bannockburn Heart \$2.6m (work in progress, but will not be completed by 30 June 2018)
- Gumley Road Reconstruction \$1.1m (under construction)
- Golden Plains Community and Civic Centre \$500k (work in progress)
- Franklin Bridge Repairs \$375k (under construction)
- Plant and Machinery \$800k (items on order)

CONSULTATION

Nil

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

The financial results and statements to 31 March 2018 demonstrate a positive result compared to the adopted budget, with a surplus from operations of \$6.8m and a cash balance of \$15.6m. However, it should be noted that there are still approximately \$7.0m of capital works to be delivered and \$2.3m being held in retained earnings for specific purposes (Bakers Lane, Employee entitlements, etc).

There have been no permanent variances that would be considered material in terms of Council's financial sustainability and with the exception of the revised Children Services Centre forecast, the financial results detailed in the attached budget report remain consistent with the objectives adopted in Council's Strategic Resource Plan and meet the principles of sound financial management as required under Section 136 of the Local Government Act.

7.5 COUNCIL POLICY REVIEW - 3.2 PROCUREMENT**File Number:** 39-01-001**Author:** Jason Clissold, Finance Manager**Authoriser:** Richard Trigg, Director Corporate Services**Attachments:** 1. Council Policy 3.2 - Procurement (with amendments)**RECOMMENDATION**

That Council Policy 3.2 – Procurement be adopted with minor amendments, as attached.

EXECUTIVE SUMMARY

Council's existing Procurement Policy is required to be reviewed annually. There are three minor recommended changes to the Procurement Policy being:

- Clarification of what municipalities are included in G21, within the definition of 'Local';
- Inserted the reference to 'for the community' under the definition of 'Social Procurement'; and
- Reference to Child Wellbeing and Safety Act has been inserted in section 2.2.2 - Standards

BACKGROUND

Under S.186A (1) of the Act, Council is required to prepare and approve a Procurement Policy. Subsection (7) also requires that the policy be reviewed at least once in each financial year. The policy was last reviewed on 27 June 2017 and is therefore, due for review.

DISCUSSION

The act states that 'A Council must comply with its Procurement Policy', so it is important that the policy reflects current practice and does not impose requirements that may hinder compliance.

There are three minor recommended changes to the Procurement Policy being

- Clarification of what municipalities are included in G21, within the definition of 'Local';
- Inserted the reference to 'for the community' under the definition of 'Social Procurement'; and
- Reference to Child Wellbeing and Safety Act has been inserted in section 2.2.2 - Standards

CONSULTATION

The amended policy has been reviewed by the Full Management Team and is recommended to Council for adoption.

CONFLICT OF INTEREST

There are no conflicts of interest.

CONCLUSION

The policy remains consistent with Council practices and is largely based on the Model Procurement Policy developed by the MAV, which was considered as part of this review. Including reference to the Child Wellbeing and Safety Act supports Council's role in being a child safe organisation.

3.2 Procurement

<i>Policy Title:</i>	<i>Procurement (formerly Purchasing by Council Staff)</i>
<i>Date Adopted:</i>	<i>21/12/95</i>
<i>Date Revised:</i>	<i>26/9/02; 22/11/07; 25/9/08; 22/10/09; 29/6/11; 26/6/12; 25/6/13; 27/5/14; 26/5/15; 24/5/16; 23/5/17</i>
<i>Minute Book Reference:</i>	<i>Council Minutes</i>
	<i>26/9/02 Item 3.1 (Purchasing Policy Workshop minutes 22/8/02, item 3.1 page 3)</i>
	<i>22/11/07 Item 5.10.1(d), page 14 (refer Audit & Finance Committee minutes 8/11/07, item 4.4, page 11)</i>
	<i>25/9/08 Item 4.10.1(d), page 27 (refer Audit & Finance Committee minutes 11/9/08, item 4.5, page 12)</i>
	<i>22/10/09 Item 4.10.1(b), page 22 (refer Audit & Finance Committee minutes 08/10/09, item 4.2, page 7)</i>
	<i>29/6/11 Item 4.10.1(b), page 26 (refer Audit & Finance Committee minutes 14/6/11, item 4.3, page 9)</i>
	<i>26/6/12 Item 4.10.1(b), page 39 (refer Audit & Finance Committee minutes 12/6/12, item 4.1.2, page 8)</i>
	<i>25/6/13 Item 4.10.5(a), page 51 (refer Governance Committee minutes 11/6/13, item 4.1.1, pages 5-7)</i>
	<i>27/5/14 Item 4.10.5(a), page 24 (refer Governance Committee minutes 13/5/14, item 4.1.1, pages 5-6)</i>
	<i>26/5/15 Item 4.2.2, pages 16-17</i>
	<i>24/5/16 Item 4.2.3, pages 21-22</i>
	<i>23/5/17 Item 4.2.1, pages 13-14</i>
<i>Next Revision Due:</i>	<i>June 2018 (once in each financial year in accordance with the LGA)</i>

1. Principles

1.1. Background

Golden Plains Shire Council recognises that:

- Developing a procurement strategy and adopting appropriate best practice contracting and procurement principles, policies, processes and procedures for all goods, services and works by Council, will enhance achievement of Council objectives such as sustainable and social procurement; bottom-line cost savings, supporting local economies; achieving innovation; and better services for communities.
- The elements of best practice applicable to local government procurement incorporate:
 - broad principles covering ethics, value for money, responsibilities and accountabilities;
 - guidelines giving effect to those principles;
 - a system of delegations (i.e. the authorisation of officers to approve and undertake a range of functions in the procurement process); and
 - procurement processes, with appropriate procedures covering minor, simple procurement to high value, more complex procurement.
- Council's contracting, purchasing and contract management activities endeavour to:
 - support the Council's corporate strategies, aims and objectives including, but not limited to those related to sustainability, protection of the environment, and corporate social responsibility;
 - take a long term strategic view of its procurement needs while continually assessing, reviewing and auditing its procedures, strategy and objectives;
 - provide a robust and transparent audit trail which ensures that procurement projects are delivered on time, within cost constraints and that the needs of end users are fully met;
 - are conducted, and are seen to be conducted, in an impartial, fair and ethical manner;

- achieve value for money and quality in the acquisition of goods, services and works by the Council;
- ensure that risk is identified, assessed and managed at all stages of the procurement process;
- Use strategic procurement practices and innovative procurement solutions to promote sustainability and best value, in particular making use of collaboration and partnership opportunities;
- Use social procurement to enhance sustainable and strategic procurement to effectively contribute towards building stronger communities and meeting the wider social objectives of the Council;
- Comply with legislation, corporate policies or other requirements, ensuring that all staff responsible for procurement and contract management are aware of and adhere to the legislative requirements, Council standards and best practice.

1.2. Scope

This Procurement Policy is made under Section 186a of the *Local Government Act* 1989. The Act is the key legislative framework that regulates the process of all local government procurement in Victoria. Section 186a of the Act requires the Council to prepare, approve and comply with a procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by the Council.

This policy applies to all contracting and procurement activities at Council and is binding upon Councillors, Council staff and temporary employees, contractors and consultants while engaged by the Council.

The Act and the Procurement Policy of the Council is the primary reference point for how all procurement should be performed.

1.3. Purpose

The purpose of this policy is to:

- provide policy and guidance to Council to allow consistency and control over procurement activities;
- demonstrate accountability to ratepayers;
- provide guidance on ethical behaviour in public sector purchasing;
- demonstrate the application of elements of best practice in purchasing; and
- increase the probability of obtaining the right outcome when purchasing goods and services.

1.4. Treatment of GST

All monetary values stated in this policy include GST except, where specifically stated otherwise.

1.5. Definitions & Abbreviations

Term	Definition
Act	<i>Local Government Act</i> 1989
Best value	Best value in procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including: <ul style="list-style-type: none"> • contribution to the advancement of the Council's priorities; • non-cost factors such as fitness for purpose, quality, service and support; and • cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.

Term	Definition
Category management	A 'category' is an area of spend determined by known market boundaries separating different products, services or industries. Category management recognises that suppliers within a certain market are likely to have similarities which enable a tailored approach to procurement.
Commercial in confidence	Information that, if released, may prejudice the business dealings of a party e.g. prices, discounts, rebates, profits, methodologies and process information.
Contract management	The process that ensures both parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular, to provide value for money.
Corporate Social Responsibility (CSR)	Corporate Social Responsibility (CSR) is about taking positive action to demonstrate the Council's commitment to the local community and environment on which it impacts.
Council staff	Includes full-time and part-time Council staff, and temporary employees, contractors and consultants while engaged by the Council.
Expression of Interest (EOI)	An invitation for persons to submit an EOI for the provision of the goods and/or services generally set out in the overview of requirements contained in the document. This invitation is not an offer or a contract.
Local	Labour, materials, plant and supervision which are sourced from within the G21 <u>Geelong Region Alliance (Municipalities of Geelong, Colac Otway, Queenscliff, Surf Coast and Golden Plains)</u> and Ballarat regions.
Probity	Within Local Government, the word "probity" is often used in a general sense to mean "good process". A procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council's policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
Request for Proposal (RFP)	A request for proposal is generally sent to the supplier market, designed to capture commercial information and pricing. Allows Council to assess suitability and evaluate responses against a set of pre-defined requirements.
Social procurement	Social procurement uses procurement processes and purchasing power to generate positive social outcomes <u>for the community</u> in addition to the delivery of efficient goods, services and works.
Sustainability	Activities that meet the needs of the present without compromising the <u>ability of future generations to meet their needs.</u>
Tender process	The process of inviting parties to submit a quotation by tender using public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.

POLICY**2. Effective Legislative & Policy Compliance & Control****2.1. Ethics & Probity****2.1.1. Requirement**

Council's procurement activities shall be performed with integrity and in a manner able to withstand the closest possible scrutiny. Councillors and Council staff shall at all times conduct themselves in ways that are, and are seen to be, ethical and of the highest integrity.

2.1.2. Conduct of Councillors & Council Staff

Councillors and Council staff must abide by Golden Plains Shire Council's Councillor Code of Conduct and Officer Code of Conduct respectively. In relation to procurement, Councillors and Council staff shall at all times conduct themselves in ways that are, and are seen to be, ethical and of the highest integrity and will:

- treat potential and existing suppliers with equality and fairness;
- not seek or receive personal gain;
- maintain confidentiality of commercial in confidence information such as contract prices and other sensitive information;
- present the highest standards of professionalism and probity;
- deal with suppliers in an honest and impartial manner that does not allow conflicts of interest; and
- provide all suppliers and tenderers with the same information and equal opportunity; and be able to account for all decisions and provide feedback on them.

2.1.3. Tender Processes

All tender processes shall be conducted in accordance with the requirements of this policy and any associated procedures, relevant legislation, relevant Australian Standards and the *Local Government Act 1989* (the Act).

2.1.4. Conflict of Interest

With regard to conflict of interest, Councillors and Council staff must comply with:

- The *Local Government Act 1989*;
- Respective Conflict of Interest Guide's developed by Local Government Victoria; and
- Respective Golden Plains Shire Council 'Code of Conduct' policies.

This requires officers to undertake their duties in a manner which reflects high standards of good governance, professionalism and integrity. Councillors and staff of Golden Plains Shire Council are to conduct themselves in a manner which enhances public confidence in local government.

Councillors and Council staff must be aware of situations in which private interest's conflict, or might reasonably be thought to conflict, or have the potential to conflict, with their Council duties.

Councillors and Council staff involved in the procurement process, in particular preparing tender documentation, including writing tender specifications, tender opening, and tender evaluation panels, must:

- Avoid conflicts, whether actual, potential or perceived, arising between their official duties and their private interests. Private interests include the financial and other interests of Councillors and Council staff, plus their relatives and close associates
- Declare that there is no conflict of interest. Where future conflicts, or relevant private interests arise Council staff must make their manager, or the chairperson of the relevant tender assessment panel or board aware and allow them to decide whether the officer should continue to be involved in the specific procurement exercise

- Observe prevailing Best Practice Procurement Guidelines published by Local Government Victoria on how to prevent or deal with conflict of interest situations; and not take advantage of any tender related information whether or not for personal gain.

2.1.5. Fair & Honest Dealing

All prospective contractors and suppliers must be afforded an equal opportunity to tender or quote.

Impartiality must be maintained throughout the procurement process so it can withstand public scrutiny.

The commercial interests of existing and potential suppliers must be protected.

Confidentiality of information provided by existing and prospective suppliers must be maintained at all times, particularly commercially sensitive material such as, but not limited to prices, discounts, rebates, profit, manufacturing and product information.

2.1.6. Accountability & Transparency

Accountability in procurement means being able to explain and provide evidence on the process followed. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

2.1.7. Gifts & Hospitality

Offers of bribes, commissions or other irregular approaches from organisations or individuals (no matter how flimsy the evidence available), must be promptly brought to the attention of the CEO.

With regard to gifts and hospitality, Councillors must comply with the Act and Council staff must comply with Council's internal policy 'Gift and Hospitality declarations – Council officers'. This policy precludes an officer participating in the decision making process that affects a gift providers organisation if they have received an aggregate of gifts that exceeds \$500 within a five year period.

2.1.8. Disclosure of Information

Unless required by legislation, Commercial in Confidence information received by Council must not be disclosed and is to be stored in a secure environment pending lawful destruction in accordance with the Public Records Office General Retention & Disposal Authority for Records of Common Administrative Functions PROS07/01 Var 3.0.

Councillors and Council staff are to protect, by refusing to release or discuss the following:

- allocated Council budgets for proposed tenders;
- information disclosed by organisations in tenders, quotation or during tender negotiations;
- all information that is Commercial in Confidence information; and
- pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier.

2.2. Governance

2.2.1. Structure

Council shall:

- establish a procurement management responsibility structure and delegations ensuring accountability, traceability and audit ability of all procurement decisions made over the lifecycle of all goods, services and works purchased by Council.
- ensure that the Councils' procurement structure:
 - is flexible enough to purchase the diverse range of material, goods, works and services required by Council in a timely manner;
 - ensures that prospective contractors and suppliers are afforded an equal opportunity to tender/quote;
 - encourages competition.

2.2.2. Standards

Council's procurement activities shall be carried out to the professional standards required by best practice and in compliance with:

- The Act;
- Council's policies;
- Council's Code of Conduct;
- Local Government Procurement Best Practice Guidelines;
- Other relevant legislative requirements such as but not limited to the Child Wellbeing and Safety Act, Trade Practices Act, Goods Act and the Environmental Protection Act.

2.2.3. Methods

The Council's standard methods for purchasing goods, services and works shall be by some or all of the following methods:

- procurement card;
- purchase order following a quotation process from suppliers for goods or services that represent best value for money under directed quotation thresholds;
- under contract following a tender process;
- using aggregated purchasing arrangements with other Councils, MAV Procurement, Victorian Government, or other bodies;
- other arrangements authorised by the Council or the CEO on a needs basis as required by abnormal circumstances such as emergencies.

The Council may, at the CEO's discretion and based on the complexity and cost of the project, conduct single stage or multi-stage tenders.

Typically a multi-stage tender process will commence with an Expression of Interest stage followed by a tender process involving the organisations selected as a consequence of the registration of interest stage.

2.2.4. Responsible Financial Management

The principle of responsible financial management shall be applied to all procurement activities.

Accordingly, to give effect to this principle, the availability of existing funds within an approved budget, or source of funds, shall be established prior to the commencement of any procurement action for the supply of goods, services or works.

Council staff must not authorise the expenditure of funds in excess of their financial delegations.

Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this policy.

2.3. Procurement Processes & Thresholds

2.3.1. Process

Council procurement processes are based on a number of principles:

Best Value

The benefits of the purchase are weighted against the costs necessary for the optimum result for Council and local community. Council is not required to accept the lowest tender. Instead, Council is required to take into account issues of quality, cost, the accessibility of the service and other factors relevant to both the overall objectives of the *Local Government Act*.

Best value is often mistaken for meaning the lowest price, however, in terms of the contracting process, best value requires us to balance quality and price with as much transparency as is reasonably achievable. In this context price should take into account the whole life cost of the provision so far as is practicable. It follows that the delivery of Best value is dependent upon Council priorities.

Achieving best value also requires challenging the need for the procurement and the way in which the service may be reconfigured to achieve improvements in service delivery, comparing service provision options against all those available, consulting with key stakeholders and ensuring competition in the open market.

Achieving best value for money must be the basis of all procurement decisions within the Council.

Open & Fair Competition

All suppliers are treated fairly in an open and transparent manner and have access to the same information.

Third parties that have been consulted on, or assisting Council with, the development of a project scope or specification must sign a confidentiality agreement and are specifically excluded from participating in the procurement process for that particular project. This is due to the fact that they may have the ability to influence, and are privy to, confidential aspects of the project and/or specification.

Accountability

The Council maintains consistency in the approach to procurement across the whole organisation through coherent frameworks, policies and procedures. Accountability in procurement means being able to explain and provide evidence on the process followed. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

Therefore the processes by which all procurement activities are conducted will be in accordance with the Council's procurement policies and procedures as set out in this policy and related, relevant Council policies and procedures. Additionally:

- all Council staff must be able to account for all procurement decisions made over the lifecycle of all goods, services and works purchased by the Council and provide feedback on them; and
- all procurement activities are to provide for an audit trail for monitoring and reporting purposes.

Risk Management

Strategies for managing risks associated with all procurement processes are in place and consistent.

Probity & Transparency

All Council procurement processes must be conducted in a fair, honest and open manner, with the highest levels of integrity and in the public interest.

2.3.2. Minimum Spend Thresholds

Any Council procurement under the threshold must comply with the Council's own policy and procedures.

Council will from time to time decide and publish in this policy clear guidelines for minimum spend thresholds. These will be decided by Council by analysing the historical size and complexity of the procurement activity and of proposed procurement activities.

Purchasing thresholds include GST and are for the total cost of the procurement over the proposed contract term. To determine the threshold for accumulated procurement a two year test is applied. For example:

1. Catering for functions/training may cost \$1,500 per month. Over two years this would accumulate to \$36,000 so three quotations would be required.
2. A consultant may be engaged twice a year for an estimated contract value each time of \$40,000. The accumulated value over two years would be \$160,000 so a tender is required.

2.3.2.1. Tenders

Purchase of all goods and services for which the estimated expenditure exceeds \$150,000 and building and construction works for which the estimated expenditure exceeds \$200,000, must be undertaken by public tender as per the thresholds contained in the Act.

Public tenders may be called for purchase of goods, services and works for which the estimated expenditure is below these thresholds at the Chief Executive Officer's discretion.

2.3.2.2. Quotations

Purchase of goods and services with a value up to \$149,999, and building and construction works having a total valuation of \$199,999, may be undertaken using the procurement by quotation method as described below:

- Petty cash purchases can be made with a value up to \$82.50 after obtaining one (1) verbal quote;
- Purchases with a value up to \$5,500 should be made after obtaining at least one (1) verbal quote;
- Purchases with a value \$5,501 to \$33,000 should be made after obtaining at least two (2) written quotes; and
- Purchases with a value \$33,001 to \$149,999 for goods and services, or \$199,999 for building and construction, should be made after obtaining at least three (3) written quotes.

Quotations returned by the nominated closing date must be evaluated and a recommendation made in favour of the supplier offering the best value for money outcome. Where purchases are made through an approved purchasing scheme, the above quotation process need not be undertaken.

2.3.2.3. Public Advertising

Quotations may be advertised at the Council staff member's discretion. This may occur when a field of potential tenderers has not been established, or an innovative approach is required, or the project has broad appeal that may attract keen prices.

2.4. Delegation of Authority

2.4.1. Requirement

Delegations define the limitations within which Council staff are permitted to work. Delegation of procurement authority allows specified Council staff to approve certain purchases, quotation, tender and contractual processes without prior referral to Council. This enables Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

2.4.2. Delegations

2.4.2.1. Council Staff

Council shall maintain a documented scheme of procurement delegations, identifying Council staff authorised to make such procurement commitments in respect of goods, services and works on behalf of Council and their respective delegations contained in financial delegations policies:

- Acceptance of tenders
- Acceptance of quotes
- Contract term extensions (within authorised budget)
- Contract amendment (non-financial)
- Contract amendment (financial)
- Procurement card purchases
- Procedural exceptions

The Chief Executive Officer has the ability to set appropriate levels of delegation to Directors, Managers and staff for purchasing and entering into contracts.

2.4.2.2. Chief Executive Officer

Tender recommendations and contract approval for expenditure up to \$149,999 for goods and services, and \$199,999 for building and construction works.

2.4.3. Decisions Reserved for Council

Commitments and processes which must be approved by Council are:

- tender recommendations and contract approval for all expenditure exceeding \$150,000 for goods and services, and \$200,000 for building and construction works (or such other amounts as defined by the Act).
- contract variations on the above contracts that seek to increase the total contract sum (including provisional amounts) by greater than 15% the variance must be referred to council for approval.

2.5. Internal Controls

The Council will install and maintain a framework of internal controls over procurement processes that will ensure:

- more than one person is involved in and responsible for a transaction end to end;
- transparency in the procurement process;
- a clearly documented audit trail exists for procurement activities;
- appropriate authorisations are obtained and documented; and
- systems are in place for appropriate monitoring and performance measurement.

2.6. Commercial Information

Procurement activities will be carried out in a way that supports Council staff in meeting their obligations to ensure information of a commercially sensitive or confidential nature is obtained, stored, processed, published (where applicable) in an appropriate manner in accordance with relevant Council guidelines.

2.7. Risk Management

2.7.1. General

Risk management is to be appropriately applied at all stages of procurement activities which will be properly planned and carried out in a manner that will protect and enhance Council's capability to prevent, withstand and recover from interruption to the supply of goods, services and works.

2.7.2. Supply by Contract

The provision of goods, services and works by contract potentially exposes Council to risk. Council will minimise its risk exposure by measures such as:

- standardising contracts to include current, relevant clauses;
- requiring bank guarantees and or retentions where appropriate;
- referring specifications to relevant experts;
- requiring contractual agreement before allowing the commencement of work;
- use of or reference to relevant Australian Standards (or equivalent); and
- effectively managing the contract including monitoring and enforcing performance.

2.8. Contract Terms

All contractual relationships must be documented in writing based on standard terms and conditions where possible.

Where this is not possible, approval must be obtained from the appropriate member of Council staff listed in the Council Delegations.

To protect the best interests of the Council, terms and conditions must be settled in advance of any commitment being made with a supplier. Any exceptions to doing this expose the Council to risk and thus must be authorised by the appropriate member of Council staff listed in the Council Delegations.

2.9. Endorsement

Council staff must not endorse any products or services. Individual requests received for endorsement must be referred to Director level or above.

2.10. Dispute Resolution

All Council contracts shall incorporate dispute management and alternative dispute resolution provisions to minimise the chance of disputes getting out of hand and leading to legal action.

2.11. Category Management

The Council has a category management approach to procurement which brings together expertise from across the Council to identify the most appropriate and effective approach to deliver the Council's outcomes through sourcing and supply arrangements.

The main objective of category management is to reach a point where all or a very high percentage of the Council's spend within a category is being channelled through approved arrangements, aligned with strategic priorities such that value is maximised on every dollar of expenditure.

2.12. Contract Management

The purpose of contract management is to ensure that Council, and where applicable its clients, receive the goods, services or works provided to the required standards of quality and quantity as intended by the contract by:

- establishing a system monitoring and achieving the responsibilities and obligations of both parties' under the contract;
- providing a means for the early recognition of issues and performance problems and the identification of solutions; and
- adhering to Council's Risk Management Framework and adhering to relevant Occupational Health and Safety Contractor Compliance Procedures.

All Council contracts are to include contract management requirements. Furthermore, contracts are to be proactively managed by the member of Council staff responsible for the delivery of the contracted goods, services or works to ensure the Council receives value for money.

3. Demonstrate Sustained Value

3.1. Integration with Council Strategy

Council's procurement strategy shall support its corporate strategy, aims and objectives, including but not limited to those related to sustainability, protection of the environment, corporate social responsibility and meeting the needs of the local community such as:

- feeling safe,
- living in a clean and pleasant environment, and
- receiving good quality and well managed Council services that are value for money.

3.2. Achieving Value for Money

3.2.1. Requirement

Council's procurement activities will be carried out on the basis of obtaining value for money. This means minimising the total cost of ownership over the lifetime of the requirement consistent with acceptable quality, reliability and delivery considerations. Lowest price is not the sole determinate of value for money.

3.2.2. Approach

This will be facilitated by:

- developing, implementing and managing procurement strategies that support the co-ordination and streamlining of activities throughout the lifecycle;
- effective use of competition;
- using aggregated contracts where appropriate;
- identifying and rectifying inefficiencies in procurement processes;
- developing cost efficient tender processes including appropriate use of e-solutions;
- Council staff responsible for providing procurement services or assistance within the Council providing competent advice in terms of available products and agreements; and
- working with suppliers to create relationships that are professional and productive, and are appropriate to the value and importance of the goods, services and works being acquired.

3.2.3. Role of Specifications

Specifications used in quotations, tenders and contracts are to support and contribute to Council's value for money objectives through being written in a manner that:

- ensures impartiality and objectivity;
- encourages the use of standard products;
- encourages sustainability; and
- eliminates unnecessarily stringent requirements.

3.3. Performance Measures & Continuous Improvement

Appropriate performance measures are to be established and reporting systems will be used to monitor performance and compliance with procurement policies, procedures and controls.

Internal service standards will be agreed within the Council and performance against these targets will be measured and reviewed regularly to support continuous improvement.

The performance measurements developed will be used to:

- Highlight trend and exceptions where necessary to enhance performance.
- Improve the internal efficiency of the procurement process and where relevant the performance of suppliers.
- Facilitate programs to drive improvement in procurement to eliminate waste and inefficiencies across key spend categories.

3.4. Corporate Social Responsibility

Corporate Social Responsibility (CSR) is about taking positive action to demonstrate the Council's commitment to the local community and environment on which it impacts. This means the Council maximising the benefits of the services they provide across the community and minimising the negative aspects of their activities.

The Council integrates CSR into its organisational policies and practices through social procurement, sustainability and diversity.

3.4.1. Social Procurement

Social Procurement generates positive outcomes by building on initiatives already undertaken by Council in enhancing sustainable and strategic procurement practice, further enabling procurement to effectively contribute towards building stronger communities and meeting the social objectives of Council. Council is committed to Social Procurement by:

- Ensuring all procurement practices are sustainable and strategically aligned with the wider Council objectives
- Achieving greater value for money across the community through the use of effective procurement
- Ensuring all businesses have the same opportunity to tender for Council contracts
- Enhancing partnerships with other Councils, suppliers and community stakeholders
- Building and maintaining a strong community by exploring ways to generate local employment and further strengthening the local economy
- Purchasing ethical and fair trade goods to support equitable, local, national and international trade.

3.5. Sustainable Procurement

Within the context of purchasing on a value for money basis, Council is committed to adopting a sustainable procurement approach.

In addition, the Council recognises the potential impact this spend has on the environment and where applicable will integrate sustainability, environmental and social issues into the procurement process including:

- waste management;
- recycling;
- energy management;
- emission management;
- water conservation;
- green building design; and
- procurement.

3.6. Diversity

Promoting equality through procurement can improve competition, best value, the quality of public services, satisfaction among users, and community relations. It should be a consideration in every procurement project and reflect corporate commitment to diversity and equal opportunities wherever possible.

3.7. Support of Local Business

Where purchases can be justified within the context of value for money, Council is committed to procuring from local business.

4. Apply a Consistent & Standard Approach

Council will provide effective and efficient commercial arrangements for the acquisition of goods and services.

4.1. Standard Processes

Council will provide effective commercial arrangements covering standard products and provision of standard services across Council to enable employees to source requirements in an efficient manner.

This will be achieved via establishing the following:

- Pricing where relevant
- Processes, procedures and techniques
- Tools and business systems (e.g. implementing appropriate e-tendering, e-evaluation; e-catalogue or e-sourcing arrangements)
- Reporting requirements
- Application of standard contract terms and conditions

5. Build & Maintain Supply Relationships

Council recognises that in order to achieve continuous value, a strategic assessment of the appropriate 'channel to market' should be undertaken, whether to go to market on its own, participate in regional or sector aggregated projects or panels, access State Government panel agreements, or other means. Council will consider supply arrangements that deliver the best value outcomes in terms of time, expertise, cost, value and outcome.

5.1. Developing & Managing Suppliers

Developing and managing suppliers is essential to achieving a competitive market capable of delivering the Council's services and works requirements.

Council need to interact with the market and our suppliers in particular to understand their views and what enables and encourages diverse parts of the market to bid for work with the Council. At the same time Council will ensure that our relationship with strategic suppliers is mutually productive and that goals are shared. Council aims to develop a relationship with suppliers that creates mutually advantageous, flexible and long term relations based on the quality of performance and financial savings.

5.2. Supply Market Development

A wide range of suppliers should be encouraged to compete for Council work. The focus for new work need not always be with the larger more familiar businesses. Other types of organisations offering business diversity include:

- Local businesses
- Green suppliers

- Small to medium sized enterprises (SME's)
- Social enterprises
- Ethnic and minority business
- Voluntary and community organisations

Whenever practicable however, Council must give effective and substantial preference to contracts for the purchase of goods, machinery or material manufactured or produced in Australia or New Zealand.

5.3. Relationship Management

The Council is committed to developing constructive long term relationships with suppliers. It is important that the Council identifies its key suppliers so that its efforts are focused to best effect. Such areas may include:

- Size of spend across the Council
- Criticality of goods / services, to the delivery of the Council's services
- Availability of substitutes

5.4. Communication

External communication is very important in ensuring a healthy interest from potential suppliers and partners to Council. The external website will be updated and provide:

- A list of existing and forthcoming contract opportunities, projected over a number of years.
- Guidelines for doing business with Council.
- Standard documentation used in the procurement process
- Links to other relevant sites.

6. Continual Improvement

Council endeavours to continually improve its procurement performance such that all relevant policies, guidance and training are continually reviewed and updated. The effectiveness of this approach will be measured and reported upon annually.

7.6 COUNCILLOR EXPENSES REPORT - 9 MONTHS ENDED 31 MARCH 2018**File Number:** 31-01-001**Author:** Richard Trigg, Director Corporate Services**Authoriser:** Richard Trigg, Director Corporate Services**Attachments:** 1. Councillor Expenses to 31 March 18**RECOMMENDATION**

That Council note the contents of the Councillor Expenses Report for the nine months ended 31 March 2018.

EXECUTIVE SUMMARY

The attached report provides a record of expenditure made on behalf of Councillors in the performance of their duties.

BACKGROUND

Legislation and policy provides that Councillors must be provided with certain resources and training and may be reimbursed for eligible out of pocket expenditure on application.

POLICY CONTENT

Sections 75 and 76 of the Local Government Act 1989 (as amended).

Council Policy 4.14 – *Councillor Reimbursement*.

Victorian Government's policy statement on *Local Government Mayoral and Councillor Allowances and Resources*

DISCUSSION

Summarised in the attached document are the figures for allowances and expenses for the Mayor and Councillors for the period 1 July 2017 to 31 March 2018.

CONSULTATION

A formal consultation process is not required.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

The report indicates that Councillors have received reimbursements and had services provided in accordance with relevant policy.

SCHEDULE OF COUNCILLOR EXPENSES - 2017/2018

	Cr Helena Kirby	Cr Des Phelan	Cr Nathan Hansford	Cr David Evans	Cr Owen Sharkey	Cr Joanne Gilbert	Cr Les Rowe	TOTAL
July 2017	51	1,151	18	51	19	19	14	1,323
August 2017	78	1,273	1,223	93	17	43	14	2,742
September 2017	51	1,065	16	60	168	16	14	1,389
October 2017	53	986	1,252	14	17	15	14	2,351
November 2017	204	1,059	436	14	22	22	14	1,770
December 2017	14	193	724	14	14	14	14	985
January 2018	210	153	16	37	25	18	13	472
February 2018	343	104	14	329	316	315	314	1,735
March 2018	951	124	77	80	75	101	43	1,451
April 2018	-	-	-	-	-	-	-	-
May 2018	-	-	-	-	-	-	-	-
June 2018	-	-	-	-	-	-	-	-
TOTAL Expenses	1,954	6,108	3,776	691	674	563	452	14,218

	Cr Helena Kirby	Cr Des Phelan	Cr Nathan Hansford	Cr David Evans	Cr Owen Sharkey	Cr Joanne Gilbert	Cr Les Rowe	TOTAL
1. Conferences & Training Expenses	691	2,795	2,135	387	358	411	330	7,105
2. Travel Expenses	16	177	1,497	-	-	-	-	1,690
3. Council Car Expenses	746	2,135	-	-	-	-	-	2,881
4. IT & Communication Expenses	500	1,002	145	305	316	151	123	2,541
5. Childcare Expenses	-	-	-	-	-	-	-	-
TOTAL Expenses	1,952	6,109	3,777	692	674	561	453	14,218

1. Conferences & Training Expenses

This category covers registration fees & all other costs (eg accommodation, meals) associated with attendance by Councillors at local conferences, training, functions and seminars. These are normally held by Local Government related organisations, professional bodies and institutions, education institutions and private sector providers on areas and events which impact the roles of Councillors and the Shire in general. This category also includes memberships and subscriptions to bodies and organisations whose activities are relevant to the role of Councillors.

2. Travel Expenses

This category covers costs associated with assisting Councillors in meeting the transport costs incurred in attending meetings, functions and other commitments within and outside the municipality. This comprises use of a taxi, reimbursement for use of private vehicle while conducting Council business, car parking fees, the provision of car parking permits etc as described in the Councillor Expenses Policy. This category also comprises costs associated with accommodation and incidentals when travelling on Council business.

3. Council Car Expenses

This category covers car expenses for the use of Council vehicles by the Mayor whenever travelling to conduct Council business.

4. IT & Communication Expenses

This category covers iPad data plan costs and mobile telephone use associated with ensuring that Councillors are accessible and are able to communicate with constituents, stakeholders, other Councillors, Council Officers and family members while conducting Council business.

5. Childcare Expenses

The Council will reimburse the cost of necessary carer expenses incurred by Councillors in the course of carrying out their duties, at functions of which partners are invited. This covers childcare and other forms of care needed to support immediate family members.

7.7 MAINTENANCE TRUCK WITH HORIZONTAL DISCHARGE (GPS-RFT13/2018) - AWARDING OF TENDER

File Number: 39-163-001

Author: David Greaves, Works Manager

Authoriser: Greg Anders, Director Assets and Amenity

Attachments: 1. Hino Truck Specifications (under separate cover)
2. Flocon Body Specifications (under separate cover)

RECOMMENDATION

That Council resolves to award Contract GPS-RFT13/2018 – New Maintenance Truck with attached Horizontal Discharge model FE7JJMA-UAU Hino 500 1426 Medium Auto with Flocon body to The Geelong Truck Company Unit Trust for the tendered amount of \$215,285.29 (Excluding GST).

EXECUTIVE SUMMARY

This report seeks Council approval to the awarding of a tender for the supply and delivery of one new Maintenance Truck with attached Horizontal Discharge as per tender GPS-RFT13/2018. There are two parts to this plant item, the first is the truck cab/chassis and the second part is the road pavement repair body attachment. Tenders were sought through the MAV Procurement Plant, Machinery and Equipment contract. This contract was established in accordance with s.186 of the Local Government Act 1989.

BACKGROUND

The existing truck - 2009 Hino 1227 Tipper with a Flocon body for road maintenance is used to maintain Council's gravel road network and is being replaced in accordance with the Plant Replacement Schedule. It should be noted that due to the expected long delivery time – approx. 10 months, the trade-in vehicle will be sold at public auction on the receipt of the new vehicle.

The specification called for a diesel powered automatic truck fitted with a horizontal discharge incorporating a maintenance body capacity of approximately 5 cubic metres / 8,000kg to suit 12,000kg GVM. The tender also called for the truck to be capable of being registered to 14,000kg GVM and have an engine output of between 170 and 200 kilowatts.

The cost to purchase the Maintenance Truck with Horizontal Discharge is included in the 2017/18 budget. As the purchase exceeds the \$150,000 (incl. GST) threshold detailed in Council's Procurement Policy, Works were required to seek tenders for the supply. The decision was made to tender this unit via the MAV tender process to obtain best value for money.

The Tender Evaluation Panel (TEP) recommend acceptance of the lowest tender as it does deliver a best value outcome to Council. The table below summarises the tenders that were received.

Tenderer Identifier	Price excl. GST	Weighted Assessment Score (%)	Rank
The Geelong Truck Company Unit Trust	\$215,285.29	78.0	1
Tender A	\$216,803.27	74.1	2

DISCUSSION

Further detail on pricing is included in the confidential attachment.

Tender Evaluation:

The Tender Evaluation Panel (TEP) was formed by the following personnel:

1. Alan Jones, Works Superintendent
2. David Greaves, Works Manager
3. Graeme Aberdein, Maintenance Truck Operator / Mechanic, Works

Chairperson: Janine Rowan, Fleet Coordinator

Procurement: Gail Sheedy, Contract & Procurement Officer

Tenders were rated using the following criteria and weightings:

A	COMPULSORY CRITERIA	WEIGHTING
	OH & S and Risk	Pass/Fail
	Public Liability Insurance	Pass/Fail
B	Criteria and Weightings	
	<u>Price And Total Cost Of Ownership</u> Preference will be given to the lowest cost of ownership that sufficiently conforms to the Specification. (Plant efficiency and Council’s estimate of achievable productivity may also be factored in)	50 %
	<u>Suitability Of The Plant For The Purpose Intended</u> Preference will be given to the tenders fully complying with or exceeding the Specification. Failure to comply with fundamental aspects of the Specification may eliminate some tenders.	15%
	<u>Service, Track Record & Delivery Time</u> Preference will be given to a Supplier with a proven track record of vehicle/plant quality and longevity, service and warranty responsiveness and parts availability. Delivery time must be acceptable to Council.	15 %
	<u>Operator and OHS Review</u> The review will include but not be limited to ergonomics, access, cabin space, height of tray and equipment operation (as applicable). Plant and equipment must meet required OHS standard to be considered.	20%

Councillors have previously been provided with the confidential Tender Evaluation Report.

Scoring

The TEP conducted a thorough evaluation of all tenders. This included desktop review of all tendered models as well as onsite visits to suppliers who made vehicles available for inspection.

The TEP determined via Group scoring for each criteria based on the ability to meet the requested specifications and RFI inclusions/modifications. The panel then identified the preferred equipment in order of suitability, function, quality/finish, durability, ease of use and value add to Council. Pricing was not considered or reviewed until the qualitative assessment was completed.

CONSULTATION

A formal consultation process was not required, however the Outdoor works staff (users) were involved in all aspects of the procurement process

CONFLICT OF INTEREST

No Conflicts of interest were noted within the review panel

CONCLUSION

The tender submitted by The Geelong Truck Company Unit Trust for \$215,285.29 excl. GST is the preferred tender as it has the highest qualitative assessment of all submitted tenderers and was deemed by the review panel to provide Best Value to Council. Information containing the specifications of the equipment is attached.

7.8 COMPACT ROAD AND PAVEMENT SWEEPER (GPS-RFT14/2018) - AWARDING OF TENDER

File Number: 39-164-004

Author: David Greaves, Works Manager

Authoriser: Greg Anders, Director Assets and Amenity

Attachments: 1. Bucher Municipal Sweeper Specifications (under separate cover)

RECOMMENDATION

That Council resolves to award Contract GPS-RFT14-2018 - Compact Road and Pavement Sweeper to Bucher Municipal Pty Ltd for the Tendered amount of \$169,991.00 (Excluding GST)

EXECUTIVE SUMMARY

This report seeks Council approval to award the tender for the supply and deliver of a new Compact Road and Pavement Sweeper of hopper volume approximately 2m³. Tenders were sought through the MAV Procurement Plant, Machinery and Equipment Contract. This contract was established in accordance with section 186 of the Local Government Act 1989.

BACKGROUND

The Compact Road & Pavement Sweeper is intended for use by Council's Works Unit for Street Maintenance. It is anticipated to be used for small township curb and channel cleaning, street and carpark sweeping.

The cost to purchase the plant is included in the 2017/2018 budget. As the purchase exceeds the \$150,000 (including GST) threshold detailed in Council's Procurement Policy, Works were required to seek tenders for the supply. The decision was made to tender for this item via the MAV tender process to obtain best value for money.

The officers are recommending acceptance of the tender received from Bucher Municipal Pty Ltd as it delivers the best value outcome to Council.

The table below summarises the tenders that were received.

Tenderer Identifier	Price excl GST	Weighting Assessment Score %	Rank
Bucher Municipal - CN201 Sweeper	\$169,991.00	69.5	1
A	\$163,456.47	28.0	7
B	\$185,610.00	63.9	2
C – Non Conforming	\$172,377.50	42.9	5
D – Non Conforming	\$194,250.00	38.1	6
E	\$175,762.00	61.1	3
F – Non Conforming	\$147,999.00	50	4

DISCUSSION

The Tender Evaluation Panel (TEP) was formed by the following personnel:

1. David Greaves, Works Manager
2. Alan Jones, Works Superintendent
3. Jazzmond Maffescioni, Town Maintenance, Works

Chairperson: Janine Rowan, Fleet Coordinator

Procurement: Jen Murray, Contract & Procurement Officer

Tenders were rated using the following criteria and weighting:

A	Compulsory Criteria	Weighting
	OH&S / Risk	Pass/Fail
	Public Liability Insurance	Pass/Fail
B	Criteria and Weightings	
	Price and total cost of ownership	50%
	Suitability of the plant for the purpose intended	25%
	Service, track records & delivery time	5%
	Operator & OHS review	20%
	TOTAL	100%

Councillors have previously been provided with the confidential Tender Evaluation Report.

SCORING

The TEP conducted a thorough evaluation of all tenders. This included a desktop review of all tendered models as well as onsite visits to suppliers who made vehicles available for inspection. The TEP determined via a group score for each criteria based on the ability to meet the required specifications and Request For Information (RFI) inclusions/modification. The panel then identified the preferred equipment on the basis of suitability, function, quality/finish, durability, ease of use and value add to Council. Pricing was not considered during the desktop review until the qualitative assessments was completed.

CONSULTATION

A formal consultation process was not required, however the Outdoor works staff (users) were involved in the selection and assessment process

CONCLUSION

The tender submitted by BUCHER MUNICIPAL PTY LTD for the total cost of ownership to Council of \$169,991.00 (Excluding GST) is recommended as the preferred tender as it has the highest qualitative assessment of all submitted tenders and was deemed by the review panel to provide best value to Council. Information containing the specifications of the equipment is attached.

7.9 GEELONG RURAL AND PERI-URBAN ADVISORY COMMITTEE - APPOINTMENT OF THE COUNCIL DELEGATE

File Number: 00

Author: Eric Braslis, CEO

Authoriser: Eric Braslis, CEO

Attachments:

1. COGG Rural and Peri Urban Advisory Committee (under separate cover)
2. COGG RPUAC (under separate cover)

RECOMMENDATION

That Council appoint Councillor _____ as its delegate on the City of Greater Geelong Rural and Peri-Urban Advisory Committee.

EXECUTIVE SUMMARY

The City of Greater Geelong (COGG) has recently established a Rural and Peri-Urban Advisory Committee (RPUAC) and has offered the opportunity for the G21 Councils to nominate a Council representative on the committee (Attached).

BACKGROUND

The intent of the RPUAC is to consider matters that relate to the rural and peri urban areas within COGG and the abutting neighbouring Councils, including;

- Transition strategies for saleyard services
- Rural and Peri Urban agricultural and environment management practises
- Bio-Security strategies
- Key planning strategies and structure plans

POLICY CONTENT

A copy of the COGG Council Report and Terms of Reference are attached.

DISCUSSION

As COGG continues to grow, it increases pressure on the surrounding rural and peri urban land both within COGG and the surrounding Councils, including Golden Plains Shire. The opportunity to be involved in this working group will assist the strategic planning for the future.

CONSULTATION

No formal consultation has occurred, however, in discussions with the other G21 Councils, it would appear that Councillors are being nominated to the Committee, as opposed to officers. It would be expected that the Council delegate report back to Council on a regular basis.

CONFLICT OF INTEREST

In accordance with Section 80B of the Local Government Act 1989, the Officer preparing this report declares no conflict of interest in regards to this matter.

CONCLUSION

That Council consider if it wishes to be involved RPUAC and who it wishes to nominate as its delegate.

7.10 DELEGATES REPORT - 25 APRIL 2018 TO 22 MAY 2018

File Number: 78-07-002
Author: Petra Neilson, Council Support Officer
Authoriser: Eric Braslis, CEO
Attachments: Nil

Cr Helena Kirby

25 April Bannockburn ANZAC Day Service
Teesdale ANZAC Day Service
Inverleigh ANZAC Day Service
Shelford ANZAC Day Service
Rokewood ANZAC Day Service

27 April Linton Football Club

30 April Catherine King MP meeting

3 May Inverleigh Sporting Complex Oval Lighting Upgrade Opening

4 May Gathering of the Elders Ceremony

9 May Federation University 2018 Graduation Ceremony

10 May Central Highlands 'Prevention Lab' breakfast

11 May Mayoral Round Tables 2018
Jaala Pulford MP meeting

14 May Rural Financial Counselling Service – Colac Regional Advisory Group

16 May Launch of UNESCO Creative Cities Network

18 May MAV State Council
Victorian Government Post Budget Wrap Up

21 May Voice FM Interview

22 May National Volunteers Week morning tea

Cr Owen Sharkey

27 April Tourism Greater Geelong & Bellarine Chairman's Luncheon

3 May Tourism Greater Geelong & Bellarine Board Meeting

9 May Meeting with Batesford Community / CEO Regarding open space

13 May Richard Riordan MP Meeting

8 NOTICES OF MOTION

Nil

9 CONFIDENTIAL ITEMS

Nil