



MINUTES

HOUSING COMMITTEE MEETING

Tuesday 21 May 2013
Commencing At 9.02am

Shire of Menzies Council Chambers

DISCLAIMER

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

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

FINANCIAL INTEREST (EFFECTIVE 1 JULY 1996)

A financial interest occurs where a Councillor, or person with whom the Councillor is closely associated, has direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.

An indirect financial interest includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.

Councillors should declare an interest:

- a) In a written notice given to the CEO before the meeting: or**
- b) At the meeting immediately before the matter is discussed**

A member who has declared an interest must not:

Preside at the part of the meeting relating to the matter: or
Participate in, or be present during any discussion or decision making procedure relating to the matter.

Unless the member is allowed to do so under Section 5.68 or 5.69, Local Government Act 1995

Ref: Local Government Act 1995 Division 6 – Disclosure of Financial Interest.
Specifically Sections 5.60, 5.61, 5.65 and 5.67

TABLE OF CONTENTS

1.	DECLARATION OF OPENING	4
2.	RECORD OF ATTENDANCE / LEAVE OF ABSENCE PREVIOUSLY APPROVED	4
3.	DECLARATIONS OF INTEREST / APPLICATIONS FOR LEAVE OF ABSENCE	4
4.	PUBLIC QUESTION TIME	4
5.	CONFIRMATION OF PREVIOUS MINUTES	4
	5.1 Confirmation of the Minutes of the Housing Committee Meeting held Tuesday, 7 May 2013	4
6.	REPORTS OF COMMITTEES AND OFFICERS	5
	6.1 Review of Housing Tender Documents	5
	6.2 Consideration of Findings from recent trip to Perth (For discussion purposes only)	7
7.	NEXT MEETING	7
8.	MEETING CLOSURE	7

HOUSING COMMITTEE MEETING
Tuesday 21 May 2013 commencing at 9.02 am

MINUTES

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President (Cr Gregory Dwyer) declared the meeting open at 9.02am, welcomed the Attendees and proceeded with the agenda as planned.

2 RECORD OF ATTENDANCE/LEAVE OF ABSENCE PREVIOUSLY APPROVED

Councillors	Cr G. Dwyer	President
	Cr J.A Dwyer	Councillor
	Cr I.R Tucker	Councillor (9.03am)
	Cr K Purchase	Councillor (Proxy)
Staff:	Mr N.P Crawford	Chief Executive Officer
	Ms R Jones	Deputy Chief Executive Officer

Apologies: Nil

3 DECLARATIONS OF INTEREST

Nil

4 PUBLIC QUESTION TIME

None

5 CONFIRMATION OF MINUTES

Moved: Cr G Dwyer

Seconded: Cr J Dwyer

That the confirmed minutes of the previous Housing Committee Meeting held on Tuesday 7 May 2013, as presented, be adopted.

Carried: 3/0

6 REPORTS OF COMMITTEES AND OFFICERS

6.1 REVIEW OF HOUSING TENDER DOCUMENTS

SUBMISSION TO:	Housing Committee Meeting, 21 May 2013
LOCATION:	Shire of Menzies
APPLICANT:	Shire of Menzies
FILE REF:	B/4/7
DISCLOSURE OF INTEREST:	None
DATE:	16 May 2013
AUTHOR:	Peter Crawford, Chief Executive Officer
SIGNATURE OF AUTHOR:	
PREVIOUS MEETING REFERENCE:	Item 6.1 of Housing Committee Meeting 7 May 2013

ATTACHMENTS:

Appendix 6.1A – Specifications for Housing Tender

SUMMARY:

For the Committee to consider the appended housing tender specifications.

BACKGROUND:

The Housing Committee met on Tuesday, 7 May 2013 and recommended that Council approve the specifications for housing tender documents as prepared by WALGA

Since that Meeting, the Committee have had further out of session discussions which resulted in five Councillors approving Members of the Committee travel to Perth to view transportable housing as displayed around the suburbs.

As a result of that trip, the Committee has inspected a new transportable house in Leonora and viewed the specifications that were used to acquire that house.

COMMENT:

The Chairman of the Housing Committee has requested that a further Housing Committee Meeting be convened to discuss the change of direction in regards the procurement of the new houses.

The general consensus was that the tender for new housing should be specifically for a transportable house rather than make provision for an onsite built unit.

The Committee was also of the opinion that the tender process should be handled in house rather than utilising WALGA and that an appropriately accredited person be appointed to monitor the progress of the units in Perth.

Appended as Appendix 6.1A is a copy of the tender specifications as deemed appropriate for this project.

CONSULTATION:

Mr J Epis – Leonora Shire

STATUTORY ENVIRONMENT:

Local Government Act 1995

- Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies; and,
- Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

POLICY IMPLICATIONS:

Council has no Policies in relation to this matter

FINANCIAL IMPLICATIONS:

Provision has been made in the current Budget for this project

STRATEGIC IMPLICATIONS:

Will increase the number of houses in Menzies.

VOTING REQUIREMENTS:

Simple Majority Decision required

OFFICERS RECOMMENDATION:

That the Committee recommends that Council:

1. Approves the amended Tender Specifications for the supply, transport and erection of two (2) transportable 3 x 2 houses as appended as Appendix 6.1A,
2. Appoints Mr Ian MacKay as an authorised person to project manage the construction of the new housing units in Perth until such time as the units are transported from Perth to Menzies, and,
3. Authorises the Chief Executive Officer to negotiate a fee with Mr MacKay for his services and submits that fee for approval at the Ordinary Meeting of Council in May 2013.

COMMITTEE RESOLUTION:

Moved: Cr I Tucker

Seconded: Cr J Dwyer

That the Committee recommends that Council:

1. Approves the amended Tender Specifications for the supply, transport and erection of two (2) transportable 3 x 2 houses as appended as Appendix 6.1A, subject to including a clause directing that the colour of the units and associated roof sheeting, cladding, downpipes, columns, etc not be chosen until the design of each unit has been decided,
2. Appoints Mr Ian MacKay as an authorised person to project manage the construction of the new housing units in Perth until such time as the units are transported from Perth to Menzies, and,

- 3. Authorises the Chief Executive Officer to negotiate a fee with Mr MacKay for his services and submits that fee for approval at the Ordinary Meeting of Council in May 2013.**

Reason for the change was that the Committee wanted to view the design first to ensure that the colour of the units was acceptable to Council's requirements

10.10am

Carried: 3/0

6	REPORTS OF COMMITTEES AND OFFICERS
----------	---

6.2	CONSIDERATION OF FINDINGS FROM RECENT TRIP TO PERTH
------------	--

For discussion purposes only

7	NEXT MEETING
----------	---------------------

The next Housing Committee Meeting will be held at a date to be determined by the Chairperson.

8	MEETING CLOSURE
----------	------------------------

There being no further business to discuss, the Chairman declared the meeting closed at 10.32am.