



## **MINUTES**

# **HOUSING COMMITTEE MEETING**

Thursday 29 August 2013  
Commencing At 9.30am

Shire of Menzies Council Chambers

**SHIRE OF MENZIES  
NOTICE OF HOUSING COMMITTEE MEETING**

Dear Committee Member,

The next Meeting of the Shire of Menzies Housing Committee will be held on Thursday 29 August 2013 In the Shire of Menzies Council Chambers, Shenton Street, Menzies commencing at 9.30am.

\_\_\_\_\_  
N P Crawford  
Chief Executive Officer

\_\_\_\_\_  
Date

**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

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## HOUSING COMMITTEE MEETING

### MINUTES

#### 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President (Cr Gregory Dwyer) declared the meeting open at 9.39am, welcomed the attendees and proceeded with the agenda as planned.

#### 2 RECORD OF ATTENDANCE/LEAVE OF ABSENCE PREVIOUSLY APPROVED

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

Apologies: Nil

#### 3 DECLARATIONS OF INTEREST/APPLICATIONS FOR LEAVE OF ABSENCE

CEO declared an Impartial Interest in Item 6.1.

#### 4 PUBLIC QUESTION TIME

Nil

#### 5 CONFIRMATION OF MINUTES

5.1 Confirmation of the Previous Minutes of the Housing Committee Meeting held on Tuesday 21 May 2013, as presented, be adopted.

**Moved: Cr J Dwyer**

**Seconded: Cr I Tucker**

**That the Minutes of the Housing Committee Meeting held on Tuesday 21 May 2013, as presented, be adopted.**

**9.40am**

**CARRIED 3/0**

<b>6 REPORTS OF COMMITTEES AND OFFICERS (LATE ITEM)</b>
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The CEO declared an Impartial Interest to the extent that he has had previous personal dealings/complaint with Fleetwood Homes.

<b>6.1 TENDER 01/13 - SUPPLY OF HOUSING</b>
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<b>SUBMISSION TO:</b>	Housing Committee Meeting, 29 August 2013
<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	Shire of Menzies
<b>FILE REF:</b>	ADM 408
<b>DISCLOSURE OF INTEREST:</b>	None
<b>DATE:</b>	25 August 2013
<b>AUTHOR:</b>	Ray Pepper, Manager Works and Services
<b>SIGNATURE OF AUTHOR:</b>	
<b>SIGNATURE OF SENIOR OFFICER:</b>	
<b>PREVIOUS MEETING REFERENCE:</b>	Item 12.4.7 of Ordinary Meeting of Council held 1 August 2013

**ATTACHMENTS:**  
Attachment 6.1A: Consultant's report

**SUMMARY:**  
For the Committee to consider the result of Tender 01/13 – Supply of Housing.

**BACKGROUND:**  
The decision to call Tenders for staff housing was resolved at the Ordinary Meeting of Council held Thursday 1 August 2013.

Specifications were prepared, a consultant was commissioned and tenders were advertised.

**COMMENT:**  
Tender 01/13 – Supply of Housing was advertised in the West Australian newspaper on Saturday 3 August 2013 and closed at 4.00pm on Tuesday 20 August 2013.

Tenders were opened at 4.20pm on Tuesday 20 August 2013 in the Council Chambers in the presence of:

- Mr G Dwyer, Shire President

- Mr P Crawford, Chief Executive Officer
  - Ms R Jones, Deputy Chief Executive Officer
- and in the following order:

- WBS Modular
- McGrath Homes
- Fleetwood
- T+R Homes

A fifth tender was received from AMS on Wednesday 21 August 2013 and as it did not arrive prior to tenders closing, will be disqualified.

A summary of tender prices received is as follows:

<b>COMPANY</b>	<b>TOTAL PRICE (Including GST)</b>	<b>HANDOVER DATE</b>	<b>NUMBER OF STYLES</b>
WBS Modular	\$1,098,768	Approximately late February 2013	1
McGrath Homes	\$1,173,736	Approximately mid January 2013	1
Fleetwood	\$1,309,537	Approximately mid February 2013	1
T+R Homes	\$1,183,253	Approximately mid June 2013	3

The Housing Committee travelled to Perth to view the proposed units on Friday 23 and Saturday 24 August 2013 and will present a verbal report on their findings to the Committee.

Report from consultant Mr Ian Mackay of Mackay Projects Pty Ltd on the four conforming tenders received, is as follows:

1. WBS Modular Group Company offer four (4) 3 x 2 houses of a single style.
2. McGrath Homes offer four (4) houses of a single style – 'Irwin'
3. T+R Homes offer four (4) 3 x 2 houses in three (3) styles – one of style 'Bushman', two of style 'Killara' and one of style 'Evolution'.
4. Fleetwood offer four (4) 3 x 2 homes of a single style – 'The Flinders'.

Mr Mackay recommends that Housing Tender 01/13 be awarded to T+R Homes as outlined in the attachment.

#### **CONSULTATION:**

Housing Committee

#### **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:**

Expenditure for this project has been allowed for in the current Budget

**STRATEGIC IMPLICATIONS:**

None

**VOTING REQUIREMENTS:**

Simple Majority Decision required

**COMMITTEE DECISION/OFFICER'S RECOMMENDATION:**

Moved: Cr J Dwyer

Seconded: Cr I Tucker

That the Committee recommends to Council that the contract for Tender 01/13 – Supply of Housing be awarded to T+R Homes for a total price of \$1,183,253.50 (includes GST).

10.01am

CARRIED 3/0

**7 NEXT MEETING**

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

9.46am – DCEO left the room

9.48am – DCEO returned to the room

**8 MEETING CLOSURE**

There being no further business to discuss, the Chairman declared the meeting closed at 10.05am