



MINUTES

**FOR THE ORDINARY MEETING OF COUNCIL
HELD ON
AT 7.30 PM IN THE
COUNCIL CHAMBER,
MOUNT ALEXANDER SHIRE CIVIC CENTRE
CORNER LYTTLETON AND LLOYD STREETS, CASTLEMAINE.**

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SEPARATE ATTACHMENTS:

Confidential Separate Attachment BET 17A:	Joint Letter regarding street lighting in Ray Street, Castlemaine.
Separate Attachment ECO 15A:	Mount Alexander Shire Council Environment Strategy 2015-2025
Confidential Separate Attachment COM 37A:	Tender Evaluation Report, Contract M1172-2015 for Provision of Municipal Building Surveyor Services for the period 15 September 2015 to 14 September 2016 with a further two by one year extension.
Separate Attachment COM 38A:	Quarterly Annual Plan Report as at 30 June 2015.
Separate Attachment COM 39A:	Quarterly Service Activity Indicator Report as at 30 June 2015.
Confidential Separate Attachment COM 40A:	Tender Evaluation Report, Contract M1173-2015 for Provision of Photocopiers Procurement Australia Contract 1405/0827 Photocopiers, Printers and Associated Products and Services from 1 September 2015 to 30 August 2019.

ACKNOWLEDGEMENT OF COUNTRY

**To start the official proceedings
I would like to acknowledge that we are meeting on Jaara country
of which the members and elders of the Jaara Jaara community and their
forebears have been custodians for many centuries
and have performed age old ceremonies of celebration, initiation and renewal.
We acknowledge their living culture and their unique role in the life of this region.**

1. PRESENT

Councillors: Tony Bell, Chris Cole, Tony Cordy, Christine Henderson, Bronwen Machin and Sharon Telford.

Officers: Chief Executive Officer (Phil Rowland), Director Sustainable Development (Jason Taylor), Director Sustainable Communities (Vicky Mason) and Manager Finance (Bradley Thomas).

2. APOLOGIES

Nil.

Council wished to forward Councillor Michael Redden best wishes as he is unwell.

MOVED COUNCILLOR HENDERSON

That Councillor Michael Redden be granted a leave of absence for this Ordinary Meeting of Council.

SECONDED COUNCILLOR COLE

CARRIED.

3. DECLARATIONS OF INTEREST/CONFLICTS OF INTEREST

Nil.

4. MINUTES

4.1. ORDINARY MEETING OF COUNCIL – 14 JULY 2015

The unconfirmed minutes of the Ordinary Meeting of the Mount Alexander Shire Council held at 7.30 pm on 14 July 2015 at the Mount Alexander Shire Civic Centre have been circulated to Councillors.

The unconfirmed minutes have also been posted on the Mount Alexander Shire Council website, pending confirmation at this meeting.

RECOMMENDATION

That the Minutes of the Ordinary Meeting of the Mount Alexander Shire Council held on 14 July 2015 be confirmed.

MOVED COUNCILLOR MACHIN

That the recommendation be adopted.

SECONDED COUNCILLOR COLE

CARRIED.

5. PUBLIC QUESTION TIME

MOVED COUNCILLOR CORDY

That standing orders be suspended at 7.36pm.

SECONDED COUNCILLOR BELL

CARRIED.

- a. Mr Trevor Butcher, President of the Camp Reserve Committee of Management.

Mr Butcher spoke in relation to the permit issued for works at Camp Reserve. Mr Butcher noted that it had taken 12 months for the permit to be issued and the permit only allows demolition of part of the poultry sheds. There was now some confusion regarding the process for their demolition.

- The Director Sustainable Development advised that the Committee should work with the Recreation Team to progress the project.

- b. Ms Christine Kilmartin.

Ms Kilmartin queried the purpose and structure of the Castlemaine Urban Waterways Group. In particular, how long it had been in place, the membership of the group and the terms of reference.

- The Director Sustainable Development advised that it was an internal working group, with occasional representation from external agencies, that met regularly over the year.

- c. Ms Christine Hooper, Mount Alexander Greens.

Ms Hooper spoke in relation to the Environment Strategy, querying the lack of consultation undertaken, the lack of specific goals and the timeframe in which it had been delivered.

- d. Mr Jay Smith.

Mr Smith spoke to the Environment Strategy and his concerns with the document, in particular, why the divestment and the renewable energy target had been removed.

- The Director Sustainable Development spoke to the extensive consultation activities that had been undertaken in development of the Strategy, with the community and stakeholder groups.

-
- e. Mr Ian Bellfield, Mount Alexander Sustainability Group

Mr Bellfield noted that the Strategy was a useful document and asked how Council might harness the energy of the community to achieve outcomes.

- The Director Sustainable Development emphasised the need for ongoing engagement with the community.

MOVED COUNCILLOR TELFORD

That Council extend Public Question Time by ten minutes.

SECONDED COUNCILLOR COLE

CARRIED.

- f. Mr Remi Rueleen.

Mr Rueleen queried the lack of targets and timelines in the Environment Strategy.

- g. Ms Anitra Nelson, Campbells Creek Community Inc.

Ms Nelson spoke in relation to the Environment Strategy and her concern that it seemed to be stating that we had already completed actions and that there were no specific goals.

MOVED COUNCILLOR CORDY

That standing orders be resumed at 8.05pm.

SECONDED COUNCILLOR BELL

CARRIED.

6. PETITIONS AND JOINT LETTERS

6.1. PETITION REGARDING DEPOT LOCATION IN BULL STREET, CASTLEMAINE

Council received a petition on 7 July 2015 from Joan Aspinall with 6 signatures requesting that Council relocate the Depot in Bull Street, Castlemaine to a an industrial area. The petition notes that the Depot is in a primarily residential street and that the Depot and the associated traffic it brings has a detrimental effect on residents of the street.

RECOMMENDATION:

That Council receive a report on this petition at the next Ordinary Meeting of Council on 11 August 2015.

MOVED COUNCILLOR TELFORD

That the recommendation be adopted.

SECONDED COUNCILLOR MACHIN

CARRIED.

6.2. PETITION REGARDING HEAVY VEHICLE TRAFFIC IN MONAGHAN STREET, CASTLEMAINE

Council received a petition during public question time at the Ordinary Meeting of Council on 14 July 2015 from Simone Ewenson with 20 signatures in relation to heavy traffic using Monaghan Street, Castlemaine to access the industrial area, rather than using Langslow and Martin Streets. The petition notes that Monaghan Street is an unsealed road, and the increased traffic has a detrimental impact on residents as it brings increased dust and noise and concerns about safety, due to the speed that trucks are travelling.

RECOMMENDATION:

That Council receive a report on this petition at the next Ordinary Meeting of Council on 11 August 2015.

MOVED COUNCILLOR TELFORD

That the recommendation be adopted.

SECONDED COUNCILLOR MACHIN

CARRIED.

7. COMMITTEE REPORTS

7.1. HERITAGE ADVISORY COMMITTEE

The unconfirmed Minutes of the Heritage Advisory Committee meeting held on 17 June 2015 is at Attachment 7.1A.

RECOMMENDATION

That Council:

- 1. Note the unconfirmed Minutes of the Heritage Advisory Committee meeting; and,**
- 2. Write to the Minister for Planning and the Department of Environment, Land, Water and Planning (DEWLP) to advocate for continued funding of rural heritage advisory services.**

MOVED COUNCILLOR TELFORD

That the recommendation be adopted.

SECONDED COUNCILLOR BELL

CARRIED.



**HERITAGE ADVISORY COMMITTEE MEETING MINUTES
HELD ON 17 JUNE 2015
AT 5.30 PM IN THE
MULTI-USE ROOM, CASTLEMAINE TOWN HALL**

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1. PRESENT

Committee Members: Derek Reid, Jan Warracke, Graeme Ford, Donna Fearne

Officers: Heritage Officer (Sera-Jane Peters), Manager Development Services (Fiona McMahon)

Chair: Cr Sharon Telford

Apologies: Heritage Advisor (Louise Honman), Kay Thorne, Janet Gilmore, Ian Slattery

2. DECLARATIONS / CONFLICTS OF INTEREST

Nil

3. ACCEPTANCE OF MINUTES

Moved Jan Warracke, Seconded Sharon Telford

4. MATTERS ARISING FROM MINUTES

The Manager Development Services gave a brief response on the VicSmart application process and non-contributory items under the Heritage Overlay.

The initial query centred on how a statutory planner decides that a building is non-contributory. If a place is non-contributory it means it can be assessed under the VicSmart process which has a 10 day turnaround time and doesn't generally include advertising or notice. The VicSmart process doesn't mean that heritage significance is not considered in making a determination.

If the planning scheme mapping shows a place as located in a precinct heritage overlay rather than a specific heritage overlay planners have decided that a place is non-contributory. This is a logical approach for a planner to take, however it doesn't recognise the high number of significant places in Maldon that do not have their own specific overlay. In future all places in Maldon dating before 1930 will be considered as contributory.

Manager Development Services will do a more general report next meeting.

5. AGENDA ITEMS

6.1 Heritage Strategy implementation actions discussed by Committee to determine priority actions for the remaining year of the current Strategy. Heritage Officer to update reviewed action plans to better reflect actions which are ongoing or completed or are priorities for future action plans.

6.2 The Heritage Officer briefly outlined the process for the Heritage Strategy review, based on the Environment Strategy and Arts Strategy process.

6.3 Cr Telford raised the withdrawal of funding for rural Heritage Advisors by State Government. Manager Development Services reports that the Council is expecting a \$14,000 shortfall in their budget due to the funding being withdrawn. The service

Heritage Advisory Committee minutes – 17 June 2015

will be reduced by 25%. This equates to about one day per month. Council has paid the costs of the Service and the advisors hours will now be reviewed in the new financial year. There will be a focus on responses to urgent referrals and pre-application meetings for difficult sites.

RECOMMENDATION: The Committee recommends that Council write to the Premier asking that he consider the continuation of funding for rural heritage advisory services.

Moved Jan Warracke, Seconded Donna Feame

Committee member raised the issue of demolition of non-listed, heritage items, specifically referring to a property in Taradale.

6. **NEXT MEETING WEDNESDAY 15 JULY 2015, AT CASTLEMAINE TOWN HALL**
7. **MEETING CLOSED AT 7.15 PM.**

8. ASSEMBLIES OF COUNCILLORS

8.1. ASSEMBLIES ON 7 JULY 2015 AND 14 JULY 2015

RECOMMENDATION

That the Records for the Assemblies of Councillors on 7 July and 14 July 2015 be entered into the record of this meeting (Attachments 8.1 and 8.2).

MOVED COUNCILLOR COLE

That the recommendation be adopted.

SECONDED COUNCILLOR MACHIN

CARRIED.



**ASSEMBLY OF COUNCILLORS RECORD
7 JULY 2015
AT 2.00 PM IN THE
COUNCIL CHAMBER,
MOUNT ALEXANDER SHIRE CIVIC CENTRE
CORNER LYTTLETON AND LLOYD STREETS, CASTLEMAINE.**

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1. PRESENT

Councillors: Tony Bell, Tony Cordy, Chris Cole, Christine Henderson, Bronwen Machin and Michael Redden.

Officers: Chief Executive Officer (Phil Rowland), Director Corporate Support (Lucy Roffey), Director Sustainable Development (Jason Taylor), Director Sustainable Communities (Vicky Mason), Manager Healthy Environments (Amy McDonald, Item 6.1), Waste Management Officer (Marcus Goonan, Item 6.1), and Senior Strategic Planner (Daniel Borton, Items 6.3 and 6.4).

Visitors:

Item 6.1 Paul Ratajczyk, Team Leader Compliance Strategy & Support, Environment Protection Authority Victoria (North West).

Item 6.2 Phil Hall Chewton Domain Society Inc.

2. APOLOGIES

Councillor Sharon Telford.

3. PURPOSE OF THE MEETING

The purpose of the meeting was to brief Councillors on issues and matters of interest which impact the Shire and which may be considered by Council in the future.

4. RECORD OF CONFLICT OF INTEREST

Matter Discussed	Councillor Conflict?	Councillor Name	Councillor left meeting?
5.1. Parking in the Castlemaine CBD	No		
5.2. Guildford Progress Association Meeting	No		
5.4. Website Upgrade and 28 July Council Meeting Location	No		
5.5. Solar Panel Works at the Civic Centre	No		
5.6. Wesley Hill Netball Court Maintenance	No		
5.7. Divestment of Mount Barker	No		
5.8. Hargraves Street Footpath, Castlemaine	No		
6.1. Presentation from Environment Protection Authority (EPA)	No		
6.2. Presentation of Chewton Community Plan	No		
6.3. Strategic Planning Progress against 2014/2015 Program, and Proposed 2015/2016 Program	No		
6.4. Private Proponent Amendment – Rezoning of Land in Captain Day Road, Campbells Creek – Farming Zone to General Residential Zone	No		

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- * Councillors are required to leave the meeting if they have declared an interest in an item that is being discussed. Councillors who have left the meeting must not be able to see or hear the proceedings.

5. **MEETING CLOSE**

Meeting closed at 5.30 pm.



**ASSEMBLY OF COUNCILLORS RECORD
14 JULY 2015
AT 6.00 PM IN THE
COUNCIL CHAMBER,
MOUNT ALEXANDER SHIRE CIVIC CENTRE
CORNER LYTTLETON AND LLOYD STREETS, CASTLEMAINE.**

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1. PRESENT

Councillors: Tony Cordy, Chris Cole, Tony Bell, Christine Henderson, Bronwen Machin, Michael Redden and Sharon Telford

Officers: Director Corporate Support (Lucy Roffey), Director Sustainable Development (Jason Taylor), Director Sustainable Communities (Vicky Mason), Manager Development Services (Rebecca Stockfeld) and Manager Infrastructure (Ben Grounds).

2. APOLOGIES

Nil

3. PURPOSE OF THE MEETING

The purpose of the meeting was to brief Councillors on items that will be considered at the Ordinary Meeting of Council on 14 July 2014 and to discuss matters of interest which impact the Shire. The matters itemised below reflect those items that were on the Agenda that were discussed by Councillors during the briefing session.

4. RECORD OF CONFLICT OF INTEREST

Matter Discussed	Councillor Conflict?	Councillor Name	Councillor left meeting?
VIB 05 Maldon Community Lunch	Yes	Councillor Machin	Yes
VIB 06 Endorsement of Design Report for Maldon Visitor Information Centre, 34 Main Street Maldon			
BET 16 Response to Joint Letter about the No Right Turn Sign at the Northern Carpark for Botanical Gardens, Castlemaine			
ECO 14 Planning Permit Application 292/2014 - Use and Development of an Indoor Recreation Facility (Swimming and Hydrotherapy Centre) At Lot 1 TP170588 7 McGrath Street, Castlemaine			
COM 36 Exercise an Extension of Contract M877-2012 Provision of Internal Audit Services			
Contractor Safety			
Kangaroo Numbers			
Advisory Committee - Tarren Valley			

* Councillors are required to leave the meeting if they have declared an interest in an item that is being discussed. Councillors who have left the meeting must not be able to see or hear the proceedings.

5. **MEETING CLOSE**

Meeting closed at 7.22 pm.

9. OFFICER REPORTS

9.1. A VIBRANT HEALTHY COMMUNITY (VIB)

Nil reports.

9.2. BETTER COMMUNITY FACILITIES (BET)

BET 17 RESPONSE TO JOINT LETTER ABOUT INSTALLATION OF STREET LIGHT IN FRONT OF 32 RAY STREET, CASTLEMAINE

Responsible Director: Jason Taylor, Director Sustainable Development

Responsible Officer: Ben Grounds, Manager Infrastructure

Original Document: DOC/15/29472

1. Purpose

This report provides a response to the joint letter from three residents requesting Council to install a street light in front of 32 Ray Street, Castlemaine.

Refer to:

Confidential Separate Attachment BET 17A: Joint Letter regarding street lighting in Ray Street, Castlemaine.

2. Background

On 18 June 2015 Council received a joint letter from three Ray Street residents requesting Council to install additional street lighting in front of 32 Ray Street, Castlemaine.

No previous correspondence or request has been received regarding this issue from residents in Ray Street.

3. Policy and Statutory Implications

Local Law No 1 of 2008 sets out how petitions are received by and responded by Council as follows:

1. Petitions and Joint Letters
 - (1) A petition or joint letter presented to the Council may lie on the table until the next ordinary meeting of the Council. No motion other than to receive the petition or joint letter may be accepted by the Chairperson at the meeting at which it is presented.
 - (2) The Council must receive a report on any petitions or joint letters at the next ordinary meeting of the Council or another meeting to be determined by the Council.
 - (3) A copy of the text of the petition or joint letter must be included on the agenda for the next ordinary or available meeting (as the case may be).
 - (4) A petition or joint letter may nominate a person to whom a reply may be sent, but if no person is nominated the Council may reply to the first or any person whose signature appears on the petition.
 - (5) Every petition or joint letter must be signed by the persons whose names are appended to it by their names or marks and, except in cases of incapacity or sickness, by no one else, and the address of every petitioner or signatory must be clearly stated.

Under the Road Management Act 2004, Schedule 7A, Council is responsible for installation of street lighting to improve road management functions.

4. Issues

The installation of new street lighting must comply with Australian Standards AS1158. This standard stipulates new street lighting on existing distribution poles should be installed on every second pole or at 80m centres, whichever is closer in urban areas. The street lighting installed in this section of Ray Street does not meet these requirements, therefore additional street lighting is required to meet the Australian Standard. Figure 1 shows the locations and distance of existing lights close to 32 Ray Street Castlemaine



Figure 1 – Location and distance of existing lights close to No. 32 Ray Street, Castlemaine

It is likely that the street lighting in many areas in the municipality does not meet the current Australian Standards. Council receives several requests for installation of street lights every year but there is no specific budget for the installation of additional street lighting.

Council will undertake a street lighting project in the near future (Lighting the Regions project), to replace the existing luminaires with 18w LED luminaires which will improve the street lighting at the proposed location, even if no additional luminaires are installed.

Any installation of additional or new street lighting should be carried out on a strategic basis, including prioritising commercial and town centre locations, identified hazardous intersections and high use pedestrian facilities. The Ray Street location is not likely to be a high priority location for additional lighting.

5. Financial and Resource Implications

The cost for the installation of additional luminaires on existing poles is approximately \$2500.

6. Consultation

Nil.

7. Conclusion

Council received a joint letter from three residents requesting Council to install street lighting in front of 32 Ray Street Castlemaine.

This matter has been investigated by Council's Infrastructure team.

The street lighting installed in Ray Street, Castlemaine does not meet the Australian Standard for street lighting. However, this is the case in many locations across the municipality. Any new street lights should be installed as part of a prioritised and strategic program. Currently there is no budget or program to install additional lights.

Existing lighting in Ray Street will be marginally improved by the changeover of all street lighting in the municipality to LED luminaires as part of the Lighting the Regions Project.

The request for an additional light at 32 Ray Street, Castlemaine is not supported.

RECOMMENDATION

That Council respond to the first signatory of the petition to advise that no additional street lights will be installed at or near 32 Ray Street, Castlemaine and that existing lights will be upgraded to LED as part of the Lighting the Regions Project.

MOVED COUNCILLOR COLE

That the recommendation be adopted.

SECONDED COUNCILLOR MACHIN

CARRIED.

9.3. A THRIVING LOCAL ECONOMY (ECO)

ECO 15 MOUNT ALEXANDER SHIRE COUNCIL ENVIRONMENT STRATEGY 2015 - 2025

Responsible Director: Jason Taylor, Director Sustainable Development
Responsible Officer: Amy McDonald, Manager Healthy Environments
Original Document: DOC/15/27508

1. Purpose

To enable Council to adopt the Mount Alexander Shire Council Environment Strategy 2015-2025.

Refer to:

Separate Attachment ECO 15A Mount Alexander Shire Council Environment Strategy 2015-2025

2. Background

The new Mount Alexander Shire Council Environment Strategy 2015-2025 is strategic and succinct. It outlines how Council expects to achieve a vision of success that has continued on from the previous environment strategy.

The Strategy includes a vision and eight priority areas that are grouped as three mutually supportive functions. These functions are; partnerships, positions and programs.

Each of the eight priority areas details key strategic tasks, an intermediate outcome and a long-term goal. In addition, each priority area includes an explanation of the intent of each priority area and an evaluation question that will be used to measure progress.

The scope of the Strategy is limited to Council's operations as a local government organisation. This scope includes those things that Council has control over, can influence significantly, or can advocate for. The strategy scope does not include everything within the whole municipality.

The Strategy contains only key strategic tasks. More detailed actions will be outlined in supporting documents such as management and action plans. Supporting documents will have a shorter lifespan, for example, three to five years.

The Environment Strategy has a ten year life, but will be reviewed after the release of each new Council Plan to ensure alignment. This review may result in changes such as updated key strategic tasks.

3. Policy and Statutory Implications

The Council Plan includes the goal Building Sustainable Communities. The Strategy is strongly connected to the delivery of this goal and to the delivery of the community aspiration for a sustainable Shire, as identified during consultation in developing the Council Plan.

The Annual Plan 2014-2015 includes a commitment to 'Review and update Council's Environment Strategy'. This Strategy fulfils this commitment.

The Strategy enables progress on many projects mentioned in the Council document Project Priorities 2013-2017, such as; 'Castlemaine landfill master planning', 'Emergency preparedness and management', 'Rail access for Mount Alexander', 'Renewable energy for Mount Alexander', and 'Urban waterways for Mount Alexander'.

The Environment Strategy provides long-term direction to Council's programs related to waste management, natural environment management and climate change. Action or management plans exist or will be developed relating to these programs, for example, the Roadside Conservation Management Plan.

4. Issues

Strategic approach

The strategic approach adopted in this Strategy has been the biggest overall change from the previous environment strategy. This new approach makes the connections between the key strategic tasks, intermediate outcomes, long-term goals, and the achievement of the vision clearer.

Following adoption of the Strategy, work will begin on the implementation of the key strategic tasks, such as, to develop and implement a new climate change action plan.

Evaluation plan

To measure the successful achievement of the intermediate outcomes, evaluation questions have been included in the Strategy.

The evaluation questions in the Strategy form the foundation of an evaluation plan that will be developed by professional evaluation consultants following adoption of the document.

Implementation will be communicated to the public through normal Council reporting mechanisms and through targeted stakeholder communications such as the Sustainability and Environment E-newsletter.

Document design and distribution

The design of the document has been undertaken in accordance with Council's style guide. Following adoption, the strategy will be promoted to the community. Printed copies will be made available and the document will be placed on Council's website.

5. Financial and Resource Implications

The key strategic tasks contained in the Environment Strategy will be scheduled in Council's annual plan and resourced through approved annual budgets. Officer time will be utilised to implement the eight priority areas. It is anticipated that workload will be centred on the three established program areas relating to waste management, natural environment management, and climate change response.

Grant funding will be sought to assist implementation of relevant components of the Strategy.

6. Consultation

Community engagement to develop the strategy included:

- An online community survey (303 respondents) to identify the community's top five environmental priorities.
- One-on-one meetings with six key stakeholder groups such as Connecting Country.
- Communication with the Dja Dja Wurrung Aboriginal Clans Corporation.
- Four facilitated community meetings in Newstead, Harcourt and Castlemaine.
- A workshop with representatives from each Council work unit.
- Follow up meetings with specific Council staff.
- A meeting with the Youth Advisory Group.
- A three week public comment period.
- The consideration of written comments from the public.
- A second public viewing of the document and related meeting opportunity.
- A second internal consultation period.

The main additions to the draft document from the public and internal engagement have been to increase the commentary in the introduction and in the section related to the strategy development process.

Community input on the Strategy centred on a number of core requests, namely:

- Recognition of the previous environment strategy.
- Explanation of the connection between the document and the Council Plan.
- Explanation of the connection to other regional documents of significance.
- Elevation of the role of partnerships between Council and the community.
- A less top-down tone related to enabling community action.
- Explanation of the evaluation approach.
- A second opportunity for public comment.
- Commentary around the planning scheme.

These core requests were integrated into the document, as were several less common concerns, for example waterways and community gardens are now mentioned specifically. The second public comment opportunity enabled interested community members to see how community input had been integrated.

7. Conclusion

The Mount Alexander Shire Council Environment Strategy 2015-2025 is presented to Council for adoption. The Environment Strategy includes a vision and eight priority areas to focus Council's environment activities. The eight priority areas include very specific and measurable intermediate outcomes to be achieved over the ten year life of the document.

The Strategy is the product of a concentrated effort to engage with the community and internal stakeholders and to ensure ongoing monitoring and evaluation.

Adoption of the document will enable progress on the key strategic tasks. The new Environment Strategy builds on the success of the previous environment strategy.

RECOMMENDATION

That Council adopt the Mount Alexander Shire Council Environment Strategy 2015-2025.

MOVED COUNCILLOR MACHIN

That Council adopt the Mount Alexander Shire Council Environment Strategy 2015-2025 with the following amendments:

- 1. Page 4 of the Strategy under the heading Actions and Reviews will be amended to clarify;**
 - a) The Strategy will be reviewed every four years after the Council Plan has been finalised;**
 - b) The strategic tasks to be completed in any year will be included in the Annual Plan; and**
 - c) That where detailed action plans are prepared, that this include community consultation and that the action plans be available, where appropriate.**
- 2. That the proposed Monitoring and Evaluation Plan will include a community engagement plan that will identify the how the community and Councillors will be engaged in the development of the evaluation plan and the evaluation; and**
- 3. That a table be prepared, and that it be published on the website, detailing the timelines for the subordinate strategies referenced in the Environment Strategy.**

SECONDED COUNCILLOR TELFORD

CARRIED.

ECO 16 REMOVAL OF HOUSING ORDER DECLARATIONS – 8 CHURCH STREET NEWSTEAD FOLIO 036 (CA 4 SEC12A)

Responsible Director: *Jason Taylor, Director Sustainable Development*

Responsible Officer: *Amy McDonald, Manager Healthy Environments*

Original Document: *DOC/15/29420*

1. Purpose

To enable Council to authorise the removal of two housing orders related to 8 Church Street Newstead.

Refer to:

Attachment ECO 16A: Removal of Declaration of the Director of Housing F496244 and F496245 (DOC/15/29421)

2. Background

The State Government's Director of Housing declared on 14 October 1974 that two buildings on the property at 8 Church Street Newstead were unfit for human habitation and issued a housing order to prevent people living at the premises.

Since 1974 there have been changes to the legislation such that Council is now the authorised body to revoke housing orders.

3. Policy and Statutory Implications

The housing order was declared by the Director of Housing under Section 64 (S64) of the *Housing Act 1983* (the Act). Whilst S64 of the Act was repealed by the *Housing (Amendment) Act 1995*, the form to revoke the housing order (Attachment ECO 16A) references the Section of the Act under which the order was declared.

The revocation of a housing order is a delegated role of Council under Section 68A of the Act.

4. Issues

The property has undergone significant building and associated works and is considered habitable by relevant Council staff, namely Council's Senior Environmental Health Officer and Building Inspector.

It is now appropriate that the housing order be revoked.

5. Financial and Resource Implications

There are no costs to Council in completing this action. All necessary costs incurred through the preparation and lodgement of the necessary documentation to the Land Titles Office will be borne by the owner.

6. Consultation

Council's Environmental Health Officer has consulted with Council's Building Department to ensure building works have been undertaken and necessary permits issued.

7. Conclusion

The State Government's Director of Housing declared the buildings on the property at 8 Church Street Newstead were unfit for human habitation and issued two housing orders to prevent people living at the premises in 1974.

Since then significant works have occurred at this property and the premises is now considered habitable.

The housing orders affecting this property are no longer relevant and require revocation. Council is the delegated authority to revoke housing orders.

RECOMMENDATION

That Council:

- 1. Revoke the housing order declarations issued by the Director of Housing for 8 Church Street Newstead (being 9060 Folio 036 (CA 4 Sec12A), in accordance with Section 68A of the Housing Act 1983; and**
- 2. Authorise the Chief Executive Officer to sign and affix the Common Seal to the documentation related to the removal of declarations of the Director of Housing.**

MOVED COUNCILLOR TELFORD

That the recommendation be adopted.

SECONDED COUNCILLOR CORDY

CARRIED.

**REMOVAL OF
DECLARATION OF
THE DIRECTOR OF HOUSING
Section 64 Housing Act 1983**

PRIVACY COLLECTION STATEMENT

The information from this form is collected under statutory authority and is used for the purpose of maintaining publicity searchable registers and indexes in the Victorian Land Registry.

Lodged by:

Name:

Address:

Phone:

The Municipal Council advises that the declaration specified has ceased to affect the land

Land: (Volume and Folio Reference)
Volume 9060 Folio 036 (CA 4 Sec12A)
Municipality: Mount Alexander Shire Council

Declaration: (Registered No.)
F496244

Date: The day of 2015

THE COMMON SEAL of MOUNT ALEXANDER SHIRE
COUNCIL was affixed in the presence of:

.....
Phil Rowland
Chief Executive Officer

Being a delegated officer pursuant to the Mount Alexander
Shire Council Local Law No. 1 of 2008 Meeting Procedures.

THE BACK OF THIS FROM MUST NOT BE USED

**REMOVAL OF
DECLARATION OF
THE DIRECTOR OF HOUSING
Section 64 Housing Act 1983**

PRIVACY COLLECTION STATEMENT

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Volume 9060 Folio 036 (CA 4 Sec12A)
Municipality: Mount Alexander Shire Council

Declaration: (Registered No.)
F496245

Date: The day of 2015

THE COMMON SEAL of MOUNT ALEXANDER SHIRE
COUNCIL was affixed in the presence of:

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Phil Rowland
Chief Executive Officer

Being a delegated officer pursuant to the Mount Alexander
Shire Council Local Law No. 1 of 2008 Meeting Procedures.

THE BACK OF THIS FROM MUST NOT BE USED

9.4. BUILDING SUSTAINABLE COMMUNITIES (COM)

COM 37 AWARDING OF CONTRACT M1172-2015 FOR THE PROVISION OF MUNICIPAL BUILDING SURVEYOR SERVICES FOR THE PERIOD 15 SEPTEMBER 2015 TO 14 SEPTEMBER 2016, WITH A FURTHER TWO BY ONE YEAR EXTENSION OPTIONS

Responsible Director: Jason Taylor, Director Sustainable Development

Responsible Officer: Rebecca Stockfeld, Manager Development Services

Original Document: DOC/15/26419

1. Purpose

The purpose of this report is for Council to consider and determine the awarding of tender M1172-2015 for the Provision of Municipal Building Surveyor Services for the period 15 September 2015 to 14 September 2016, with a further two by one year extension options.

Refer to:

Confidential Attachment COM 37A

Tender Evaluation Report, Contract M1172-2015 for Provision of Municipal Building Surveyor Services for the Period 15 September 2015 to 14 September 2016 with a further two by one year extension

2. Background

Each local government authority must have a Municipal Building Surveyor (MBS), as defined in the *Building Act 1993*. For the last four years Council has filled this requirement through a one day a week consultant service. The MBS has the power to delegate most tasks to other officers; for day-to-day building administration the tasks are completed by Council's building inspector, within the limits of his registration.

As part of the restructure of the Development Services Unit to better align functional groups, a decision was made to offer a contract MBS role through a market tested tender process to provide services including:

- Building and occupancy permits;
- Consents and reports;
- Enforcement/prosecution;
- Swimming pool safety;
- Phone advice; and
- Emergency after-hours service.

The current contractor arrangement for this service has ended early, by mutual agreement.

A request for tender was publicly advertised from 30 May 2015 in the Bendigo Advertiser and The Age and Tuesday 2 June 2015 in the Council Column in the Midland Express. Tenders closed on Friday 19 June 2015 at 2.00pm.

The tender sought provision of an MBS service one day a week for an initial period of one year, with the option to extend the contract for a further two by one year periods at the discretion of Council.

3. Policy and Statutory Implications

Every council in Victoria is required to have a person holding the office of municipal building surveyor to carry out the responsibilities of the Building Act 1993.

The Local Government Act 1989 provides relevant direction to Local Government in regards to procurement and contracts. Section 186 of the Local Government Act requires Councils to undertake competitive market testing processes before entering into contracts for purchase of goods or services or for the carrying out of works for the value of \$150,000 or above. The Act imposes specific restrictions on Council in regard to entering such contracts.

Important provisions within Section 186 include minimum standard processes for giving public notice of the purpose of contracts in excess of the value of \$150,000. Nothing in Section 186 of the Local Government Act requires Council to accept the lowest tender or to accept any tender.

Clause 208 of the Local Government Act – ‘Best Value Principles’ requires Local Governments to comply with the Best Value principles, specifically in this instance the need for Council services to meet quality and cost standards, and further provides a number of factors that may be looked at in applying the principles of Best Value.

All goods and services purchased by Council must be compliant with the Occupational Health and Safety Act 2004, the Dangerous Goods Act, Equipment (Public Safety) Act 1987, and associated regulations and codes of practice whenever applicable.

The tender process has been conducted in accordance to the conditions included within the Mount Alexander Procurement Policy. The tender evaluation criteria within Council’s Procurement Policy help to ensure competition in the supply of goods and services and products to Council and supports administrative consistency and fairness through transparency in Council’s decision making.

4. Issues

At the commencement of the tender process and following the close of the tender period, the tender evaluation panel completed conflict of interest and confidentiality declarations. No known conflicts were declared at either stage.

One conforming tender was received by the closing date of 19 June 2015 from MBS Services Australia. No other tenders were received.

The evaluation panel met on 23 June 2015 to complete a preliminary evaluation of the tender. The tender was evaluated against the pre-determined shortlisting criteria outlined below.

1. Cost to Council
2. Experience and qualifications
3. Response to specification

The preliminary evaluation found the tender satisfactory and the evaluation panel conducted an interview with MBS Services Australia on 2 July 2015 to gain additional information about their experience and knowledge of the industry and how they would provide services to Council.

At the conclusion of the interviews, the following criteria were evaluated by the panel:

1. Risk and quality management
2. Business and financial capacity
3. Sustainability

Following a full evaluation against the six evaluation criteria, MBS Services Australia achieved a satisfactory weighted score.

MBS Services Australia has provided a tender which can be accommodated within the current budget, and is considered a suitable to provide Council with a Municipal Building Surveyor Service.

MBS Services Australia would provide the service, with the same staff person each day, one day a week over the year. The cost to Council would be \$995 per day plus GST.

MBS Services Australia provides building services, including provision of Municipal Building Surveyors, to a number of local councils in Victoria, particularly rural councils. This allows them and us the opportunity to seek advice and sometimes after hours services from a range of qualified Municipal Building Surveyors, which is not provided to Council at present

5. Financial and Resource Implications

The current budget for the provision of a Municipal Building Surveyor is \$59,235 per annum. The cost of the contract is \$995 per day; this equates to \$51,740 per annum. The remaining budget will be used for after-hours services which are part of the tender requirements and will be required from time to time.

The tender of MBS Services Australia is lower than the current contractor cost of approximately \$1,155 per day.

6. Consultation

The evaluation panel consisted of the Manager Development Services, Procurement Co-ordinator and Senior Town Planner.

The tender interview Panel consisted of the above officers and Council's Building Inspector (to provide advice on the quality of technical questions and answers and ensure a modern approach to the provision of MBS duties).

The evaluation panel provided a broad range of expertise to select the preferred tenderer.

7. Conclusion

Council has sought tenders for the provision of its Municipal Building Surveyor services. One tender was received from MBS Services Australia.

A thorough tender evaluation and interview was undertaken by the evaluation panel.

MBS Services Australia is considered suitable to undertake the service. The cost to Council is within budget.

RECOMMENDATION

That Council:

- 1. Award Contract M1172-2015 for Provision of Municipal Building Surveyor Services from 15 September 2015 to 14 September 2016 to MBS Services Australia based on its submitted schedule of rates;**
- 2. Authorise the Chief Executive Officer to sign and affix the Common Seal to the contract documentation for Contract M1172-2015 for Provision of Municipal Building Surveyor Services; and**
- 3. Authorise the Chief Executive Officer to approve the extension of Contract M1172-2015 for Provision of Municipal Building Surveyor Services for a further two by one year terms, should that option be exercised.**

MOVED COUNCILLOR BELL

That the recommendation be adopted.

SECONDED COUNCILLOR MACHIN

CARRIED.

COM 38 QUARTERLY ANNUAL PLAN REPORT AS AT 30 JUNE 2015

Responsible Director: Lucy Roffey, Director Corporate Support
Responsible Officer: Lucy Roffey, Director Corporate Support
Original Document: TRIM DOC/15/28800

1. Purpose

The purpose of this report is to inform Council on actions taken for the year ended 30 June 2015 in implementing the projects and initiatives contained in the Annual Plan 2014 / 2015.

Refer to:

Separate Attachment COM 38A Quarterly Annual Plan Report as at 30 June 2015.

2. Background

At the time of preparing the Council Plan 2013 - 2017 and in considering the Budget 2014/2015, Councillors consolidated key projects and initiatives into a 2014/2015 Annual Plan on 24 June 2014.

This report sets out actions taken to date in implementing the projects and initiatives in the Annual Plan 2014 /2015.

The Plan is structured around the key priorities in the Council Plan, namely:

- A Vibrant and Healthy Community;
- Better Community Facilities;
- A Thriving Local Economy; and
- Building Sustainable Communities.

3. Policy and Statutory Implications

Council has endorsed a Council Plan for 2013 - 2017 and Budget 2014 / 2015 in accordance with the Local Government Act 1989 (the Act). The Council Plan sets out the aspirations of the Council and the strategies and objectives to achieve the Council's vision for the Shire. The Budget allocates resources to the activities and services that Council have identified as important to the achievement of Council's vision.

The Annual Plan will be prepared each year and progress in delivering projects is reported to Council and the community each quarter and in the Annual Report in accordance with the Act.

4. Issues

This report sets out the progress in implementing the projects and initiatives contained in the Annual Plan 2014/2015.

A number of programs and projects in the Annual Plan are now complete. Details about these programs will be included in Council's Annual Report.

Any programs or projects that are not complete as at 30 June 2015 are expected to be completed in the first quarter of 2015/2016.

5. Financial and Resource Implications

Projects and initiatives contained in the Annual Plan are fully funded. The majority of projects are contained within the Capital Works Program or funded as a one-off initiative. A small number are funded from the Operating Budget.

6. Consultation

Individual projects within the Plan involve community consultation or consultation with relevant stakeholders. Feedback informed the outcomes and objectives of the Annual Plan 2014/ 2015.

7. Conclusion

At the time of preparing the Council Plan 2013 - 2017 and in considering the Budget for 2014/2015, Council consolidated key projects and initiatives into a comprehensive plan for the year. A report is presented each quarter setting out progress on projects.

RECOMMENDATION

That Council note the Quarterly Report for the Annual Plan 2014/2015 as at 30 June 2015.

MOVED COUNCILLOR BELL

That the recommendation be adopted.

SECONDED COUNCILLOR TELFORD

CARRIED.

**COM 39 QUARTERLY SERVICE ACTIVITY INDICATOR REPORT TO 30 JUNE
2015**

Responsible Director: *Lucy Roffey, Director Corporate Support*
Responsible Officer: *Lucy Roffey, Director Corporate Support*
Original Document: *TRIM DOC/15/28809*

1. Purpose

The purpose of this report is to present to Council the quarterly Service Activity Indicators for the year ended 30 June 2015.

Refer to:

Separate Attachment COM 39A: Quarterly Service Activity Indicator Report to 30 June 2015.

2. Background

These indicators are provided to highlight trends in service activities provided by Council. The indicators are used to monitor performance and improvement and will be reviewed from time to time to ensure they are relevant and informative.

3. Policy and Statutory Implications

Whilst there are no statutory requirements for this report, the Council Plan 2013 - 2017 commits that Council will conduct its affairs openly and this report is presented to enhance this by providing public information concerning service activity levels.

4. Issues

Emerging trends and points of note from the service activity indicators for the quarter ended 30 June 2015 as follows:

- The number of delivered meals continues to decrease due to the implementation of the Active Service Model principles and demand management strategies;
- Waste to landfill has reduced for this quarter as Council is currently using a different site until the new landfill cell is complete;
- Visits to the Visitor Information Centres were less than the same quarter last year possibly as a result of the change in timing of school holidays; and
- There were no building permits issued by Council, due to Council's decision to increase the focus on compliance matters.

5. Financial and Resource Implications

There are no financial or resource implications arising from this report and recommendation. However the ongoing monitoring of trends in service activity levels will provide useful information for resource allocation.

6. Consultation

Quantitative data used in the indicators is provided by Business Unit Managers.

7. Conclusion

The service activity indicators are provided to highlight trends in the demand for and level of services provided by Council.

RECOMMENDATION

That Council note the quarterly Service Activity Indicator Report for the year ended 30 June 2015.

MOVED COUNCILLOR TELFORD

That the recommendation be adopted.

SECONDED COUNCILLOR COLE

CARRIED.

**COM 40 AWARDING OF CONTRACT M1173-2015 PROVISION OF
PHOTOCOPIERS PROCUREMENT AUSTRALIA CONTRACT 1405/0827
PHOTOCOPIERS PRINTERS AND ASSOCIATED PRODUCTS AND
SERVICES.**

Responsible Director: *Director Corporate Support*

Responsible Officer: *Procurement Coordinator*

Original Document: *DOC/15/28100*

1. Purpose

The purpose of this report is to consider and determine the awarding of tender M1173-2015 for Provision of Photocopiers Procurement Australia Contract 1405/0827 Photocopiers, Printers and Associated Products and Services from 1 September 2015 to 30 August 2019.

Refer to:

Confidential Attachment COM 40A Tender Evaluation Report, Contract M1173-2015 for Provision of Photocopiers Procurement Australia Contract 1405/0827 Photocopiers, Printers and Associated Products and Services from 1 September 2015 to 30 August 2019.

2. Background

Councils current photocopier fleet is due for renewal. A competitive process has been undertaken utilising pre-approved suppliers engaged under Procurement Australia Contract 1405/0827 Photocopiers, Printers and Associated Products and Services.

Procurement Australia conducted a public tender process on behalf of their members and awarded panels of pre-approved suppliers under the following categories:

Category One	MFD's Photocopier Hardware, including Consumables and Maintenance Services
Category Two	Printers and Scanner Hardware, including Consumables and Maintenance Services
Category Three	Card Readers, Card Printers and Associated Software Applications
Category Four	Software Solutions
Category Five	Pay by Click and Pay by Copy Solutions
Category Six	Operating Lease and Rental Services
Category Seven	Associated Services

The tender was divided into seven distinct categories to provide the specific focus and technical expertise necessary for any requirement regardless of size and scope.

11 suppliers tendered and Procurement Australia appointed six suppliers to the category of Operating Lease and Rental Services.

Council called for selective tenders from the pre-approved suppliers engaged under Category 6 – Operating Lease and Rental Services. The pre-approved suppliers are Fuji Xerox Australia, Konica Minolta Business Solutions, Ricoh

Australia, Sharp Corporation of Australia Pty Ltd, Toshiba (Australia) Limited and Canon Australia Pty Ltd.

3. Policy and Statutory Implications

The *Local Government Act 1989* provides relevant direction to Local Government in regards to procurement and contracts. Section 186 of the *Local Government Act* requires Councils to undertake competitive market testing processes before entering into contracts for purchase of goods or services or for the carrying out of works for the value of \$150,000 or above. The Act imposes specific restrictions on Council in regard to entering such contracts.

Important provisions within Section 186 include minimum standard processes for giving public notice of the purpose of contracts in excess of the value of \$150,000. Nothing in Section 186 of the *Local Government Act* requires Council to accept the lowest tender or to accept any tender.

Clause 208 of the *Local Government Act* – ‘Best Value Principles’ requires Local Governments to comply with the Best Value principles, specifically in this instance the need for Council services to meet quality and cost standards, and further provides a number of factors that may be looked at in applying the principles of Best Value.

All goods and services purchased by Council must be compliant with the *Occupational Health and Safety Act 2004*, the *Dangerous Goods Act, Equipment (Public Safety) Act 1987*, and associated regulations and codes of practice whenever applicable.

The tender process has been conducted in accordance to the conditions included within the Mount Alexander Procurement Policy. The tender evaluation criteria within Council’s Procurement Policy help to ensure competition in the supply of goods and services and products to Council and supports administrative consistency and fairness through transparency in Council’s decision making.

4. Issues

All members of the evaluation panel including Procurement Australia staff completed conflict of interest declarations as part of this tender process and no known conflicts were declared.

Upon the closing date of 12pm, Friday 29 May 2015 five conforming tenders were received from the following tenderers:

Tenderer	SUPPLIER / manufacturer
Southern Cross Business Machines	Canon Australia Pty Ltd
Viatek	Fuji Xerox Australia Pty Ltd
Boltons Office National	Konica Minolta Business Solutions
Digital Document Solutions	Sharp Corporation of Australia Pty Ltd
Southern Cross Office Equipment	Toshiba (Australia) Limited

Following an initial evaluation conducted by Procurement Australia and final evaluation conducted by Council’s evaluation panel the preferred tenderer is

Southern Cross Business Machines for a contract price of \$45,888 (exc GST) for a four year lease term plus the additional copy rates of \$0.006 per black and white copy and \$0.06 per colour copy.

The contract price of \$45,888 (exc GST) is for the provision of eight photocopiers to Council over a four year lease term. These costs include the provision of consumables and maintenance required during the term of the contract.

In addition to lease costs it is estimated that copy costs will be approximately \$110,000 (exc GST) during the four year term of the contract. This is based on current copy outputs.

5. Financial and Resource Implications

The 2015/16 budget allocation for photocopiers is \$51,000.

The current photocopier fleet costs approximately \$51,000 per annum which includes leasing and copy costs.

Should the recommendation of the evaluation panel be adopted this would result in a saving of approximately \$10,000 per annum for Council due to the reduction in the number of photocopiers, lease costs and rates per copy.

6. Consultation

Procurement Australia conducted a public tender process on behalf of their members which includes Mount Alexander Shire Council. Procurement Australia summarised, evaluated and scored the tender submissions and prepared a consolidated report recommending the award of a panel of approved suppliers for use by its members.

Council's evaluation panel checked all tenders received for conformance to ensure that the photocopiers proposed met the minimum requirements outlined within the specification. Council's evaluation panel included staff from the Information Services and Procurement units.

7. Conclusion

Selective tenders were requested from the pre-approved suppliers engaged under Procurement Australia Contract 1405/0827 Photocopiers, Printers and Associated Products and Services, Category 6 – Operating Lease and Rental Services.

Following the closing date of 12 noon on Friday 29 May 2015, five conforming tenders were received. The tenders received were submitted by Bendigo businesses on behalf of the suppliers / manufacturers of the photocopiers.

Council's evaluation panel checked all tenders received for conformance to ensure that the photocopiers proposed met the minimum requirements outlined within the specification.

Tenders were then evaluated against Cost to Council – Direct and Indirect as the non-price related criteria were evaluated by Procurement Australia as part of the initial evaluation process for selection to the pre-approved panel under the Procurement Australia Contract.

Following an evaluation of the five submissions received, Southern Cross Business Machines are being recommended by the evaluation panel for the

provision of eight photocopiers to Council for a four year lease term for \$45,888 (exc GST) plus the additional copy rates of \$.006 per black and white copy and \$0.06 per colour copy.

RECOMMENDATION

That Council:

- 1. Award Contract M1173-2015 Provision of Photocopiers – Procurement Australia Contract 1405/0827 Photocopiers, Printers and Associated Products and Services from 1 September 2015 to 30 August 2019 to Southern Cross Business Machines for four year cost of \$45,888 (exc GST) plus the additional copy rates of \$.006 per black and white copy and \$0.06 per colour copy;**
- 2. Authorise the Chief Executive Officer to sign the Tender Recommendation Letter to Procurement Australia for Contract M1173-2015 Provision of Photocopiers – Procurement Australia Contract 1405/0827 Photocopiers, Printers and Associated Products and Services; and**
- 3. Authorise the Chief Executive Officer to sign the Contract Document and Service Agreement for Contract M1173-2015 Provision of Photocopiers – Procurement Australia Contract 1405/0827 Photocopiers, Printers and Associated Products and Services.**

MOVED COUNCILLOR COLE

That the recommendation be adopted.

SECONDED COUNCILLOR BELL

CARRIED.

10. DELEGATES REPORTS

11. NOTICE OF MOTION

12. URGENT SPECIAL BUSINESS

13. MEETING CLOSE

Meeting closed at 8.36pm.