



**Southern Grampians**  
SHIRE COUNCIL

# Council Meeting Agenda

Unscheduled Meeting  
15 December 2021

To be held at 5:00pm in  
MH Hynes Auditorium,  
5 Market Place, Hamilton.

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## 1. Membership

### **Councillors**

Cr Bruach Colliton, Mayor  
Cr David Robertson, Deputy Mayor  
Cr Mary-Ann Brown  
Cr Albert Calvano  
Cr Helen Henry  
Cr Greg McAdam  
Cr Katrina Rainsford

### **Officers**

Mr Tony Doyle, Interim Chief Executive Officer  
Ms Evelyn Arnold, Director Community and Corporate Services  
Ms Marg Scanlon, Director Infrastructure  
Mr Andrew Goodsell, Director Planning and Development

## 2. Welcome and Acknowledgement of Country

The Mayor, Cr Bruach Colliton will read the acknowledgement of country:

Our meeting is being held on the traditional lands of the Gunditjmarra, Tjap Wurrung and Bunganditj people.

I would like to pay my respects to their Elders, past and present, and the Elders from other communities who may be here today.

Please note: All Council meetings will be audio recorded, and may be livestreamed to Council's social media platform, with the exception of matters identified as confidential items in the Agenda.

By participating in open Council meetings, individuals consent to the use and disclosure of the information they share at the meeting (including any personal and/or sensitive information).

Other than an official Council recording, no video or audio recording of proceedings of Council Meetings will be allowed without the permission of Council.

## 3. Prayer

Cr McAdam will lead the meeting in a prayer:

Almighty god, we humbly beseech thee to vouchsafe thy blessing upon this council.

Direct and prosper its deliberations to the advancement of thy glory and the true welfare of the people of the Southern Grampians shire.

## 4. Apologies

## 5. Declaration of Interest

## 6. Management Reports

### 6.1 Procurement Policy 2021-2025

**Directorate:** Evelyn Arnold, Director Community and Corporate Services  
**Author:** Belinda Johnson, Manager Finance  
**Attachments:** 1. Procurement Policy 2021-2025

#### Executive Summary

Under Section 108 (1) of the Local Government Act 2020, Council must prepare and adopt a Procurement Policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services by the Council, including for the carrying out of works.

Under the transitional provisions of the Act, Sections 108 and 109 became effective on 1 July 2021 and under Section 108 (6) specifically, Council must adopt the first Procurement Policy under this section within 6 months of the commencement of this Section.

#### Discussion

Section 108 (3) sets out what the Procurement Policy must contain. The draft policy includes an appendix which clearly sets out the section of the Act and how the policy complies.

The policy must include:

- (a) The contract value above which the Council must invite a tender or seek an expression of interest;
- (b) A description of the criteria to be used by the Council to evaluate whether a proposed contract provides value for money;
- (c) A description of how the Council will seek collaboration with other Councils and public bodies in the procurement of goods or services;
- (d) The conditions under which the Council may purchase goods or services without inviting a public tender or expression of interest;
- (e) A description of the process to be undertaken in inviting a public tender or expression of interest;
- (f) Any other matters prescribed by the regulations.

#### Financial and Resource Implications

Whilst the Policy itself does not have any financial or resource implications, it is, in fact, the framework which assists in how financial resources will be used to procure goods and services by the organisation.

It seeks to support good governance processes and practices, including open and transparent decision making, supported by evidence.

#### Legislation, Council Plan and Policy Impacts

Section 108 and 109 of the Local Government Act 2020 specifically relate to this Policy.

## **Risk Management**

The Policy seeks to mitigate risk by ensuring procurement activities are undertaken in an open, transparent and consistent manner. This particular version of Procurement Policy has taken in a risk exposure and expense matrix to ensure those activities with higher risk or higher \$ values are subject to more rigorous processes than low risk, low \$ projects.

## **Environmental and Sustainability Considerations**

The policy includes specific reference to sustainability and has included processes around the three pillars of sustainability:

- Economic
- Environmental
- Social

## **Community Consultation and Communication**

Following the development of the draft Policy, consultation has been invited via the following methods:

- An email with details of the draft Policy and a link to a feedback survey to over 1,200 current suppliers, 4,200 suppliers registered on Councils e-procure portal, 1,400 recipients of Council's Economic Development Newsletter, Hamilton Region Business Association, Town Development Associations, Audit & Risk Committee members.
- General feedback (either written or via survey) through the Council noticeboard in the Hamilton Spectator, facebook, website (Have Your Say), Media Release and Mayoral Update.

Feedback closes at 9am on Monday 13 December (which is after the publish date of this agenda) there a verbal update will be provided to the Council Meeting prior to the making of a decision.

Following adoption of the Policy, information sessions will be held for suppliers to gain a deeper understanding of the Policy and how to do business with Council and government bodies in general.

## **Disclosure of Interests**

All Council Officers involved in the development and advice provided in this Report affirm that no general or material interests need to be declared in relation to any matters in this Report.

### **RECOMMENDATION**

That Council adopt the Procurement Policy 2021-2025

## 7. Confidential Matters

### RECOMMENDATION

That the following items be considered in Closed Council as specified in section 66 (2) (a) and referenced in section 3(1), Confidential Information (f) Personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

#### 7.1 CEO Appointment

## 8. Close of Meeting

This concludes the business of the meeting.