



MINUTES

**SPECIAL MEETING
OF COUNCIL**

**TUESDAY
7 FEBRUARY 2017**



**MINUTES OF THE
SPECIAL MEETING OF THE SHIRE OF GINGIN
HELD IN COUNCIL CHAMBERS
ON TUESDAY, 7 FEBRUARY 2017,
COMMENCING AT 4:02PM**

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SHIRE OF GINGIN

MINUTES OF THE SPECIAL MEETING OF THE SHIRE OF GINGIN HELD IN COUNCIL CHAMBERS ON 7 FEBRUARY 2016 COMMENCING AT 4:02PM

DISCLAIMER

Members of the Public are advised that recommendations to Council contained within this Agenda, and decisions arising from the Council Meeting, can be subject to alteration.

Applicants and other interested parties should refrain from taking any action until such time as written advice is received confirming Council's decision with respect to any particular issue.

ORDER OF BUSINESS

1. DECLARATION OF OPENING

The Acting Shire President declared the meeting open at 4.02pm and welcomed those in attendance.

2. RECORD OF ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 ATTENDANCE

Councillors – I B Collard (Acting Shire President), V Ammon, M Aspinall, J Court, J W Elgin, C W Fewster, F J Peczka and S Smiles.

Staff – J Edwards (Chief Executive Officer), K Lowes (Executive Manager Corporate and Community Services), S Camillo (Executive Manager Regulatory Services), Allister Butcher (Executive Manager Operations) and L Burt (Governance/Minute Officer).

Gallery – There were no members of the public present in the gallery.

2.2 APOLOGIES

Councillor D W Roe (Shire President)

2.3 LEAVE OF ABSENCE

Nil

3. DISCLOSURES OF INTEREST

Nil

4. PUBLIC QUESTION TIME

4.1 RESPONSES TO PUBLIC QUESTIONS PREVIOUSLY TAKEN ON NOTICE

N/A

4.2 PUBLIC QUESTIONS

Nil

5. PETITIONS, DEPUTATIONS AND PRESENTATIONS

5.1 PETITIONS

Nil

5.2 DEPUTATIONS

Nil

5.3 PRESENTATIONS

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

An Application for Leave of Absence was submitted by Councillor Peczka for the Council meeting on 21 February 2017.

RESOLUTION

Moved Councillor Elgin, seconded Councillor Aspinall that Leave of Absence be approved for Councillor Peczka for 21 February 2017.

CARRIED UNANIMOUSLY

7. CONFIRMATION OF MINUTES

Nil

8. ANNOUNCEMENTS BY THE PRESIDING MEMBER

9. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS

Nil

10. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

11. REPORTS

11.1. OFFICE OF THE CEO

Nil

11.2. CORPORATE AND COMMUNITY SERVICES

Nil

11.3. REGULATORY SERVICES

11.3.1 SELECTION OF TENDER – CONSTRUCTION OF NEW CHANGING ROOMS AT LANCELIN SPORTS OVAL

LOCATION: LANCELIN
FILE: COR/40-022017; BLD/4619
AUTHOR: JONATHAN WHITELEY – MANAGER BUILDING SERVICES
REPORTING OFFICER: SEBASTIAN CAMILLO – EXECUTIVE MANAGER REGULATORY SERVICES
REPORT DATE: 7 FEBRUARY 2017
REFER: NIL

OFFICER INTEREST DECLARATION

Nil

PURPOSE

To consider tenders received for RFT 0/2017 Construction of Sports Changing Rooms at Lancelin Sports Oval.

BACKGROUND

The sum of \$250,000 was allocated in Council's 2016/17 budget for the purpose of providing a new changing facility at the Lancelin Sports Oval for by the Lancelin Pirates Football Club and the Lancelin Netball teams.

Officers obtained indicative costs for the building and determined that the cost for the manufacture, transportation, site works and installation may exceed the allocated capital budget.

Subsequently, discussions were held with representatives of the Pirates Football Club (the Club) to determine what works they would be willing to undertake as a contribution towards the project. The Club agreed that they would undertake all the site preparation works, removal of the existing playground, the necessary works to bring power and water to the proposed site and supply and installation of the necessary septic system at their cost. This commitment would reduce the final cost sufficiently to fall within the allocated capital budget for this project.

Given that the projected cost of the change rooms exceeded the threshold set by the *Local Government (Functions and General) Regulations 1996*, it was necessary to call for tenders for the works in order to appoint a contractor. Accordingly, RFT 02/2017 Supply and Construction of New Changing Rooms at the Lancelin Sports Oval was advertised on 21 January 2017, with tenders closing at 1.00pm on 6 February 2017

At the close of tenders, the tender box was opened in accordance with Regulation 16 of the *Local Government (Functions and General) Regulations 1996*. One member of the public, being a representative of one of the tendering bodies, was present at the opening.

Essential details of the contract are outlined below:

Contract Type:	Lump Sum
Contract Duration:	6 weeks
Commencement Date:	February 2017

Tenders were received from the following companies (listed in alphabetical order):

- Aussie Modular Solutions
- Maintenance & Construction Services Australia
- TR Homes

COMMENT

The Tender Evaluation Team (TET), comprising the Shire's Executive Manager Regulatory Services, Manager Building Services and Acting Coordinator Community Services evaluated each tender submission in accordance with the following selection criteria:

No	Description	Weighting
1.	Tendered Price	50%
2.	Relevant Experience	10%
3.	Key Personnel Skills and Experience	10%
4.	Tenderers Resources	20%
5.	Demonstrated Understanding	10%

Individual criteria were assessed as follows:

1. Tendered Price
2. Relevant Experience - assessed on the following criteria specified in the Request for Tender document:
 - *Provide details of similar work;*
 - *Provide scope of the Tenderer's involvement including details of outcomes;*
 - *Provide details of issues that arose during the project and how these were managed;*
 - *Demonstrate competency and proven track record of achieving outcomes; and*
 - *Project reference sheet.*
3. Key personnel skills - assessed on the following criteria specified in the Request for Tender document:
 - *The Tenderer's role in the performance of the contract; and*
 - *Curriculum vitae of key staff inclusive of membership to any professional or business association, qualifications etc.*

4. Tenderer's Resources - assessed on the following criteria specified in the Request for Tender document:
- *Plant, equipment and materials;*
 - *Any contingency measures or backup of resources including personnel (where applicable);*
 - *OHS Survey;*
 - *Resources Schedule; and*
 - *Ability to complete the project commensurate with the outlined contractors program in the specification.*
5. Demonstrated Understanding - assessed on the following criteria specified in the Request for Tender document:
- *A project schedule/timeline (where applicable);*
 - *The process for the delivery of the Goods/Services;*
 - *Training processes (if required); and*
 - *Demonstrated understanding of the Scope of Work.*

The tender assessment process was conducted in accordance with the provisions of the *Local Government (Functions and General) Regulations 1996*, Part (4), Division (2), Section 11 and Clause 18 (4).

The following table provides the assessed scores undertaken by the TET.

Company	Score	Ranking
Aussie Modular Solutions (AMS)	61.28	1
TR Homes	53.13	2
Maintenance & Construction Services Australia (MCSA)	42.65	3

All three companies demonstrated a wealth of experience in relevant work and all were very similar in terms of key personnel skills and experience. The resources of all three were also similar. However, both TR Homes and MCSA set out a timeframe that resulted in the works not being completed until late May.

This was in contradiction to the specified timeframe within the RFT documentation which required a completion date of early April.

There was also a disparity in pricing and both TR Homes and MCSA tendered a price that was in excess of the budgeted sum. AMS tendered a price which falls within the amount of the 2016/17 Capital Budget.

STATUTORY ENVIRONMENT

Local Government (Functions and General) Regulations 1996

Part 4 – Provision of goods and services

Division 2 - Tenders for providing goods or services (s.3.57)

POLICY IMPLICATIONS

The Tender was called, opened and assessed in accordance with the provisions of Clause 1.7 of Council's Policy 3.10 – Purchasing.

BUDGET IMPLICATIONS

The projected cost of \$250,000 for the construction of a new Ablution Facility for the Lancelin Recreation Centre (Pirate Football Club) has been included in Council's 2016/2017 Capital Budget.

STRATEGIC IMPLICATIONS

Shire of Gingin Strategic Community Plan 2015-2025

Focus Area	<i>1. Community Wellbeing</i>
Objective	<i>1. To support the Shire of Gingin community to be inclusive, vibrant and healthy</i>
Outcome	<i>1.1 Inclusive community</i>
Strategy	<i>1.1.4 Support community groups and volunteers.</i>
Focus Area	<i>5. Leadership and Governance</i>
Objective	<i>5. To demonstrate effective leadership and governance</i>
Outcome	<i>5.3 A progressive organisation that encourages innovation and collaboration</i>
Strategy	<i>5.3.4 Proactively seek opportunities for collaborative service delivery with neighbouring local governments and State Government.</i>

VOTING REQUIREMENTS – SIMPLE MAJORITY

RECOMMENDATION

It is recommended that Council resolve to:

1. Accept the tender received from Aussie Modular Solutions of \$245,000 (excluding GST) with respect to RFT 02/2017 Supply and Construction of New Changing Rooms at Lancelin Sports Oval; and
2. Authorise the Shire President and Chief Executive Officer to sign and affix the Common Seal to the resulting contracts.

RESOLUTION

Moved Councillor Aspinall, seconded Councillor Elgin that Council resolve to:

- 1. Accept the tender received from Aussie Modular Solutions of \$245,000 (excluding GST) with respect to RFT 02/2017 Supply and Construction of New Changing Rooms at Lancelin Sports Oval; and**
- 2. Authorise the Shire President and Chief Executive Officer to sign and affix the Common Seal to the resulting contracts.**

CARRIED UNANIMOUSLY

11.4. OPERATIONS

Nil

12. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13. COUNCILLORS' OFFICIAL REPORTS

Nil

14. NEW BUSINESS OF AN URGENT NATURE

It was unanimously agreed that condolences be extended on behalf of Council to the Shire President and his family on the sad loss of their wife and mother.

15. MATTERS FOR WHICH MEETING IS TO BE CLOSED TO THE PUBLIC

Nil

16. CLOSURE

There being no further business, the Acting Shire President declared the meeting closed at 4.12pm

The next Ordinary meeting of Council will be held in Council Chambers at the Shire of Gingin Administration Centre, 7 Brockman Street, Gingin on Tuesday, 21 February 2017 commencing at 3.00pm.

Councillor D W Roe
Shire President
21 February 2017
