

**ITEM 13.1**

**SHIRE OF QUAIRADING  
MINUTES OF A SPECIAL MEETING OF COUNCIL  
HELD ON TUESDAY 5<sup>TH</sup> JULY 2016  
COMMENCING AT 4.00PM**

**ITEM 1 ATTENDANCE AND APOLOGIES**

Cr B K Caporn	Shire President
Cr WMF Davies	Deputy Shire President
Cr L R Brown	
Cr J N Haythornthwaite	
Cr B McGuinness	
Cr G J McRae	
Cr W E Shenton	
Mr G A Fardon	Chief Executive Officer
Mr T J Newick	Manager of Works and Services

**Observer**

Mr J W Haythornthwaite

**ITEM 2 ANNOUNCEMENTS BY THE SHIRE PRESIDENT**

Cr Caporn welcomed Councillors and Staff to the Special Meeting of Council to consider Chief Executive Officer Report Items 14.5 and 14.6 from the Ordinary Meeting of Council held on Thursday 30<sup>th</sup> June 2016.

“Before we start our meeting, I would like to acknowledge that we are meeting on Noongar land and we pay respect to the original custodians...past, present and future and welcome you all here today for this meeting”.

**ITEM 3 PUBLIC QUESTION TIME**

Nil – No questions asked.

**ITEM 4 DECLARATIONS OF INTEREST**

Nil

**ITEM 5 ITEM OF BUSINESS – CHIEF EXECUTIVE OFFICER’S REPORT ITEMS**

<b>14.5</b>	<b>Tender No 2-15/16: Civil Earthworks on the Quairading – Cunderdin Road Corner Realignment</b>
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**REPORTING OFFICERS**

Graeme A Fardon – Chief Executive Officer      Date 28<sup>th</sup> June 2016

Troy Newick – Manager of Works & Services

**DISCLOSURE OF INTEREST – Nil**

**OWNER/APPLICANT – Nil**

**MATTER FOR CONSIDERATION – Consideration of the Chief Executive Officer’s Report and Evaluation of Tenders Received for the Civil Earthworks Component of the Corner Realignment Project.**

**APPLICANT’S SUBMISSION – Attached to the Report: -**

1. Copy of Council’s Adopted Purchasing Policy
2. Copy of Tender Evaluation Spreadsheet

BACKGROUND – As part of the delivery of the “Grain Freight Fund” Project on the Quairading – Cunderdin Road, Council called Public Tenders for the Major Civil Earthworks on the Realignment of the Road at both the Cubbine Road and Wackett Road Intersections.

Public Tenders were called in accordance with the Local Government Act and Regulations and Council’s Purchasing Policy.

STATUTORY ENVIRONMENT – Section 3.57 of the Local Government Act and Local Government (Functions and General) Regulations 1996. The Estimated Total Expenditure exceeds the \$150,000 Threshold, therefore a Public Tender Process must be conducted or alternatively Council utilise the WALGA Procurement Service (Preferred Suppliers Panel).

In consultation with Council’s Independent Civil Engineer Roadswest Engineering, it was determined that a more Competitive Process could be achieved in the Current Economic Climate through the Public Tender Process.

POLICY IMPLICATIONS – Procurement Process in accordance with Council’s Purchasing Policy

FINANCIAL IMPLICATIONS – Funding for the Quairading – Cunderdin Roadworks from the State Government’s Grain Freight Project. Many of the Tenders received were within the Consulting Engineer’s Project Estimation Civil Earthworks and Drainage of \$1.7M (both Corners).

The Competitive Public Tender Process has proven that “Value for Money” is achievable.

Council is holding sufficient State Funding to carry out the Civil Works and Overall Funds for the Project committed by the State Government is \$4.4M to the 30<sup>th</sup> June 2017 to coincide with the Program’s Closure Deadline.

Council will have the Budget Allocation (Income and Expenditure) incorporated in the 2016/2017 Capital Works Program and Adopted Budget.

STRATEGIC IMPLICATIONS – Strategic Community Plan: Built Environment

#### Objective

To ensure the Shire of Quairading’s built environment is responsive to our community’s diverse needs.

#### Outcome

B1: Enhanced and Sustainably Managed Assets and Infrastructure.

#### Strategies

B1.2: Active partnerships with key agencies for the improvement of regional and rural transport infrastructure (roads, rail and airfield) safety and management.

COMMUNITY CONSULTATION – Public Tenders were called for in the “West Australian” Newspaper on the 18<sup>th</sup> May 2016

COMMENT – At the Close of Tenders at 12.00 noon on Friday 3<sup>rd</sup> June 2016, the Public Opening of the Tenders was conducted and Council received eleven (11) Tenders from the following Companies: -

1. Charles Hull Contracting, Waroona
2. Leeuwin Civil, Busselton
3. BCL Group Pty Ltd, Wangara
4. Allwest Plant Hire Aust P/L, Forrestdate
5. Coalcliff Plant Hire, Collie
6. Vernice P/L, Toodyay
7. Densford Civil, Osborne Park

9. Griffin Civil P/L, Cannington
10. Tracc Civil P/L, Bibra Lake
11. Quairading Earthmoving, South Perth
12. Industrial Road Pavers (WA) P/L, Cockburn Central

Council's Manager of Works and Services in conjunction with the Chief Executive Officer and the Economic Development Project Officer have developed the Tender Evaluation Matrix which assisted in recording the Panel's Assessment of each Tender's Compliance and Completeness in accordance with the Request for Tender and then scored on the Weighted Qualitative Criteria of:-

- Relevant Experience (30%)
- Key Personnel Skills and Experience (20%)
- Tenderer's Resources (20%)
- Demonstrated Understanding (30%)

The Tenders were then Ranked based on the Total Scores of the four (4) Qualitative Criteria and the Tendered Price was applied to achieve a Total Score / Ranking Based on Project Delivery Criteria and Pricing. The Outcome is on the far right of the Evaluation Matrix attached to this Report.

Council's Purchasing Policy has an Overarching Principle of "Value for Money" that provides the best possible outcome to be achieved for the Shire. It is highlighted that Lowest Price is not the only Determinant.

I advise that a Local / Regional Pricing Preference Policy has not been included in the "Request for Tender" Documentation and therefore cannot be applied.

The highest Ranked on the Combined "Project Delivery Criteria and Pricing" is Quairading Earthmoving with a Lump Sum of \$735,394 (inc GST).

The Tender Assessment has taken into account all Project Factors included within the Tendered Price. Several Tenderers have excluded and noted "Council to Supply or at Council's Expense". The "Demonstrated Project's Understanding" of each Tenderer was ranked on whether all Contingencies and Material Supplies have been accounted for.

The First Ranked Overall (Project Delivery and Pricing) Tenderer is Quairading Earthmoving Company with a Ranking (Evaluation) Score of 70.1 and an Overall Price of \$735,394 (inc GST).

Quairading Earthmoving have provided evidence of their understanding of the Scope of Works and local Conditions for this Project and that they have experience on similar Civil Works as both a Contractor and Sub Contractor.

In comparison, the Second Ranked Tenderer was Densford Civil with an Evaluation Score of 68.5 and Pricing of \$680,276 (inc GST). The Assessment Panel have noted that a number of Specific Exclusions and Assumptions apply to this Tender which have been assessed as a probable estimated additional Cost / Expense to Council in the vicinity of \$140,000 for Sand / Gravel / Rock and Water Supplies.

## **OFFICER RECOMMENDATION**

**1-16/17 MOVED Cr Davies seconded Cr McGuinness: -**

- 1. That Council accept the Tender Submission from Quairading Earthmoving Company of \$735,394 (inclusive of GST) for Civil Works (as per the Scope of Works and Specifications) associated with the Realignment of the Quairading Cunderdin Road on the Intersections with Wackett Road and Cubbine Road.**
- 2. That the Chief Executive Officer be authorised to Prepare an Appropriate Civil Works Contract and its Execution with Quairading Earthmoving Company.**

**CARRIED 7/0**

<b>14.6 Strategic Community Plan</b>
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**REPORTING OFFICER**

Graeme A Fardon – Chief Executive Officer                      Date 29<sup>th</sup> June 2016

**DISCLOSURE OF INTEREST** – Nil

**OWNER/APPLICANT** – N/A

**MATTER FOR CONSIDERATION** – Formal Adoption of the Strategic Community Plan (SCP) 2015 – 2025.

**APPLICANT’S SUBMISSION** – Copy of Reviewed Strategic Community Plan adopted by Council in September 2015 now amended to reflect Term of 2015 – 2025.

**BACKGROUND** – The Local Government Act requires Council to have a Strategic Community Plan prepared and that it be reviewed at least once every 4 Years.

The Government’s Planning Framework Guidelines state a “Desktop Review” be carried out every 2 years.

Council conducted a Major Review of the Initial Strategic Community Plan (Adopted 2012) during 2015 with its Adoption in September 2015.

It has been drawn to Council’s attention that the Adopted Document does not have the Term of the Plan nor its Adoption Date clearly stated.

**STATUTORY ENVIRONMENT** – Section 5.56 of the Local Government Act pertains to the Requirements to prepare a Strategic Community Plan for a Period of at least 10 Years

**POLICY IMPLICATIONS** – Nil

**FINANCIAL IMPLICATIONS** – Nil

**STRATEGIC IMPLICATIONS** – The Strategic Community Plan, Corporate Business Plan and Long Term Financial Plan are all Key Documents under the Integrated Planning Framework (State Government Legislation and Guidelines)

**COMMUNITY CONSULTATION** – Full Consultation Process occurred during the Review Process and the September 2015 Plan has been on Council’s Website since that time.

**COMMENT** – This Item is presented to correct the identified anomaly of having omitted the Years covered within the 10 Year Plan.

All of the Plan’s Visions, Aspirations, Outcomes and Strategies remain unchanged from Council’s previously Adopted Community Plan.

The Chief Executive Officer has determined from the Department of Local Government that the extensive work undertaken by Council and its Staff during 2015 exceeded the requirements of the “2 Yearly Desktop Review” and could be considered by Council as a “Major Review” of the Strategic Community Plan undertaken within the four (4) Year Prescribed Timeframe.

Subject to Council’s Consideration and Adoption of the Strategic Community Plan, work can proceed to realign the Corporate Business Plan and the Long Term Financial Plan.

**OFFICER RECOMMENDATION**

- 1. That Council formally Adopt the Strategic Community Plan for the Period 2015 – 2025.**
- 2. That the next “Desktop Review” be undertaken by Council by June 2017.**

**COUNCIL RECOMMENDATION**

**2-16/17 MOVED Cr McGuinness seconded Cr Haythornthwaite: -**

- 1. That Council conduct a Full Review of the Strategic Community Plan in the 2016/2017 Financial Year.**

2. Council advise the Department of Local Government of Council's Decision including Timeframe to Complete and the Basis of Council's Decision being desire to have a Full Community Engagement Process.
3. That the Chief Executive Officer be authorised to proceed with Scoping Consultant Procurement Options.
4. The "30 Under 30" Forum and Survey Findings be included and considered in the Community Engagement Process.

**CARRIED 7/0**

**Reason for Variation to the Officer's Recommendation**

Council believed that a full Community Engagement Process had not been completed to constitute that the September 2015 Review of the Strategic Community Plan be deemed a "Full Review".

**ITEM 6 CLOSURE**

There being no further business to discuss, the Chairman declared the Special Meeting of Council closed at 4.45pm.

I certify the Minutes of the Special Meeting of Council held on 5<sup>th</sup> July 2016 were confirmed on 28<sup>th</sup> July 2016 as recorded on resolution no \_\_\_\_\_

Confirmed..... 28/07/16