



SHIRE OF LAVERTON

MINUTES

OF THE SPECIAL MEETING OF COUNCIL

HELD ON

11 JANUARY 2017

COMMENCING AT 4:00PM

MINUTES OF THE SPECIAL MEETING OF COUNCIL 11 JANUARY 2017**TABLE OF CONTENTS**

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MINUTES OF THE SPECIAL MEETING OF COUNCIL 11 JANUARY 2017

PURPOSE OF MEETING

The purpose of the meeting is to consider the following items of business:

1. Endorsement of the Preliminary Design Report for the Laverton Community Hub prepared by Gresley Abas Architects.
2. Approval for the Calling of Tenders for Architect Led Detail Design for the Laverton Community Hub Project.
3. Receive and Endorse the tender documentation as tabled at this meeting for “RFT02-17 - Architect Led Detail Design for the Laverton Community Hub Project including the Selection Criteria and Weightings By Which the Tenders Received Will Be Assessed.

1. DECLARATION OF OPENING

The President, Cr P Hill, being the only Councillor present, waited for 30 minutes from the scheduled meeting start time of 4:00pm and declared at 4:30pm that the meeting could not proceed due to the lack of a quorum.

2. ANNOUNCEMENT OF VISITORS

There were no visitors present at the meeting.

3. RECORD OF ATTENDANCE

3.1 PRESENT

Cr P Hill	President
Mr G Stanley	Executive Manager Corporate & Community Services
Miss T Farlow	Executive Assistant to the CEO

3.2 APOLOGIES

Cr S Weldon	Deputy President
Cr R Ryles	Councillor
Cr G Walder	Councillor
Cr R Prentice	Councillor
Mr S Deckert	Chief Executive Officer
Mr W Butler	Executive Manager Technical Services (Acting)

3.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Cr D Ross	Councillor
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4. PUBLIC QUESTION TIME

There were no members of the public present at the meeting.

5. SPECIAL MEETING BUSINESS

As a quorum was not present, the business listed below could not be considered.

5.1 ENDORSEMENT OF THE PRELIMINARY DESIGN REPORT FOR THE LAVERTON COMMUNITY HUB (FILE REF: 948)
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SUBMISSION TO:	Special Meeting of Council, 11 January 2017
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
OWNER/APPLICANT:	Not applicable
AUTHOR:	Graham Stanley, Acting Chief Executive Officer
SENIOR OFFICER:	Not Applicable
PREVIOUS MEETING REFERENCE:	Minute SMC160901 of Special Meeting held 30 September 2016, and Minute OMC 161240 of Ordinary Meeting held 15 December 2016

MATTER FOR CONSIDERATION

Council is requested to consider and approve the Preliminary Design Report for the Laverton Community Hub that was prepared by Gresley Abas Architects.

ATTACHMENTS

SMC1701-5.1A Preliminary Design Report for the Laverton Community Hub

APPLICANT'S SUBMISSION

Not Applicable.

BACKGROUND

Gresley Abas Architects were engaged to conduct consultation and prepare concept designs for the Laverton Community Hub that could then be used as the basis for the preparation of fully developed plans that will be used for the construction of the facility. Considerable consultation was undertaken by Gresley Abas in a number of Councillor, Staff and Community Workshops to develop concept plans that meet the requirements of the Council and the needs of the community. The final Preliminary Design Report was presented via a teleconference prior to the December Council Meeting. At that meeting it was recognised that Council would be required to consider and adopt or otherwise the Preliminary Design Report and this special meeting was scheduled for that purpose.

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.

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 respect to this matter.

FINANCIAL IMPLICATIONS

Adopting the Preliminary Design Report imposes no further financial burdens on the Shire.

STRATEGIC IMPLICATIONS

The recommendation of this report supports the Strategic Community Plan ‘Key Objective’ of “Revitalised, green, welcoming and safe natural and built environment”.

CONSULTATION

A number of Councillor, Staff and community consultation forums and workshops took place between September and December to develop the design ideas contained in the Preliminary Design Report. Details of much of the consultation are contained within the report.

COMMENT

The Preliminary Design Report presents the ideas of the community and the Council as interpreted by Gresly Abas. They have come up with an exciting concept which when fully developed and constructed will provide Laverton a wonderful facility that will serve the community well into the future. It will provided enhanced facilities to make Laverton a more attractive place to live.

VOTING REQUIREMENTS

Simple majority decision of Council required.

STAFF RECOMMENDATION

That Council approves the Preliminary Design Report for the Laverton Community Hub as prepared by Gresley Abas Architects including the building and landscaping concepts included within the report and uses it to form the basis of fully developed plans for the Laverton Community Hub.

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5.2 APPROVAL FOR THE CALLING OF TENDERS FOR ARCHITECT LED DETAIL DESIGN FOR THE LAVERTON COMMUNITY HUB (FILE REF: 948)

SUBMISSION TO:	Special Meeting of Council, 11 January 2017
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
OWNER/APPLICANT:	Not applicable
AUTHOR:	Graham Stanley, Acting Chief Executive Officer
SENIOR OFFICER:	Not Applicable
PREVIOUS MEETING REFERENCE:	Minute SMC 161240 of Ordinary Meeting held 15 December 2016

MATTER FOR CONSIDERATION

Conditional upon the endorsement of the Preliminary Design Report considered under item 5.1 of this agenda Council is requested to consider the matter of calling tenders for Architect Led Detail Design for the Laverton Community Hub.

ATTACHMENTS

Nil

APPLICANT'S SUBMISSION

To progress the Community Hub Project it is now required to engage an architect to fully develop the concept plans prepared in the Preliminary Design Phase of the project. As the value of the work to be undertaken will be in excess of \$150,000 in value it is required that tenders be called.

BACKGROUND

The Shire has been successful in obtaining funding from various sources to fund a project that has become known as the Laverton Community Hub Project. It encompasses a number of distinct features which include the replacement and redevelopment of the swimming pool including new changerooms, manager's office and first aid room, a new community building that incorporates a new indoor court, meeting rooms, changerooms and a new community gym and an outdoor court. The project also includes the renovation and re-purposing of the Shire Hall to include the youth centre, a new play group/day care facility and offices and also the landscaping of Laver Place.

Gresley Abas Architects were engaged to conduct consultation and prepare concept designs for the Hub that could then be used as the basis for the preparation of fully developed plans that will be used for the construction of the facility.

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.

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

Section 3.57 - Requires Local Governments to invite tenders for the purchase of goods or services under certain circumstances

Local Government (Functions and General) Regulations 1996

Division 2 – Outlines the circumstances where tenders are required to be called and prescribes the processes and requirements when tenders are called.

POLICY IMPLICATIONS

Council Policy 2.18 covers purchasing procedures and the requirement to call tenders when purchases of goods or services in excess of \$150,000 are proposed. Council Policy 02-06 “Tender Procedures” covers the procedures that staff are required follow when calling tenders.

FINANCIAL IMPLICATIONS

The recommendation of this report has no financial implications for Council. The cost of calling tenders is provided for within the 2016/17 Adopted Budget for the Laverton Community Hub Project.

STRATEGIC IMPLICATIONS

The recommendation of this report supports the Strategic Community Plan ‘Key Objective’ of “Revitalised, green, welcoming and safe natural and built environment”.

CONSULTATION

The tender documentation has been drawn up by the Project Manager – Allied Projects using a similar template to that used for previous tenders.

COMMENT

The calling of tenders is the first step in getting the project moving. Delays now will impact on the Shire’s ability to commence the work on the pool at the close of the season thereby delaying the completion of the pool work and pushing the opening of the 2017/18 pool season. A copy of the tender documentation and the selection criteria and weightings will be presented for consideration under separate items in this agenda.

VOTING REQUIREMENTS

Simple majority decision of Council required.

STAFF RECOMMENDATION

That Council agrees to the calling of Tenders for Architect Led Detail Design for the Laverton Community Hub. Advertising to commence on 14 January 2017 and tenders to close at 2.00pm on Wednesday 1st February 2017

5.3 RECEIVE AND ENDORSE THE TENDER DOCUMENTATION AS TABLED AT THIS MEETING FOR “RFT02-17 - ARCHITECT LED DETAIL DESIGN FOR THE LAVERTON COMMUNITY HUB PROJECT INCLUDING THE SELECTION CRITERIA AND WEIGHTINGS BY WHICH THE TENDERS RECEIVED WILL BE ASSESSED. (FILE REF: 948)

SUBMISSION TO: Special Meeting of Council, 11 January 2017
DISCLOSURE OF INTEREST: The author has no financial interest in this matter
OWNER/APPLICANT: Not applicable
AUTHOR: Graham Stanley, Acting Chief Executive Officer
SENIOR OFFICER: Not applicable
PREVIOUS MEETING REFERENCE: Minute OMC161240, Ordinary Meeting of Council held 15 December 2016

MATTER FOR CONSIDERATION

To consider and endorse the tender documentation for RFT 02-17 – Architect Led Detail Design for the Laverton Community Hub including the Selection Criteria and Weightings By Which the Tenders Received Will Be Assessed.

ATTACHMENTS

SMC1701-5.3.A Tender documentation for RFT 02-17- Architect Led Detail Design for the Laverton Community Hub .

APPLICANT’S SUBMISSION

Not applicable.

BACKGROUND

Tender documentation for the Architect Led Detail Design of the Laverton Community Hub has been prepared by the appointed project manager – Allied Projects. It has been based on a template provided to us by the WA Local Government Purchasing Service and we have used the template previously for a number of other similar tenders.

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.

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 respect to this matter.

FINANCIAL IMPLICATIONS

The recommendation of this report has no financial implications for Council. The cost of calling tenders is provided for within the 2016/17 Adopted Budget for the Laverton Community Hub Project.

STRATEGIC IMPLICATIONS

The recommendation of this report has no strategic implications for Council.

CONSULTATION

Nil.

COMMENT

The documentation outlines the requirements of the Tender. Apart from the placing of the advertisement and the receiving of submitted tenders the project manager will deal with all matters related to the tender and prepare a report and recommendation to council on the tenders received. When tenders are opened they will be recorded in our tender register and then all documentation will be forwarded to the project manager to be assessed and a report prepared and submitted to Council with a recommendation.

The following selection criteria and weightings have been used to assist with the assessment of tenders received and the determination of a preferred tenderer.

Value Considerations

A reduced weighting for cost shall be used for this tender where functional considerations such as capacity, quality and adaptability are seen to be crucial to the outcome of the contract. The evaluation panel will make a series of value judgements based on the capability of the Tenderers to complete the Requirements and a number of factors will be considered including:

- a) the qualitative ranking of each Tenderer;
- b) the pricing submitted by each Tenderer;

Once the tenders have been ranked, the evaluation panel will make a value judgement as to the cost affordability, qualitative ranking and risk of each Tender, in order to determine the Tender which is most advantageous to the Client.

The tendered price will be considered along with related factors affecting the total cost to the Client (e.g. the lifetime operating costs of goods or the Client's contract management costs may also be considered in assessing the best value for money outcome).

Criteria	Weighting
Tendered Price	20%

Selection Criteria

Compliance Criteria

Please select with a “Yes” or “No” whether you have complied with the following compliance criteria, and provide your answers in a document labelled “RFT 02-17 **Compliance Criteria – Company Name**”:

<p>a) Tenderer Profile</p> <p>Tenderers must address the following information:</p> <ul style="list-style-type: none"> i. Provide the Tenderer’s Australian Business Number (ABN) and Registered Entity Name and registered Entity Address. ii. Provide an organisational overview of the Tenderer. iii. Provide details of the tenderer’s person authorised to prepare your response to this Request including; full name, position title, postal address, phone number and email address. iv. Provide a minimum of two referees, including the name, position, telephone, email address. 	<p>Yes / No</p>
<p>b) Tenderer’s Declaration</p> <p>Tenderers are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of Tender including completion of the Offer Form, all required schedules and attachments and provision of your pricing submitted in the format required by the Client.</p>	<p>Yes / No</p>
<p>c) Financial Position</p> <p>Tenderers must address the following information:</p> <ul style="list-style-type: none"> i. Does your organisation have the ability to pay all debts in full as and when they fall due? <hr/> <ul style="list-style-type: none"> ii. Does your organisation have any current litigation, claim or judgement as a result of which you may be liable for \$50,000 or more? (if yes, please provide details) <hr/> <ul style="list-style-type: none"> iii. Will you co-operate with an independent financial assessor during the conduct of financial assessments? 	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>

<p>d) Insurance Details</p> <p>Tenderers must address the following information:</p> <p>i. Provide evidence of the Tenderer's and Sub-Consultants insurance certificates/policies, including expiry dates for the following:</p> <ul style="list-style-type: none"> • Public Liability Insurance (AUD 50,000,000) • Professional Indemnity Insurance (AUD 10,000,000) • Workers' Compensation 	<p>Yes / No</p>
<p>e) Conflict of Interest</p> <p>Tenderers must address the following information:</p> <p>i. Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? (If yes, please provide details.)</p>	<p>Yes / No</p>
<p>f) Alternative Tenders</p> <p>Tenderers must address the following information:</p> <p>i. Tenderers are to provide their proposed alternative solution if applicable.</p> <p>ii. Does the Tenderer agree to the Conditions as stated in Part 4 of this Request? (If no, please complete the attached document entitled 'RFT 02-17 Departures Table – Company Name')</p>	<p>Yes / No</p>
<p>g) Acknowledgement of Addenda</p> <p>Tenderers must address the following information:</p> <p>i. Does the Tenderer acknowledge receipt of any addendum issued and has allowed for any price adjustments resulting in any issued addendum?</p>	<p>Yes / No</p>
<p>h) Critical Assumptions</p> <p>Tenderers must address the following information:</p>	<p>Yes / No</p>

<p>i. Tenderers are to specify any assumption they made that are critical to the Tender including assumptions relating to pricing and ability to provide the requirements in the manner specified in this request</p>	
<p>i) Pricing</p> <p>Tenderers must address the following information:</p> <p>i. Tenderers must complete all Pricing Information in Part 5.3</p>	<p>Yes / No</p>
<p>j) Resourcing</p> <p>Tenderers must address the following information:</p> <p>i. Tenderers must complete all Resourcing Information in Part 5.4</p>	<p>Yes / No</p>

Qualitative Criteria

Before responding to the following qualitative criteria, Tenderers must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Tender;
- b) Tenderers are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Tenderers are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- d) Tenderers are to address each issue outlined within a qualitative criterion.

Qualitative Criteria	Weighting
<p>A. Related Project Experience</p> <p>Tenderers must address the following information in the provided attachment entitled “Project Experience”:</p>	<p>Weighting</p> <p>30%</p>

Qualitative Criteria	Weighting
<p>i. List the projects performed in the last five (5) years with the proposed Consultancy Team to demonstrate the team’s performance in providing similar services (inclusive of detailed design development, preparing construction documentation/drawings and tender documentation), by completing the attached project schedule entitled ‘Project Experience – Company Name’.</p>	
<p>B. Project Methodology</p> <p>Tenderers must address the following information in an attachment and label it “Project Methodology – Company Name”: Maximum word count for each item is 250 words.</p> <p>i. Provide the anticipated project timeline highlighting key hold points and critical design inputs for all design disciplines, from contract award through to completion of Issue For Construction designs and documentation, in the form of a Gantt chart or similar.</p> <p>ii. Detail how key deliverables of the project is intended to be performed by the Tenderer to ensure that the project is completed in accordance with the requirements of the Contract.</p> <p>iii. Provide the rationale for the estimated durations of project activities required to complete the deliverables (overall man-hours estimated for each design discipline divided by the number of resources will be used to assess accuracy of forecast durations)</p> <p>iv. Identify critical design inputs required for progressing the design across each design disciplines and how these will be managed.</p> <p>v. Explain the methodology for Design Reviews and Value Engineering.</p>	<p>Weighting</p> <p>30%</p>

Qualitative Criteria	Weighting
<p>vi. Explain the methodology for Design Verification of Sub Consultant design deliverables and assuring compatibility between design disciplines.</p>	
<p>C. Resources</p> <p>Tenderers must address the following information accordingly:</p> <p>i. Detail the project team (in-house resources) nominated for this project, by completing the attached schedule entitled “RFT 02-17 Project Team – Company Name”. Include the relevant roles to be performed, relevant experience and qualifications, and the suitability of each project team member for this project.</p> <p><i>Note: A two-page CV of each nominated team member is to be attached in addition to the schedule.</i></p> <p>ii. Detail the sub-consultants (external specialist consultants) to be nominated for the project, by completing the attached schedule “RFT 02-17 Sub-Consultants – Company Name”. Include examples of similar projects undertaken (and provide referee details) and discuss reasons for nomination to this project.</p> <p><i>Note: A two-page CV of each nominated key team member may be attached.</i></p>	<p>Weighting</p> <p>20%</p>

VOTING REQUIREMENTS

Simple majority decision of Council required.

STAFF RECOMMENDATION

That Council approves the tender documentation for RFT 02-17 as prepared by Allied Projects including the selection criteria and weightings contained within the tender document and included with this Agenda as Attachment SMC1701-5.3A

6. NEXT MEETING

The next Ordinary Meeting of Council will be held on Thursday, 23 February 2017 at the Shire of Laverton Council Chambers, commencing at 5.00pm.

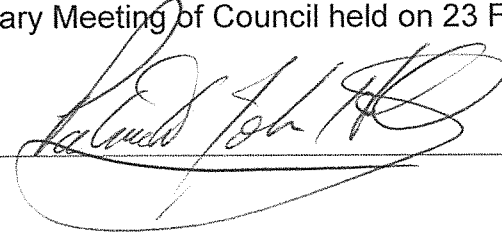
7. CLOSURE OF MEETING

The Chairman declared the meeting closed at 4:30pm due to the lack of a quorum. As there were no other Councillors present, a motion to adjourn the meeting to a later date, as per Regulation 8 of the *Local Government (Administration) Regulations 1996*, was unable to be made. The Chairman advised that he would use his powers as President to call another Special Meeting of Council when he was confident that a quorum could be achieved.

8. CERTIFICATION BY CHAIRMAN

I, Patrick Hill, hereby certify that the Minutes of the Special Meeting of Council held on 11 January 2017 are confirmed as a true and correct record, as per the Council resolution of the Ordinary Meeting of Council held on 23 February 2017.

SIGNED:



DATED:

23 February 2017

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