



SHIRE OF LAVERTON

MINUTES

OF THE SPECIAL MEETING OF COUNCIL

HELD ON

15 MARCH 2017

COMMENCING AT 4:29PM

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ATTACHMENTS

ATTACHMENT NO	DESCRIPTION	PAGE NO
SMC170209-5.1.A	Laverton Community Hub – Preliminary Design Report	Distributed Separately
SMC170209-5.3.A	Tender Documentation – Architect Led Design Detail - Laverton Community Hub	Distributed Separately

SMC1702-5.4.A	Grader Specifications	Appended
SMC1702-5.4.B	Grader Quotation Comparisons (2016/2017)	Appended

MINUTES OF THE SPECIAL MEETING OF COUNCIL 09 FEBRUARY 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.
4. Purchase of Two Motor Graders and Disposal of Two Current John Deere 770G Graders.

1. DECLARATION OF OPENING

The President, Cr P Hill, declared the meeting open at 4:05pm and read aloud the disclaimer as printed in the Agenda.

2. ANNOUNCEMENT OF VISITORS

The President welcomed Darren Forster (Labor candidate for Kalgoorlie) and Ian Taylor (former WA Deputy Premier) to the meeting.

3. RECORD OF ATTENDANCE

3.1 PRESENT

Cr P Hill	President
Cr S Weldon	Deputy President
Cr G Walder	Councillor
Cr D Ross	Councillor
Cr R Ryles	Councillor (from 4:12pm)
Cr R Prentice	Councillor
Mr S Deckert	Chief Executive Officer
Mr G Stanley	Executive Manager Corporate & Community Services
Mr W Butler	Executive Manager Technical Services (Acting)
Miss T Farlow	Executive Assistant to the CEO

3.2 APOLOGIES

Nil

3.3 LEAVE OF ABSENCE PREVIOUS APPROVED

Nil

04:12pm Cr R Ryles joined the meeting.

4. PUBLIC QUESTION TIME

Mr Forster gave a short address to Council on Labor policies for the upcoming Federal Election and he and Mr Taylor responded to questions from Councillors.

The President thanked Mr Forster and Mr Taylor for attending the meeting.

04:27pm Mr Forster and Mr Taylor left the meeting.

5. SPECIAL MEETING BUSINESS

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, 09 February 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

SMC170209-5.1A 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 provide 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.

SMC170201 COUNCIL DECISION

Moved Cr S Weldon; Seconded Cr G Walder:

That Council approves the Preliminary Design Report for the Laverton Community Hub (Attachment SMC170209-5.1.A), 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.

CARRIED 6/0

Reason for Amending the Staff Recommendation

The Staff Recommendation was amended to include the Attachment number of the Preliminary Design Report.

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, 09 February 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.

SMC170202 STAFF RECOMMENDATION/COUNCIL DECISION

Moved Cr D Ross; Seconded Cr R Prentice:

That Council agrees to the calling of Tenders for Architect Led Detail Design for the Laverton Community Hub. Advertising to commence on 15 February 2017 and tenders to close at 2.00pm on Wednesday 08 March 2017.

CARRIED 6/0

5.3 RECEIVE AND ENDORSE THE TENDER DOCUMENTATION AS TABLED AT THIS MEETING FOR “RFT04-17 - 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, 09 February 2017

DISCLOSURE OF INTEREST: The author has no financial interest in this matter

OWNER/APPLICANT: Not applicable

AUTHOR: Graham Stanley, Executive Manager Corporate and Community Services

SENIOR OFFICER: Steven Deckert, Chief Executive Officer

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 04-17 – Architect Led Detail Design for the Laverton Community Hub including the Selection Criteria and Weightings By Which the Tenders Received Will Be Assessed.

ATTACHMENTS

SMC170209-5.3.A Tender documentation for RFT 04-17 - 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.

5.2 Selection Criteria

5.2.1 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 04-17 Compliance Criteria – Company Name":

a) Tenderer Profile Tenderers must address the following information: <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.	Yes / No
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<p>h)</p>	<p>Critical Assumptions Tenderers must address the following information:</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>Yes / No</p>
<p>i)</p>	<p>Pricing 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)</p>	<p>Resourcing Tenderers must address the following information:</p> <p>i. Tenderers must complete all Resourcing Information in Part 5.4</p>	<p>Yes / No</p>

5.2.2 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 Tenderers must address the following information in the provided attachment entitled "Project Experience":</p> <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>Weighting 40%</p>

B. Project Methodology

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.

- 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.
- 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.
- 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)
- iv. Identify critical design inputs required for progressing the design across each design disciplines and how these will be managed.
- v. Explain the methodology for Design Reviews and Value Engineering.
- vi. Explain the methodology for Design Verification of Sub Consultant design deliverables and assuring compatibility between design disciplines.

**Weighting
30%**

<p>C. Resources</p> <p>Tenderers must address the following information accordingly:</p> <ol style="list-style-type: none">i. Detail the project team (in-house resources) nominated for this project, by completing the attached schedule entitled “RFT 04-17 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><i>Note: A two-page CV of each nominated team member is to be attached in addition to the schedule.</i></p> <ol style="list-style-type: none">ii. Detail the sub-consultants (external specialist consultants) to be nominated for the project, by completing the attached schedule “RFT 04-17 Sub-Consultants – Company Name”. Include examples of similar projects undertaken (and provide referee details) and discuss reasons for nomination to this project. <p><i>Note: A two-page CV of each nominated key team member may be attached.</i></p>	<p style="text-align: center;">Weighting 30%</p>
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VOTING REQUIREMENTS

Simple majority decision of Council required.

SMC170203 COUNCIL DECISION/STAFF RECOMMENDATION

Moved Cr G Walder; Seconded Cr D Ross:

That Council approves the tender documentation for RFT 04-17 as prepared by Allied Projects including the selection criteria and weightings contained within the tender document and included with this Agenda as Attachment SMC170209-5.3A

CARRIED 6/0

5.4 PURCHASE OF TWO MOTOR GRADERS AND DISPOSAL OF TWO CURRENT JOHN DEERE 770G GRADERS (FILE REFS: 173/1128/1129/1130)

SUBMISSION TO: Special Meeting of Council, 09 February 2017
DISCLOSURE OF INTEREST: The author has no financial interest in this matter
OWNER/APPLICANT: Not applicable
AUTHOR: Wayne Butler, Executive Manager Technical Services (Acting)
SENIOR OFFICER: Steven Deckert, Chief Executive Officer
PREVIOUS MEETING REFERENCE: Minute OMC161224 of 15/12/2016

MATTER FOR CONSIDERATION

Consideration of the purchase of two new motor graders in accordance with the Plant Replacement Programme and to further consider the disposal of the two current John Deere 770G graders.

ATTACHMENTS

SMC1702-5.4.A Grader Specifications
SMC1702-5.4.B Grader Quotation Comparisons (2016/2017)

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

Agenda Item OMC1612-13.6 was provided to Council at the December 2016 Ordinary Meeting to enable a decision to be undertaken in relation to the addition of two motorised graders within Council's plant fleet.

The staff recommendation was:

STAFF RECOMMENDATION

That Council:

- 1. Endorses the process to obtain quotes from preferred suppliers on the WALGA Preferred Supplier Panel using the eQuotes system;**
- 2. Accepts Komatsu's Quotation no. 5010881901 for the supply of two GD655-5 Motor Graders valued at a total of \$810,000.00 with trade-in provision for the two current John Deere 770G graders of \$180,000, should the trade-in value exceed offers received through a sale by public tender process;**
- 3. Authorises that as soon as practicable, a sale by public tender process be undertaken to dispose of two John Deere 770G Motor Graders LA3262 and LA3289 and the offers received be referred to Council for consideration.**

After due deliberation, Council resolved:

OMC161224 COUNCIL DECISION

Moved Cr R Ryles; Seconded Cr D Ross:

That this matter be deferred to the next available meeting of Council in order to seek further information and clarification.

CARRIED 5/0

Reason for Amending the Staff Recommendation

Council did not have copies of all quotes on which to base its decision and therefore requested further information so that it could be fully informed.

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.

Local Government (Functions and General) Regulations 1996

Section 30(3) – A disposition of property other than land is an exempt disposition if:

- a) It is disposed of as part of the consideration for other property that the local government is acquiring for a consideration, the total value of which is not more, or worth more, than \$50,000.

POLICY IMPLICATIONS

Policy 2.18 provides that quotes may be sought from the WALGA eQuotes instead of requesting public tenders, and sets out procedures within the appropriate statutory environment for doing so.

FINANCIAL IMPLICATIONS

Council allocated an amount of \$870,00 within the 2016/2017 Capital Budget for the acquisition of two new graders. This was to be funded by way of trade in of the two current graders for \$250,000, Plant Reserve funds of \$100,000 and Municipal funds of \$520,000. In considering the changeover of the two graders, the net cost to Council needs to be less than \$620,000.

During budgeting it was anticipated that two of the Shire's graders would be traded in, offsetting the cost of this purchase, but these will now need to be disposed of separately by tender in accordance with recent changes to the disposal of assets provisions of the *Local Government (Functions & General) Regulations 1996*.

If the staff recommendation is adopted and based upon trade-in appraisals, included with the purchase quotes, the indicative resale value for Council's two existing graders was expected to be within the vicinity of \$170,000 which amounts to a nett cost of \$640,000; leaving an expected shortfall of \$20,000.

However, as an extended period of time has elapsed since receiving these costings, the gap could have increased. Whereas there is a shortfall predicted with these purchases, Council's overall plant replacement program remains well within the plant replacement budgetary allocation.

STRATEGIC IMPLICATIONS

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

CONSULTATION

Charlie Haggarty, Works Supervisor – Shire of Laverton

COMMENT

Quotations were sought for graders to match each item on the attached specification list (SMC1702-5.4.A). These specifications were based upon requirements prepared by Council's previous Executive Manager Technical Services and determined by Council's current Acting Executive Manager Technical Services, in consultation with the Works Supervisor, to ensure that the new plant purchased would be fit for purpose and able to effectively meet all the particular challenges of the job, having consideration for the workload, operator requirements, worksite conditions, servicing and repairs, and previous practical experience with equipment.

Before considering price, each response was checked against the required specifications list. Of the three responses received by the advertised deadline, two were considered to conform to the specifications and be suitable to be assessed (Hitachi, Komatsu) and one (CAT) was considered to be non-conforming. Although CAT provided a number of different options, all did not comply in one critical area - none were provided with a steering wheel but offered Joystick steering instead. This was not considered an appropriate option given the expertise level of Council's grader operators in conjunction the lack of training and familiarity with these devices.

The 110 page quotation document was considered too onerous for attachment to this report however, if Council wishes to view the document, it is available in the Administration Centre during normal business hours.

VOTING REQUIREMENTS

Simple majority decision of Council required.

SMC170204 STAFF RECOMMENDATION

Moved Cr G Walder; Seconded Cr S Weldon:

That Council:

- 1. Endorses the process to obtain quotes from preferred suppliers on the WALGA Preferred Supplier Panel using the eQuotes system;**
- 2. Accepts Komatsu's Quotation no. 5010881901 for the supply of two GD655-5 Motor Graders valued at a total of \$810,000.00 with trade-in provision for the two current John Deere 770G graders of \$170,000, should the trade-in value exceed offers received through a sale by public tender process;**

3. **Resolves that the purchase of the two Komatsu graders not be finalised until a satisfactory offer is received for the disposal of Council's two current John Deere 770G graders;**
4. **Authorises that as soon as practicable, a sale by public tender process be undertaken to dispose of two John Deere 770G Motor Graders LA3262 and LA3278 and the offers received be referred to Council for consideration.**

CARRIED 4/2

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

There being no further business, the Chairman declared the meeting closed at 5:23pm.

8. CERTIFICATION BY CHAIRMAN

I, Patrick Hill, hereby certify that the Minutes of the Special Meeting of Council held on 09 February 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

The remainder of this page has been left intentionally blank