



SHIRE OF LAVERTON

MINUTES

OF THE SPECIAL MEETING OF COUNCIL

HELD ON

27 MARCH 2017

COMMENCING AT 4:11PM

MINUTES OF THE SPECIAL MEETING OF COUNCIL 27 MARCH 2017
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MINUTES OF THE SPECIAL MEETING OF COUNCIL 27 MARCH 2017

PURPOSE OF MEETING

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

1. RFT 04/17 Architect Led Detail Design for the Laverton Community Hub Project – Consideration of Tenders Received and Tender Adjudication Report (File Ref: 948)
2. Shire of Laverton Community Safety and Wellbeing Plan 2016-2020 – Proposal to Progress (File Ref: 1124)

1. DECLARATION OF OPENING

In the absence of the President, the Deputy President, Cr Shaneane Weldon, assumed the Chair. She declared the meeting open at 4:11 pm and read aloud the disclaimer as printed in the Agenda.

2. ANNOUNCEMENT OF VISITORS

There were no visitors present at the meeting.

3. RECORD OF ATTENDANCE

3.1 PRESENT

Cr S Weldon	Deputy President
Cr G Walder	Councillor
Cr R Prentice	Councillor
Cr D Ross	Councillor
Cr R Weldon	Councillor
Mr S Deckert	Chief Executive Officer
Mr R Ford	Executive Manager Technical Services (Acting)

3.2 APOLOGIES

Cr P Hill	President
Cr R Ryles	Councillor
Mr G Stanley	Executive Manager Corporate & Community Services
Mr R Ford	Executive Manager Technical Services (Acting)
Miss T Farlow	Executive Assistant to the CEO

3.3 LEAVE OF ABSENCE PREVIOUS APPROVED

Nil

4. PUBLIC QUESTION TIME

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

5. SPECIAL MEETING BUSINESS

5.1 RFT 04-17 ARCHITECT LED DETAIL DESIGN FOR THE LAVERTON COMMUNITY HUB PROJECT – CONSIDERATION OF TENDERS RECEIVED AND TENDER ADJUDICATION REPORT (FILE REF: 948)
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SUBMISSION TO:	Special Meeting of Council, 27 March 2017
DISCLOSURE OF INTEREST:	The author has no financial interest in this matter
OWNER/APPLICANT:	Not applicable
AUTHOR:	Steven Deckert, Chief Executive Officer
SENIOR OFFICER:	Not applicable
PREVIOUS MEETING REFERENCE:	Minute SMC170202, Special Meeting 17/02/17 Minute SMC170203, Special Meeting 17/02/17

MATTER FOR CONSIDERATION

To consider the tenders received for RFT 04-17 Architect Led Detail Design for the Laverton Community Hub Project and the Tender Adjudication Report prepared by the Project Manager, Allied Projects (Attachment SMC170327-5.1.A)

ATTACHMENTS

SMC170327-5.1.A Tender Adjudication Report prepared by Allan Crow of Allied Projects

APPLICANT'S SUBMISSION

Not applicable.

BACKGROUND

At the Special Meeting on 9 February 2017, Council approved the calling of tenders for RFT 04-17 and endorsed the selection criteria by which the tenders would be assessed.

Council's Project Manager, Owen Henderson and assisted by Allan Crow, have assessed the tenders received against the Selection Criteria, and have produced a "Tender Adjudication Report" (Attachment SMC170327-5.1.A) for Council's consideration.

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 providing the overall architectural costs are within the 'budget estimates' for this project as detailed in the Preliminary Design Report adopted by Council.

STRATEGIC IMPLICATIONS

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

CONSULTATION

Nil.

COMMENT

Council's Project Manager, Owen Henderson and his assistant Allan Crow of Allied Projects have managed the tender process for RFT04-17 following Council's decision of 9 February 2017.

It has been reported that:

- 41 enquiries were received from potential tenderers in response to the tender advertising
- 13 Tenders were received
- Lump Sum Tender amounts (excluding disbursements and contingencies) ranged from \$ 374,325 to \$ 889,650.

Allied Projects have now assessed the tenders received for compliance, completeness and against the Selection Criteria. Following this process, Allied Projects have made a recommendation for Council's consideration for the appointment of the Architectural firm that provides the most advantageous tender for the Shire.

VOTING REQUIREMENTS

Simple majority decision of Council required.

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SMC17032701 COUNCIL DECISION/STAFF RECOMMENDATION

Moved Cr R Prentice; Seconded Cr D Ross:

That Council:

- 1. Thanks the thirteen architectural firms who have submitted tenders;**
- 2. Receives the ‘Tender Adjudication Report’ as prepared by Allied Projects following the close of tenders;**
- 3. Selects as its preferred tenderer, Gresley Abas Architects at the tendered Lump Sum of \$581,762 (excl GST);**
- 4. Acknowledges the additional provisional sums of \$25,000 for optional items, disbursements of \$100,000 and 15% contingency of \$91,014;**
- 5. Requests the CEO and Project Manager to firm up the total cost of architectural services within the amounts provided in points 3 and 4 above;**
- 6. Subject to satisfactorily finalising the total architectural costs, to prepare the necessary contract;**
- 7. Authorises the President and the CEO to sign, and seal if necessary, the contract for architectural services on behalf of the Shire.**

CARRIED 5/0

5.2 SHIRE OF LAVERTON COMMUNITY SAFETY AND WELLBEING PLAN 2016-2020 – PROPOSAL TO PROGRESS (FILE REF: 1124)
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SUBMISSION TO: Special Meeting of Council, 27 March 2017
DISCLOSURE OF INTEREST: The author has no financial interest in this matter
OWNER/APPLICANT: Not applicable
AUTHOR: Steven Deckert, Chief Executive Officer
SENIOR OFFICER: Not applicable
PREVIOUS MEETING REFERENCE: Minute SMC161103, Special Meeting 28/11/2016

MATTER FOR CONSIDERATION

To consider an unsolicited proposal to help the Shire facilitate further progress with the development and implementation of the Shire’s Community Safety and Wellbeing Plan (the Plan).

ATTACHMENTS

SMC170327-5.2.A Proposal received from Chris Davison on 23 March 2017

APPLICANT’S SUBMISSION

As per Attachment SMC170327-5.2.A.

BACKGROUND

At the Special Meeting held on 28 November 2016, Council resolved:

That Council:

1. **Accepts the Shire of Laverton Community Safety and Well-Being Plan as presented by the Community Liaison Coordinator.**
2. **Continues to work in collaboration with the Laverton Working Group and its representatives.**
3. **Recognises the Honourable Wendy Duncan MLA for her efforts in supporting this community and the contribution that she has made to the establishment of the Laverton Working Group and the development of the Shire of Laverton Community Safety and Wellbeing Plan 2016-2020.**
4. **Accepts that it is a part of the role of the Community Liaison Coordinator to manage the Shire of Laverton Community Safety and Wellbeing Plan and, in conjunction with Council, to develop an Action Plan and identify the necessary resources required to progress the Community Safety and Wellbeing Plan.**
5. **Invite the Honourable Wendy Duncan MLA to formally launch the Shire of Laverton Community Safety and Wellbeing Plan in Laverton at an event to be held on Wednesday 15 December 2016.**
6. **Request the Shire's Strategic Plan Vision be inserted into the Community Safety and Wellbeing Plan 2016-2020.**

CARRIED 5/0

Since the above Special Meeting on 28 November 2016 to adopt the Plan, a 'launch' of the Plan occurred on 15 December 2016. However since the launch, little has progressed, primarily due to the resignation of the Community Liaison Coordinator who was charged with managing the progress of the Plan.

Staff have been discussing various options to progress the Plan, however on 23 March 2017, an "*Unsolicited Proposal for Implementation of the Laverton Community Safety and Wellbeing Plan – Next Steps in Delivering the Laverton Community Safety and Wellbeing Plan*" (the Proposal) was received.

This proposal is now presented to Council for consideration.

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

An amount totalling \$8,000 has been expended in 2015/16 on the Plan and a further \$40,000 budgeted in 2016/17 to complete the Plan. The 2016/17 Budget also includes a contribution of \$20,000 from a mining company to assist with the costs of preparing the Plan. So far in 2016/17 expenditure to date is in the order of \$20,000 (excluding the CLC salaries) and the \$20,000 contribution has been received.

The Proposal suggests three stages of implementation. To complete Stage One, the indicative cost is \$28,000 (excl GST). It is unknown at this stage what Stages 2 and 3 may cost. Currently the expenditure account established to cover the cost of the Plan has a balance in the vicinity of \$20,000 remaining. If the cost of any further works in respect to the Plan exceeds this amount, Council will need to consider how it is funded.

Council needs to be mindful of the overall cost of finalising the Plan and determining whether the total expenditure (to date and potential) represents a good investment. At this time about \$28,000 has already been expended, excluding the Community Liaison Coordinator's salary which has been absorbed into general Community Liaison salaries. If a further \$28,000 is spent on the proposed Stage 1 and similar amounts on Stages 2 then 3, this would represent a total spend in the order of \$112,000 (excluding GST).

STRATEGIC IMPLICATIONS

The full development and implementation of the Plan is consistent with the Shire's goals and strategies contained within the Strategic Community Plan.

CONSULTATION

Nil.

COMMENT

Progress of the Plan has stalled with the resignation of the Community Liaison Coordinator, so Council needs to give some consideration as to how the ongoing development and implementation of the Plan can proceed. In view of the fact that the Shire does not have internal resources at the moment (and will not have until a new Community Liaison Coordinator is appointed) to progress the Plan, the proposal using external consultants has some merit.

While the Proposal is 'unsolicited' the personnel behind the Proposal (Phil Paioff, Marty Seelander and Chris Davison) have had extensive involvement in the development of the Plan to this point and are well placed to submit a proposal.

However, there needs to be further consideration of the detail of the proposal, how this is funded, ensuring compliance with our purchasing policy and determining whether this is value for money.

In order to get a better understanding of the Proposal it is being recommended that the CEO and EMCCS meet with the proponents to discuss in more detail their proposal with the view of presenting this back to Council for further consideration as soon as practicable.

VOTING REQUIREMENTS

Simple majority decision of Council required.

SMC17032702 COUNCIL DECISION/STAFF RECOMMENDATION

Moved Cr D Ross; Seconded Cr R Weldon:

That Council:

- 1. Thank Messrs Paioff, Seelander and Davison for their unsolicited proposal to further develop and implement the Shire of Laverton Community Safety and Wellbeing Plan, submitted to the Shire on 23 March 2017;**
- 2. Requests the CEO and EMCCS to meet with Messrs Paioff, Seelander and Davison with a view of gaining a better understanding of the proposal as soon as practicable; and**
- 3. Refer this matter back to Council for further consideration after the above meeting.**

CARRIED 5/0

6. NEXT MEETING

The next Ordinary Meeting of Council will be held on Thursday, 20 April 2017 at the Shire of Laverton Council Chambers, commencing at 5.00pm.

7. CLOSURE OF MEETING

There being no further business, the Chairperson declared the meeting closed at 5:06pm.

8. CERTIFICATION BY CHAIRMAN

I, Patrick Hill, hereby certify that the Minutes of the Special Meeting of Council held on 27 March 2017 are confirmed as a true and correct record, as per the Council resolution of the Ordinary Meeting of Council held on 20 April 2017.

SIGNED:

DATED:

20 April 2017

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