



## MINUTES OF SPECIAL COUNCIL MEETING HELD 3 JUNE 2008

I hereby certify that the Minutes of the Special Meeting of Council held 3 June 2008 at Kununurra Council Chambers are a true and accurate record of the proceedings contained therein.

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*Shire President Confirmed*

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**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Shire President declared the meeting open at 6:00pm.

**2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)**

|                  |   |
|------------------|---|
| Cr Michele Pucci | Shire President                         |
| Cr Paul Caley    | Councillor                              |
| Cr Jane Parker   | Councillor                              |
| Cr Keith Wright  | Councillor                              |
| Cr Fred Mills    | Councillor                              |
| Cr John Moulden  | Councillor                              |
| Cr John Buchanan | Councillor                              |
| Cr Di Ausburn    | Councillor                              |
| Mr Alex Douglas  | Acting Chief Executive Officer          |
| Ms Jo-Anne Ellis | Executive Manager of Corporate Services |

**APOLOGIES**

Cr Ralph Addis                      Councillor

**LEAVE OF ABSENCE**

**Minute No. 8241**

**Moved:        Cr P Caley    Seconded: Cr J Parker**

**That Council Approve Cr Fred Mills Leave of Absence for 17 June 2008**

**Carried Unanimously: 9/0**

**PUBLIC GALLERY**

Nil

**3. DECLARATION OF INTERESTS**

**Financial Interest**

Nil

**Members Impartiality Interest**

Cr Michele Pucci – Joshua Pucci (Cr Pucci's Son) is currently employed by Kununurra Regional Airport

**Proximity Interest**

Nil

**4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

## 5. PUBLIC QUESTION TIME

Nil

## 6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

## 7. BUSINESS OF MEETING

### 7.1 Tender 22-07/08 Construction of Checked Baggage Screening Extensions to the East Kimberley Regional Airport Terminal Building

|                           |  |
|---------------------------|--|
| <b>DATE:</b>              | 3 June 2008  |
| <b>PROPONENT:</b>         | Shire of Wyndham East Kimberley                        |
| <b>LOCATION:</b>          | Shire of Wyndham East Kimberley                        |
| <b>AUTHOR:</b>            | Jo-Anne Ellis, Executive Manager<br>Corporate Services |
| <b>REPORTING OFFICER:</b> | Jo-Anne Ellis, Executive Manager<br>Corporate Services |
| <b>FILE NO:</b>           | 66.56.22   |
| <b>ASSESSMENT NO:</b>     | N/A  |

### PURPOSE

That Council issue a tender for the Construction of Checked Baggage Screening Extensions to the East Kimberley Regional Airport Terminal Building.

### BACKGROUND

In May 2007, the Government announced the extension of Checked Baggage Screening (CBS) to 26 airports receiving regular domestic jet services; East Kimberley Regional Airport was included in these airports.

The commencement of CBS to affected airports was to be incremental with:

- Explosive Trace Detection (ETD) commencing on the 1 December 2007; and
- Full CBS using Explosive Detection System (EDS) capable X-ray to commence by the 1 December 2008 (airports may commence X-ray testing earlier where they wish).

Airports that do not meet this requirement will not be able to continue with RPT jet services.

Funding was provided by the Department of Infrastructure, Transport, Regional Development and Local Government (DITRDLG) to purchase the ETD and this has been operational since 1 December 2007 as required.

The government through DITRDLG is providing funding towards the cost of purchasing EDS capable X-ray equipment of \$600,000 plus GST. Funds not utilised to purchase equipment can be used for building modifications, electricity upgrades and maintenance contracts. The deadline for funding allocation is 30 April 2008.

Council accepted the tender for the purchase of the required equipment from Rapiscan Systems at a Special Council Meeting on 22 April 2008.

### **STATUTORY IMPLICATIONS**

The Local Government (Functions and General) Regulations 1996, Part 4 applies with the relevant extract provided as follows: -

#### ***Division 2 — Tenders for providing goods or services (s. 3.57)***

##### ***11. Tenders to be invited for certain contracts***

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$100 000 unless sub-regulation (2) states otherwise.*

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

The expenditure will be incurred in the 2008/09 Budget. The majority of the expenditure will be funded from the Airport Reserve with \$133,000 being available as the balance of the funds provided by DITRDLG.

### **STRATEGIC IMPLICATIONS**

- Improvements in screening at East Kimberley Regional Airport.
- Compliance with mandatory legislative requirements.

### **COMMUNITY CONSULTATION**

Nil

### **COMMENT**

A Checked Baggage Screening Implementation Timetable has previously been presented to Council and progress against this timetable is presented to each Airport Committee Meeting. The tender documentation for this tender was scheduled to be completed by 15 May 2008 so Council could approve the Tender Specification at the Ordinary Council Meeting on 20 May 2008.

Unfortunately the architectural plans and specifications were not received from the Architect on 1 May 2008 as per the schedule. This has resulted in a delay in getting the tender issued. This means there will be less time available for post tender review and reduced time between awarding the tender and the construction start date.

The following timeline amendments are recommended:

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| <b>Original Timeline</b> | <b>Action</b>   | <b>New Timeline</b> |
|--------------------------|---|---------------------|
| 1 May 2008               | Architectural plans and specifications due from Architect               | 30 May 2008         |
| 15 May 2008              | Tender for building extensions to be completed                          | 30 May 2008         |
| 20 May 2008              | Council Approval of Tender Specification for Building Extension for CBS | 3 June 2008         |
| 24 May 2008              | Tender for Building Extension Advertised                                | 7 June 2008         |
| 4 June 2008              | TSP changes to reflect CBS Screening Procedures                         | 4 June 2008         |
| 12 June 2008             | Tender for Building Extension Closes                                    | 26 June 2008        |
| 13 June 2008             | Post Tender Review  | 27 June 2008        |
| 17 June 2008             | Council to consider and award tender                                    | 1 July 2008         |
| 1 August 2008            | Construction of extensions to commence                                  | 1 August 2008       |
| 31 October 2008          | Construction Complete   | 31 October 2008     |
| 15 November 2008         | CBS Equipment installed   | 15 November 2008    |
| 1 December 2008          | Screening Commences   | 1 December 2008     |

## **ATTACHMENTS**

Nil

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

1. That Council issue Tender 22-07/08 for the Construction of Checked Baggage Screening Extensions to the East Kimberley Regional Airport Terminal Building.
2. That Tenders are evaluated based on the capacity of the Tenderers to complete the requirements of the tender including:
  - 2.1. Compliance Criteria (must comply)
    - a) Compliance with Specifications contained in request
    - b) Compliance with Conditions of Tendering contained in request
    - c) Compliance with Quality Assurance requirements in request
    - d) Compliance with Start Date
    - e) Compliance with and completion of Price Schedule
  - 2.2 Qualitative Criteria (used to Rank Tenders)
    - a) Relevant Experience - 60%
    - b) Ability to meet Construction Deadline – 40%
  - 2.3. Price Submitted for Tender

The tendered price along with the qualitative ranking will be used to determine the most advantageous tender to Council.
3. That a Special Council Meeting be held in Wyndham Council Chambers on Tuesday 1 July 2008 commencing at 6.00pm for the purposes of considering and awarding tender 22-07/08 for the Construction of Checked Baggage Screening Extensions to the East Kimberley Regional Airport Terminal Building.

**Minute No. 8242**

**Moved: Cr K Wright**

**Seconded: Cr J Buchanan**

- 1. That Council issue tender 22-07/08 for the Construction of Checked Baggage Screening Extensions to the East Kimberley Regional Airport Terminal Building.**
- 2. That Tenders are evaluated based on the capacity of the Tenderers to complete the requirements of the tender including:**
  - 2.1. Compliance Criteria (must comply)**
    - a) Compliance with Specifications contained in request**
    - b) Compliance with Conditions of Tendering contained in request**
    - c) Compliance with Quality Assurance requirements in request**
    - d) Compliance with Start Date**
    - e) Compliance with and completion of Price Schedule**
  - 2.2 Qualitative Criteria (used to Rank Tenders)**
    - a) Relevant Experience - 60%**
    - b) Ability to meet Construction Deadline – 40%**
  - 2.3. Price Submitted for Tender**

The tendered price along with the qualitative ranking will be used to determine the most advantageous tender to Council.
- 3. That a Special Council Meeting be held in Wyndham Council Chambers on Tuesday 1 July 2008 commencing at 6.00pm for the purposes of considering and awarding tender 22-07/08 for the Construction of Checked Baggage Screening Extensions to the East Kimberley Regional Airport Terminal Building.**

**Carried Unanimously: 8/0**

**8. CLOSURE OF MEETING**