



## MINUTES OF SPECIAL COUNCIL MEETING HELD 22 APRIL 2008

I hereby certify that the Minutes of the Special Meeting of Council held 22 April 2008 at Kununurra Council Chambers are a true and accurate record of the proceedings contained therein.

***Shire President Confirmed***

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# SHIRE OF WYNDHAM-EAST KIMBERLEY

## MINUTES

OF THE SPECIAL COUNCIL MEETING  
HELD ON TUESDAY 22 APRIL 2008 AT 4:00 PM

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

The Shire President declared the meeting open at 4:02pm.

### 2. RECORD OF ATTENDANCE

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 Peter Stubbs	Chief Executive Officer
Ms Jo-Anne Ellis	Executive Manager of Corporate Services
Ms Amanda Trengove	Manager Financial Services
Ms Fiona Kuiper	Executive Support Officer/Minute Taker

### APOLOGY

Cr Ralph Addis Deputy President

### 3. DECLARATIONS OF INTEREST

- **Financial Interest - Nil**
- **Members Impartiality Interest**

Cr M Pucci declared an Impartiality Interest in Item 4.1 Tender Checked Baggage Screening Equipment because her son is employed by Northern Air Services which operates at the East Kimberley Regional Airport.

Mr Peter Stubbs declared an Impartiality Interest in Item 4.1 Tender Checked Baggage Screening Equipment because his wife is employed by Thrifty Rent a Car which operates at the East Kimberley Regional Airport.

- **Proximity Interest - Nil**

#### 4. BUSINESS OF MEETING

##### 4.1. Tender - Checked Baggage Screening Equipment

<b>DATE:</b>	22 April 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 Corporate Services
<b>REPORTING OFFICER:</b>	Jo-Anne Ellis, Executive Manager Corporate Services
<b>FILE NO:</b>	66.56.19
<b>ASSESSMENT NO:</b>	N/A

#### **PURPOSE**

For Council to consider and accept the tender for Checked Baggage Screening (CBS) equipment for East Kimberley Regional Airport.

#### **BACKGROUND**

In May 2007, the Government announced the extension of 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 (DITRD LG) to purchase the ETD and this has been operational since 1 December 2007 as required.

The Government through DITRD LG 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.

At the 18 March 2008 council meeting Council resolved

*Minute No: 8112*

*Moved: Cr J Parker*

*Seconded: Cr D Ausburn*

1. *That Council issue a tender for a Checked Baggage Screening System for East Kimberley Regional Airport.*
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 - 30%*
- b) *Key Personnel skills and experience - 20%*
- c) *Tenderer's Resources - 30%*
- d) *Demonstrated Understanding – 20%*

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.*

*Carried Unanimously 8/0*

The tender is for the supply of:

- Explosive Detection System (EDS) capable X-ray
- Cueing and Conveying system.
- Maintenance Contract
- Installation/Commissioning/Hangover/ Training and Freight

The Supply installation and maintenance of all equipment under this tender must comply with Department of Transport and Regional Services Notice to **Regulation 4.17 Aviation Transport Security Regulations 2005 – Methods, Techniques and Equipment to be used for Screening Version 4.**

### **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 purchase of this equipment will be funded by the Department of Infrastructure, Transport, Regional Development and Local Government.

## **STRATEGIC IMPLICATIONS**

Nil

## **COMMUNITY CONSULTATION**

Nil

## **COMMENT**

The tender was advertised by State wide public notice on Saturday 22 March 2008. Tenders closed on Thursday 10 April 2008 at 4.00pm and were opened on 11 April 2008. Tender assessment was conducted by Airport Manager, Airport Operations Officer and Executive Manager Corporate Services.

A recommendation was not taken to the ordinary meeting of Council as the assessment panel needed to ensure due diligence had been done in recommending the preferred tenderer. The recommendation is now finalised and the recommendation report has been provided to Councillors as a separate item due to the commercial nature of the information contained.

Once the tender is awarded the goods will be ordered with a delivery date of November and a fully operational date of 1 December 2008.

The Evaluation Panel recommends that Rapiscan Systems be selected as the preferred supplier at a price of

- |  |                    |
|--|--------------------|
| - Supply of X-Ray Equipment                                | \$302,500 incl GST |
| - Supply of Entry and Exit Cueing and Conveying Systems    | \$154,129 incl GST |
| - Installation/Commissioning/Handover/Training and Freight | \$ 48,631 incl GST |
| - Maintenance Contract – Years 3-5                         | \$132,000 incl GST |

Rapiscan Systems also supply an air conditioner fitted to the X-Ray unit that was not included in the tender specifications. It is recommended that this unit be purchased within the same order at a cost of \$8,250 including GST.

Grant funding from DITRDLG is \$600,000 plus GST (\$660,000 including GST). The total cost of the recommendation is \$645,551 including GST. Total capital cost for 2008/09 will be \$513,510 including GST. It is proposed to use the additional \$146,490 including GST (\$133,172 ex GST) towards building modifications. The \$132,000 maintenance contract will be funded from recurrent funds in the appropriate year.

## **ATTACHMENTS**

T19-07/08 Checked Baggage Evaluation Report to Council provided under Confidential Cover due to the Commercial in Confidence nature of the report.

## **VOTING REQUIREMENT**

Simple Majority

## **MANAGERS' RECOMMENDATION**

That Council

1. award tender T19 -07/08 Supply Installation and Maintenance of Checked Baggage Screening Equipment at East Kimberley Regional Airport to Rapiscan Systems at a total contract price of \$637,260 price of
  - Supply of X-Ray Equipment \$302,500 incl GST
  - Supply of Entry and Exit Cueing and Conveying Systems \$154,129 incl GST
  - Installation/Commissioning/Handover/Training and Freight \$ 48,631 incl GST
  - Maintenance Contract – Years 3-5 \$132,000 incl GST
  
2. purchase the additional equipment not included in the original tender specifications but considered necessary
  - Supply of Internal Air conditioning Unit \$ 8,250 incl GST

## **COUNCIL DECISION**

Minute No. 8188

Moved: Cr K Wright

Seconded: Cr F Mills

*That Council*

1. *award tender T19 -07/08 Supply Installation and Maintenance of Checked Baggage Screening Equipment at East Kimberley Regional Airport to Rapiscan Systems at a total contract price of \$637,260 price of*
  - *Supply of X-Ray Equipment \$302,500 incl GST*
  - *Supply of Entry and Exit Cueing and Conveying Systems \$154,129 incl GST*
  - *Installation/Commissioning/Handover/Training and Freight \$ 48,631 incl GST*
  - *Maintenance Contract – Years 3-5 \$132,000 incl GST*
  
2. *purchase the additional equipment not included in the original tender specifications but considered necessary*
  - *Supply of Internal Air conditioning Unit \$ 8,250 incl GST*

**Carried Unanimously: 9/0**

## **5. CLOSURE**

With all matters of business complete the Shire President closed the meeting at 4:03pm.