



MINUTES OF SPECIAL COUNCIL MEETING HELD 1 SEPTEMBER 2009

I hereby certify that the Minutes of the Special Meeting of Council held 30 June 2009 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 1 SEPTEMBER 2009 AT 5.10 PM**

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President declared the meeting open at 5.10pm.

2. RECORD OF ATTENDANCE

Cr Fred Mills	Shire President
Cr Di Ausburn	Councillor
Cr Paul Caley	Councillor
Cr Keith Wright	Councillor
Cr Kenneth Torres	Councillor
Cr Robert Boshammer	Councillor
Cr John Moulden	Councillor
Mr Alex Douglas	Acting Chief Executive Officer
Ms Jo-Anne Ellis	Executive Manager Corporate Services
Mr I D'Arcy	Executive Manager Town Planning and Economic Development
Ms Megan Alchin	Acting Executive Manager Community Services

APOLOGIES

Cr Ralph Addis	Deputy Shire President
Cr Jane Parker	Councillor

LEAVE OF ABSENCE

Nil

PUBLIC GALLERY

Kimberley Metal Group

3. DECLARATION OF INTEREST

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

4. BUSINESS OF MEETING

4.1 Tender 05 - 09/10 – Architectural Services East Kimberley Regional Airport Terminal Expansion Project

DATE:	1 September 2009
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Jo-Anne Ellis, Executive Manager Corporate Services
REPORTING OFFICER:	Jo-Anne Ellis, Executive Manager Corporate Services
FILE NO:	66.58.05

PURPOSE

To recommend to Council the selection criteria for the tender to appoint Architectural Services for the East Kimberley Regional Airport Terminal Expansion Project.

To recommend to Council a Special Council Meeting to be held on Tuesday 6 October 2009 to award tender 05 – 09/10 Architectural Services East Kimberley Regional Airport Terminal Expansion Project.

BACKGROUND

Council appointed a Project Manager for the East Kimberley Regional Airport Terminal Expansion Project at the Ordinary Meeting of Council on 21 July 2009.

Minute No. 8742

*Moved: Cr K Wright
Seconded: Cr P Caley*

That Council award Tender 05-08/09 Project Management of the East Kimberley Regional Airport Expansion Project to Forte Airport Management at the tendered sum of \$124,490 excl GST.

CARRIED UNANIMOUSLY: (6/0)

Part of the brief for the above tender and subsequent contract is to identify and engage professional consultancy services. Architectural services fall in this category.

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

External funding of \$5M is secured for this project through the Australian Governments National Building program and East Kimberley Development project.

Final project costs will not be known until the Project Manager prepares final development plans, and submits these to Council with Quantity Surveyor estimates.

Additional funds from Council's Airport Reserve Fund and or a loan maybe required.

STRATEGIC IMPLICATIONS

Airport statistics show that the usage of the East Kimberley Regional Airport Terminal is increasing. Additionally the strategic outlook to encourage interstate and international jet services requires a terminal building with a greater capacity to cater for the needs of the travelling public.

COMMUNITY CONSULTATION

Community and Stakeholder consultation is written into the brief for both the Project Manager and Architectural Services.

COMMENT

Andrew Forte from Forte Airport Management has been in Kununurra to undertake the first stage of consultation with the Airport Committee and Airport Management. Review of the existing building structure, design and mechanical services was undertaken at this time to enable the scope of the Architectural Services tender to be defined more accurately.

Members of the Airport Committee were invited to meet with Andrew while he was in town.

At this meeting the following timeline was determined and approved by the Shire President.

Tuesday 1 September 2009	Special Council Meeting to Adopt Tender Criteria
Wednesday 2 September 2009	Advertise tender in West Australian
Thursday 3 September 2009	Advertise tender in Kimberley Echo
Saturday 5 September 2009	Advertise tender in West Australian
Thursday 24 September 2009	Tenders close 4pm (WALGA offices, Perth)
Friday 25 September to Friday 2 October	Tender assessment (Andrew Forte, Jo-Anne Ellis)
Friday 2 October 2009	Assessment Report to Council

Tuesday 6 October 2009

Special Council Meeting to appoint Architect

Tuesday 13 October 2009

Airport Stakeholders Meeting

The timeline has the tender open for 23 days and ensures the Architect is appointed in time to attend scheduled Airport Stakeholders meeting to be involved in stakeholder consultation. Additionally it fits into the project management timeline to deliver the project by December 2010.

The tenders will be assessed by the principal of the appointed Project Manager and the Executive Manager Corporate Services. The requirement for a presentation to be given by short listed tenderers has been written into the tender to assist the assessment panel to make an informed recommendation to Council.

ATTACHMENTS

Programme for Terminal Building Expansion – Design and Construction

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

1. *That Council issue Request for Tender T05 – 09/10 Architectural Services East Kimberley Regional Airport Terminal Expansion Project.*
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) *Completion of Tenderers Offer*
 - b) *Compliance with Conditions of Tendering*
 - c) *Compliance with Specification*
 - d) *Corporate Information*
 - e) *Financial Information*
 - f) *Conflict of Interest*
 - g) *Insurance*
 - 2.2. *Qualitative Criteria (used to Rank Tenders)*
 - a) *Organisational Capabilities – 40%*
 - b) *Key Personnel – 35%*
 - c) *Performance – 25%*
 - 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 Meeting of Council be held at 5.00pm on Tuesday 6 October 2009 for the purpose of considering and awarding Tender T05 – 09/10 Architectural Services East Kimberley Regional Airport Terminal Expansion Project.*

COUNCIL DECISION

Minute No. 8799

Moved:Cr K Wright

Seconded:Cr D Ausburn

That Council adjourns to obtain more information regarding Officer Recommendation 2.2 Qualitative Criteria.

CARRIED UNANIMOUSLY: (7/0)

Council adjourned at 5.15pm.

COUNCIL DECISION

Minute No. 8800

Moved:Cr K Wright

Seconded:Cr D Ausburn

That Council reconvene the Special Meeting.

CARRIED UNANIMOUSLY: (7/0)

Council reconvened at 6.10pm.

COUNCIL DECISION

Minute No. 8801

Moved:Cr K Wright

Seconded:Cr J Moulden

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 - 2.1. *Compliance Criteria (must comply)*
 - a) *Completion of Tenderers Offer*
 - b) *Compliance with Conditions of Tendering*
 - c) *Compliance with Specification*
 - d) *Corporate Information*
 - e) *Financial Information*
 - f) *Conflict of Interest*
 - g) *Insurance*

2.2 Qualitative Criteria (used to Rank Tenders)

- a) Organisational Capabilities – 40%**
- b) Key Personnel – 35%**
- c) Performance – 25%**

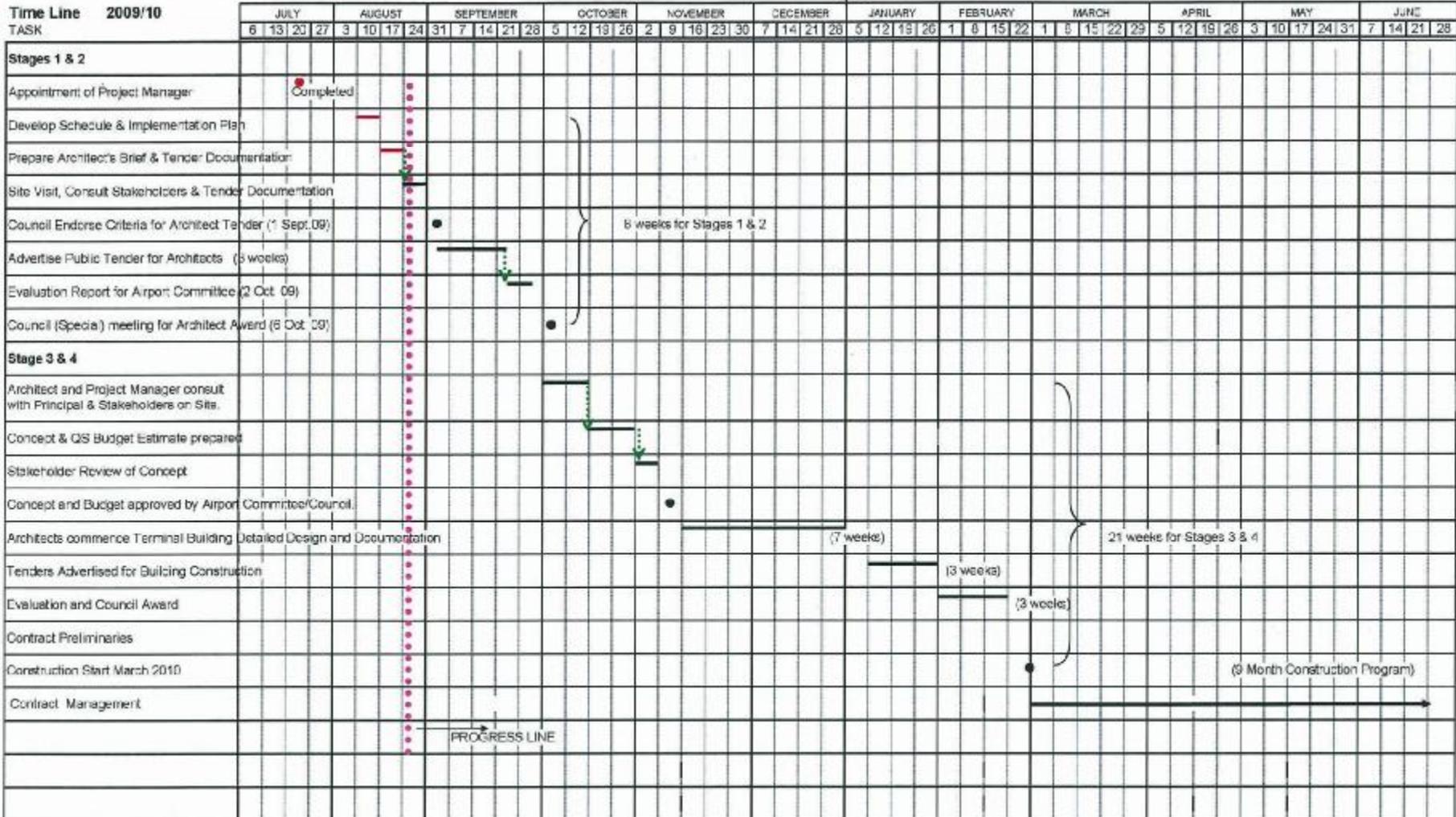
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The tendered price along with the qualitative ranking will be used to determine the most advantageous tender to Council.

- 3. That a Special Meeting of Council be held at 5.00pm on Tuesday 6 October 2009 for the purpose of considering and awarding Tender T05 – 09/10 Architectural Services East Kimberley Regional Airport Terminal Expansion Project.**

CARRIED UNANIMOUSLY: (7/0)

PROGRAMME FOR TERMINAL BUILDING EXPANSION - DESIGN AND CONSTRUCTION
EAST KIMBERLEY REGIONAL AIRPORT



5 Closure of Meeting

With all matters of business complete Cr F Mills declared the meeting closed at 6.11pm.