



MINUTES OF THE SPECIAL MEETING OF COUNCIL

HELD ON 11 MAY 2010

I hereby certify that the Special Meeting of Council held 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 11 MAY 2010 AT 6:00 PM

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

2. RECORD OF ATTENDANCE

Cr Fred Mills	Shire President
Cr J Moulden	Deputy Shire President
Cr J McCoy	Councillor
Cr D Ausburn	Councillor
Cr K Torres	Councillor
Cr J Parker	Councillor
Cr K Wright	Councillor
G Gaffney	Chief Executive Officer
B Weaver	Executive Assistance (Minute Taker)
I D'Arcy	Director Development Services
R Williams	Acting Director Engineering and Regulatory Services
J Ellis	Director Corporate Services
L Hon	Project Works Officer

GALLERY

Nil

APOLOGIES

Cr R Addis Councillor

LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Nil

3. DECLARATION OF INTEREST

- **Financial Interest**

Nil

- **Members Impartiality Interest**

Nil

- **Proximity Interest**

Nil

4. BUSINESS OF MEETING

4.1 Tender Selection Criteria T18-09/10 Building Construction Works – East Kimberley Regional Airport Terminal Expansion

DATE:	11 May 2010
PROPONENT:	Shire Of Wyndham East Kimberley
LOCATION:	Shire Of Wyndham East Kimberley
AUTHOR:	Jo-Anne Ellis, Director Corporate Services
REPORTING OFFICER:	Jo-Anne Ellis, Director Corporate Services
FILE NO:	66.58.18
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider and adopt the tender selection criteria for Tender 18-09/10 Building Construction Works – East Kimberley Regional Airport Terminal Expansion.

CONCLUSION/COMMENT

The following project timeline is proposed.

Tuesday 11 May 2010	CEO to issue written notice in regard to EOI process outcomes.
Tuesday 11 May 2010	Adoption of Tender Criteria by Council

Note: No requirement to advertise tender as EOI process proceeds.

Thursday 12 May 2010	Tender documents issued to short list from EOI process
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3 June 2010	Tenders close 4pm (3 weeks)
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The compliance and qualitative criteria have been assessed as part of the EOI process so the basis of selection will be price with the relative ranking and information provided in the EOI process used to assess the most advantageous tender to Council.

The Chief Executive Officer will provide details at the meeting in regard to the EOI shortlist.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

1. That Council issue Request for Tender T18-09/10 Building Construction Works – East Kimberley Regional Airport Terminal Expansion to the shortlist of acceptable tenderers prepared by the Chief Executive Officer from EOI 14-09/10 Building Construction Works – East Kimberley Regional Airport Terminal Expansion.
2. That the tender will be evaluated in conjunction with the information provided by tenderers in EOI 14-09/10 Building Construction Works – East Kimberley Regional Airport Terminal Expansion to assess the most advantageous tender to Council.
3. That Tenders are evaluated based on the capacity of the Tenderers to complete the requirements of the tender including:
 - a. Price 50%
 - b. Capacity to undertake the works within the prescribed timeframes 50%

COUNCIL DECISION

Minute No: 9131

Standing Orders Suspended at 6:09pm.

**Moved: Cr J Parker
Seconded: Cr K Wright**

CARRIED UNANIMOUSLY:

7/0

Minute No: 9132

Standing Orders resumed at 6:11pm.

**Moved: Cr J Moulden
Seconded: Cr J McCoy**

CARRIED UNANIMOUSLY:

7/0

Minute No: 9133

**Moved: Cr J Moulden
Seconded: Cr J Parker**

1. That Council issue Request for Tender T18-09/10 Building Construction Works – East Kimberley Regional Airport Terminal Expansion to the shortlist of acceptable tenderers prepared by the Chief Executive Officer from EOI 14-09/10 Building Construction Works – East Kimberley Regional Airport Terminal Expansion.
2. That the tender will be evaluated in conjunction with the information provided by tenderers in EOI 14-09/10 Building Construction Works – East Kimberley Regional Airport Terminal Expansion to assess the most advantageous tender to Council.
3. That Tenders are evaluated based on the capacity of the Tenderers to complete the requirements of the tender including:
 - a. Price 50%
 - b. Capacity to undertake the works within the prescribed timeframes 50%

CARRIED:

6/1

**FOR: Cr F Mills
Cr J Moulden
Cr J McCoy
Cr D Auburn
Cr K Torres**

4.2 Tender Selection Criteria T19-09/10 Design and Construction of Wyndham Community Jetty (Anthon Landing)

DATE:	11 May 2010
PROPONENT:	Shire Of Wyndham East Kimberley
LOCATION:	Shire Of Wyndham East Kimberley
AUTHOR:	Russell Williams, Acting Director Infrastructure Services
REPORTING OFFICER:	Russell Williams, Acting Director Infrastructure Services
FILE NO:	66.58.19
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider and adopt the tender selection criteria for Tender 19 09/10 Design and Construction of Wyndham Community Jetty (Anthon Landing).

CONCLUSION/COMMENT

The following project timeline is proposed:

Tuesday 11 May 2010	Adoption of Tender Criteria
Thursday 20 May 2010	Advertise Tender in Kimberley Echo
Saturday 22 May 2010	Advertise Tender in West Australian
Thursday 24 June 2010	Tenders Close 4pm
24 June to 28 June 2010	Tender Assessment
Tuesday 20 July	Assessment Report presented to Council and consideration to award tender

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council issue Request for Tender 19 09/10 Design and Construction of Wyndham Community Jetty (Anthon Landing).

1. That Tenders are evaluated based on the capacity of the Tenderers to complete the requirements of the tender including:
 - 1.1. 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; and
 - g) Insurance.
 - 1.2 Qualitative Criteria (used to Rank Tenders)
 - a) Relevant Experience - 50%;
 - b) Indigenous Employment Outcomes - 10%; and
 - c) Meeting Construction Deadline - 40%.

COUNCIL DECISION

Minute No: 9134

Moved: J Parker

Seconded: K Torres

That Council issue Request for Tender 19 09/10 Design and Construction of Wyndham Community Jetty (Anthon Landing).

- 1. That Tenders are evaluated based on the capacity of the Tenderers to complete the requirements of the tender including:**

- 1.1. 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; and**
- g) Insurance.**

- 1.2 Qualitative Criteria (used to Rank Tenders)**

- a) Relevant Experience - 50%;**
- b) Indigenous Employment Outcomes - 10%; and**
- c) Meeting Construction Deadline - 40%.**

CARRIED UNANIMOUSLY.

4.3 Tender Selection Criteria T20 09/10 Construction of Oval, Internal Roads, Highway Access and Car Park – Kununurra Community Oval

DATE:	11 May 2010
PROPONENT:	Shire Of Wyndham East Kimberley
LOCATION:	Lot 300 Victoria Highway
AUTHOR:	Russell Williams, Acting Director Infrastructure Services
REPORTING OFFICER:	Russell Williams, Acting Director Infrastructure Services
FILE NO:	66.58.20
ASSESSMENT NO:	N/A

PURPOSE

For Council to consider and adopt the tender selection criteria for Tender 20 09/10 Construction of Oval, Internal Roads, Highway Access and Car Park - Kununurra Community Oval.

CONCLUSION/COMMENT

The following project timeline is proposed.

Tuesday 11 May 2010	Adoption of Tender Criteria
Thursday 20 May 2010	Advertise tender in Kimberley Echo
Saturday 22 May 2010	Advertise tender in West Australian
Thursday 24 June 2010 or 1 July 2010??	Tenders Close 4pm
Date range ??	Tender assessment
Tuesday 20 July	Assessment Report to Council and Consideration to award Tender

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

1. That That Council issue Tender 20 09/10 Construction of Oval, Internal Roads, Highway Access and Car Park - Kununurra Community Oval
2. Tenders are evaluated based on the capacity of the Tenderers to complete the requirements of the tender including:
 - 1.1. 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; and
 - g) Insurance.

- 1.2 Qualitative Criteria (used to Rank Tenders)
- a) Relevant Experience - 50%;
 - b) Indigenous Employment Outcomes - 10%; and
 - c) Meeting Construction Deadline - 40%

COUNCIL DECISION

Minute No. 9135

Moved: Cr J Parker

Seconded: Cr K Torres

1. That That Council issue Tender 20 09/10 Construction of Oval, Internal Roads, Highway Access and Car Park - Kununurra Community Oval
2. Tenders are evaluated based on the capacity of the Tenderers to complete the requirements of the tender including:

- 1.1. 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; and
 - g) Insurance.

- 1.2 Qualitative Criteria (used to Rank Tenders)
 - a) Relevant Experience - 50%;
 - b) Indigenous Employment Outcomes - 10%; and
 - c) Meeting Construction Deadline - 40%.

CARRIED UNANIMOUSLY:

7/0

4.4 Consideration of T15 Spray Seal and Cement Stabilisation Services Tender Assessment

This item has been withdrawn due to further technical review being required.

4.5 Consideration of T16 Kalumburu Road Improvement Works Tender Assessment

This item has been withdrawn due to further technical review being required.

4.6 Consideration of Ord Irrigation's Indemnity Requirements for the M1 Works

This item has been withdrawn due to further technical review being required.

5. MEETING CLOSURE

With all matters of business complete, the Shire President closed the meeting at 6.20pm.