SHIRE OF ASHBURTON

SPECIAL MEETING OF COUNCIL

ATTACHMENTS

Council Chambers, Community Recreation Centre, Tom Price

29 October 2013

Council Decision

MOVED: Cr L Rumble **SECONDED:** Cr D Wright

That Council:

1. **Revoke all previous appointments of Councillors and Staff to Committees.**

2. **Make the following appointment to Committees of Council**

2.1. Audit Committee

Members: Crs White, Eyre, Shields and Foster.

Deputies: All other Councillors.
Membership: 4 Councillors.
Quorum: 3 Councillors.
Purpose: To provide guidance and assistance to the Local Government as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act and as to the development of a process to be used to select and appoint a person to be an auditor and may provide guidance and assistance to the Local Government as to matters to be audited, the scope of audits, its functions under Part 6 of the Act and the carrying out of its functions relating to other audits and other matters related to financial management. (Clause 16 Local Government (Audit) Regulations 1996)
Meeting cycle: At least once annually to recommend the adoption of the Annual Report.

3. **Make the following appointment to Working Groups of Council**

3.1. CEO Performance Review Panel

Members: Crs Shields and Wright.

Deputies: Crs Rumble and Foster.

Purpose: Review the CEO's Performance.
Meeting Cycle: Anniversay of the CEO's contract and then biannually or as required.

3.2. Occupational Safety & Health Committee
No Councillors were appointed.

Purpose: To promote a safe working environment. This committee is required with Statutory Compliance.
Meeting Cycle: Once a month.

All Councillors are to be invited to attend OS&H meeting as relevant to their location.

3.3. Land Use Planning and Townscape Working Group

Members: Crs Eyre and White, Chief Executive Officer and other Executive Managers as required.

Purpose: Working group is to support the development and revitalisation of Onslow over the coming years. Community input is essential to the planning and direction of the Onslow community. The working group will act in an advisory capacity and give direction.

Meeting Cycle: To be determined.

3.4. Old Onslow Advisory Committee

Members: Cr Eyre and the Executive Manager, Strategic and Economic Development .

Purpose: The Advisory group is made up of supportive members of the Onslow Community that have an interest in keeping the heritage of Onslow Alive. The Old Onslow Advisory Committee is designed to give direction and advise Council on the management of Old Onslow. Its role is to help set priorities in regards to the conservation and maintenance of the ruins.

Meeting Cycle: To be determined.

3.5. Bush Fire Advisory Committee

Members: Shire President, Crs Dias and Shields, Executive Manager, Technical Services, Emergency Services Co-ordinator and Fire Control Officers.

Purpose: To enable the communication and coordination of Bush Fire related matters within the Shire.

Meeting Cycle: As required.

3.6. Onslow Local Emergency Management Committee

Delegates: Cr Eyre, Executive Manager, Technical Services and Emergency Services Co-ordinator.
Deputies: All other Councillors.
Membership: Shire of Ashburton, Emergency Services Co-ordinator (Chairman).

Other representation as per the Emergency Management Act 2006.

Meeting Cycle: As required

3.7. Onslow Local Recovery Committee

Delegates: Crs White and Eyre, Executive Manager, Technical Services, and Emergency Services Co-ordinator.
Deputies: All other Councillors.
Membership: Shire of Ashburton, Emergency Services Co-ordinator (Chairman).

Other representation as per the Emergency Management Act 2006.

Meeting Cycle: As required.

3.8. Tom Price / Paraburdoo Local Emergency Management Committee

Delegates: Crs Dias and Shields, Executive Manager, Technical Services and Emergency Services Co-ordinator.
Deputies: All other Councillors.
Membership: Shire of Ashburton, Emergency Services Co-ordinator (Chairman).

Other representation as per the Emergency Management Act 2006.

3.9. Tom Price/Paraburdoo Local Recovery Committee
Delegates: Crs Dias and Shields, Executive Manager, Technical Services and Emergency Services Co-ordinator.
Deputies: All other Councillors.
Membership: Shire of Ashburton, Emergency Services Co-ordinator (Chairman).

Other representation as per the Emergency Management Act 2006.

3.10. Pannawonica Local Emergency Management Committee
Delegates: Cr Wright, Executive Manager, Technical Services and Emergency Services Co-ordinator.
Deputies: All other Councillors.
Membership: Shire of Ashburton, Emergency Services Co-ordinator (Chairman).

Other representation as per the Emergency Management Act 2006.

3.11. Pannawonica Local Recovery Committee
Delegates: Cr Wright, Executive Manager, Technical Services and Emergency Services Co-ordinator.
Deputies: All other Councillors.
Membership: Shire of Ashburton, Emergency Services Co-ordinator (Chairman).

Other representation as per the Emergency Management Act 2006.

3.12. Pilbara District Emergency Management Committee
Delegates: Emergency Services Co-ordinator and Executive Manager, Technical Services.
Deputies: Cr Dias.

4. External Committees

4.1. Pilbara Regional Council
Delegates: Crs White and Thomas.
Deputies: Crs Fernandez and Foster.
In the absence of the above Councillors all other Councillors.

Meeting Cycle: As required.

4.2. Western Australian Local Government Association Pilbara Country Zone

Delegate: Cr White.
Deputies: Cr Thomas.
In the absence of the above Councillors all other Councillors.

Meeting Cycle: As required.

NOTE: as this meeting occurs with the Pilbara Regional Council meeting it's preferable the Delegate is the same.

4.3. Development Assessment Panels
Delegate: Crs White and Foster (expiring 26 April 2013).
Deputies: Cr Dias and Cr Wright (expiring 26 April 2013).

4.4. Regional Road Group
Delegates: Crs White and Thomas and Executive Manager, Technical Services.
Deputies: Crs Fernandez and Foster.
In the absence of the above Councillors all other Councillors.

4.5. Consortium of the West Pilbara Communities for Children Committee
Delegates: Crs Fernandez and Foster and Executive Manager Community Development.
Deputies: Cr White.
In the absence of the above Councillors all other Councillors.

4.6. Onslow Tourism and Progress Association
Delegate: Cr Eyre.
Deputies: Cr White.
In the absence of the above Councillors all other Councillors

4.7. Ashburton Land Conservation District Committees (LCDC)
Delegate: Leanne Corker(Red Hill Station) expires 30 June 2014.

4.8. Roebourne/Port Hedland Land Conservation District Committee (LCDC)
Delegate: Cr Thomas expires 30 November 2012.

4.9. Lyndon Land Conservation District Committee (LCDC)
Delegate: Kimberly De Pledge (Yanrey Station) expires 31 March 2014.

4.10. Fortescue Community Working Group
Delegates: Crs Thomas and Fernanedez and Executive Manager, Community Development.

CARRIED BY ABSOLUTE MAJORITY 9/0

Tender Evaluation Workbook

TENDER EVALUATION WORKBOOK

Title of Tender:	Supply & Installation of Airport Passenger Screening Equipment & Baggage Conveyor System

RFT Number:	09/13 Separable Portions A &B Combined

Assessor:	Fiona Keneally Emma Hayes Troy Davis

BACKGROUND

Title
The Shire of Ashburton issued a request for tender for the Supply & Installation of Airport Passenger Screening Equipment & Baggage Conveyor System

Separable portion A&B combined is the supply & installation of Passenger screening equipment and a baggage conveyor system for departures and arrivals.

Scope
A copy of the scope is available in RFT 09/13 document

EVALUATION PANEL

The members of this evaluation panel are:

Name	Organisation	Job Title	Voting/Non-Voting Member
Fiona Keneally	SOA	Strategic Project Engineer	Voting
Emma Hayes	SOA	A/Economic and land Development Manager	Voting
Troy Davis	SOA	Executive Manager Technical Services	Voting
Megan Walsh	SOA	Project Manger	Non-Voting

TIMETABLE OF EVENTS

For this request, the proposed timetable of events is a follows

Task	Date
Tender Closing	3.00pm Thursday 19th September 2013
Tender Opening and Registration	4.00pm Thursday 19th September 2013
First pass tender evaluation & preliminary shortlisting	NA
Handout of shortlisted tender submissions and evaluation documentation	N/A
Evaluation panel members individually qualitatively assess tender submissions	25th September 2013
Evaluation panel consensus meeting to discuss tender submissions	
Clarification/shortlisting process (If required)	N/A
Evaluation report draft prepared by: Megan Walsh	12 October

TENDER SUBMISSIONS RECEIVED

Separable Portion A & B combined
The following organisation have made a submission

	Tenderer	Tendered Amount Exc Gst	Tendered Amount incl Gst
Tenderer 1	Rapiscan Systems	978,343.00	1,076,177.00
Tenderer 2	Ansir System	788,322.00	867,154.20
Tenderer 3	Glide Path Aust	861,769.76	919,970.44
Tenderer 4	Smith's Detection (Australia)	1,066,968.20	1,173,664.58
Tenderer 5	L3 Communications Tender option 1 (ANSIR)	786,787.00	891,403.70
	L3 Communications Tender option 2 (BCS)	785,919.00	971,237.00
	L3 Communications Tender option 3 (glidepath)	813,329.32	998,474.80

SCORING SYSTEM

Each Panel member will individually assess each submission on a 0-10 score basis, as shown in the below table. Half marks, for example 3.5 or 4.5, are acceptable.

Score	Description
0	Inadequate or non-appropriate offer, many deficiencies, does not meet criterion,
1	Between 0 and 2,
2	Marginal offer, some deficiencies, partly meets criterion,
3	Between 2 and 4,
4	Fair offer, few deficiencies, almost meets criterion,
5	Between 4 and 6,
6	Good offer, no deficiencies, meets criterion,
7	Between 6 and 8,
8	Very good offer, exceeds criterion,
9	Between 8 and 10,
10	Outstanding offer greatly exceeds criterion.

There is not a set formula for determining scores. All scores should be made by comparing the responses of each tenderer.

In determining the score that will be given to each tenderer, Panel members should consider:

a) Does the response answer each element of the criterion?
b) Are any examples provided to substantiate the claims made in the response?
c) Are the examples relevant to the requirements of the tender?

The SCORE SHEET

The Score Sheet is completed by each Evaluation Panel Member to evaluate all tenders received. The score sheet is divided into 3 sections:

a) Compliance criteria;
b) Qualitative criteria; and
c) Price score

Separable portion A & B combined

COMPLIANCE CRITERIA

The Tenderers have complied with:

Criteria	Tenderers										
	1	2	3	4	5(1)	5(2)	5(3)				
Tenderer's Response											
Has the tender been signed	Y	Y	Y	Y	Y	Y	Y				
General & Corporate Information											
Organisation Profile & Referees	Y	Y	Y	Y	Y	Y	Y				
ASIC Company Extracts	Y	Y	Y	Y	Y	Y	Y				
Agents	Y	Y	Y	Y	Y	Y	Y				
Sub-contractors	Y	Y	Y	Y	Y	Y	Y				
Conflicts of Interests	Y	Y	Y	Y	Y	Y	Y				
Insurance Cover	Y	Y	Y	Y	Y	Y	Y				
Response to Selection Criteria	Y	Y	Y	Y	Y	Y	Y				
Timely lodging of tender	Y	Y	Y	Y	Y	Y	Y				
Tender Schedules											
Is the price schedule completed?	Y	Y	Y	Y	Y	Y	Y				
OHS Questionnaire	y	Y	y	y	Y	Y	y				

Tenderer Name	Comments on Compliance Criteria

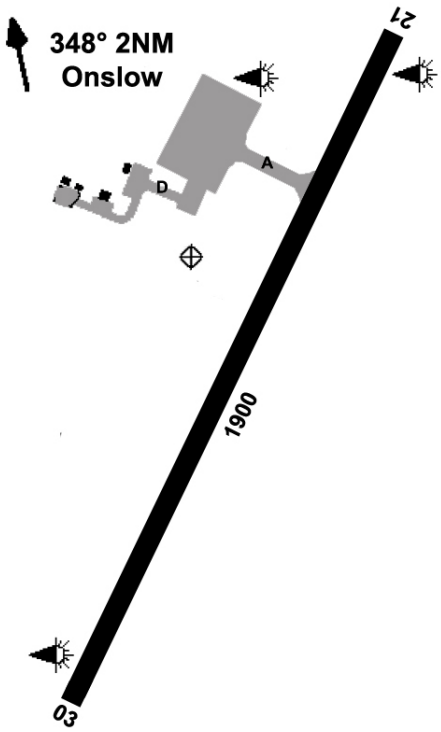
Qualitative Criteria **Separable Portion A & B combined (SP A& B)**

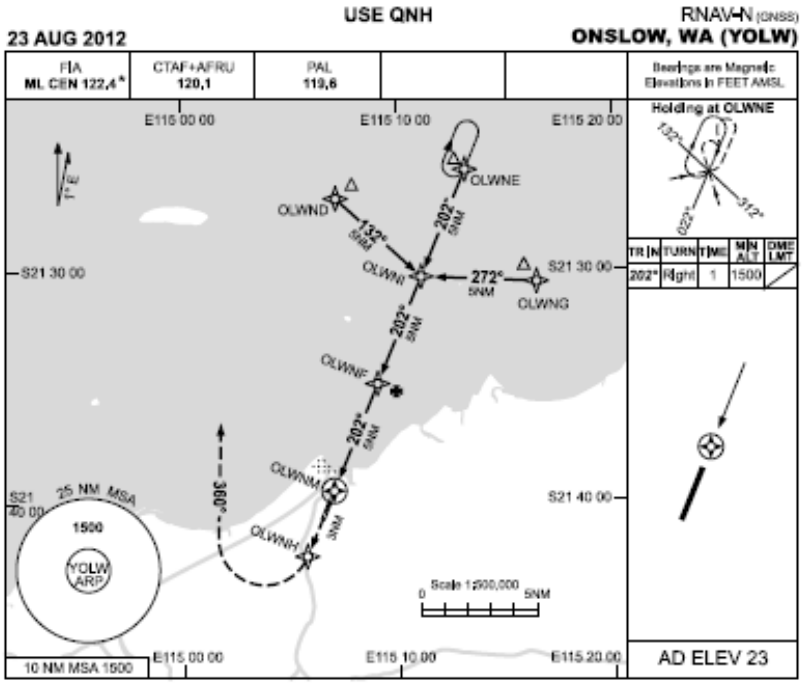
09/13 Supply & Installtion of Airport Passenger Screening Equipment & baggage Conveyour system

		TENDERER 1 Rapiscan		**TENDERER 2** Ansir		**TENDERER 3** Glide Path		**TENDERER 4** Smiths		**TENDERER 5** L3 - option 1	
	Weighting	Score	Weighted	Score	Weighted	Score	Weighted	Score	Weighted	Score	Weighted
Price	50%	3.7	18.7	5.9	29.6	5.1	25.4	2.7	13.6	5.9	29.7
Relevant Experience	10%	8	8	6.7	6.7	6	6	7	7	7.3	7.3
Key Personnel	10%	7	7	6.7	6.0	6.3	6.3	6.3	6.3	6.3	6.3
Past Company Performances	10%	7.7	7.7	6.0	6.0	6.0	6.0	6.7	6.7	7.0	7.0
Resources	5%	7.3	3.7	6.3	3.2	4.3	2.2	6.3	3.2	6.3	3.2
Plant, Equipment and Materials	5%	7.7	3.8	6.3	3.2	4.3	2.2	6.3	3.2	6.7	3.3
Methodology/Quality &OHS Systems life Cycle/Risk MGT	**10%**	**8**	**8**	**5.7**	**5.7**	**5**	**5**	**6**	**6**	**7.3**	**7.3**
TOTALS	**100%**	49.4	56.9	43.6	60.3	37.1	53.1	41.4	45.9	46.9	64.2
			5		**4**		**6**		**7**		**1**

		TENDERER 1 L3 - Option 2		**TENDERER 2** L3 - Option 3		**TENDERER 3**		**TENDERER 4**		**TENDERER 5**	
	Weighting	Score	Weighted	Score	Weighted	Score	Weighted	Score	Weighted	Score	Weighted
Price	50%	6.0	29.8	5.6	28.2		0		0		0
Relevant Experience	10%	7	7	7.3	7.3		0		0		0
Key Personnel	10%	6	6	6.0	6.0		0		0		0
Past Company Performances	10%	6.3	6.3	6.3	6.3		0		0		0
Resources	5%	6.3	3.2	6.3	3.2		0		0		0
Plant, Equipment and Materials	5%	6.3	3.2	6.3	3.2		0		0		0
Methodology/Quality &OHS Systems life Cycle/Risk MGT	10%	6.7	6.7	6.7	6.7		0		0		0
TOTALS	**100%**	**44.6**	**62.1**	**44.6**	**60.9**	**0**	**0**	**0**	**0**	**0**	**0**

Onslow Aerodrome (YOLW)
Instrument Approach





What is an Instrument Approach (IAP)?

An Instrument approach is an important procedure for aircraft operating under the Instrument Flight Rules (IFR). In brief, an Instrument approach is a series of published makeovers for the safe transfer of an aircraft to land, flying under instrument meteorological conditions (IMC – an aviation flight category that describes weather conditions which require pilots to fly primarily by reference to instruments).

Without an instrument approach on a runway, an aircraft must fly and land using a visual approach(an approach flown with visual reference to the ground). Although aircraft can quite safely and efficiently fly with a visual approach (or non-instrument approach) to the runway in fine weather and during daylight, the presence of cloud or fog over the aerodrome significantly reduces the likelihood of an aircraft being able to safely land. An Instrument Approach enables aircraft to land safely even with the presence of cloud or fog over the aerodrome (above a specified level) and during the night.

There are two main classifications for IAPs: precision and non-precision. Precision approaches utilize both lateral (localizer) and vertical (glideslope) information. Non-precision approaches provide lateral course information only. GNSS RNAV approaches formerly known as GPS approach are a type of non-precision approach and are one of the more common instrument approach procedures in Australia, especially at remote aerodromes. Importantly with a GNSS approach there is no infrastructure for the aerodrome operator to maintain. The most important obligation of the aerodrome operator would be to provide accurate and timely information in regards to any new obstacles that occur in proximity to the aerodrome.

Benefits of an Instrument Approach at Onslow Aerodrome

Onslow lies in the most cyclone-prone region of Australia. Since 1910, Onslow has been impacted by cyclones with wind gusts exceeding 90kmph at the average rate of once every 2 years. A critical function of Onslow Aerodrome is to facilitate the evacuation of personnel and emergency medical passenger transfers from the area. However, as the low-lying cloud associated with a cyclone moves inland, aircraft would almost certainly be unable to land at Onslow Aerodrome if there was no instrument approach available, due to the high probability of cloud over the aircraft approach area.

Another important consideration is the requirement for additional fuel to be carried on aircraft operating into an aerodrome without an instrument approach. In the event that Onslow Aerodrome does not have an instrument approach on the new runway, the alternate minima would be in the region of 2800ft/8km visibility. Any cloud forecast to be below 2800ft for the time of its arrival would require the aircraft to carry alternate fuel. This would restrict the payload of the flight and potentially require passengers to be off-loaded due to weight restrictions, or delay the flight until the cloud base lifted and visibility increased.

Based on historical climatological data for the North-West Region of Western Australia, Onslow Aerodrome could expect conditions below the alternate minima (Cloud base 2800ft/Visibility 8km) approximately 6% of the time in winter. Using Virgin Australia Regional Airline's current flight schedule into Onslow, nearly 1.5 flights per week would require alternate fuel to be carried if there was no instrument approach procedure, potentially limiting the payload capacity of the aircraft. Using the same data, almost 0.5 flights per week during the month of July would be required to divert to an alternate aerodrome if no instrument approach existed.

In addition to an instrument approach enabling aircraft to safely land with the presence of cloud or fog (above the aerodrome minima), it also provides a much safer means for aircraft to operate at the aerodrome at night. Landing at night, at an aerodrome without an approach procedure, can expose the pilot to dangerous spatial disorientation phenomena. This has caused many fatal aircraft accidents and may impact on the ability of the Royal Flying Doctor Service to perform emergency medical evacuations from the aerodrome at night. The Civil Aviation Safety Authority encourages aerodrome operators in the Manual of Standards Part 139 to upgrade their facilities to a non-precision approach (NPA):

CHAPTER 2: APPLICATION OF STANDARDS TO AERODROMES

Section 2.1: General

2.1.9 Non-precision Approach Runways

2.1.9.3 The result of accident enquiries has demonstrated that straight-in approaches are much safer than circling approaches, especially at night. With the advent of GPS, NPA runways can now be provided without any ground based navigation aid. Aerodrome operators of non-instrument runways are strongly urged to liaise with aerodrome users and upgrade their runways to NPA runways wherever it is practicable to do so

Virgin Australia Regional Airlines have stated that when assessing new runways they use the Flight Safety Controlled Flight into Terrain assessment. This shows the increase in risk associated with different types of approaches (or no approach procedure). For airports such as Onslow where there is an absence of additional lighting (such as airports in larger geographic centres) a published approach down to a straight-in minimum definitely reduces the risk associated with operations into that airport

G.Meechan, Acting Head of Flight Operations Virgin Australia Regional Airlines.

Civil Aviation Orders Part 82.5 (Conditions on Air Operators Certificates for high-capacity aircraft, which includes the Fokker 100) states that an air operator using high capacity aircraft must not operate at night into aerodromes without a published instrument approach.

Virgin Australia Regional Airlines operating charter flights on the Fokker 100 are not permitted to land after last light at an aerodrome without a published instrument approach, though they are currently permitted to depart after last light without a published approach. Any delays to their flights from Perth to Onslow that result in the arrival time falling after last light will mean the aircraft cannot land at Onslow, resulting in the cancellation of the flight or the aircraft landing at an alternate aerodrome

Civil Aviation Order 82.5

5 Obligations in relation to aerodromes

5.1 An operator must conduct operations in accordance with regulation 92A.

5.2 An operator must ensure that night operations are only conducted from an aerodrome for which there is:

(a) a published instrument approach procedure; and

(b) a serviceable and available navigation aid; and

(c) obstruction lighting where necessary.

Note A navigation aid includes GNSS.

5.3 Unless otherwise approved in writing by CASA and subject to paragraph 5.4, an operator must not permit turbo-jet aeroplanes to use runways that are not equipped with electronic or visual approach slope guidance.

Publishing an instrument approach at an aerodrome is a relatively costly and lengthy process. However there is no doubt that having an instrument approach published (specifically, a straight-in approach) at Onslow Aerodrome will significantly enhance safety and efficiency of air operations.

The cost of installing an instrument approach can be justified very quickly by the increased possibility of aircraft having to divert to alternative aerodromes because of poor weather. The productivity of the projects that Onslow Aerodrome serves will almost certainly be affected by the interruption to the movement of personnel if aircraft are not able to land in the presence of low cloud or heavy rain. And critically, the ability of Onslow Aerodrome to facilitate the evacuation of personnel in the event of a cyclone could be severely compromised.
The previous runway at Onslow Aerodrome had a non-precision instrument approach procedure published for both ends of the runway. However, when that runway was decommissioned the instrument approach had to be cancelled due to different orientations in runways. The new runway will require a full re-design and flight validation prior to be published.