



SHIRE OF ASHBURTON

SPECIAL MEETING OF COUNCIL

MINUTES

**Council Chambers, Community Recreation
Centre, Tom Price**

29 October 2013

DISCLAIMER

The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Ashburton warns that anyone who has any application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Ashburton for any act, omission or statement or intimation occurring during a Council meeting.

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1. **DECLARATION OF OPENING**

Note: As this was the first meeting following the ordinary election conducted on 19 October 2013 the Local Government Act 1995 provides that the Chief Executive Officer will preside over the opening of the meeting and conduct the election for the Office of the Shire President.

The Chief Executive Officer declared the meeting open at 7.04 pm.

The Chief Executive Officer announced that the following candidates had been declared elected at the 2013 Council Elections.

Pannawonica Ward

One Councillor, expiring 21 October 2017.

Dennis James Wright, elected unopposed.

Paraburdoo Ward

One Councillor, expiring 21 October 2017.

Two candidates, Jessica Chan and Douglas (Ivan) Dias.

Paraburdoo Ward has 627 Electors and 34.61% of these electors took the opportunity to participate in the election.

Result:

Jessica Chan 49 votes (22.58%).

Douglas (Ivan) Dias 168 votes (77.42%).

Douglas (Ivan) Dias declared elected.

Tom Price Ward

Two Councillors, expiring 21 October 2017

Two Candidates, Tony Bloem and Cecilia Fernandez were elected unopposed.

1.1 **SWEARING IN OF COUNCILLORS ELECT**

In accordance with section 2.29 of the Local Government Act 1995 Councillors Elect were sworn in by making the Declaration by an Elected Members of Council (Electoral Form 7).

Dennis Wright was sworn in as Councillor for Pannawonica Ward.

Douglas (Ivan) Dias was sworn in as Councillor for Paraburdoo Ward.

Anthony (Tony) Bloem was sworn in as Councillor for Tom Price Ward.

Cecilia Fernandez was sworn in as Councillor for Tom Price Ward.

1.2 **ELECTION OF SHIRE PRESIDENT**

In accordance with the Schedule 2.3 of the Local Government Act 1995 the term of the Shire President expires and therefore, it is necessary to elect a Shire President. This election was conducted by the Chief Executive Officer.

Two nominations were received for the Shire President, these being Crs White and Eyre. The Chief Executive Officer conducted a secret ballot and Cr White was successful. The CEO declared Cr White elected as Shire President.

Cr White then made a declaration (Electoral Form 7) in accordance with Regulation 13 (1)(c) of the Local Government (Constitutions) Regulations 1996, in the presence of the Chief Executive Officer, Mr Neil Hartley.

1.3 ELECTION OF DEPUTY PRESIDENT

In accordance with Schedule 2.3 of the Local Government Act 1995 the term of the Deputy Shire President has expired and it is necessary to elect the Deputy Shire President. This election was conducted by the Chief Executive Officer.

Three nominations were received, these being Crs Rumble, Foster and Fernandez. The Chief Executive Officer conducted a secret ballot and Cr Rumble was successful in the subsequent ballot. The Chief Executive Officer declared Cr Rumble as the successful nominee.

Cr Rumble made a declaration (Electoral Form 7) in accordance with Regulation 13 (1)(c) of the Local Government (Constitution) Regulations 1996, in the presence of the Chief Executive Officer.

2. ANNOUNCEMENT OF VISITORS

There were no visitors in attendance.

3. ATTENDANCE

3.1 PRESENT

Cr K White	Shire President, Onslow Ward
Cr L Rumble	Deputy Shire President, Paraburdoo Ward
Cr D Dias	Paraburdoo Ward
Cr L Thomas	Tableland Ward
Cr A Bloem	Tom Price Ward
Cr P Foster	Tom Price Ward
Cr C Fernandez	Tom Price Ward
Cr A Eyre	Ashburton Ward
Cr D Wright	Pannawonica Ward
Mr N Hartley	Chief Executive Officer
Ms A O'Halloran	Executive Manager, Strategic & Economic Development
Mr T Davis	Executive Manager, Technical Services
Ms D Wilkes	Executive Manager, Community Development (Access to meeting via teleconference link)
Ms J Smith	Executive Officer CEO
Mrs C Newby	CEO & Councillor Support Officer

3.2 APOLOGIES

Mr F Ludovico Executive Manager, Corporate Services

3.3 APPROVED LEAVE OF ABSENCE

There was no approved Leave of Absence.

4. QUESTION TIME

4.1 PUBLIC QUESTION TIME

There were no public questions tabled.

5. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

There were no announcements by the Presiding Person.

6. DECLARATION BY MEMBERS

Crs White, Rumble, Bloem, Foster, Fernandez, Eyre, Dias, Wright and Thomas gave due consideration to all matters contained in the Agenda presently before the meeting.

6.1 DECLARATION OF INTEREST

Councillors to Note

A member who has a Financial Interest in any matter to be discussed at a Council or Committee Meeting, that will be attended by the member, must disclose the nature of the interest:

- (a) In a written notice given to the Chief Executive Officer before the Meeting
or;
- (b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

- (c) Preside at the part of the Meeting, relating to the matter or;
- (d) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

The following notes are a basic guide for Councillors when they are considering whether they have a Financial Interest in a matter.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measure in money terms. There are exceptions in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it

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MUST be given when the matter arises in the Agenda, and immediately before the matter is discussed.

6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The **only** exceptions are:
 - 6.1 Where the Councillor discloses the **extent** of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or
 - 6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the Local Government Act, with or without conditions.

7. BUSINESS

7.1 APPOINTMENT OF COUNCILLORS AND STAFF TO COMMITTEES

MINUTE: 16

FILE REFERENCE: OR.EL.02.00

AUTHOR'S NAME AND POSITION: Janyce Smith
Executive Officer CEO

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 21 October 2013

DISCLOSURE OF FINANCIAL INTEREST: The author has no financial interest in the proposal.

PREVIOUS MEETING REFERENCE: Not Applicable

Summary

Following the Election on the 19 October 2013 Council must appoint Councillors and staff members to various committees on which it is represented.

Background

Being the first Ordinary Meeting of Council following the General Local Government Elections on the 19 October 2013, Council is required to give consideration to appointing Councillors and staff members to various committees on which it is represented.

Comment

Attached to this Agenda is a list of the appointments made at the Ordinary Meeting of Council held on 19 October 2011.

ATTACHMENT 7.1

Staff have reviewed these Committees, Working Groups and External Committees and the suggested appointments are detailed in the recommendation.

In respect to Deputies, it is suggested that Council appoint the Councillors who are not members to the Committee as Deputies so they are able to attend and participate in Committee meetings to ensure quorums.

For the sake of completeness all Committees, Working Groups and delegations have been included.

Committees (eg Land Conservation Committees or Development Assessment Panels) where an appointment is for a particular term have been included as the representative's term is current.

Consultation

CEO & Executive Managers

Statutory Environment

Local Government Act 1995, Part 5 Subdivision 2, Sections 5.8 to 5.18

Local Government (Administration) Regulations 1996 – Regulation 4.

A local government may establish (by an absolute majority) committees of three or more persons to assist the Council and to exercise the powers and discharge the duties of the Council. Council may also appoint Councillors to represent it on external committees such as those established by the State Government (e.g., Land Conservation District Committees).

A committee is to have as its member's persons appointed (absolute majority) by the local government to be members of the committee. At any given time each Councillor is entitled to be a member of at least one committee and if a Councillor nominates himself or herself to be a member of such a committee or committees, the local government is to include that Councillor in the persons appointed to at least one of those committees as the local government decides (section 5.10 Local Government Act 1995).

If at a meeting of the Council a local government is to make an appointment to a committee that has or will have a Councillor as a member and the President informs the local government of his or her wish to be a member of the committee, the local government is to appoint the President to be a member of the committee.

Where a person is appointed as a member of a committee the person's membership of the committee continues until:

- The person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;
- The person resigns from membership of the committee;
- The committee is disbanded; or
- The next ordinary election day, whichever happens first.

A committee member may resign from membership of the committee by giving the CEO or the committee's presiding member written notice of the resignation.

Financial Implications

There are no financial implications.

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022

Goal 05 – Inspiring Governance

Objective 03 – Council Leadership

Policy Implications

Council Policy ELM01- Council and other Meetings.

Voting Requirement

Absolute Majority Required

Casey Newby left the meeting at 7.16 pm.

Casey Newby entered the meeting at 7.17 pm.

Council Decision

MOVED: Cr L Rumble

SECONDED: Cr D Dias

That Council:

1. Confirm that all previous appointments of Councillors and Staff to Committees have expired.

CARRIED BY ABSOLUTE MAJORITY 9/0

2. Make the following appointment to Committees of Council

MOVED: Cr C Fernandez

SECONDED: Cr D Wright

- 2.1. **Audit Committee**

Members: Crs White, Eyre, Dias and Rumble

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

CARRIED BY ABSOLUTE MAJORITY 9/0

3. Make the following appointment to Working Groups of Council

- 3.1. **CEO Performance Review Panel**

MOVED: Cr D Wright

SECONDED: Cr A Bloem

Members: Crs White and Wright

Deputies: Crs Fernandez and Dias

Purpose: Review the CEO's Performance.

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

CARRIED BY ABSOLUTE MAJORITY 9/0

3.2. Occupational Safety & Health Committee

MOVED: Cr L Thomas **SECONDED: Cr A Bloem**
All Councillors are to be invited to attend OS&H meeting as relevant to their location.
Purpose: To promote a safe working environment. This committee is required with Statutory Compliance.
Meeting Cycle: Once a month.

CARRIED BY ABSOLUTE MAJORITY 9/0

3.3. Land Use Planning and Townscape Working Group

MOVED: Cr D Dias **SECONDED: Cr D Wright**
That as this working group is no longer required, no Councillors were appointed and this Working Group is to be considered defunct.

CARRIED BY ABSOLUTE MAJORITY 9/0

3.4. Old Onslow Advisory Committee

MOVED: Cr L Rumble **SECONDED: Cr A Bloem**
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.

CARRIED BY ABSOLUTE MAJORITY 9/0

3.5. Bush Fire Advisory Committee

MOVED: Cr D Dias **SECONDED: Cr L Rumble**
Shire President, Cr Dias, 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

CARRIED BY ABSOLUTE MAJORITY 9/0

3.6. Onslow Local Emergency Management Committee

MOVED: Cr L Thomas **SECONDED:** Cr L Rumble
Delegates: Crs White, Eyre and Executive Manager, Technical Services.
Deputies: All other Councillors
Membership: Shire of Ashburton - Emergency Services Co-ordinator (Chairman)

Other representation as per the Emergency Management Act 2005.

Meeting Cycle: As required

CARRIED BY ABSOLUTE MAJORITY 9/0

3.7. Onslow Local Recovery Committee

MOVED: Cr L Thomas **SECONDED:** Cr C Fernandez
Delegates: Crs White, Eyre and Executive Manager, Technical Services.
Deputies: All other Councillors
Membership: Shire of Ashburton - Emergency Services Co-ordinator (Chairman)

Other representation as per the Emergency Management Act 2005.

Meeting Cycle: As required

CARRIED BY ABSOLUTE MAJORITY 9/0

3.8. Shire of Ashburton Inland Local Emergency Management Committee

MOVED: Cr L Thomas **SECONDED:** Cr C Fernandez
Delegates: Crs Dias, Bloem and 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 2005.

CARRIED BY ABSOLUTE MAJORITY 9/0

3.9. Shire of Ashburton Inland Local Recovery Committee

MOVED: Cr C Fernandez **SECONDED:** Cr A Bloem
Delegates: Crs Dias, Bloem and 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 2005.

CARRIED BY ABSOLUTE MAJORITY 9/0

<p>3.10. Pannawonica Local Emergency Management Committee</p> <p>MOVED: Cr P Foster Delegates: Cr Wright and Executive Manager, Technical Services. Deputies: All other Councillors Membership: Shire of Ashburton - Emergency Services Co-ordinator (Chairman)</p> <p>Other representation as per the Emergency Management Act 2005.</p> <p style="text-align: right;">CARRIED BY ABSOLUTE MAJORITY 9/0</p>	<p>SECONDED: Cr C Fernandez</p>
<p>3.11. Pannawonica Local Recovery Committee</p> <p>MOVED: Cr L Thomas Delegates: Cr Wright and Executive Manager, Technical Services. Deputies: All other Councillors Membership: Shire of Ashburton / Rio Tinto (Chairman)</p> <p>Other representation as per the Emergency Management Act 2005.</p> <p style="text-align: right;">CARRIED BY ABSOLUTE MAJORITY 9/0</p>	<p>SECONDED: Cr C Fernandez</p>
<p>3.12. Pilbara District Emergency Management Committee</p> <p>MOVED: Cr C Fernandez Delegates: Emergency Services Co-ordinator and Executive Manager, Technical Services. Deputies: Cr Dias</p> <p style="text-align: right;">CARRIED BY ABSOLUTE MAJORITY 9/0</p>	<p>SECONDED: Cr A Bloem</p>
<p>4. External Committees</p> <p>MOVED: Cr C Fernandez</p> <p>4.1. Pilbara Regional Council Delegates: Crs White and Thomas Deputies: Crs Fernandez and Dias In the absence of the above Councillors all other Councillors. Meeting Cycle: As required</p> <p>4.4. Regional Road Group Delegates: Crs White, Thomas and Executive Manager, Technical Services. Deputies: Crs Fernandez and Dias In the absence of the above Councillors all other Councillors</p> <p style="text-align: right;">CARRIED BY ABSOLUTE MAJORITY 9/0</p>	<p>SECONDED: Cr P Foster</p>

4.2.	Western Australian Local Government Association Pilbara Country Zone		
MOVED:	Cr C Fernandez	SECONDED:	Cr D Wright
	Delegate:	Crs White	
	Deputies:	Crs Thomas	
	In the absence of the above Councillors all other Councillors.		
	Meeting Cycle: As required.		
	CARRIED BY ABSOLUTE MAJORITY 9/0		
4.3.	Development Assessment Panels		
	Delegate:	Cr White and Cr Eyre (expiring 26 April 2015)	
	Deputies:	Cr Dias and Cr Rumble (expiring 26 April 2015)	
4.5.	Consortium of the West Pilbara Communities for Children Committee		
MOVED:	Cr C Fernandez	SECONDED:	Cr L Thomas
	That as this Consortium no longer requires Councillor attendance, no Councillors be appointed.		
	CARRIED BY ABSOLUTE MAJORITY 9/0		
4.6.	Onslow Tourism and Progress Association		
MOVED:	Cr D Wright	SECONDED:	Cr D Dias
	Delegate:	Cr White	
	Deputies:	Cr Eyre	
	In the absence of the above Councillors all other Councillors		
	CARRIED BY ABSOLUTE MAJORITY 9/0		
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 2015.	
4.9.	Lyndon Land Conservation District Committee (LCDC)		
	Delegate:	Kimberly De Pledge (Yanrey Station) expires 31 March 2014.	
4.10.	Fortescue Community Working Group		
MOVED:	Cr D Wright	SECONDED:	Cr A Bloem
	Delegates:	Crs Thomas, Fernandez and Executive Manager, Community Development.	
	CARRIED BY ABSOLUTE MAJORITY 9/0		

7.2 RFT 09/13 SUPPLY & INSTALLATION OF PASSENGER SCREENING EQUIPMENT AND BAGGAGE CONVEYOR SYSTEM

MINUTE: 17

FILE REFERENCE: TR.AT.01.01

AUTHOR'S NAME AND POSITION: Megan Walsh
Project Manager / Acting Aerodrome Manager

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 23 October 2013

DISCLOSURE OF FINANCIAL INTEREST: The author has no financial interest in the proposal.

PREVIOUS MEETING REFERENCE: Agenda Item 13.4 (Minute No. 11674) – Ordinary Meeting of Council 16 October 2013
Agenda Item 16.1 (Minute No. 11421) – Ordinary Meeting of Council 23 January 2013

Summary

The supply & installation of passenger screening equipment and baggage conveyor system is an essential part of the Onslow terminal and a pivotal component/requirement in the implementation of an open charter or regular passenger transport service for the Onslow Airport. This will enable services to be available to the Onslow Community.

On the 24th August 2014 the Shire of Ashburton publicly invited Request's for Tender 09/13 for the supply and installation of passenger screening equipment and a baggage conveyor system for the Onslow airport terminal.

Five submissions were received. After review from the tender evaluation panel it is recommended that the tender be awarded to L3 Communications, Option 1.

Background

The terminal construction is progressing and is scheduled for completion by the end of January 2014.

The projected timeline for installation of the security and baggage handling equipment is intended to coincide as much as possible with the final stages of the terminal building construction. This is to facilitate the best integration with the building features and to undertake any minor modifications (ie flooring and trim) prior to the demobilisation of the terminal contractor.

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The Onslow Airport is proposed to be designated as a Category (Band) 3 security airport. The banding designation is determined on the maximum take-off weight of the largest aircraft that will be utilising the Onslow airport.

The Australian Government Department of Infrastructure and Transport, through the Office of Transport Security (OTS), prescribes the specialised equipment under each band classification.

It is essential for the Shire to implement security and baggage handling equipment to enable the commencement of open charter or regular passenger transport services. These services will be the final step in the airport becoming a community facility offering an enhanced way of life for the Onslow resident and visitor. It is anticipated to be fully operational and endorsed by OTS early in the second quarter of 2014.

At the Ordinary Meeting of Council 23 January 2013, Council endorsed a variation for the supply and installation of an arrival baggage carousel as a tender option in RFT 10/12 to Woollam Constructions to the value of \$70,000 exclusive of GST.

On further advice from the Aviation Security Industry, it was recommended to combine the baggage handling equipment with the security equipment as this will enable integration of the systems and provides efficiencies and cost savings in regards to install, maintenance and servicing. On this advice no agreement with Wollams Constructions has been entered into in regards to the supply and installation of an arrival baggage carousel.

The provision of a separable portion in RFT 09/13 consisting of the supply and installation of an arrival baggage carousel would present a comparative price to that which has been supplied as variation quotation to the terminal building contract. If the price and product were comparable, then it would provide an opportunity to purchase equipment from the same manufacturer and potentially save maintenance costs into the future. If there was no evident benefit, then there was no requirement to award that separable portion.

Comment

Tenderers were required to submit a proposal for the below equipment to meet Aviation Transport Security Regulations 2005 and amendments passed on 10 December 2011, relating specifically to Categories of Security Controlled Airports.

The Australian Government Department of Infrastructure and Transport, through Office of Transport Security (OTS), prescribes the specialised equipment under each band classification. Equipment required for a category (Band) 3 security airport is as follows:

- 1 x Walk through metal detector - an upright configuration that you walk through which is able to detect, by magnetic induction metal on a person.
- 4x hand held metal detectors - a portable device capable of detecting, by magnetic induction metal on a person or thing when the device is passed over the person or thing
- 2 x Explosive trace detection equipment - a device required for both passenger screening and checked baggage screening for explosive trace detection.
- 1 x X-ray Observation equipment for passenger baggage screening - used on passenger carry-on luggage to differentiate between organic and inorganic materials and metals
- 1 x X-ray for checked baggage screening - used on checked baggage luggage to differentiate between organic and inorganic materials and metals

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RFT 09/13 was advertised locally and at State level inviting tenders for the supply and installation of passenger screening equipment and baggage conveyor system. Training and routine and non-routine maintenance for a 24 month period also formed part of the request.

RFT 09/13 consisted of two separable portions:

- Separable Portion A – Passenger screening equipment & Departures Baggage Carousel/conveyor system
- Separable Portion B – Arrivals baggage / conveyor system

Five conforming submissions were received. Additionally, one company submitted three optional baggage handling suppliers as part of the total submission.

The tender assessment evaluation was undertaken in accordance with FIN14 SOA Category 2, by a panel consisting of Emma Heys, Troy Davis and Fiona Keneally. Tender assessment criteria consisted of the following:

Qualitative Selection Criteria	Weighting
Relevant experience	10%
Key Personnel	10%
Past Company Performances	10%
Resources	5%
Plant, Equipment and Materials	5%
Methodology/quality and OHS systems/life cycle/risk management	10%
Price	50%

A comprehensive summary of these evaluations is attached, along with the combined assessment panel score.

ATTACHMENT 7.2

All five companies and their subcontractors are highly experienced and capable of supplying the prescribed equipment that satisfies Australian Government requirements.

Substantial discounts were offered by most of the Tenderers for the combined award of Separable Portion A and B. In particular, the discounts offered presented both cost and maintenance benefits in comparison to that offered by Woollam Constructions.

Based on the above evaluation criteria, it is recommended that RFT 09/13 for the Supply and Installation of Passenger Screening Equipment and Baggage Conveyor System is awarded to L3 Communications Australia Pty Ltd (Option 1) with a combined award of Separable Portions A & B.

Consultation

Aerodrome Management Services
Office of Transport Security
Strategic Project Engineer
Executive Manager of Strategic and Economic Development
Woollam Constructions Project Manager

Statutory Environment

Local Government Act 1995 s 3.57
Local Government Act 1995 s 5.42 and 5.43
Local Government (Functions and General) Regulations 1996 Pt.2 Div.2

Financial Implications

The RFT 09/13 contract value is within the approved 2013/2014 annual budget for screening equipment and conveyor system.

The funding is allocated at C408 – Screening Equipment & Conveyor System – 1,200,000.00. The total project is budgeted to cost \$865,465.70 (inclusive of contingency). The funds have been allocated from projected income at the Airport.

If Council wasn't to proceed with the implementation of the security screening and baggage handling equipment, it is likely that funds budgeted to be received would be decreased.

A 10% contingency has been requested to be delegated to the CEO for execution of the awarded contract for possible provisional items arising from –

- Minor building modifications (eg flooring and trim)
- Purchase of consumables (explosive trace unit)
- Non routine maintenance – 24 month period

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022

Goal 04 'Distinctive and Well Serviced Places'

Objective 01 – Quality Public Infrastructure:

Objective 02- Accessible and Safe Towns

Objective 03 - Well Planned Towns

Policy Implications

Purchasing and Tender Policy FIN12

Tender Assessments Criteria FIN14

Voting Requirement

Absolute Majority Required

Council Decision

MOVED: Cr L Rumble

SECONDED: Cr D Wright

That Council suspend standing orders in order to allow members to discuss Agenda Item 9.2 Rft 09/13 Supply & Installation of Passenger Screening Equipment and Baggage Conveyor System at 8.20 pm.

CARRIED 9/0

Council Decision

MOVED: Cr A Eyre

SECONDED: Cr D Wright

That Council reinstate standing orders at 8.38 pm.

CARRIED 9/0

Council Decision

MOVED: Cr A Eyre

SECONDED: Cr D Wright

That Council:

- 1. Subject to the Chief Executive Officer being satisfied that the financial projections for the airports proposed income will suitably meet the tender cost, award the contract RFT 09/13 for the Supply and Installation of Passenger Screening and Baggage Conveyor System; Separable Portion A and B Option 1 to L3 Communication Australia Pty Ltd to a value not exceeding \$786,787.00 (Excluding GST).**
- 2. Authorise the Shire President and Chief Executive Office to execute the relevant contract documentation and affix the Shire's Common Seal to the contract.**
- 3. Delegate a provisional contingency over and above the Tenderers Option 1 Value of \$786,787.00 (Excluding GST) to the Chief Executive Officer for the execution of the awarded contract to a value not exceeding \$78,678.70 (Excluding GST), and the use of the contingency to be reported back to Council.**

CARRIED BY ABSOLUTE MAJORITY 7/2

Crs White, Rumble, Dias, Thomas, Bloem, Eyre and Wright voted for the motion

Crs Foster and Fernandez voted against the motion

7.3 TENDER ASSESSMENT CRITERIA FOR REQUEST FOR TENDER FOR INSTRUMENT APPROACH AT ONSLOW AERODROME

MINUTE: 18

FILE REFERENCE: TR.AT.01.01

AUTHOR'S NAME AND POSITION: Megan Walsh
Project Manager / Acting Aerodrome Manager

NAME OF APPLICANT/RESPONDENT: Not Applicable

DATE REPORT WRITTEN: 23 October 2013

DISCLOSURE OF FINANCIAL INTEREST: The author has no financial interest in the proposal.

PREVIOUS MEETING REFERENCE: Not Applicable

Summary

Shire Administration proposes to call a tender for the Professional Services for the Design and Validation of an Area Navigation (RNAV) Global Navigation Satellite System (GNSS) approach for the Onslow aerodrome (also known as an Instrument Approach - IAP).

Accordingly, a Request for tender for the Professional Services for the Design and Validation of an Area RNAV GNSS approach for the Onslow aerodrome will ensure compliance with the Local Government Act 1995 and Shire of Ashburton FIN12 Purchasing and Tender Policy.

The tender assessment criteria outlined in FIN14 Tender Assessment Criteria Policy adopted at the 13th February 2013 Ordinary Meeting of Council needs to be amended in order to include delivery timeframes in the evaluation criteria. Therefore the purpose of this Agenda item is to determine appropriate tender evaluation criteria.

Background

Pursuant to Section 3.57 of the Local Government Act 1995, a local government is required to invite tenders before it enters into a contract under which another person is to supply goods or services of a value exceeding \$100,000.

The estimated cost for the IAP incorporating the RNAV and the GNSS at the Onslow Aerodrome is in excess of \$100,000 in total which necessitates a tender process being implemented.

The Onslow Aerodrome has recently seen the completion and commissioning of the new runway. The old runway at Onslow Aerodrome had an instrument approach at both ends of the runway however as the new runway has a different alignment and thresholds to the old runway it was instructed by Air Services Australia that both approaches could not be utilised on the new runway and were cancelled.

Comment

The immediate implementation of a new instrument approach at the Onslow aerodrome is critical as it enables safer landing of an aircraft with the presence of cloud or fog over the aerodrome. It also provides a much safer means for aircraft to operate at the aerodrome at night. The IAP is of particular significance in Onslow with the high risk of cyclones for 6 months of the year and the known impacts on the Wheatstone Project.

ATTACHMENT 7.3

Council’s current policy FIN14 (Tender Assessment Criteria Policy) does not allow for a rating associated with the times of delivery of a project.

The design of instrument flight procedures is a highly specialized industry sector and there are only a small number of suitably qualified designers in Australia.

It is expected the main point of difference between the tenders will be the ability to deliver the project according to a timeline, in order to have the facility available for the forthcoming cyclone season.

To address the short falls with issues associated with the timing the following tender Selection Criteria is proposed;

Qualitative Selection Criteria	Weighting
Price The total price of the infrastructure including all delivery and other costs	50%
Delivery Timeframes Timeframe for the delivery of the proposed goods / service including addressing timing and delivery requirements specified in the specifications;	20%
Relevant Experience and capacity to meet requirements Demonstrate experience and skill in all aspects of projects of a similar nature displaying high quality outcomes, with emphasis on provision of similar practices as detailed in the specification.	20%
Demonstrated Understanding	10%

Consultation

Executive Manager Corporate Services
 Executive Manager Strategic & Economic Development
 Strategic Engineer
 Aerodrome Management Services
 A/Economic & Land Development Manager

Statutory Environment

Section 3.57 of the Local Government Act 1995

Financial Implications

Funding for this project will be through a Financial Assistance Agreement (FAA) with Chevron Australia. Chevron have formally agreed to pay for this project and once the Tender price is known a full project scope with associated costing will be negotiated with Chevron.

Strategic Implications

Shire of Ashburton 10 Year Community Strategic Plan 2012-2022
 Goal 04 ‘Distinctive and Well Served Places’
 Objective 01 – Quality Public Infrastructure:
 Objective 02- Accessible and Safe Towns
 Objective 03 - Well Planned Towns

Policy Implications

FIN12 Purchasing and Tender Policy

FIN14 Shire of Ashburton Tender Assessment Criteria

Voting Requirement

Simple Majority Required

Council Decision

MOVED: Cr L Thomas

SECONDED: Cr L Rumble

That Council:

1. Approves the following selection criteria for the proposed Request for Tender for Professional Services to develop the Design and Validation of an Area RNAV GNSS approach for the Onslow aerodrome.

Qualitative Selection Criteria	Weighting
Price The total price of the infrastructure including all delivery and other costs	40%
Delivery Timeframes Timeframe for the delivery of the proposed goods / service including addressing timing and delivery requirements specified in the specifications;	30%
Relevant Experience and capacity to meet requirements Demonstrate experience and skill in all aspects of projects of a similar nature displaying high quality outcomes, with emphasis on provision of similar practices as detailed in the specification.	20%
Demonstrated Understanding	10%

CARRIED 9/0

8. NEXT MEETING

The next Ordinary Meeting of Council will be held on 20 November 2013, at the Ashburton Hall, Ashburton Avenue Paraburdoo, commencing at 1.00 pm.

9. CLOSURE OF MEETING

The Shire President closed the meeting at 8.40 pm.