



Western Australia

Minutes for the Ordinary Meeting of the Murchison Shire Council,  
Held in the Council Chambers, Carnarvon Mullewa Road, Murchison,  
On Thursday **26<sup>th</sup> July 2018**, commencing at 12 Noon.

**TABLE OF CONTENTS**

1.	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS .....	3
2.	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE .....	3
3.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	3
4.	PUBLIC QUESTION TIME .....	3
4.1	Standing Orders .....	3
5.	NEXT MEETING .....	3
6.	APPLICATIONS FOR LEAVE OF ABSENCE.....	3
7.	NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS .....	3
8.	CONFIRMATION OF MINUTES .....	4
8.1	Ordinary Council Meeting – 28 <sup>th</sup> June 2018.....	4
9.	ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION.....	4
10.	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS .....	4
11.	ACTION LIST .....	4
12.	DISCLOSURE OF INTERESTS.....	5
13.	REPORTS OF OFFICERS.....	5
13.1	Monthly Plant Report – Works Supervisor .....	5
13.2	Works Report – Works Supervisor.....	6
14.	ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED .....	7
14.1	Shire President.....	7
14.2	Councillors.....	7
15.	REPORTS OF COMMITTEES .....	7
15.1	Audit Committee.....	7
16.	FINANCE.....	8
16.1	Financial Activity Statements 30 June 2018 .....	8
16.2	Accounts Paid since the last list was adopted/endorsed by Council .....	10
17.	DEVELOPMENT .....	11
17.1	SKA Route – Main Roads Drawings .....	11
17.2	Call for Tenders for Reseal and Repainting Settlement Runway.....	12
18.	ADMINISTRATION.....	21
18.1	Geo-Tourism .....	21
18.2	Settlement Freight Service RFT 1.2018-18 Freight Tender.....	24
19.	NOTICE OF MOTION .....	31
20.	CEO ACTIVITY REPORT .....	31
21.	URGENT BUSINESS .....	31
22.	ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS.....	31
22.1	CONFIDENTIAL ITEM - Assessment of Tender 7.2017/18 Provision of Site Supervision Services for Road Flood Damage Repairs (WANDRRA AGRN 781).....	32
22.2	CONFIDENTIAL ITEM - Assessment of Tender 8.2017/18 Supply of Plant and Operators for Road Flood Damage Repairs (WANDRRA AGRN 781) .....	32
23.	MEETING CLOSURE.....	33

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

The President declared the meeting open at 12.00 noon. The President welcomed the visitors from Main Roads Western Australia and introduced the Councillors and Staff present at the meeting.

**2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**

R Foulkes-Taylor President  
A Whitmarsh - Deputy President  
Cr E Foulkes-Taylor  
Cr G Mead  
Cr Q Fowler

Leave of Absence – Cr P Squires

**Staff**

Peter Dittrich – CEO  
William Herold – Acting Works Supervisor  
Rose Jones - DCEO

**Visitors**

Rebecca Greenaway - MRWA  
Peter Swaan - MRWA  
Dave Pearson - MRWA

**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

**4. PUBLIC QUESTION TIME**

**4.1 Standing Orders**

***Council Decision:***

**Moved: Councillor E Foulkes-Taylor**

**Seconded: Councillor A Whitmarsh**

**That the following Local Law-Standing Orders 2001 be stood down:**

- 8.2 Limitation on the number of speeches
- 8.3 Duration of speeches

**Carried**

**For: 5**

**Against: 0**

**5. NEXT MEETING**

23<sup>rd</sup> August 2018

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

**7. NOTICE OF ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS**

Discuss two items pursuant to LGA s. 5.23 (2) (c) and (e) – 1. Assessment of Tender 7.2017/18 Provision of Site Supervision Services for Road Flood Damage Repairs (WANDRRA AGRN 781) and 2. Assessment of Tender 8.2017/18 Supply of Plant and Operators for Road Flood Damage Repairs (WANDRRA AGRN 781)

**8. CONFIRMATION OF MINUTES**

**8.1 Ordinary Council Meeting – 28<sup>th</sup> June 2018**

**Background:**

Minutes of the Ordinary Meeting of Council have previously been circulated to all Councillors.

**Recommendation:**

That the minutes of the Ordinary Council meeting held on 28<sup>th</sup> June 2018 be confirmed as an accurate record of proceedings.

**Voting Requirements:**

Simple majority

<b>Council Decision:</b>		
<b>Moved: Councillor Q Fowler</b>	<b>Seconded: Councillor G Mead</b>	
That the Minutes of the Ordinary Council meeting of 28 <sup>th</sup> June 2018 be confirmed as an accurate record of proceedings.		
<b>Carried</b>	<b>For: 5</b>	<b>Against: 0</b>

**9. ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION**

Nil

**10. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Main Roads Western Australia - Rebecca Greenaway, Peter Swaan and Dave Pearson – Crossing Design and Road Levels

*Discussion revealed disparity in objectives for the crossing designs with councillors keen to reduce any rain shadow effect of diverting water flow as opposed to Main Roads concern for road performance and maintenance costs.*

*It was agreed that Main Roads would facilitate a survey and marking of relevant levels at the three crossings for inspection by Councillors prior to the August meeting.*

*Rebecca Greenaway, Peter Swaan and Dave Pearson left meeting at 12.52pm  
Meeting adjourned for lunch at 12.53pm*

*Meeting reconvened at 1:41pm*

**11. ACTION LIST**

No	Item	Action	Status
1	Community Project Officer	Still sitting on the table. Meeting held 11 <sup>th</sup> March 2016 and recommendations presented to Council at the April OCM – the item was left to lay on the table while Council explored other options.	Working Group have identified potential projects and some of the issues relating to the appointment of a Project Officer.
2	Cemetery and Remembrance Walk	Completion of the cemetery and names for the remembrance walk. Community to be contacted to suggest names for inclusion. Community Advisory Group to advise Council on these projects. Invitation sent to CAG to meet on Friday 3 June.	Following the discussions at the Budget Workshop further work on this project is to be undertaken in

		A surveyor will be at the Murchison Settlement shortly to survey the tip, so will plan to have the Cemetery done as well.	2018/19.
3	Review of Road Network	Council to conduct a whole of shire road review. Establish roads to be closed/position of roads etc. and work with Landgate and surrounding shires. The status (ie a road defined by description; a dedicated road; a gazetted road; a closed road) of roads no longer maintained needs to be identified before the Shire can progress with this.	Department of Biodiversity, Conservation and Attractions has provided a map showing gazetted roads.

**Recommendation:**

That the Action List be accepted.

*CEO advised that provision for the Niche Wall at the cemetery, to allow for the interment of ashes, has been made in the 2018-19 budget.*

**Voting Requirements:**

Simple majority

<b>Council Decision:</b>		
<b>Moved: Councillor R Foulkes-Taylor</b>	<b>Seconded: Councillor G Mead</b>	
That the Action List be accepted.		
<b>Carried</b>	<b>For: 5</b>	<b>Against: 0</b>

**12. DISCLOSURE OF INTERESTS**

Cr G Mead – Disclosed a financial interest in item 22.2

**13. REPORTS OF OFFICERS****13.1 Monthly Plant Report – Works Supervisor**

	Plant Description	Year	Rego	Total Costs	Recovery	Plant Hours YTD
P001	JD 770G Grader	2011	MU1063	60,192.57	89,677.00	1,300.3
P002	Caterpillar 12H Motor Grader - Traded	2005	MU 141	11,578.45	34,195.00	488.5
P004	Ford New Holland Tractor	2006	MU 380	2,651.63	0.00	0.0
P005	Dolly	2001	MU 2003	6,199.63	13,712.00	830.2
P007	UD Nissan Prime Mover Truck	2009	000 MU	28,223.30	21,835.00	395.5
P008	Dolly	2000	MU 2009	8,857.78	11,866.00	739.1
P009	Iveco Prime Mover	2003	MU1065	44,092.12	64,887.50	1,132.5
P010	Iveco Tipper 2004	2004	MU 00	13,759.31	31,327.50	459.5
P011	Komatsu D85A Bulldozer	1997		104,189.66	144,405.30	1,205.7
P013	Low Loader Float	2008	MU 663	11,458.36	12,750.00	224.5
P014	Low Loader Float	2001	MU 2004	3,676.32	1,045.00	18.5
P017	Trailer - Evertrans Side Tipper	2001	MU 662	10,701.71	22,489.40	849.6
P018	Trailer - Side Tipping Roadwest	2001	MU2010	11,958.42	22,749.80	888.2
P024	Water Tanker Trailer	2005	MU 2024	28,999.46	35,074.00	1,389.5
P027	Volvo L110E Loader	2006	MU 65	41,586.69	63,651.50	803.6
P028	LV Isuzu D-Max 4x4	2009	MU 300	7,336.34	1,410.00	94.0
P032	Genset - Construction			5,171.64	0.00	0.0
P033	Genset - Maintenance 13 KVA			8,811.67	0.00	0.0

	Plant Description	Year	Rego	Total Costs	Recovery	Plant Hours YTD
P034	Genset Perkins On Mechanic Truck			2,702.98	0.00	0.0
P035	Genset Power House	2011		133,797.69	133,797.69	0.0
P037	Forklift			3,840.42	0.00	0.0
P040A	Hilux 4 x4 - Traded	2014	01MU	9,404.26	1,950.00	130.0
P041	Loader CAT 938 GII	2004	MU 193	19,040.54	15,852.50	196.0
P043	BOMAG Roller (Rubber)	2012	MU1027	15,205.94	23,550.00	452.0
P048	Howard Porter Flat Trailer - Construction Gen	1979	MU 2026	1,893.40	0.00	0.0
P049	Howard Porter Fuel Trailer	1972	MU 2005	1,039.51	150.00	5.0
P054	Isuzu Tray Top - Traded	2005	MU 1002	1,572.02	945.00	21.0
P055	Toyota Prado 3.0I T/D 5 door Wgn	2012	MU1011	12,507.61	12,507.61	13.0
P057	Great Wall 2012 Gardeners Ute	2012	MU 167	10,004.35	3,435.00	229.0
P059	Trailer - 45ft Flat top	1978	MU2044	4,077.63	120.00	4.0
P060	Patient Transfer- Mercedes Sprinter	2004	MU 1009	3,765.59	3,765.59	0.0
P061	Kenworth T604 Prime Mover	2004	MU 000	44,348.81	51,416.50	863.7
P064	Isuzu FRR500 5-Tonne Truck	2013	MU 140	42,124.39	15,849.60	252.7
P065	Generator 9 KVA Kuboto Machine	2013		10,713.57	60.00	3.0
P067	Trailer - Side Tipper Roadwest	2013	MU2042	15,714.88	24,328.80	941.2
P068	BOMAG Padfoot Roller BW211PD-4 - Yellow	2013	MU1071	24,306.95	30,800.00	599.5
P072	Isuzu Fire Truck	2013	MU1068	34,052.87	34,052.87	3.0
P073	Toyota Fire - Fast Attack	2014	MU1069	31,706.33	31,706.33	0.0
P077	Kubota U25-3 Mini Excavator & Attachments			87.84	1,200.00	24.0
P079	Evertrans Low-Loader			0.00	450.00	7.5
P080	Fuso Canter	2017	MU120	9,886.66	5,563.50	91.0
P081	John Deere 670G Motor Grader	2017	MU105	43,004.54	80,230.00	1,169.5
P082	Isuzu/Dmax Sx - Works Supervisors Vehicle	2017	01 MU	16,348.13	2,647.50	176.5
P086	Maxitans Tandem axle Dolly	2012	1TNW068	38.00	0.00	0.0
P11076	Mower Ride-on JDZ225			596.38	596.38	0.0
P15003	Grader John Deere 672G Six Wheel Drive	2012	MU121	62,423.10	108,475.00	1,589.5
P15006	Truck - Isuzu NPR 65/45	2015	MU1018	20,978.66	24,172.50	368.5
P16063	Toyota Prado	2016	MU 0	13,346.18	0.00	0.0
P16075	Kubota Tractor B2301 HD with mower deck	2016		2,978.51	2,625.00	226.5

## **13.2 Works Report – Works Supervisor**

### **Construction Crew**

Since the last council meeting the crew have completed the blow out repairs on the Carnarvon Mullewa Road as well as the new grid approaches, north and south of the Settlement. These still need to be bituminised when time permits.

Polocrosse set up and clean up took away a few days – however went well.

Due to some mechanical issues we are about one week behind on the wreath flower job at Tallering.

We also welcomed a new crew member – Julian Jones, husband to Tatjana Erak, our new employee.

Finally the job is well and truly underway.

### **Maintenance Crew**

This crew have finished on the Beringarra Pindar Road, finished the Beringarra Mt Gould Road, finished the Beringarra Cue Road – unsealed section and are heading west along the Beringarra Byro Road. They will

head up Erong Road and when completed continue west along the Beringarra Byro Road to the Beringarra Byro Road at the intersection of the Carnarvon Mullewa Road.

**Training**

Five staff completed Forklift Licence training.

**Recommendation:**

That the Work’s Supervisor’s report be accepted.

*Discussion: The Acting Works Supervisor spoke to the report and updated the kilometres graded.*

**Voting Requirements:**

Simple majority

<b>Council Decision:</b>		
<b>Moved: Councillor Q Fowler</b>	<b>Seconded: Councillor A Whitmarsh</b>	
That the Acting Work’s Supervisor’s report be accepted.		
<b>Carried</b>	<b>For: 5</b>	<b>Against: 0</b>

**14. ANNOUNCEMENTS CONCERNING MEETINGS ATTENDED**

**14.1 Shire President**

Nil

**14.2 Councillors**

Nil

**15. REPORTS OF COMMITTEES**

**15.1 Audit Committee**

File:	2.1
Author:	Peter Dittrich - CEO
Interest Declared:	No interest to disclose
Date:	16 July 2018
Attachments:	Nil

**Matter for Consideration:**

Council to consider the recommendations of the Audit Committee meeting held on 26 July 2018.

**Report of the Audit Committee:**

The Audit Committee met on 26 July 2018. The Audit Committee reviewed and discussed the Management Letter in relation to the Interim Audit for the year ending 30<sup>th</sup> June 2018. The Audit Committee has made the following recommendation to Council in relation to the letter dated 26 June 2018 received from RSM Australia Pty Ltd in relation to the interim phase of their audit for the year ending 30 June 2018: (TBA)

At that same meeting the Audit Committee received a report from the CEO in relation to the appropriateness and effectiveness of the financial management systems and procedures in accordance with Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 and a letter dated 11 July 2018 received from RSM Australia Pty Ltd in relation to the 2018 Financial Management Review. The Audit Committee reviewed and discussed the letter from RSM and the CEO’s report and has made the following recommendation to Council: (TBA)

**Recommendation:**

That Council:

1. note the letter dated 26 June 2018 received from RSM Australia Pty Ltd in relation to the interim phase of their audit for the year ending 30 June 2018.
2. note the letter dated 11 July 2018 received from RSM Australia Pty Ltd in relation to the Financial Management Review for 2018 and that in the opinion of the CEO that the systems and procedures are adequate.

**Voting Requirements:**

Simple majority

<b>Council Decision:</b>			
<b>Moved: Councillor A Whitmarsh</b>		<b>Seconded: Councillor E Foulkes-Taylor</b>	
That			
1. Council note the letter dated 26 June 2018 received from RSM Australia Pty Ltd in relation to the interim phase of their audit for the year ending 30 June 2018.			
2. Council note the letter dated 11 July 2018 received from RSM Australia Pty Ltd in relation to the Financial Management Review for 2018 and that in the opinion of the CEO that the systems and procedures are adequate.			
<b>Carried</b>	<b>For:</b>	<b>5</b>	<b>Against: 0</b>

**16. FINANCE**

**16.1 Financial Activity Statements 30 June 2018**

File:	
Author:	Rose Jones – Deputy Chief Executive Officer Peter Dittrich – Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	17 July 2018
Attachments:	Financial Activity Statements to 30 June 2018 Statement of Financial Position Operating Statement by Program Operating Statement by Nature & Type Accounts Activity General Ledger Trial Balance

**Matter for Consideration:**

Council is to consider adopting the Monthly Financial Statements for June 2018.

**Background:**

The Local Government (Financial Management) Regulations 1996. Regulation 34 requires that local government report on a monthly basis and prescribes what is required to be reported.

**Comment:**

The Statement of Financial Activity and associated information presented to Council is based on the latest information available and may not be reflective of the final position as presented in the Annual Financial reports as a result of accruals and adjustments required.

The Current Position at 30 June 2018 is a surplus of \$3,647,646

	Budgeted closing surplus YTD	48,161
Plus	Variance to Operating Surplus	0
Plus	Operating revenue up	1,502,073
	Operating Expenditure down	738,138
Less	Operating activity excluded	-45,746



Plus	Investing activities down	5,044,365
Plus	New Debentures up	1,771,595
Less	Transfers from reserve down	-3,694,204
Less	Repayment of Debentures up	-1,766,602
Plus	Transfers to reserves down	49,686
	Total Variances	3,599,485
	Actual Surplus as at 30 June 2018	\$3,647,646

The following Term Deposits are currently held as at 30 June 2018:

#### Muni

Term Deposit 531423	\$500,000.00	@ 2.52% Maturity 29/09/2018
Term Deposit 531431	\$1,000,000.00	@ 2.84% Maturity 29/10/2018
Term Deposit 529809	\$500,000.00	@ 2.03% Maturity 06/07/2018
Term Deposit 529817	\$500,000.00	@ 2.77% Maturity 06/09/2018

#### Trust

Crosslands MCF Term Deposit	\$378,082.10	@ 2.38% Maturity 25/08/2018
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#### Reserve

Term Deposit 531458	\$750,000.00	@ 2.84% Maturity 29/10/2018
Term Deposit 531466	\$1,000,000.00	@ 2.84% Maturity 29/10/2018
Beringarra Cue Road Reserve Term Deposit	\$3,499,963.49	@ 2.82% Maturity 18/07/2018

#### Statutory Environment:

Local Government Act 1995

Section 6.4—Specifies that a local government is to prepare “such other financial reports” as is prescribed.

Local Government (Financial Management) Regulations 1996

Regulation 34 states:

(1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d) for that month in the following detail:

- (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
- (b) Budget estimates to the end of month to which the statement relates;
- (c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
- (d) Material variances between the comparable amounts referred to in paragraphs (b) and
- (e) The net current assets at the end of the month to which the statement relates.

#### Strategic Implications:

Nil.

#### Policy Implications:

Nil.

#### Budget/Financial Implications:

Reports showing year to date financial performance allow monitoring of actual expenditure, revenue and overall results against budget targets.

#### Sustainability Implications:

- **Environmental:**  
There are no known significant environmental considerations
- **Economic:**  
There are no known significant economic considerations
- **Social:**  
There are no known significant considerations

**Consultation:**

Moore Stephens

**Recommendation:**

That Council adopt the financial statements for the period ending 30 June 2018 as attached.

*Discussion: The DCEO spoke to the report and identified that end of year adjustments were still to be processed and that these would be reflected in the audited annual accounts.*

**Voting Requirements:**

Simple majority.

**Council Decision:****Moved: Councillor R Foulkes-Taylor****Seconded: Councillor G Mead**

That Council adopt the financial statements for the period ending 30 June 2018 as attached.

**Carried****For:****5****Against: 0****16.2 Accounts Paid since the last list was adopted/endorsed by Council**

File:	4.37.1
Author:	Rose Jones – Deputy Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	17 July 2018
Attachments:	EFT & Cheque Details for June 2018

**Matter for Consideration:**

Endorsement of accounts paid during the month of June 2018.

**Background:**

If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, then the CEO is to prepare a list of accounts paid by the CEO during the month to present to Council.

**Comment:**

A list of payments made during the month of June 2018 is attached.

**Statutory Environment:**

Local Government (Financial Management) Regulations 1996

Regulation 13 states:

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
  - (a) the payee's name; and
  - (b) the amount of the payment; and
  - (c) the date of the payment; and
  - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
  - (a) for each account which requires council authorisation in that month —
    - (i) the payee's name; and
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction; and
  - (b) the date of the meeting of the council to which the list is to be presented
- (3) A list prepared under sub regulation (1) or (2) is to be —
  - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

**Strategic Implications:**

None

**Policy Implications:**

None

**Budget/Financial Implications:**

Payment from the Municipal, Trust and Reserve Bank Accounts.

**Sustainability Implications:**

- **Environmental:**  
There are no known significant environmental considerations
- **Economic:**  
There are no known significant economic considerations
- **Social:**  
There are no known significant considerations

**Consultation:**

Moore Stephens

**Recommendation:**

That the accounts for the Month of June, as per the attached Schedule presented to this meeting totalling \$512,291,63 from Municipal Account and \$500.00 from Trust Account together with repayments to WA Treasury in respect of the Short Term advance totalling \$710,755.38, be endorsed by Council.

*Discussion: Cr Fowler queried the number of trees purchased and the reason for the type of tree. The Acting Works Supervisor explained that 40 trees had been purchased to replace lost/damaged trees. The trees were better suited to the area.*

**Voting Requirements:**

Simple majority

**Council Decision:**

**Moved: Councillor E Foulkes-Taylor**

**Seconded: Councillor Q Fowler**

That the accounts for the Month of June, as per the attached Schedule presented to this meeting totalling \$512,291,63 from Municipal Account and \$500.00 from Trust Account together with repayments to WA Treasury in respect of the Short Term advance totalling \$710,755.38, be endorsed by Council.

**Carried**

**For: 5**

**Against: 0**

**17. DEVELOPMENT**

**17.1 SKA Route – Main Roads Drawings**

File:	12.8
Author:	Peter Dittrich - CEO
Interest Declared:	No interest to disclose
Date:	18 July 2018
Attachments:	Nil

**Matter for Consideration:**

Council to consider the SKA Road 100% drawings for Stage 1 of the project relating to the Roderick River Crossing on the Boolardy/Kalli Rd and the Murchison River crossing on the Twin Peaks /Wooleen Rd.

**Background:**

Main Roads is undertaking an upgrade of the roads that will be used during the construction of the SKA project. At the June 2018 Ordinary Meeting of Council, Council did not endorse the Road 100% drawings for Stage 1 of the project relating to the Roderick River Crossing on the Boolardy/Kalli Rd and the Murchison River crossing on the Twin Peaks /Wooleen Rd.

**Comment:**

At the time of writing this report Main Roads WA had agreed to send two representatives to attend the July 2018 Ordinary Council Meeting to make a presentation in relation to the design, hydrology, and engineering requirements relating to the Roderick River Crossing on the Boolardy/Kalli Rd and the Murchison River crossing on the Twin Peaks /Wooleen Rd.

It is expected that following the presentation Council will either accept the design drawings or alternatively Council would have provided Main Roads with additional information to be taken into account in the review of their design drawings.

**Recommendation:**

That Council:

Advise Main Roads that the Council accept the drawings relating to the Roderick River Crossing on the Boolardy/Kalli Rd and the Murchison River crossing on the Twin Peaks /Wooleen Rd.

**Voting Requirements:**

Simple majority

*This item was laid on the table following an agreement with Main Roads WA to inspect road levels at the three crossings and reconsider the item after the inspection.*

<b>Council Decision:</b>		
<b>Moved: Councillor</b>	<b>Seconded: Councillor</b>	
<b>Carried/Lost</b>	<b>For:</b>	<b>Against:</b>

**17.2 Call for Tenders for Reseal and Repainting Settlement Runway**

File:	4.53
Author:	Peter Dittrich – Chief Executive Officer
Interest Declared:	No interest to disclose
Date:	18 July 2018
Attachments:	2017-19 Shire of Murchison Funding Deed Cover Letter 2017-19 Welcome to RADS#2 Signed Funding Deed#2

**Matter for Consideration:**

Council to consider:

1. calling Public Tenders for Reseal of the airstrip, turning area, taxiway and parking area as well as the repainting of the airstrip; and
2. establishing a Tender Evaluation Panel to assess the above-referenced Tender; and
3. establishing the Assessment Criteria for the above-referenced Tender.

**Background:**

In July 2008 the Shire accepted an offer of funding from the Regional Airport Development Scheme (RADS) for the sealing and lighting of the Murchison Settlement Airstrip.

The Shire has again been successful in applying for funding from RADS for the reseal and remarking of the airstrip in the amount of \$135,700.

Initial quotes received from Aerodrome Management Services Pty Ltd indicate that the cost of the works will be \$271,400.

The Local government Act 1995 and the Local Government (Functions and General) Regulations 1996 state that Tenders are to be publicly invited if the consideration under a contract is expected to be more than \$150,000 and prior to publicly inviting tenders, the local government must establish in writing the criteria for determining which tender should be accepted.

Further, prior to calling for public tenders, the Shire of Murchison Purchasing Policy requires that Council establish an Evaluation Panel.

### **Comment:**

The Shire has accepted the RADS funding and has made provision in the Draft 2018/19 Budget for the cost of the work to be undertaken. The reseal and remarking of the airstrip will extend the life of the current asset.

The Strategic Resource Plan identifies the Airstrip as being a critical asset. The proposed work will minimise the risk of the sudden unexpected failure of that asset. The reseal of the airstrip was planned for 2021-22 in the Strategic Resource Plan. The planned funding source was 50% Grant funded and 50% own source funding. The opportunity provided by the RADS grant has enabled that expenditure to be brought forward. This is in line with the Financial Planning and Management objectives identified in the Shire of Murchison Strategic Community Plan where in the actions require that the net cost of replacing an asset be minimised.

### **Statutory Environment:**

#### Local Government Act 1995

#### 3.57. Tenders for providing goods or services

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

#### Local Government (Functions and General) Regulations 1996

#### Division 2 – Tenders for Providing Goods and Services (s.3.57)

#### 11. When tenders have to be publicly invited

- (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 \$150 000 unless subregulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
  - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
  - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or
  - [(ba) deleted]
  - (c) within the last 6 months —
    - (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or
    - (ii) the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer; or
  - (d) the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or
  - (e) the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or
  - (ea) the goods or services are to be supplied —
    - (i) in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and
    - (ii) by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;

or

- (f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or
- (g) the goods to be supplied under the contract are —
  - (i) petrol or oil; or
  - (ii) any other liquid, or any gas, used for internal combustion engines;
 or
- (h) the following apply —
  - (i) the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the Small Business Development Corporation Act 1983; and
  - (ii) the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and
  - (iii) the local government is satisfied that the contract represents value for money;
 or
- (i) the goods or services are to be supplied by an Australian Disability Enterprise; or
- (j) the contract is a renewal or extension of the term of a contract (the original contract) where —
  - (i) the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and
  - (ii) the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and
  - (iii) the original contract contains an option to renew or extend its term; and
  - (iv) the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised; or
- (k) the goods or services are to be supplied by a pre-qualified supplier under Division 3.

12. *Anti-avoidance provision for r. 11(1)*

- (1) *This regulation applies if a local government intends to enter into 2 or more contracts (the contracts) in circumstances such that the desire to avoid the requirements of regulation 11(1) is a significant reason for not dealing with the matter in a single contract.*
- (2) *If this regulation applies, tenders are to be publicly invited according to the requirements of this Division before the local government enters into any of the contracts regardless of the consideration.*

*[Regulation 12 inserted in Gazette 18 Sep 2015 p. 3806.]*

13. *Requirements when local government invites tenders though not required to do so*

*If a local government, although not required by this Division to invite tenders before entering into a contract for another person to supply goods or services, decides to invite tenders, the tenders are to be publicly invited according to the requirements of this Division.*

*[Regulation 13 amended in Gazette 2 Feb 2007 p. 245-6.]*

14. *Publicly inviting tenders, requirements for*

- (1) *When regulation 11(1), 12(2) or 13 requires tenders to be publicly invited, State-wide public notice of the invitation is to be given.*
- (2) *If the CEO has, under regulation 23(4), prepared a list of acceptable tenderers, instead of giving State-wide public notice the CEO is required to give notice of the invitation to each acceptable tenderer listed.*
- (2a) *If a local government —*

- (a) *is required to invite a tender; or*
- (b) *not being required to invite a tender, decides to invite a tender,*

*the local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.*

### **Strategic Implications:**

Objective 4 of the Strategic Community Plans calls for the provision of good governance to the Murchison Shire through....high levels of accountability.....compliance with statutory requirements.

### **Policy Implications:**

The Shire of Murchison Purchasing Policy and Buy Local – Regional Price Preference Policy refer.

### **Financial Implications:**

Provision has been made in the draft 2018/19 Budget for the work to be undertaken.

### **Consultation:**

### **Recommendation:**

1. That Council make an allowance of \$189,000 (one hundred and eighty nine thousand dollars) in the 2018/09 Budget as council's 50% contribution towards the project.
2. That Council invites Public Tenders for the Resealing and Remarking of the Murchison Settlement airstrip, turning area, taxiway, and parking area.
3. That Council establish a Tender Evaluation Panel (minimum 3 members) to assess the above-referenced tender. The Tender Evaluation Panel is made up of all members of Council.
4. That Council includes the following assessment criteria and weightings in the Tender for the Resealing and Remarking of the Murchison Settlement airstrip, turning area, taxiway, and parking area:

### **COMPLIANCE CRITERIA**

Tenders will be assessed for compliance with the requirements of the conditions of Tender and any Contract Requirements, including responses shown in the Tender Schedules. Compliant tenders will proceed for further assessments as follows:

#### **Comparative Price Assessment**

The comparative price for each tender will be calculated by applying applicable regional price preference imposts.

#### **Qualitative Assessments**

The tender is called under the local government (Functions & General) Regulations 1996. The prime consideration in the evaluation of received tenders is to establish the tender that clearly demonstrates an understanding of the tasks required under the tender and in the Shire's opinion represents the best value for money.

The Qualitative Assessment component of the assessment process is designed to take into account those aspects of the Tender that do not readily translate into absolute dollar values, but do however have socio-economic benefits in accordance with the table below.

The criteria on which tenders will be assessed, the maximum weighted score for each criteria and the scoring methodology is as follows:

<p><b>A. Organisational Experience and Capacity</b></p> <p>Tenderers must address the following information in an attachment and label it “<b>Organisational Experience and Capacity</b>”:</p> <ul style="list-style-type: none"> <li>- Details of similar work previously undertaken including reference to dates, value of works and time taken to complete and evidence of having achieved outcomes.</li> <li>- Reference sheet or list of relevant previously completed projects.</li> <li>- Provide referees who can substantiate previous experience and demonstrated capability of the organisation.</li> <li>- Demonstrated capacity of organisation to resource the work i.e. current workload vs forecast workload including this contract.</li> <li>- A project schedule / timeline identifying resources and timeframes to be allocated to each road nominated within the Damage Repair Listing (refer Attachment C)</li> </ul>	<p><b>Weighting</b> <b>&lt; 30%&gt;</b></p> <p><b>Tick if attached</b></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>B. Airstrip Sealing and Marking Experience in Rural and Remote Areas</b></p> <p>Tenderers must address the following information in an attachment and label it “<b>Airstrip Sealing and Marking Experience in Rural and Remote Areas</b>”:</p> <ul style="list-style-type: none"> <li>- Nominate specific examples in previous projects reference sheet.</li> <li>- Include reference to previous experience operating mobile camps.</li> <li>- Provide details of Organisations Occupational, Health and Safety record and systems with particular relevance to works in rural and remote areas</li> </ul>	<p><b>Weighting</b> <b>&lt; 25%&gt;</b></p> <p><b>Tick if attached</b></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>



<p><b>c. Key Personnel Experience and Overall Capacity</b></p> <p>Tenderers must address the following information in an attachment and label it “<b>Key Personnel Experience and Overall Capacity</b>”:</p> <ul style="list-style-type: none"> <li>- Provide details of past experience of key staff including Supervisory and operators of key items of plant (e.g. Spray truck operator, Kettle / bitumen transfer and pre-coating operators and Spreader truck operators). In particular provide details of sealing and resealing projects worked on in the past 2 years.</li> <li>- Provide CV’s or as a minimum, employment history (including reference to projects worked on and roles undertaken), years of experience and qualifications or relevant memberships for key personnel.</li> <li>- Provide referees who can substantiate previous experience and demonstrated capability of key personnel.</li> <li>- Provide specific reference to and past experience of nominated administrative staff who will be responsible for maintaining daily plant, labour and works progress records in close liaison with the Superintendents Site Supervisor as well as reconciling those records against Summary sheets and Contractors Invoicing.</li> <li>- Include reference to the organisations capacity to provide back-up resources for key personnel should the need arise.</li> </ul>	<p><b>Weighting</b> <b>&lt; 25%&gt;</b></p> <p><b>Tick if attached</b></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>d. Organisational and Key Personnel Capacity</b></p> <p>Tenderers must address the following information in an attachment and label it “<b>Organisational and Key Personnel Capacity</b>”:</p> <p>Demonstrated capacity of organisation to resource the work i.e. current workload vs forecast workload including this contract.</p> <ul style="list-style-type: none"> <li>- Nominate age or hours of each item of plant or some indication of condition or reliability.</li> <li>- A project schedule / timeline identifying resources and timeframes to be allocated to the works to ensure completion within the specified timeframe.</li> </ul>	<p><b>Weighting</b> <b>&lt; 20%&gt;</b></p> <p><b>Tick if attached</b></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

**Value for Money Assessment**

The Principal reserves the right to take into consideration any feature of a tender that provides a benefit to the Shire of Murchison and the community. Any additional features will be evaluated in accordance with the value-for-money assessment process outlined below:

In formulating the recommendation for any acceptance of any tender, value for money will be assessed by:

- a) Identifying the lowest Comparative Price Tender (this tender then becomes the Benchmark for the value-for money assessment);
- b) If the next highest priced Comparative Price Tender has a higher Qualitative Assessment Score than the benchmark, identifying the additional benefits (if any) offered and assessing if the additional benefit is worth the additional price;
- c) Repeating step b) with the remaining tenders;
- d) Determining which of the remaining tenders, if any, offers the best value-for-money.

***Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.***

*Discussion: The DCEO identified an oversight in the amount which should read \$139,000 (one hundred and thirty nine thousand dollars) and the recommendation was amended accordingly.*

### **Voting Requirements:**

Simple majority

### **Council Decision:**

**Moved: Councillor A Whitmarsh**

**Seconded: Cr E Foulkes-Taylor**

1. That Council make an allowance of \$139,000 (one hundred and thirty nine thousand dollars) in the 2018/09 Budget as council's 50% contribution towards the project.
2. That Council invites Public Tenders for the Resealing and Remarking of the Murchison Settlement airstrip, turning area, taxiway, and parking area.
3. That Council establish a Tender Evaluation Panel (minimum 3 members) to assess the above-referenced tender. The Tender Evaluation Panel is made up of all members of Council.
4. That Council includes the following assessment criteria and weightings in the Tender for the Resealing and Remarking of the Murchison Settlement airstrip, turning area, taxiway, and parking area:

#### **COMPLIANCE CRITERIA**

Tenders will be assessed for compliance with the requirements of the conditions of Tender and any Contract Requirements, including responses shown in the Tender Schedules. Compliant tenders will proceed for further assessments as follows:

#### **Comparative Price Assessment**

The comparative price for each tender will be calculated by applying applicable regional price preference imposts.

#### **Qualitative Assessments**

The tender is called under the local government (Functions & General) Regulations 1996. The prime consideration in the evaluation of received tenders is to establish the tender that clearly demonstrates an understanding of the tasks required under the tender and in the Shire's opinion represents the best value for money.

The Qualitative Assessment component of the assessment process is designed to take into account those aspects of the Tender that do not readily translate into absolute dollar values, but do however have socio-economic benefits in accordance with the table below.

The criteria on which tenders will be assessed, the maximum weighted score for each criteria and the scoring methodology is as follows:

<p><b>B. Organisational Experience and Capacity</b></p> <p>Tenderers must address the following information in an attachment and label it “<b>Organisational Experience and Capacity</b>”:</p> <ul style="list-style-type: none"> <li>- Details of similar work previously undertaken including reference to dates, value of works and time taken to complete and evidence of having achieved outcomes.</li> <li>- Reference sheet or list of relevant previously completed projects.</li> <li>- Provide referees who can substantiate previous experience and demonstrated capability of the organisation.</li> <li>- Demonstrated capacity of organisation to resource the work i.e. current workload vs forecast workload including this contract.</li> <li>- A project schedule / timeline identifying resources and timeframes to be allocated to each road nominated within the Damage Repair Listing (refer Attachment C)</li> </ul>	<p><b>Weighting</b> <b>&lt; 30%&gt;</b></p> <p><b>Tick if attached</b></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>c. Airstrip Sealing and Marking Experience in Rural and Remote Areas</b></p> <p>Tenderers must address the following information in an attachment and label it “<b>Airstrip Sealing and Marking Experience in Rural and Remote Areas</b>”:</p> <ul style="list-style-type: none"> <li>- Nominate specific examples in previous projects reference sheet.</li> <li>- Include reference to previous experience operating mobile camps.</li> <li>- Provide details of Organisations Occupational, Health and Safety record and systems with particular relevance to works in rural and remote areas</li> </ul>	<p><b>Weighting</b> <b>&lt; 25%&gt;</b></p> <p><b>Tick if attached</b></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

<p><b>D. Key Personnel Experience and Overall Capacity</b></p> <p>Tenderers must address the following information in an attachment and label it “<b>Key Personnel Experience and Overall Capacity</b>”:</p> <ul style="list-style-type: none"> <li>- Provide details of past experience of key staff including Supervisory and operators of key items of plant (e.g. Spray truck operator, Kettle / bitumen transfer and pre-coating operators and Spreader truck operators). In particular provide details of sealing and resealing projects worked on in the past 2 years.</li> <li>- Provide CV’s or as a minimum, employment history (including reference to projects worked on and roles undertaken), years of experience and qualifications or relevant memberships for key personnel.</li> <li>- Provide referees who can substantiate previous experience and demonstrated capability of key personnel.</li> <li>- Provide specific reference to and past experience of nominated administrative staff who will be responsible for maintaining daily plant, labour and works progress records in close liaison with the Superintendents Site Supervisor as well as reconciling those records against Summary sheets and Contractors Invoicing.</li> <li>- Include reference to the organisations capacity to provide back-up resources for key personnel should the need arise.</li> </ul>	<p><b>Weighting</b> <b>&lt; 25%&gt;</b></p> <p><b>Tick if attached</b></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p><b>E. Organisational and Key Personnel Capacity</b></p> <p>Tenderers must address the following information in an attachment and label it “<b>Organisational and Key Personnel Capacity</b>”:</p> <p>Demonstrated capacity of organisation to resource the work i.e. current workload vs forecast workload including this contract.</p> <ul style="list-style-type: none"> <li>- Nominate age or hours of each item of plant or some indication of condition or reliability.</li> <li>- A project schedule / timeline identifying resources and timeframes to be allocated to the works to ensure completion within the specified timeframe.</li> </ul>	<p><b>Weighting</b> <b>&lt; 20%&gt;</b></p> <p><b>Tick if attached</b></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

**Value for Money Assessment**

The Principal reserves the right to take into consideration any feature of a tender that provides a benefit to the Shire of Murchison and the community. Any additional features will be evaluated in accordance with the value-for-money assessment process outlined below:

In formulating the recommendation for any acceptance of any tender, value for money will be assessed by:

- a) Identifying the lowest Comparative Price Tender (this tender then becomes the Benchmark for the value-for money assessment);
- b) If the next highest priced Comparative Price Tender has a higher Qualitative Assessment Score than the benchmark, identifying the additional benefits (if any) offered and assessing if the additional benefit is worth the additional price;
- c) Repeating step b) with the remaining tenders;
- d) Determining which of the remaining tenders, if any, offers the best value-for-money.

*Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.*

Carried

For 5 Against 0

## **18. ADMINISTRATION**

### **18.1 Geo-Tourism**

File:	13.1
Author:	Peter Dittrich – Chief Executive Officer Adam Murszewski - Project Manager - Department of Primary Industries and Regional Development
Interest Declared:	Nil
Date:	18 July 2018
Attachments:	Murchison Geo Region Interpretation Scope of Works Tier 1 site ABC info

#### **Matter for Consideration:**

Council is to reconfirm its ongoing participation in the subregional Murchison geotourism project and being part of the “*Murchison Geo Region – Home of an Aspiring Geopark*”.

#### **Background:**

Geotourism is:

- An emerging global economic development opportunity, which fosters tourism based upon the geology and landscapes that shape the character of a region;
- Developing rapidly on a global scale with extreme popularity in Europe and Asia (especially China, Japan and Indonesia) with ‘geoparks’ occurring on all continents, except Australia; and
- Being successfully established in remote regions across the globe, some not dissimilar to the Murchison, to help stimulate economic activity and in some instances bring communities out of poverty.

Geotourism interpretation encapsulates the ‘A’+‘B’+‘C’ principles and considerations i.e. Abiotic, Biotic and Cultural.

- **Abiotic** – non-living elements i.e. geology, landscapes, landforms, climate etc (Geodiversity)
- **Biotic** – the living elements i.e. flora and fauna (Biodiversity)
- **Cultural** (including indigenous culture) – past and present, built and nonliving.

The ABC principles ensure that all nature based tourists have reasons to engage with attractions i.e. for geology, plants / animals or culture. However, they are offered a more holistic explanation of the assets and the area they visit, with established links between the area’s geology / climate, flora / fauna and cultures past and present.

The Murchison is considered an ideal place for WA’s first major defined geotourism development; both from a geological perspective and for its unique natural and cultural attractions. The seven Shires in the Murchison (Cue, Meekatharra, Mount Magnet, Murchison, Sandstone, Wiluna and Yalgoo) are working together with the Mid West Development Commission (MWDC) to develop a Murchison geotourism initiative. The concept has been prioritised by the Mid West Regional Blueprint and is one of the six key priorities of the Mid West Tourism Development Strategy. A budget of \$85,000 is available, comprising \$50,000 from MWDC and \$5,000 from the seven participating Shires. The funds are being auspiced by the Shire of Mount Magnet.

MWDC was able to secure the services of Professor Ross Dowling OAM, Foundation Professor of Tourism at Edith Cowan University. Ross holds a number of national and international roles in geotourism (as well as ecotourism and cruise ship tourism), most notably as an advisor to the United Nations Educational, Scientific and Cultural Organization (UNESCO) on Global Geoparks (discussed later). Ross has been supporting this project since soon after inception. With the MWDC, Ross presented to all seven Murchison Shires (six full

Council meetings) during the week of 25 June 2018. This report is offered as a follow up to that visit and presentations.

**Comment:**

The Project involves establishing quality geotourism interpretation (ABC) at identified existing Shire sites and promoting them under a collective / collaborative subregional geotourism brand. As a group of high quality attractions that are properly linked, promoted and interpreted, their appeal to new visitors will be much stronger and provide the greatest chance of attracting additional tourists.

The seven Shires have confirmed their priority sites and available ABC information is being collected. There are still gaps in ABC information for various sites and Shires are still encouraged to provide additional information. The latest ABC information is attached.

A tender will soon be advertised to secure interpretation expertise to develop the branding and marketing materials – likely comprising an App, website, maps and brochures with an Interpretation Plan and Style Guides to support each Shire with the future rollout of marketing material. A draft scope of work for the interpretation services and example of potential App's are attached.

In the short term no Shires are being asked to spend additional funds on marketing materials, although some have already indicated they will allocate annual budget for signage, brochures etc. The App will not require continuous mobile phone connectivity – tourists can access all available information from each town when they collect brochures before venturing to their desired sites (which will also encourage greater town / settlement visitation). The App will also support navigation, provide links to other local assets (accommodation, fuel, events etc), allow Shires to record visitor numbers and provide a degree of traveller safety by tracking their locations, duration at sites etc.

How each Shire, communities and individuals engage with the geotourism opportunity is at their discretion. It is intended that the geotourism initiative will help increase the range and number of visitors to each town, but the extraction of local benefit will reside with existing commercial operators and new initiatives. In other geotourism areas, various businesses have been established that provide accommodation, catering, merchandising, Aboriginal enterprise, tours and associated support services for visitors eg tyre repairs, fuel. There are opportunities to proactively capture visitors for overnight or extended stays in a town (particularly during peak tourism periods) by offering events, night sky displays, Aboriginal cultural initiatives or other experiences.

UNESCO has three key 'programs', the newest of which is 'UNESCO Global Geoparks'. A geopark is a defined boundary around geotourism assets with a holistic focus on asset protection, education and sustainable 'bottom up' community and economic development. At face value the concept of a geopark aligns well with the approach proposed here.

At present, there are 140 UNESCO Global Geoparks in 38 countries, providing them globally significant endorsement and publicity. There are thousands of 'lower level' regional or national geoparks that have not yet secured (or perhaps pursued) UNESCO certification (again none in Australia). A geopark can be established at any time by the relevant local / regional governing authority (or grouping), but to achieve Global Geopark status a series of steps are required ie State and Federal government endorsement and a UNESCO assessment. Importantly, even at the highest UNESCO level, geoparks **do not** impose any additional restrictions upon local communities, landowners or relevant local authorities within that geopark boundary.

In China, the country with most geoparks, fees are charged to visitors entering geoparks. This is not a requirement and is not supported by the relevant federal governing authority in Australia (ie the Governing Council of the Geological Society of Australia). Domestically it is entirely up to local authorities, landowners and businesses to determine access arrangements to sites / attractions and charge accordingly. In most instances it is the secondary commercial entities that benefit financially ie accommodation, merchandise, support services (fuel, tyres etc) tour and experience providers etc.

Regions considering future potential Global Geopark status must firstly be announced by the respective local authority/ies as an 'Aspiring Geopark'. Eventually, State and National recognition is required before being nominated to UNESCO for consideration as a UNESCO Global Geopark. Each country can only nominate two geoparks each year to UNESCO for consideration. In reality this is a potential longer term goal and in the first instance the focus should be on establishing a successful geotourism product through Geo Region development.

In this instance it is proposed that the project be badged, 'Western Australia's Murchison Geo Region - Home of an Aspiring Geopark.' It is felt this provides a good basis upon which to develop the project, showing consideration of geopark status but provides time / opportunity to refine the exact scope and inclusions over time. If geopark status is eventually not desired, the by-line can simply be dropped.

### **Statutory Environment:**

Nil

### **Strategic Implications:**

The Shire of Murchison Strategic Community Plan 2016/17 – 2026/27 identified Tourism Development as one of the Economic Development strategies. The actions planned for the future include "□ Support for a proposed regional Geotourism venture."

### **Sustainability Implications:**

- **Environmental:** Being based around Shire natural attractions, the proposal supports continued action towards appropriate environmental management. Appropriate care and management of geotourism sites is preferred to maximize appeal to visitors, but this is entirely at the discretion of respective Shires. This proposal carries no additional environmental regulations nor obligations.
- **Economic:** The primary reason for undertaking this initiative is sustainable community driven economic development and benefit. The attraction of new and additional visitors to the Murchison is intended to benefit existing commercial operators and create opportunities for new ventures and innovations. Appropriate investment in geotourism sites is preferred to maximize appeal to visitors, but this is entirely at the discretion of respective Shires. Some Shires have already shown intent to invest in new signage and site infrastructure etc but this is not a prerequisite of participation at this stage.
- **Social:** Geotourism and geoparks have provided significant social (and economic) benefits to communities all over the world. At the highest level, UNESCO Global Geoparks are expected to have strong links to education, benefit indigenous cultures and support community development. Community engagement with this project is ongoing and local stakeholders are sought. Engagement with Councillors was seen as an important step to ensure community awareness and linkages. Engagement with Aboriginal people is essential and also ongoing. The project can provide appropriate access to Aboriginal cultures and communication of their stories as they relate to the various sites. It also offers new opportunities for Aboriginal employment and in some cases cultural revival.

### **Policy Implications:**

N/A

### **Financial Implications:**

Each Shire is encouraged (no obligation) to make an annual allocation of \$5,000 to the project, which would again be auspiced by the Shire of Mount Magnet and expended on activities deemed a priority by participating Shires (as with the current budget) eg additional brochure printing, marketing etc. As indicated, Shires may choose to invest further in site infrastructure and promotion independently. It is intended that any independent Shire efforts should utilise the new branding / style guide created as part of this project to maintain consistency across the Murchison Geo Region.

### **Consultation:**

Ongoing engagement has occurred across all seven Murchison Shires / Councils and communities and with MWDC, Professor Dowling, the Governing Council of the Geological Society of Australia, Australia's Golden Outback (AGO), Forum Advocating Culture and Eco-Tourism (FACET), the Department of Mines, Industry Regulation and Safety, Department of Biodiversity, Conservation and Attractions, Ecotourism Australia and numerous others.

### **Recommendation:**

That Council:

1. Endorses the Shire of Murchison branding itself as part of the 'Western Australia's Murchison Geo Region - Home of an Aspiring Geopark';
2. Confirms primary contacts for the project as the CEO and Cr E Foulkes-Taylor.

3. Directs the CEO to request nominations from the community for the positions of community and Aboriginal representative;
4. Endorses an annual allocation of \$5,000 to a shared project fund to be auspiced by the Shire of Mount Magnet for ongoing Murchison Geo Region marketing and product development for the 2018/19 financial year; and
5. Endorses the ABC information package for the Shire's sites and the Draft Scope of Works for the interpretation services.

*Discussion: Cr E Foulkes-Taylor asked that MWDC be approached for addition detail in relation to future budgets.*

### **Voting Requirements:**

Simple Majority

#### **Council Decision:**

**Moved: Councillor E Foulkes-Taylor**

**Seconded: Councillor G Mead**

That Council:

1. Endorses the Shire of Murchison branding itself as part of the 'Western Australia's Murchison Geo Region - Home of an Aspiring Geopark';
2. Confirms primary contacts for the project as the CEO and Cr E Foulkes-Taylor.
3. Directs the CEO to request nominations from the community for the positions of community and Aboriginal representative;
4. Endorses an annual allocation of \$5,000 to a shared project fund to be auspiced by the Shire of Mount Magnet for ongoing Murchison Geo Region marketing and product development for the 2018/19 financial year; and
5. Endorses the ABC information package for the Shire's sites and the Draft Scope of Works for the interpretation services.

**Carried**

**For:**

**5**

**Against: 0**

## **18.2 Settlement Freight Service RFT 1.2018-18 Freight Tender**

File:	4.53
Author:	Peter Dittrich
Interest Declared:	No interest to disclose
Date:	16 July 2018
Attachments:	N/A

### **Matters for Consideration:**

1. That Council call for public tenders for the Shire of Murchison Freight Service;
2. That Council determines the selection criteria for tenders for the Murchison Shire Freight Service;
3. That Council establish an evaluation panel for evaluating tender responses; and
4. Council to consider the Scope of Works of the freight tender, to ensure that the service provided addresses the objectives of the subsidised service.

### **Background:**

The Shire of Murchison Purchasing Policy states, at 5.4.1.1 that:

In the event that the Shire of Murchison elects to call a public Tender:

- Before Tenders are publicly invited, the Local Government must record the decision to invite Tenders (which is to be recorded in the Tender Register) and must determine in writing the criteria for deciding which Tender should be accepted.
- The Evaluation Panel must be established prior to the advertising of the Tender and include a mix of skills and experience relevant to the nature of the purchase. For Tenders with a total estimated value (ex GST) of between \$40,000 and \$149,999, the Evaluation Panel must contain a minimum of two (2) members. For Tenders with a total estimated value (ex GST) of \$150,000 and above, the Evaluation Panel must contain a minimum of three (3) members.



- The Evaluation Panel must assess each Tender response that has not been rejected for non-compliance by means of a written evaluation to determine which response is most advantageous.

**Comment:**

The current Freight Service contract expires on the 31 August 2018. If Council decides to call a Public tender for the Shire of Murchison Freight Service, the tender would be advertised by Friday 28<sup>th</sup> July 2018 and close at 2pm on Tuesday 14<sup>th</sup> August 2018 at 2pm. This makes for a period of fourteen days, with tenders being assessed by the panel on Thursday 23<sup>rd</sup> August 2018. The Panel would make a recommendation to Council at the Ordinary Meeting of Council being held on that same day.

**Statutory Environment:**

Local Government Act 1995 s.3.57

3.57. Tenders for providing goods or services

(1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

(2) Regulations may make provision about tenders.

Local Government (Functions and General) Regulations 1996 – Part 4- tenders for providing goods and services.

Shire of Murchison Purchasing Policy

Shire of Murchison Buy Local Regional Price Preference Policy

**Strategic Implications:**

To provide good governance to the Murchison Shire through statutory compliance.

**Sustainability Implications**

- **Environmental:**  
There are no known significant environmental considerations.
- **Economic:**  
Subsidy of a regular freight delivery to the Shire of Murchison helps stabilise freight costs for the Shire and is another benefit that can be offered to workers and roadhouse proprietors to encourage stability of service. Subsidised freight also benefits local pastoralists as they can pick up their stores on the way past the freight shed, rather than paying for delivery all the way from Geraldton.
- **Social:**  
There are no known significant social considerations.

**Policy Implications:**

Refer to:

Shire of Murchison Purchasing Policy, and

Shire of Murchison Buy Local Regional Price Preference Policy

**Financial Implications:**

Establishment of a Tender Evaluation Panel with skills and experience relevant to the nature of the purchase will ensure good value for money from the contract.

**Consultation:**

Nil

**Recommendation:**

1. That Council call for tenders for the Shire of Murchison Freight Service
2. That Council adopt the following selection criteria for determining the successful Freight Service tenderer:

Compliance Criteria		
(a)	Tenderers are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of Tender including: <ul style="list-style-type: none"> <li>• Tenderers have written their name where indicated at the top of each page of Part 5</li> <li>• Completion of the Offer Form</li> <li>• <b>Schedule A – Rates</b> - provision of your pricing</li> </ul>	Yes / No
(b)	Tenderers have completed the following Schedules relevant to the Selection Criteria: <ul style="list-style-type: none"> <li>• <b>Schedule B – Key Personnel Skills &amp; Experience</b></li> <li>• <b>Schedule C – Suitability of Plant &amp; Machinery</b></li> <li>• <b>Schedule D – Demonstrated Capacity &amp; Flexibility to Service Shire Needs</b></li> </ul>	Yes / No
(c)	Compliance with the Specification contained in the Request.	Yes / No
(d)	Compliance with the proposed Commencement Date	Yes / No

Qualitative Criteria		
<b>Key Personnel Skills and Experience</b> Tenderers must address the following information at <b>Schedule B.</b>		<b>Weighting</b> <b>&lt;20%&gt;</b>
(a)	Their role in the performance of the Contract;	<b>Tick if completed</b> <input type="checkbox"/>
(b)	Contingency Operator	
<b>Suitability of Plant &amp; Machinery</b> Tenderers must address the following information at <b>Schedule C.</b>		<b>Weighting</b> <b>&lt;40%&gt;</b>
(a)	Plant, equipment and materials; and	<b>Tick if Completed</b> <input type="checkbox"/>
(b)	Current commitment schedule	
(c)	Contingency measures or back up of resources (where applicable).	
<b>Demonstrated Capacity and Flexibility to Satisfactorily Service Shire needs</b> Tenderers must address the following information at <b>Schedule D</b>		<b>Weighting</b> <b>&lt;40%&gt;</b>
(a)	Years in business	<b>Tick if completed</b> <input type="checkbox"/>
(b)	Details of similar work	
(c)	Demonstrated competency of achieving outcomes in remote areas	
(d)	Referees	
(e)	Intention to subcontract	
(f)	Insurances - Public Liability, Workers Compensation, Motor Vehicle	

3. That Council select the following representatives to be on the Tender Evaluation Panel to assess the tender responses for the Shire of Murchison Freight Service: (TBA), and

4. That Council adopt the following Specifications for the Shire of Murchison Freight Service:

**Tender Specifications:**

The tender is for the provision of a weekly freight service, on Thursdays, from Geraldton to Murchison Settlement for the period from 1<sup>st</sup> September 2018 to 31<sup>st</sup> August 2021.

The service would pick up a variety of freight from retail establishments in Geraldton and Mullewa for delivery to Murchison Settlement. Geraldton to Murchison Settlement is approximately 300km with a 75km gravel road section between Talling and Ballinyoo Bridge.

The freight would include frozen food, chilled food, dry food and general non-commercial freight. Foods are to be handled and stored in accordance with the Australian Food Standards Code (AFSC) in particular, Standard 3.2.2 Safety Practices and General Requirements:

10. Food Transportation:

- a) protect all food from the likelihood of contamination;
- b) transport potentially hazardous food under temperature control; and
- c) ensure that potentially hazardous food which is intended to be transported frozen remains frozen during transportation.

The operator must be able to produce a documented record of transportation temperatures for refrigerated and frozen goods.

As the Murchison Shire is subsidising this service, all freight requests made by the Shire from Geraldton to the Murchison Settlement and from the Murchison Settlement to Geraldton will be deemed to be included in the quoted price. For pick-ups and deliveries from Geraldton to the Murchison Settlement for other customers, pick-ups from the following fourteen points are deemed to be included in the tender price:

Bunnings  
 Courier Australia  
 Great Northern Rural  
 Toll  
 Transwest (Geraldton 2<sup>nd</sup> hand tyres)  
 Truckline  
 Geraldton Fruit & Veg  
 Luscombes  
 McDonald's Wholesalers  
 Mick Davy Butcher  
 Peters  
 Wonthella IGA  
 Woolworths  
 Mullewa Farm Supplies

Pick-ups from additional suppliers in Geraldton for delivery to the Murchison Settlement can be charged at an additional agreed cost (currently \$15.00 per pick up) to be paid by those people requesting the freight service.

The goods are to be delivered directly to the community freight shed at the Murchison Settlement from Geraldton, with no deviations to make deliveries to others prior to delivering to the community freight shed. The shed is equipped with a commercial sized freezer and chiller in which the frozen and chilled goods are stored. Racks for dry food and other goods are provided. The freight shed is under the control of the operators of the Murchison Oasis Roadhouse who will oversee the unloading and storage of the goods.

The service needs to arrive in the Murchison Settlement by 3pm on the Thursday to allow for off-loading and pick up by people who have ordered the freight. The successful tenderer will need to set a deadline for pick-up requests of say 12 noon on a Wednesday in order to be able to leave Geraldton on the Thursday in time to meet the 3:00 pm deadline.

The only exception to this arrival time will be in the event of severe weather when the Carnarvon-Mullewa Road can sometimes become impassable. In these circumstances an alternative route is via the North West Coastal Highway and then across Butchers Track (approx. 410 Km with 155 km of gravel). Tenderers are asked to provide a figure for this alternative route as well.

There will sometimes be goods to be taken from Murchison back to Geraldton. This includes the monthly library exchange which is returned to Courier Australia for onward despatch to Perth.

Tenderers are to provide particulars of the vehicle that will be used for the service. It is important that the vehicle be able to deliver a high level of reliability. The vehicle is required to have separate sections for

each class of goods being carried ie freezer, chiller and general goods. It is important that general dry food goods are kept separate from other freight and protected from dust and rain.

The tenderer is to state a figure for the Thursday weekly delivery.

The tenderer is to state a figure for additional pick-up points for users other than the Shire.

The tenderer is to state a figure for the weekly delivery via the alternative route of Butchers Track.

The successful tenderer will be free to negotiate commercial rates with other customers once their commitment to the Shire is fulfilled.

**Summary of Performance Criteria**

1. Deliver straight from Geraldton to the Murchison Settlement, only stopping for pick-ups in Mullewa;
2. Freight to be delivered to the Murchison Settlement by 3pm every Thursday. the only exception will be caused by a rain event that necessitates travel via Butchers Track;
3. Frozen, chiller and dry food goods to be transported according to Standard 3.2.2 of AFSC;
4. The Murchison Shire and general stores for delivery to the Murchison Settlement are to be given precedence over commercial freight negotiated with external parties;
5. Reliable vehicle
6. Goods arrive in sound condition

*Discussion: Council considered the pick-up points and the term of contract. The motion was amended to reflect the changes to the pick-up points.*

**Voting Requirements:**

Simple Majority

**Council Decision:**

**Moved: Councillor G Mead**

**Seconded: Councillor Q Fowler**

1. That Council call for tenders for the Shire of Murchison Freight Service
2. That Council adopt the following selection criteria for determining the successful Freight Service tenderer:

Compliance Criteria		
(e)	Tenderers are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of Tender including: <ul style="list-style-type: none"> <li>• Tenderers have written their name where indicated at the top of each page of Part 5</li> <li>• Completion of the Offer Form</li> <li>• <b>Schedule A</b> – Rates - provision of your pricing</li> </ul>	Yes / No
(f)	Tenderers have completed the following Schedules relevant to the Selection Criteria: <ul style="list-style-type: none"> <li>• <b>Schedule B</b> – Key Personnel Skills &amp; Experience</li> <li>• <b>Schedule C</b> – Suitability of Plant &amp; Machinery</li> <li>• <b>Schedule D</b> – Demonstrated Capacity &amp; Flexibility to Service Shire Needs</li> </ul>	Yes / No
(g)	Compliance with the Specification contained in the Request.	Yes / No
(h)	Compliance with the proposed Commencement Date	Yes / No

Qualitative Criteria			
<b>Key Personnel Skills and Experience</b> Tenderers must address the following information at <b>Schedule B.</b> (c) Their role in the performance of the Contract; (d) Contingency Operator	<b>Weighting &lt;20%&gt;</b>		
			<b>Tick if completed</b> <input type="checkbox"/>
<b>Suitability of Plant &amp; Machinery</b> Tenderers must address the following information at <b>Schedule C.</b> (d) Plant, equipment and materials; and (e) Current commitment schedule (f) Contingency measures or back up of resources (where applicable).	<b>Weighting &lt;40%&gt;</b>		
			<b>Tick if Completed</b> <input type="checkbox"/>
<b>Demonstrated Capacity and Flexibility to Satisfactorily Service Shire needs</b> Tenderers must address the following information at <b>Schedule D</b> (g) Years in business (h) Details of similar work (i) Demonstrated competency of achieving outcomes in remote areas (j) Referees (k) Intention to subcontract (l) Insurances - Public Liability, Workers Compensation, Motor Vehicle	<b>Weighting &lt;40%&gt;</b>		
			<b>Tick if completed</b> <input type="checkbox"/>

3. That Council select all Council members to be on the Tender Evaluation Panel to assess the tender responses for the Shire of Murchison Freight Service: and

4. That Council adopt the following Specifications for the Shire of Murchison Freight Service:

**Tender Specifications:**

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The freight would include frozen food, chilled food, dry food and general non-commercial freight. Foods are to be handled and stored in accordance with the Australian Food Standards Code (AFSC) in particular, Standard 3.2.2 Safety Practices and General Requirements:

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 Courier Australia  
 Great Northern Rural  
 Toll  
 Transwest  
 Truckline  
 Geraldton Fruit & Veg  
 Harvey Norman  
 Luscombes  
 McDonald's Wholesalers  
 Mick Davy Butcher  
 Mitchell and Brown  
 Peters  
 IGA Wonthella, IGA Queen's and Celebrations  
 Woolworths  
 Mullewa Farm Supplies

Pick-ups from additional suppliers in Geraldton for delivery to the Murchison Settlement can be charged at an additional agreed cost (currently \$15.00 per pick up) to be paid by those people requesting the freight service.

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The service needs to arrive in the Murchison Settlement by 3pm on the Thursday to allow for off-loading and pick up by people who have ordered the freight. The successful tenderer will need to set a deadline for pick-up requests of say 12 noon on a Wednesday in order to be able to leave Geraldton on the Thursday in time to meet the 3:00 pm deadline.

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Tenderers are to provide particulars of the vehicle that will be used for the service. It is important that the vehicle be able to deliver a high level of reliability. The vehicle is required to have separate sections for each class of goods being carried ie freezer, chiller and general goods. It is important that general dry food goods are kept separate from other freight and protected from dust and rain.

The tenderer is to state a figure for the Thursday weekly delivery.

The tenderer is to state a figure for additional pick-up points for users other than the Shire.

The tenderer is to state a figure for the weekly delivery via the alternative route of Butchers Track.

The successful tenderer will be free to negotiate commercial rates with other customers once their commitment to the Shire is fulfilled.

### **Summary of Performance Criteria**

1. Deliver straight from Geraldton to the Murchison Settlement, only stopping for pick-ups in Mullewa;
2. Freight to be delivered to the Murchison Settlement by 3pm every Thursday. the only exception will be caused by a rain event that necessitates travel via Butchers Track;
3. Frozen, chiller and dry food goods to be transported according to Standard 3.2.2 of AFSC;
4. The Murchison Shire and general stores for delivery to the Murchison Settlement are to be given precedence over commercial freight negotiated with external parties;
5. Reliable vehicle;
6. Goods arrive in sound condition.

<b>Carried</b>	<b>For: 5</b>	<b>Against: 0</b>
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Reason for change to resolution – Council elected to amend the list of recognised pick-up points to take in to account current usage patterns.

## **19. NOTICE OF MOTION**

Nil

## **20. CEO ACTIVITY REPORT**

<b>Date</b>	<b>Activity</b>
02.07.2018	Telephone discussions with R Greenaway – SKA road design
03.07.2018	Talis Consultants – finalisation of COLAS payment
05.07.2018	Meeting with Bruce Sherwood – Architect – design of interpretive centre and backpacker accommodation
05.07.2018	Meeting with Brendin Flanigan - Regional Coordinator Midwest Gascoyne – Department of Communities – re support for interpretive centre
10.07.2018	MWDC – Digital Communication and impact of SKA project.
10.07.2018	Greenfields Technical Services – tender opening
13.07.2018	Telephone discussions with Rebecca Davidson - Energy Futures Project Manager - Department of Primary Industries and Regional Development in relation to settlement power.
16.07.2018	Telephone call from Rolan Deutekom - Project Officer - Meenangu Wajarri Aboriginal Corporation in relation to Feasibility of Wajarri Ranger project

### **Recommendation:**

That the CEO's Activity Report be accepted.

*CEO outlined that the application regarding the indigenous Ranger Project did not contain full details of the role or funding of the Wajarri Ranger Project. Councillors agreed to support the project in principle and asked the CEO to advise MWAC that the Shire would await the establishment of the Prescribed Body Corporate before making a decision.*

### **Voting Requirements:**

Simple Majority

<b>Council Decision:</b>		
<b>Moved: Councillor E Foulkes-Taylor</b>	<b>Seconded: Councillor Q Fowler</b>	
That the CEO's Activity Report be accepted.		
<b>Carried</b>	<b>For: 5</b>	<b>Against: 0</b>

## **21. URGENT BUSINESS**

None

## **22. ITEMS TO BE DISCUSSED BEHIND CLOSED DOORS**

Discuss two items pursuant to LGA s. 5.23 (2) (c) and (e) – 1. Assessment of Tender 7.2017/18 Provision of Site Supervision Services for Road Flood Damage Repairs (WANDRRA AGRN 781) and 2. Assessment of Tender 8.2017/18 Supply of Plant and Operators for Road Flood Damage Repairs (WANDRRA AGRN 781).

### **Motion to close the meeting to the Public**

**Recommendation:**

That the meeting move behind closed doors to discuss two items pursuant to LGA s. 5.23 (2) (c) and (e) – 1. Assessment of Tender 7.2017/18 Provision of Site Supervision Services for Road Flood Damage Repairs (WANDRRA AGRN 781) and 2. Assessment of Tender 8.2017/18 Supply of Plant and Operators for Road Flood Damage Repairs (WANDRRA AGRN 781)

**Voting Requirements:**

Simple Majority

**Council Decision:**

**Moved: Councillor A Whitmarsh**

**Seconded: Councillor Q Fowler**

That the meeting move behind closed doors to discuss two items pursuant to LGA s. 5.23 (2) (c) and (e) – 1. Assessment of Tender 7.2017/18 Provision of Site Supervision Services for Road Flood Damage Repairs (WANDRRA AGRN 781) and 2. Assessment of Tender 8.2017/18 Supply of Plant and Operators for Road Flood Damage Repairs (WANDRRA AGRN 781)

**Carried**

**For:**

**5**

**Against: 0**

Cr G Mead left the Chamber at 2:41pm

**Motion to open the meeting to the Public****Recommendation:**

That the meeting move out from behind closed doors.

**Voting Requirements:**

Simple Majority

**Council Decision:**

**Moved: Councillor E Foulkes-Taylor**

**Seconded: Councillor Q Fowler**

That the meeting move out from behind closed doors.

**Carried**

**For:**

**4**

**Against: 0**

Cr G Mead returned to the Chamber at 2:43pm

**22.1 CONFIDENTIAL ITEM - Assessment of Tender 7.2017/18 Provision of Site Supervision Services for Road Flood Damage Repairs (WANDRRA AGRN 781)****Council Decision:**

**Moved: Councillor E Foulkes-Taylor**

**Seconded: Councillor A Whitmarsh**

That Council award Tender 7.2017/18 Provision of Site Supervision Services for Road Flood Damage Repairs (WANDRRA AGRN 781) for all three packages to Talis Consultants for the following reasons price and superior qualitative score.

**Carried:**

**For: 5**

**Against: 0**

Councillor G Mead left the Chambers at 2:48pm

**22.2 CONFIDENTIAL ITEM - Assessment of Tender 8.2017/18 Supply of Plant and Operators for Road Flood Damage Repairs (WANDRRA AGRN 781)****Council Decision:**

**Moved: Councillor Q Fowler**

**Seconded: Councillor A Whitmarsh**

- 1) That Council award Tender 8.2017/18 for the Supply of Plant and Operators for Road Flood Damage Repairs to the following:
- Work Package 1 to Robbro Road Construction
  - Work Package 2 to Them Earth Moving
  - Work Package 3 to Squires Resources P/L Earthmoving



For reasons of price and relative qualitative score.  
 Should one or more of the tenderers listed above not be able to guarantee to supply the plant, equipment and resources nominated then the tenderers are awarded as follows:  
 Work package 1 - Lacy Brothers followed by Red Dust Holdings  
 Work package 2 - BPH WA followed by Red Dust Holdings  
 Work package 3 - BPH WA followed by Red Dust Holdings

- 2. The provisions amount payable is to be 10% of any price advantage allowed in the tender assessment process. This amount is to be withheld and is not in addition to the tender amount. It is to be withheld until the local content component of the tender has been verified.

**Carried:** **For: 4** **Against: 0**

Councillor G Mead returned to the Chamber at 3:01pm

**23. MEETING CLOSURE**

The President closed the meeting at 3:03pm.

These minutes were confirmed at the council meeting held on.....

Signed..... Presiding Officer