



SHIRE OF NAREMBREEN

Agenda for the Special Meeting of Council

30th October 2017

Our Mission: A rural community working together to create a great place to live, attain a safe, healthy and creative environment, which achieves sustainable and innovative development and economic opportunities.



Our Values: Respect, Inclusiveness, Fairness & Equity, Communication



NOTICE OF MEETING

To the President & Councillors,

In accordance with the provisions of Section 5.5 of the Local Government Act, you are hereby notified that a Special Meeting of Council has been convened for:

Date: Monday 30th October 2017

At: Shire of Narembeen Council Chambers
1 Longhurst Street, Narembeen

Commencing: 5.00pm

Chris Jackson
Chief Executive Officer
Date: 25th October 2017

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Narembeen for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Narembeen disclaims any liability for any loss whatsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's and or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for license, any statement or limitation or approval made by a member or officer of the Shire of Narembeen during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Narembeen. The Shire of Narembeen warns that anyone who has an application lodged with the Shire of Narembeen must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Narembeen in respect of the application.



DECLARATION OF INTEREST FORM

TO: CHIEF EXECUTIVE OFFICER

AS REQUIRED BY SECTION 5.65 OF THE LOCAL GOVERNMENT ACT 1995,

I _____ HEREBY DISCLOSE MY INTEREST IN THE FOLLOWING MATTERS OF THE AGENDA PAPERS FOR THE COUNCIL COMMITTEE MEETING DATED _____

FINANCIAL INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

CLOSELY ASSOCIATED PERSON AND IMPARTIALLY INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

PROXIMITY INTEREST

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

SIGNATURE: _____ DATE: _____

NOTES:

1. For the purposes of the financial interest provisions you will be treated as having a financial interest in a matter if either you, or a person with whom you are closely associated, have a direct or indirect financial interest or a proximity interest in the matter.
NB: It is important to note that under the Act you are deemed to have a financial interest in a matter if a person with whom your are closely associated has a financial interest or a proximity interest. It is not necessary that there be a financial effect on you.
2. This notice must be given to the Chief Executive Officer prior to the meeting.
3. It is the responsibility of the individual Councillor or Committee Member to disclose a financial interest. If in doubt, seek appropriate advice.
4. A person who has disclosed an interest must not preside at the part of the meeting relating to the matter, or participate in, be present during any discussion or decision-making procedure relating to the matter unless allowed to do so under Section 5.68 or 5.69 of the Local Government Act 1995.

OFFICE USE ONLY:

1. PARTICULARS OF DECLARATION GIVEN TO MEETING
2. PARTICULARS RECORDED IN MINUTES
3. PARTICULARS RECORDED IN REGISTER

CHIEF EXECUTIVE OFFICER: _____ DATED: _____

AGENDA

Shire of Narembeen Special Meeting of Council Monday 30th October 2017, commencing at 5.00pm

1.0 Opening & Welcome

Chief Executive Officer to open the meeting.

2.0 Swearing In

Newly Elected Councillors

Cr Rhonda Cole
Cr Peter Lines
Cr Scott Stirrat
Cr Alan Wright

Election of President

Reading of Oath

Election of Deputy President

Reading of Oath

3.0 Attendance & Apologies

Attendance

Councillors

Staff

Apologies

4.0 Declarations of Interest

5.0 Public Question Time & Deputations (15 min)

6.0 Agenda Items

- 6.1 Seating Arrangements - by ballot
- 6.2 Appointment of Council & Community Representatives - attached
- 6.3 Tender for the Narembeen Community Precinct Project - attached
- 6.4 Training Opportunities for Councillors - to be discussed

AGENDA ITEM: 6.1 - Seating Arrangements - by ballot

AGENDA ITEM: 6.2 - Council & Community Committee Representation

Subject:	Council & Community Committee Representation
Applicant:	NA
File Ref:	NA
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Nil
Author:	Sheree Thomas
Date:	25 th October 2017
Attachments:	Nil

BACKGROUND

Council last reviewed its committees and community representation in full in October 2015. Following the October elections it is time to review both Council committees and representation on other groups/organisations.

COMMENT

The following was resolved by Council on 21st October 2015:

Council Committees	New Representatives		Current Representatives	
		Proxy		
Audit Committee	Cr Cole	Cr Vaughan	Cr Mortimore	Cr B Cole
	Cr DeLuis		Cr R Cole	
	Cr Parsons		Cr DeLuis	
	Cr Thomas		Cr Parsons	
Cemetery (Established under the Cemeteries Act)	All Councillors		All Councillors	
Plant & Works Working Group	Cr Thomas Cr Parsons Cr Cowan	Cr Vaughan	Cr B Cole Cr Thomas Cr Parsons	Cr Padfield
Narembeen Recreation Centre Working Group	Cr Padfield Cr Hardham CEO		Cr R Cole Cr Parsons CEO	Cr Thomas
Rural Water Council	Cr DeLuis	Cr Thomas	Cr DeLuis	Cr B Cole
Roe Tourism	Cr Thomas		Cr Thomas	
Historical Society	Cr Thomas		Cr Thomas	
Narembeen Aged Homes Management Committee	Cr Padfield		Cr Padfield EMCS	
Roe Regional Organisation of Councils (RoeROC)	Cr Cole Cr DeLuis	Cr Hardham	Cr Mortimore Cr R Cole	Cr DeLuis
Great Eastern Country Zone WALGA - Delegates	Cr Cole Cr DeLuis	Whole Council	Cr Mortimore Cr R Cole	Whole Council
Community Resource Centre			Cr DeLuis	Cr R Cole
Wheatbelt South Regional Road Group (RRG)	Cr Vaughan CEO	Cr Cowan	Cr Vaughan CEO	Cr B Cole
Roe Sub Group RRG	Cr Vaughan CEO	Cr Cowan	Cr Vaughan CEO	Cr B Cole
Central Ag Care	Cr Cowan	Cr Cole	Cr Cowan	Cr B Cole
Narembeen Bush Fire Advisory Committee /Volunteer Fire Brigade (Established under the Bush Fires	Murray Dixon CEO Cr Parsons		Murray Dixon CEO	

Act)				
Eastern Wheatbelt Biosecurity Group Inc	Cr Cowan	Cr Cole	Cr R Cole Halley Cowan	
Small Business Centre Eastern Wheatbelt and Wheat Belt Network (WBN)			CEO	
Local Skeleton Weed Advisory	Cr Parsons		Terry Cheetham	
Community Shed	Cr Hardham		Cr Parsons	
Development Assessment Panel- Wheatbelt-Shire of Narembeen (Established under the Town Planning and Development Act) Note training is required.	Cr DeLuis Cr Padfield	Cr Parsons Cr Cole	Cr DeLuis Cr Padfield	Cr Parsons Cr R Cole
St John Ambulance			Cr Mortimore	
School P & C	Cr Hardham		Cr Mortimore	
Go Narembeen	Cr Cole	Cr Parsons	Cr R Cole	

Upon the resignation of Cr Vaughan in 2016, Council adopted to add Cr K Mortimore as Proxy to the Audit Committee and Plant and Works Working Group on 19th December 2016.

STATUTORY IMPLICATIONS

Local Government Act Section 5.8 Committees

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

4.2.17 Members Sitting Fees and Travel Expenses

4.2.18 Presidents Representation of Council Great Eastern Zone WALGA

STRATEGIC PLAN REFERENCE

3. Connected communities through a safe and efficient transport network throughout the Shire

3.1 All residents and visitors are able to move around the Shire in safety and with ease

RELATED PARTY TRANSACTIONS

Nil

OFFICER RECOMMENDATION

That Council confirm the following Schedule of Council and Community Representations:

Committee/Working Group	New		Current	
	Representatives	Proxy	Representatives	
Audit Committee			Cr Cole Cr DeLuis Cr Parsons Cr Thomas	Cr Mortimore
Cemetery (Established under the Cemeteries Act)			All Councillors	
Cemetery Working Group			Cr Padfield Cr Parsons CEO Chris Padfield Lou Maringoni	
Central Agcare			Cr Cowan	Cr Cole
Community Precinct Extension Working Group			Cr Cole Cr Parsons Cr Cowan Cr Hardham	
Community Shed			Cr Hardham	
Development Assessment Panel- Wheatbelt-Shire of Naremben (established under the Town Planning and Development Act) Note: Training Required			Cr DeLuis Cr Padfield	Cr Parsons Cr Cole
Eastern Wheatbelt Biosecurity Group			Cr Cowan	
Eastern Wheatbelt Declared Animal Group			Cr Cowan	Cr Cole
Go Naremben			Cr Cole	Cr Parsons
Great Eastern Country Zone WALGA – Delegates			Cr Cole Cr DeLuis	Whole Council
Historical Society			Cr Thomas	
Lesser Hall Interpretation Plan Working Group			Cr Cole Cr Hardham Cr Mortimore	
Local Emergency Management Committee			Cr G DeLuis	Cr Hardham
Local Skeleton Weed Advisory			Cr Parsons	
Naremben Aged Homes Management Committee			Cr Padfield	
Naremben Bushfire Advisory Committee/Volunteer Fire Brigade (established under the Bushfires Act)			CEO Cr Parsons Murray Dixon	
Plant & Works Working Group			Cr Thomas Cr Parsons Cr Cowan	Cr Mortimore
Rural Water Council			Cr DeLuis	Cr Thomas
Roe Regional Organisation of Councils (RoeROC)			Cr Cole Cr DeLuis	Cr Hardham
Roe Sub Group RRG			Cr Padfield CEO	Cr Cowan
Roe Tourism			Cr Thomas	
School P&C			Cr Hardham	
St John Ambulance				
Wheatbelt South Regional Road Group			CEO	Cr Cowan

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 6.3 - Narembeen Community Precinct Project Tender 04/2017

Subject:	Narembeen Community Precinct Project Tender 04/2017
Applicant:	Project Working Group
File Ref:	ADM505
Disclosure of Interest (Staff):	Nil
Disclosure of Interest (Member):	Cr Kellie Mortimore & Cr Peter Lines
Author:	Sheree Thomas
Date:	27 th October 2017
Attachments:	To be provided.

SUMMARY

Council to approve a Tender for the Construction, Alterations & Additions to the Narembeen Community Precinct Lot 36 & Part Lot 35 Churchill Street, Narembeen.

BACKGROUND

Council at the September 2017 Ordinary Meeting agreed to proceed to tender for the Narembeen Community Precinct Project (Tender No 04/2017) for Construction, Alterations & Additions based on concept drawings provided by Judith McDougall Designs with the Request for Tender to include but not limited to full construction drawings, structural engineering, electrical engineering, hydraulic engineering, mechanical engineering and project supervision.

Tenders were advertised in the West Australian on Saturday 7th October 2017 and closed on Friday 27th October 2017. A list of Tenders received will be presented at the meeting.

COMMENT

The Evaluation Process as listed in the Request for Tender document is as follows:-

EVALUATION PROCESS

A Request for Tender needs to be prepared which identifies what evaluation methodology will be used in respect of the tender: The following is recommended.

- 1) Tenders are to be checked for completeness and compliance. Tenders that do not contain all information requested (e.g. completed Offer form and Attachments) may be excluded from evaluation;*
- 2) Tenders are assessed against the Selection Criteria;*
- 3) The most suitable Tenderers may be short-listed and may be required to clarify their Tender. Referees may also be contacted prior to the selection of the successful Tenderer; and*
- 4) A Contract may then be awarded to the Tenderer(s) whose Tender is considered the most advantageous Tender(s) to the Shire.*

SELECTION CRITERIA

The Contract should be awarded to a Tenderer who best demonstrates the ability to provide quality services at a competitive price. The tendered price should be assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Shire. The Shire should adopt a best value for money approach to the tender.

This means that although price is considered, the Tender containing the lowest price should not necessarily be accepted, nor the Tender ranked the highest on the qualitative criteria.

Compliance Criteria are recommended as follows.

- 1) *Compliance with the Conditions of Tendering*
- 2) *Compliance with Specification*
- 3) *Complete Pricing Schedule*
- 4) *Compliance with the Date for Practical Completion Deadline*
- 5) *Corporate Information*
- 6) *Financial Position*
- 7) *Insurance*

QUALITATIVE CRITERIA

The following weighted qualitative criteria are recommended.

- 1) *Demonstrated experience in completing similar projects - Weighting 20%*
- 2) *Skills and experience of key personnel and sub/contractors - Weighting 15%*
- 3) *A demonstrated understanding of the required tasks - Weighting 10 %*
- 4) *Tendered Price - Weighting 55%*

TOTAL 100%

Three conforming tenders have been received as follows.

- aCORP Construction Pty Ltd Joondalup WA
- WBS Group Northam WA
- Wauters Enterprises Pty Ltd Albany WA

All three tenders are compliant in accordance with the compliance criteria as set out in the tender documentation.

All three have also;

- 1) Demonstrated experience in completing similar projects.
- 2) Have proved the required skills and experience of key personnel and sub/contractors.
- 3) Have demonstrated an understanding of the required tasks.
- 4) Tendered a price see attached spread sheet.

Based on price, the tender received from Wauters Enterprises Pty Ltd provides for the best competitive price. Wauters undertook the construction of the Naremben Recreation Centre Redevelopment 2014-2015 and other recent works have included the Tambellup Sports Centre and the DEFES Albany Career Fire Station.(refer to tender documents for further details).

aCORP Construction undertook works on the Quairading Memorial Swimming Pool and the Shire of Boddington Administration Building. (refer to tender documents for further details)

WBS Group are currently involved with construction of the Kalamunda Community Housing project and have listed other projects as Hill Side Earthworks and Bob Wade Fleet Maintenance in Forrestfield. (refer to tender documents for further details)

Note at the time of the tender being advertised, the electrical drawings were not complete. As such an addendum was issued in that the electrical could be excluded from the pricing.

WBS Group has provided an estimate based on the design of the new part of the construction, the other two would need to include the price if a contract is entered into.

CONSULTATION

Judith McDougall Designs

STATUTORY IMPLICATIONS

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

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 sub regulation (2) states otherwise.

FINANCIAL IMPLICATIONS

The following funding has been approved for this project and is included in the 2017/2018 budget other than as noted.

Department of Regional Development	243,100
CRC Term Deposit	65,000
National Stronger Regions Fund	759,535
Fencepost	30,000

Total	\$1,097,635
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Pre-estimate for the project was \$1,067,634 excludes GST.

Note the conditions of the National Stronger Regions Fund for \$759,535 require that a contract be entered into for this project by 30 October 2017. An extension time has already been received and a further extension will be required if Council do not commit to entering into a contract at this meeting. The Department of Regional Development (State) was originally approved in 2014 and is quarantined until 31 October 2017. An extension of these funds would be highly unlikely.

POLICY IMPLICATIONS

3.1.14 Purchasing Policy

STRATEGIC PLAN REFERENCE

Social

- 2. A Shire of excellence in accessible infrastructure and services
- 2.2 Medical infrastructure and services that support a healthy community
- 2.2.4 Complete the building upgrade to the Narembeen Medical Centre

Economy

- 4. An economy that is well prepared for the future
- 4.2 Attract new industry and business to the Shire
- 4.2.4 Maintain and continue to upgrade Shire owned retail buildings in the main street of Narembeen

- 6. Access to lifelong learning for all stages of life
- 6.1 The local economy is growing and prosperous, offering a diverse range of job opportunities
- 6.1.8 Complete the upgrade to the Narembeen Community Precinct which may include the library co-location

RELATED PARTY TRANSACTIONS

CRC employee's and Medical Centre staff involved with Council.

OFFICER RECOMMENDATION

That Council:-

1. Appoint _____ as the preferred contractor for the Narembeen Community Precinct Project RFT 04/2017.
2. Commence discussions with Judith McDougall Designs and _____ with a view to entering into a contract for the Narembeen Community Project RFT 04/2017 subject to minor variations to the contract being considered and agreed to by both parties.
3. Consider other funding options including loan funds.

COUNCIL RESOLUTION

MIN

MOTION - Moved Cr.

2nd Cr.

CARRIED /

AGENDA ITEM: 6.4 - Training Opportunities for Councillors

7.0 Closure

There being no further business the Chair declared the meeting closed at _____.