



**MINUTES**  
**OF SPECIAL MEETING**  
**HELD ON**  
**6 SEPTEMBER 2016**  
**5.30PM**

**FOR THE PURPOSE OF PROGRESSING THE TENDER PROCESS FOR THE CONSTRUCTION OF  
THE SHORT TERM ACCOMMODATION PROJECT.**

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**1. OPENING, OBITUARIES, VISITOR**

**1.1 OPENING**

President Metcalf opened the meeting at 5.38pm.

**2. RECORD OF ATTENDANCE/APOLOGIES**

**2.1 RECORD OF ATTENDANCE**

D.E. Metcalf	President	Town Ward	
G.B. Ralph	Deputy President	Rural South Ward	
R.I. Trepp		Rural South Ward	
W.E. Coote		Rural North Ward	
T.A. Jones		Rural North Ward	
D.P. Hudson		Town Ward	
A.J. Metcalf		Town Ward	
A.J. Selvey	Chief Executive Officer		
E.L. Richard	Recorder/Council Liaison		
B.N. Walsh		Town Ward	Arrived at 5.42pm

**2.2 LEAVE OF ABSENCE**

**2.3 APOLOGIES**

S.F. Geerdink	Works Manager
S.L. King	Finance Manager

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

**4. DECLARATION OF ELECTED MEMBERS**

**5. PUBLIC QUESTION TIME**

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

**7. CONFIRMATION OF MINUTES**

**8. PETITIONS/DEPUTATIONS/PRESENTATIONS**

**9. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION**

## 10. REPORTS OF COMMITTEE AND OFFICERS

### 10.1 OPERATIONS

#### 10.1.1 SHORT TERM ACCOMMODATION CONSTRUCTION TENDER

Date: 31 August 2016  
 Applicant: The Shire of Dowerin  
 Location: Reserve 10614 on Part Lot 192 Fraser Street, Dowerin  
 File Ref:  
 Disclosure of Interest: Nil  
 Author: Andrea Selvey, CEO

#### Summary

This item seeks a resolution from Council to progress with calling for Tenders for construction of the Short Term Accommodation Precinct.

#### Background

At the Ordinary Meeting of Council on 16 August 2016, Council resolved to approve the application for development approval for camp sites, caravan sites and short stay accommodation (phase 1 of the Dowerin Short Term Accommodation Project) on part lot 192 Fraser Street, Dowerin (Reserve 10614) generally in accordance with the plans submitted. On this basis, the Architects appointed by Council (MCG Architects) have progressed with detailed designs and the project is now ready to call for tenders for the construction phase.

#### Comment

It is proposed to advertise for tenders from suitably qualified and resourced organisations on Saturday 10 September 2016, in the West Australian Newspaper. Tenderers will be asked to address the following Mandatory Criteria:

Description of Compliance Criteria	
(a) Compliance with the Specification contained in the Request.	Yes / No
(b) Compliance with the Conditions of Tendering this Request.	Yes / No
(c) Compliance with the Insurance requirement for this Request and completed clause 4.9.	Yes / No
(d) Compliance with and completion of the Price Schedule.	Yes/ No

In addition, the following qualitative criteria are proposed.

<p><b>Relevant Experience</b></p> <p>Demonstrated experience in completing similar regional projects and related Project Experience</p> <p>Describe your experience in providing a similar service and supply references from other local authorities and/or organisations and include the following as a minimum:</p> <ol style="list-style-type: none"> <li>a. Name;</li> <li>b. Business; and</li> <li>c. Contact Numbers.</li> </ol> <p>Supply details in an attachment.</p>	<p><b>Tick if attached</b></p> <p><input type="checkbox"/></p>
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<p><b>Demonstrated understanding of the project background and brief</b></p> <p>Describe your understanding of the requirements of this project including the extent of works to be carried out by the Shire.</p> <p>Supply details in an attachment.</p>	<p><b>Tick if attached</b></p> <p><input type="checkbox"/></p>
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<p><b>Project Plan (Timeline and Methodology)</b></p> <p>Outline your proposed project plan including timeline and methodology.</p> <p>Supply details in an attachment.</p>	<p><b>Tick if attached</b></p> <p><input type="checkbox"/></p>
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<p><b>Resources of the organisation</b></p> <p>Provide information about the human and other resources of your organisation that can be utilised to bring this project to successful fruition. In particular provide resumes of your proposed Contract Administrator and Site Supervisor and how their experience will benefit this project</p> <p>Supply details in an attachment.</p>	<p><b>Tick if attached</b></p> <p><input type="checkbox"/></p>
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It is proposed to score the qualitative criteria as follows:

- Price 50%
  - Experience 10%
  - Understanding 20%
  - Project Plan 10%
  - Resources 10%
- 100%

### Consultation

This matter has been the subject of three Council agenda items in 2016 as follows:

19 April 2016 – Council resolved to authorize the CEO to negotiate with the Department of Infrastructure and Regional Development (DIRD) for funding for the Short Term Accommodation (STA) project;

17 May 2016 – Council resolved to ratify the grant agreement between the Shire and DIRD for National Stronger Regions Funding for the STA project; and

16 August 2016 – Council resolved to approve the application for development approval for camp sites, caravan sites and short stay accommodation (phase 1 of the STA Project).

Community consultation was undertaken as part of developing the Strategic Community Plan and Short Term Accommodation was identified as a high priority for the community. In addition, the CEO and CDO have met with most retail/service businesses over the past three months. Two businesses have expressed concern:

1. Dowerin Roadhouse/Motel and Caravan Park – the owner and the current leaseholder of this business have met with the CEO and CDO to express their concerns that this project will undermine their business. Their concerns were outlined in a letter from Ms K Spark tabled at the 19 July Council meeting during Public Question Time. The letter and the response are provided in the minutes of the Council Meeting held on the 19 July 2016. Following the 19 July Council meeting the CEO has formally written to and emailed Ms Spark to invite her to a meeting to discuss her concerns and potential solutions in more detail. Ms Spark has asked to postpone the meeting until after the Field Days.

2. The owner of Dowerin Bulk Transport met with the CEO several months ago expressing concern that the Short Term Accommodation Project would impact on her business which shares a common boundary and that the noise from her business could have negative impacts on guests staying in the proposed development. The owner was asked to put her concerns in writing so that they could be presented to Council for consideration. This has not occurred.

### Financial Implications

The 2016/17 Budget makes provision of \$2,473,038. The project is tracking according to this budget allocation therefore there is no anticipated financial impact from progressing with tenders. All tenders will be assessed against price as a major factor.

### Policy Implications

Council has an adopted Policy with respect to Procurement which stipulates that purchases over \$100,000 require a public tender process and for Council to select and approve the tenderer. While the annual cost for the tender is less than the threshold requiring a tender, as this is expected to be a three to five year contact, the amount exceeds the threshold for which a tender is required. Therefore, the proposed process is compliant with this policy requirement.

### Statutory Implications

LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 - REG 11 stipulates the requirements for calling tenders. This process is compliant with these statutory requirements.

Strategic Implications

Strategic Community Plan

- Objective 2.3; Strategy 2.3.5

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**COUNCIL DECISION – ITEM 10.1.1**

(2676)            Moved: Cr TA Jones                            Seconded: Cr RI Trepp                            Carried 7/1

**THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO REG 11 OF THE LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 RESOLVES TO AUTHORISE THE CEO TO:**

- 1. PUBLICLY ADVERTISE FOR TENDERS FROM SUITABLY QUALIFIED CONTRACTORS FOR THE CONSTRUCTION OF THE SHORT TERM ACCOMMODATION PRECINCT; AND**
- 2. BRING THE TENDER EVALUATION REPORT TO COUNCIL DETAILING TENDERS RECEIVED FOR COUNCIL CONSIDERATION.**

- 11. NEW BUSINESS OF AN URGENT NATURE**
- 12. ELECTED MEMBERS MOTIONS**
- 13. CONFIDENTIAL ITEMS**
- 14. CLOSURE OF MEETING**

There being no further business Cr Dale Metcalf (President) declared the meeting closed at 5.49pm.

***These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 18 October 2016.***

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***D.E. Metcalf***

**PRESIDENT**

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***Date***