

# **SHIRE OF JERRAMUNGUP**



## **MINUTES**

### **SPECIAL MEETING OF COUNCIL**

**6<sup>th</sup> December 2016**

## SHIRE OF JERRAMUNGUP

**SPECIAL MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS, VASEY STREET, JERRAMUNGUP ON TUESDAY 6<sup>th</sup> DECEMBER 2016, COMMENCING AT 7:32AM.**

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

The President declared the meeting open at 7:32am

### **2. RECORD OF ATTENDANCE**

Cr R Lester	President
Cr J Iffla	Deputy President
Cr B Trevaskis	Member
Cr W Bailey	Member
Cr C Daniel	Member
Cr J Leenhouders	Member
Cr R Parsons	Member
Mr B Bailey	Chief Executive Officer
Mrs C Solomon	Deputy Chief Executive Officer
Mr C Pursey	Planning Officer
Miss E Hyde	Executive Assistant

### **3. APOLOGIES**

Mr M Flett                      Manager of Works

### **4. LEAVE OF ABSENCE PREVIOUSLY APPROVED**

Nil

### **5. PUBLIC QUESTION TIME**

Nil

### **6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

### **7. PETITIONS / DEPUTATIONS / PRESENTATIONS**

Nil

**8. DECLARATIONS OF FINANCIAL INTEREST**

Cr Daniel declared an impartiality interest in Item 9.3 - Citizenship and Sporting Awards. The nature of the interest is Cr Daniel is the Secretary of the organisation nominating Junior & Senior Sports Star 2016.

Cr Leenhouders declared an impartiality interest in Item 9.3 - Citizenship and Sporting Awards. The nature of the interest is that one nominee is a family relative of Cr Leenhouders.

**9. OFFICER'S REPORTS**

**9.1** Bremer Bay Town Centre Civil Works

**9.2** Concept Design – Bremer Bay Civic Square

**9.3** Citizenship and Sporting Awards

---

<b>SUBMISSION TO:</b>	<b>Administration</b>
<b>AGENDA REFERENCE:</b>	9.1
<b>SUBJECT:</b>	Bremer Bay Town Centre Civil Works
<b>LOCATION/ADDRESS:</b>	Bremer Bay Town Centre
<b>NAME OF APPLICANT:</b>	N/A
<b>AUTHOR:</b>	Brent Bailey
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	23 <sup>rd</sup> November 2016

---

## **SUMMARY**

Following a public tender process Council approval is sought to award the tender for the Civil works component of the Bremer Bay Town Centre Stage 2 to WCP Civil.

## **ATTACHMENT**

The following items have been tabled as confidential attachments under separate cover due to the information contained in them relating to a contract which the Council may enter into and that the information contained in them would also be considered to reveal information that has a commercial value to a person.

CONFIDENTIAL Attachment 9.1(a) - Tender submissions received

CONFIDENTIAL Attachment 9.1(b) - Tender assessment undertaken by Porter Consulting Engineers

## **BACKGROUND**

On 22<sup>nd</sup> October 2016 the Shire called for tenders for the construction of road and drainage works in the Bremer Bay Town Centre. Tenders closed on 15<sup>th</sup> November 2016 and 6 tenders were received.

Porter Consulting Engineers coordinated the tender process and reviewed each submission against the detailed drawings and tender specifications. Under the proposed scope of works the following activities will be undertaken:

1. Construction of Sea Dragon Avenue extension including drainage to Mary Street
2. Construction of a four-way intersection at Mary Street
3. Upgrades to road base and surfaces on Garnett Road, Bremer Bay Road
4. Construction of first stage of the carpark which links Yandil Street to Bremer Bay Road.
5. Construction of shared path between Yandil Street and Mary Street.
6. Installation of Street Lighting along Sea Dragon Avenue Extension

## **CONSULTATION**

Porter Consulting Engineers

## **COMMENT**

The 6 tenders which were received were assessed against the following pre-determined criteria.

- 1) Price – 50%
- 2) Resources – 10%
- 3) Management and Safety – 15%
- 4) Relevant Experience – 25%

The submissions were assessed and scored under these criteria by the consulting engineer with input also being applied by Shire staff. The tender assessment report provided by the consulting engineers indicates that under the criteria the most advantageous tender is that from WCP Civil.

The summary table below is an extract from the assessment report showing the scoring applied to each submission.

Company	Price (T)	Resources (10%)	Management & Safety (15%)	Relevant Experience (25%)	Price (50%)	Score	Rank
West Coast Profilers	\$782,684.24	4	4	4	3.5	75.4	1
Road Contractors	\$797,544.00	2	2	2	3.5	54.7	5
Dowsing	\$889,405.93	4	4	4	3.0	70.0	2
BCL Group	\$1,088,135.29	4	4	3	2.0	55.0	4
Tracc Civil	\$1,212,088.43	5	5	5	1.4	63.7	3
BEP (Buckleys)	\$1,247,827.24	4	4	4	1.2	51.9	6

Further to the assessment by the consulting engineer, Shire staff endorsed the assessment and reviewed the main street upgrade works which the preferred contractor has undertaken in the Shire of Ravensthorpe. The works undertaken appears of a high standard and demonstrates capacity to deliver the scale of the project expected in Bremer Bay Town Centre Stage 2.

## **STATUTORY REQUIREMENTS**

Regulation 11 of the Local Government (Functions and General) Regulations 1996 (Regulations) requires Council to publicly tender if the contract is, or is expected to be, more, or worth more than \$150,000.

Regulation 18 of the Regulations outlines a number of requirements relating to choice of tender. Council is to decide which of the acceptable tenders is the most advantageous to Council. It may also decline to accept any tender.

Regulation 19 of the Regulations requires Council to advise each tenderer in writing of Council's decision.

## **STRATEGIC IMPLICATIONS**

This item relates to the following components from the Shire of Jerramungup Community Plan 2016 - 2026;

**Aspiration 3.2** - Economic Diversity of the Shire's Community Plan.

**Objective 3.2.1** - Continue the development of the Bremer Bay Town Centre including the town square and designs for the civic centre.

### **FINANCIAL IMPLICATIONS**

The 2016/2017 budget identifies \$835,700 in expenditure on the Civil Works component of the Bremer Bay Town Centre. Final costings for the relocation of the power pole at Mary Street are still being negotiated with Western Power.

Including the consulting engineers expense the project is forecast at approximately \$65,000 over the adopted budget however the project scope has been expanded beyond the original scope to include the carpark construction and additional drainage infrastructure to cope with increased flows from the cleared site.

With the priority construction of Bremer Bay Town Centre Stage 2 being the civil components it is recommended that the budget for the Civic Square be adjusted once the final costings for the power pole relocation are known. The current budget for the Civic Square is \$1,123,050. A further budget of \$522,000 has been identified for the Skate Park should Lotterywest funding be approved.

### **WORKFORCE IMPLICATIONS**

Any expansion to Council's infrastructure network will require additional resources to meet current maintenance and future replacement costs. Council's workforce plan has identified that the additional infrastructure associated with the Bremer Bay Town Centre will require an additional 0.5FTE staff member in the works department.

### **POLICY IMPLICATIONS**

In addition to the tender requirements stated in Council's purchasing policy a Regional Price Preference is also available to local suppliers and contractors. There were no tenders submitted from local businesses.

### **VOTING REQUIREMENTS**

Simple Majority

## **RECOMMENDATION**

1. That Council award the contract in Tender 01/16 Bremer Bay Town Centre Stage 2 to WCP Civil for consideration of \$782,684.24 excluding GST.
2. That Council authorise the CEO to sign the contract in accordance with section 9.49A(4) of the Local Government Act.

### **SC161201 Moved Cr Daniel / Seconded Cr Parsons**

1. That Council award the contract in Tender 01/16 Bremer Bay Town Centre Stage 2 to WCP Civil for consideration of \$782,684.24 excluding GST.
2. That Council authorise the CEO to sign the contract in accordance with section 9.49A(4) of the Local Government Act.

**Carried 7-0**

---

<b>SUBMISSION TO:</b>	<b>Administration</b>
<b>AGENDA REFERENCE:</b>	9.2
<b>SUBJECT:</b>	Concept Design – Bremer Bay Civic Square
<b>LOCATION/ADDRESS:</b>	Bremer Bay Town Centre
<b>NAME OF APPLICANT:</b>	n/a
<b>AUTHOR:</b>	Brent Bailey
<b>DISCLOSURE OF ANY INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	24 <sup>th</sup> November 2016

---

## **SUMMARY**

This item seeks Council support to endorse the Bremer Bay Civic Square concept plan to allow further public consultation and the detailed design process to commence.

## **ATTACHMENT**

Attachment 9.2 - Bremer Bay Civic Square Concept Plans

## **BACKGROUND**

Following the receipt of funding through the Royalties for Regions Growing Our South Initiative the Shire engaged UDLA to review the existing civic square concept designs which were developed during Stage 1 of the Bremer Bay Town Centre in preparation for construction.

Since the development of concept designs in Stage 1 there has been demonstrated support for the development of a skate / youth space in Bremer Bay and as part of the concept review a provision for this area has been worked into the civic square to increase diversity of offering in the new development. The skate space is currently being designed by Convic and the two designers have been working together to establish appropriate areas for the various facilities which are outlined below.

1. Large village green (open lawn space)
2. A nature play area
3. Market walk to facilitate community market days
4. A podium / memorial area to hold memorial events and take in views to the ocean.
5. A youth space / skate park
6. A community shelter and bbq area
7. Locations for pop up stalls, food vans and activities.

The indicative budget for the Civic Square construction is approximately \$1.123M and an application has been presented to Lotterywest to fund approximately \$500,000 towards the construction of the Skate / Youth space.

The following comparisons provide an overview of the evolution of the original concept into the current proposal.





## **CONSULTATION**

Public consultation is currently being sought via feedback forms, local advertising and online through the Shire's website and social media.

The Bremer Bay Civic Square Reference Committee has also been consulted on the revised plan and has indicated their support for the plan and progression to detailed design.

## **COMMENT**

The designs to date have been created to meet a number of goals and design principals.

1. Enhance the new heart of the Bremer Bay town centre with active civic space which will draw people into the new commercial area.
2. Promote the economic viability of the town centre by encouraging through traffic and increasing pedestrian activity to commercial shop fronts.
3. Create an active and flexible community space that can facilitate a wide variety of events and crowds.
4. Be inspired by local landscapes and showcase the views which are available at the site.
5. Promote intergenerational interaction between the community to build community bonds and relationships.

In order to progress the design phase of this project the architect requires Council to endorse the concept design which will confirm the layout and scope of the project. In the following stages of the design process the following levels of detail will be added to the designs.

1. Vegetation selection including planting patterns and species selection.
2. Park furniture style selection.
3. Path and paving profiles and materials.
4. Playground style and content
5. Park shelter and BBQ style.

A further consultation and approval process will be undertaken on these more detailed levels of planning prior to the designs being finalised and worked up into tender / procurement documentation. There will be a community workshop with the landscape architects during the first week of January to present the plans and to provide the opportunity for the public to engage with the architect to assist in the development of the detailed design.

## **STATUTORY REQUIREMENTS**

Nil

## **STRATEGIC IMPLICATIONS**

This item relates to the following components from the Shire of Jerramungup Community Plan 2016 - 2026;

**Aspiration 3.2** - Economic Diversity in the Community Plan.

**Objective 3.2.1** - Continue the development of the Bremer Bay Town Centre including the town square and designs for the Civic Centre.

## **FINANCIAL IMPLICATIONS**

As discussed in the background section of this report.

## **WORKFORCE IMPLICATIONS**

The construction of infrastructure in the Bremer Bay Town Centre will increase the existing maintenance responsibilities of the Shire workforce. An additional 0.5 FTE position has been forecast in the parks and gardens team in the workforce and long term financial plan.

## **POLICY IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

## **RECOMMENDATION**

That Council:

1. Endorse the attached concept plans for the Bremer Bay Civic Square and undertake community consultation to progress the project through the detailed design phase.

**SC161202 Moved Cr Iffla / Seconded Cr Leenhouders**

**That Council:**

1. **Endorse the attached concept plans for the Bremer Bay Civic Square and undertake community consultation to progress the project through the detailed design phase.**

**Carried 7-0**

---

<b>SUBMISSION TO:</b>	<b>Administration</b>
<b>AGENDA REFERENCE:</b>	9.3
<b>SUBJECT:</b>	Citizenship and Sporting Awards
<b>LOCATION/ADDRESS:</b>	
<b>NAME OF APPLICANT:</b>	Shire of Jerramungup
<b>FILE REFERENCE:</b>	
<b>AUTHOR:</b>	Elizabeth Hyde
<b>DISCLOSURE OF ANY INTEREST:</b>	Cr Daniel declared an impartiality interest, Cr Leenhouders declared an impartiality interest
<b>DATE OF REPORT:</b>	30 <sup>th</sup> November 2016

---

## **SUMMARY**

This item addresses Council's annual Citizenship and Sporting Awards which are presented at the Australia Day Breakfast.

## **ATTACHMENTS**

Attachment 9.3(a) - Selection Criteria

CONFIDENTIAL Attachment 9.3(b) - Nomination Forms

## **BACKGROUND**

As part of Council's annual traditions the Citizenship and Sporting Awards are presented each year at the Australia Day Breakfast.

## **CONSULTATION**

Community nominations are sought for these awards.

## **COMMENT**

Copies of the nominations will be presented to the Council meeting and Council may elect to close the meeting to the public to consider the nominations in "committee". Council set guidelines for the selection of winners of the Sports Star awards at the November 2007 Council meeting.

Nominations for the awards closed on 30<sup>th</sup> November 2016.

The award winners will be recorded in the official minutes however in order to maintain confidentiality the names will not be published in community minutes until after the presentation.

## **STATUTORY REQUIREMENTS**

**Local Government Act 1995**

**5.23. Meetings generally open to public**

- (1) Subject to subsection (2), the following are to be open to members of the public —
- a) all council meetings; and
  - b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
- a) a matter affecting an employee or employees; and
  - b) the personal affairs of any person; and
  - c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
  - d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
  - e) a matter that if disclosed, would reveal —
    - i) a trade secret; or
    - ii) information that has a commercial value to a person; or
    - iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
  - f) a matter that if disclosed, could be reasonably expected to —
    - i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
    - ii) endanger the security of the local government's property; or
    - iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
  - g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
  - h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

### **STRATEGIC IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

## **RECOMMENDATION**

1. That Council close the meeting to the public at \_\_\_\_\_ to consider the nominations in confidence.
2. That Council award the 2016 Citizenship Award to \_\_\_\_\_, with it being presented to the recipient on 26 January 2017 at the Australia Day Breakfast Function.
3. That Council award the 2016 Community Group or Event Award to \_\_\_\_\_, with it being presented to the recipient on 26 January 2017 at the Australia Day Breakfast Function.
4. That Council award the 2016 Junior Sportsperson Award to \_\_\_\_\_, with it being presented to the recipient on 26 January 2017 at the Australia Day Breakfast Function.
5. That Council award the 2016 Senior Sportsperson Award to \_\_\_\_\_, with it being presented to the recipient on 26 January 2017 at the Australia Day Breakfast Function.
6. That Council open the meeting to the public at \_\_\_\_\_.

### **SC161203 Moved Cr Leenhouders / Seconded Cr Iffla**

1. **That Council close the meeting to the public at 7:48am to consider the nominations in confidence.**

**Carried 7-0**

7:57am - Cr Daniel left the meeting during discussion of the Junior & Senior Sportsperson Awards.

8:00am – Cr Daniel returned to the meeting and was entitled to vote due to her declaration of impartiality.

### **SC161204 Moved Cr Iffla / Seconded Cr Parsons**

1. **That Council award the 2016 Citizenship Award to \_\_\_\_\_, with it being presented to the recipient on 26 January 2017 at the Australia Day Breakfast Function.**
2. **That Council award the 2016 Community Group or Event Award to \_\_\_\_\_, with it being presented to the recipient on 26 January 2017 at the Australia Day Breakfast Function.**

3. That Council award the 2016 Junior Sportsperson Award to \_\_\_\_\_, with it being presented to the recipient on 26 January 2017 at the Australia Day Breakfast Function.
4. That Council award the 2016 Senior Sportsperson Award to \_\_\_\_\_, with it being presented to the recipient on 26 January 2017 at the Australia Day Breakfast Function.

**Carried 7-0**

**SC161205 Moved Cr Leenhouders / Seconded Cr Bailey**

1. That Council open the meeting to the public at 8:01am.

**Carried 7-0**

**10. NEXT MEETING/S**

Ordinary Meeting - to be held Wednesday 21<sup>st</sup> December 2016 commencing at 8:30am at the Town Hall, Bremer Bay.

**11. CLOSURE**

The President declared the meeting closed at 8:02am.

I confirm these Minutes to be a true and accurate record of the proceedings of the Council.

Signed: ..... Dated: .....  
(Shire President)