



MINUTES

Special Meeting of Council
17th January 2018

SHIRE OF JERRAMUNGUP

SPECIAL MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS, VASEY STREET, JERRAMUNGUP ON WEDNESDAY 17th JANUARY 2018, COMMENCING AT 9:30AM.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President declared the meeting open 9:30am.

2. RECORD OF ATTENDANCE

Cr R Lester	President
Cr J Iffla	Deputy President
Cr W Bailey	Member
Cr J Leenhouders	Member
Cr R Parsons	Member
Cr A Price	Member
Cr B Trevaskis	Member

Mr B Bailey	Chief Executive Officer
Ms T Pike	Acting Deputy CEO
Ms E Hyde	Executive Assistant

3. APOLOGIES

Nil

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

Nil

9. OFFICER'S REPORTS

9.1 Tender 01/18 – Project Management Services – Storm Damage

SUBMISSION TO:	Administration
AGENDA REFERENCE:	9.1
SUBJECT:	Tender 01/18 – Project Management Services – Storm Damage
LOCATION/ADDRESS:	Shire of Jerramungup
NAME OF APPLICANT:	n/a
AUTHOR:	Brent Bailey
DISCLOSURE OF ANY INTEREST:	Nil
DATE OF REPORT:	15th January 2018

SUMMARY

Following a public tender process Council approval is sought to award the tender for the provision of Project Management Services for storm damage works to Hewer Consulting Services.

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 - Tender submissions received

BACKGROUND

In December 2017 the Shire called for tenders to complete the project management of storm damage reinstatement following flooding and infrastructure damage in February 2017. Storm damage works including project management have been underway since the flooding however the contract value was approaching the level at which Council is required to call tenders.

After the 2017 storm event the Shire continued to utilise the services of Hewer Consulting Services who had been coordinating 2016 flood damage repairs under recommendation from Main Roads WA and to ensure a timely response for reinstating the Shire’s infrastructure network. The additional administrative requirements in the latest storm damage claim and the completion of works by the Shire works crew on a number of roads has increased the involvement from the project manager. These additional costs which place the total value of the project management contracts in excess of \$150,000 were unforeseen at the commencement of flood damage repairs under AGRN 743.

Tenders have been called independently of the incumbent project manager to meet the requirements of the regulations and to ensure competitive rates of service are being procured.

CONSULTATION

WALGA

COMMENT

The 4 tenders which were received were assessed against the following pre-determined criteria.

- 1) Price / Price Structure (based on an estimate of hours and weeks for the remaining quantum of works) – 35%
- 2) Previous experience / past performance, particularly in the Shire district / region – 65%

The submissions were assessed and scored under these criteria by the Shire's CEO. The tender evaluation recommends that the most advantageous tender is Hewer Consulting Services.

The summary table below provides an overview of the assessment results.

Company	Price (T)	Assessment Score /5	Rank
Hewer Consulting Services	\$100,240	4.33	1
WML Consultants Pty Ltd	\$142,760	3.16	3
Talis Consultants Pty Ltd	\$94,160	4.03	2
Rajan Humagai	\$124,500	2.35	4

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 component from the Shire of Jerramungup Community Plan 2016 - 2026;

2.5.2 - Maintain a highly accountable and transparent governance network and decision making process

FINANCIAL IMPLICATIONS

The 2017/2018 budget identifies approximately \$3M in expenditure to complete storm / flood damage works which includes expenditure on an external project manager. Approximately \$128,000 has been spent on project management services for event AGRN 743 to date.

As the Shire has already spent its mandatory contribution of approximately \$180k all funds are now fully reimbursed through the WANDRRA process.

WORKFORCE IMPLICATIONS

The procurement of a project manager for these works reduces the administrative and project management burden of internal staff.

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

That Council;

- 1) Award the contract in Tender 01/18 in accordance with the submitted rates and charges to Hewer Consulting Services.
- 2) Authorise the CEO to sign the contract in accordance with section 9.49A(4) of the Local Government Act 1995.

SC180101 Moved Cr Price / Seconded Cr Bailey

That Council;

- 1) Award the contract in Tender 01/18 in accordance with the submitted rates and charges to Hewer Consulting Services.**
- 2) Authorise the CEO to sign the contract in accordance with section 9.49A(4) of the Local Government Act 1995.**

Carried 7-0

10. NEXT MEETING/S

Ordinary Meeting to be held Wednesday 21st February 2018 commencing at 2:00pm in the Council Chambers, Jerramungup.

11. CLOSURE

The President declared the meeting closed at 9:36am.