



TOWN OF PORT HEDLAND

ORDINARY MEETING OF COUNCIL MINUTES

**WEDNESDAY 27 SEPTEMBER 2017 AT
5:30PM**

**COUNCIL CHAMBERS, MCGREGOR STREET,
PORT HEDLAND**

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“A nationally significant, friendly city that people are proud to call home”

*David Pentz
Chief Executive Officer*

Distribution Date: 4 October 2017

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Item 1 Opening of Meeting

The Mayor declared the meeting open at 5.30pm.

Item 2 Acknowledgement of Traditional Owners

The Mayor acknowledges the traditional custodians, the Kariyarra people, and recognises the contribution of Kariyarra Elders past, present and future, in working together for the future of Port Hedland.

Item 3 Recording of Attendance

3.1 Attendance

Mayor Camilo Blanco
Deputy Mayor Troy Melville
Councillor Jan Gillingham
Councillor David Hooper
Councillor Julie Arif
Councillor Louise Newbery
Councillor Richard Whitwell
Councillor Lincoln Tavo – Via Telephone at 5:38pm

| | |
|-------------------|-----------------------------------------------------------|
| David Pentz | Chief Executive Officer |
| Gerard Sherlock | Director Infrastructure and Town Services |
| Paul Howrie | Acting Director Development, Sustainability and Lifestyle |
| Josephine Bianchi | Acting Director Corporate and Performance |
| Louise O'Donnell | Governance Officer / Minute Taker |

| | |
|----------|---|
| Public | 7 |
| Media | 1 |
| Officers | 4 |

3.2 Apologies

Nil

3.3 Approved Leave of Absence

Nil

3.4 Disclosure of Interests

Nil

Item 4 Response to Previous Questions

4.1 Response to Questions taken on notice from Public at the Ordinary Council Meeting held on Wednesday 23 August 2017

Nil

4.2 Response to Questions taken on notice from Elected Members at the Ordinary Meeting of Council held on Wednesday 23 August 2017

Nil

Item 5 Applications for Leave of Absence

Councillor Jan Gillingham requested leave from 28 September to 11 October 2017 inclusive.

Item 6 Attendance by Telephone/Instantaneous Communications

CM201718/035 COUNCIL DECISION

MOVED: CR MELVILLE

SECONDED: CR GILLINGHAM

That Council approve Councillor Lincoln Tavo to attend the Ordinary Council Meeting held on Wednesday 27 September 2017 via telephone whilst he is in Perth, Western Australia.

CARRIED BY ABSOLUTE MAJORITY 7/0

CM201718/036 COUNCIL DECISION

MOVED: CR HOOPER

SECONDED: CR WHITWELL

That Council approve Councillor Jan Gillingham to attend the proposed Special Council Meeting to be held on Wednesday 4 October 2017 via telephone whilst she is in Perth, Western Australia.

CARRIED BY ABSOLUTE MAJORITY 7/0

CM201718/037 COUNCIL DECISION

MOVED: CR HOOPER

SECONDED: CR MELVILLE

That Council approve Councillor Richard Whitwell to attend the proposed Special Council Meeting to be held on Wednesday 4 October 2017 via telephone whilst he is in Perth, Western Australia.

CARRIED BY ABSOLUTE MAJORITY 7/0

- 5:38pm Councillor Tavo entered the meeting via telephone.
5:39pm The Mayor asked Councillor Tavo if he had any interests to declare in relation to the items contained in the agenda. Councillor Tavo advised in the negative.

Item 7 Public Time

Important note:

'This meeting is being recorded on audio tape as an additional record of the meeting and to assist with minute-taking purposes which may be released upon request to third parties. If you do not give permission for recording your participation please indicate this at the meeting. The public is reminded that in accordance with Section 6.16 of the Town of Port Hedland Local Law on Standing Orders nobody shall use any visual or vocal electronic device or instrument to record the proceedings of any meeting unless that person has been given permission by the presiding member to do so. Members of the public are also reminded that in accordance with section 6.17(4) of the Town of Port Hedland Local Law on Standing Orders mobile telephones must be switched off and not used during the meeting.'

In accordance with section 6.7(3) of the Town of Port Hedland Local Law on Standing Orders, members of the public are required to complete a question form and place the completed form in the tray provided.

All candidates, whether current Elected Members or not, are required to declare that they are a candidate for the upcoming election prior to asking questions or making a statement at Council or Committee Meetings.

The Mayor opened Public Question Time at 5:39pm.

7.1 Public Question Time

Nil

The Mayor closed Public Question Time at 5:39pm.

The Mayor opened Public Statement Time at 5:39pm.

7.2 Public Statement Time

Nil

The Mayor closed Public Statement Time at 5:40pm.

7.3 Petitions/Deputations/Presentations/Submissions

Nil

Item 8 Questions from Members without Notice

8.1 Deputy Mayor Troy Melville

Deputy Mayor Melville declared that he is a candidate in the upcoming [Local Government] Election.

Deputy Mayor Melville wished all the candidates in the upcoming election the best of luck.

8.2 Councillor Jan Gillingham

Councillor Gillingham declared that she is a candidate in the upcoming [Local Government] election.

In regards to the Australia Day Breakfast run by Soroptimists International, will this event be taking place next year?

The Chief Executive Officer took the question on notice.

8.3 Councillor David Hooper

Councillor Hooper declared he is a candidate in the upcoming [Local Government] election.

8.4 Councillor Louise Newbery

Councillor Newbery declared she is a candidate in the upcoming [Local Government] election.

Item 9 Declarations of All Members to Have Given Due Consideration to All Matters Contained in the Business Paper before the Meeting

All Elected Members declared that they had given due consideration to all matters contained in the agenda:

- Mayor Camilo Blanco
- Councillor Troy Melville
- Councillor Jan Gillingham
- Councillor David Hooper
- Councillor Julie Arif
- Councillor Louise Newbery
- Councillor Richard Whitwell
- Councillor Lincoln Tavo

Item 10 Confirmation of Minutes of Previous Meeting

10.1 Confirmation of Minutes of the Ordinary Meeting of Council held on Wednesday 23 August 2017

CM201718/038 RECOMMENDATION/ COUNCIL DECISION**MOVED: CR. ARIF****SECONDED: CR. GILLINGHAM**

That Council confirm that the Minutes of the Ordinary Meeting of Council held on Wednesday 23 August 2017 are a true and correct record.

CARRIED BY ABSOLUTE MAJORITY 8/0

Item 11 Announcements by Presiding Member without Discussion

Mayors Monthly Meetings – 1 August to 31 August 2017

| Date: | Meeting: |
|------------|------------------------------------------------------------------|
| 1/08/2017 | Meeting with PHIA Board – Perth |
| 1/08/2017 | WARCA Meeting – Perth |
| 1/08/2017 | Meeting with Premiers office – Perth |
| 1/08/2017 | WALGA Week Mayors and Presidents Forum – Perth |
| 1/08/2017 | Meeting with RSPCA – Perth |
| 1/08/2017 | Meeting with Minister Robert's office – Perth |
| 2/08/2017 | Meeting with Minister Ellery – Perth |
| 2/08/2017 | 2017 State & Local Government Forum – Perth |
| 2/08/2017 | WALGA Annual General Meeting – Perth |
| 3/08/2017 | 2017 WALGA Convention – Perth |
| 3/08/2017 | Meeting with Department of Jobs, Tourism, Science and Innovation |
| 4/08/2017 | 2017 WALGA Convention – Perth |
| 4/08/2017 | Meeting with Chamber of Minerals & Energy |
| 4/08/2017 | WALGA Convention Gala Dinner – Perth |
| 8/08/2017 | Meeting with Prime Minister and Minderoo Foundation in Canberra |
| 14/08/2017 | Meeting with Hon Jacqui Boyde |
| 16/08/2017 | Meeting with WA Premier & Minderoo Foundation – Perth |
| 17/08/2017 | Special Citizenship Ceremony |
| 19/08/2017 | North West Festival Event |
| 21/08/2017 | Meeting with Tim Hammond – Federal Labor MP |
| 22/08/2017 | Meeting with Bloodwood Tree |
| 22/08/2017 | Meeting with Water Polo Club |
| 24/08/2017 | Meeting with BBI Group |
| 28/08/2017 | Meeting with NBN – Perth |
| 29/08/2017 | New Pilbara Conference – Perth |
| 30/08/2017 | Meeting with FMG – Perth |
| 30/08/2017 | Meeting with The Australian – Perth |
| 30/08/2017 | Meeting with Minderoo Foundation – Perth |
| 31/08/2017 | PRC Council Meeting – Perth |
| 31/08/2017 | Meeting with Dept. of Education |

Disclaimer

Members of the public are cautioned against taking any action on Council decisions, on items on this evening's Agenda in which they may have an interest, until formal notification in writing by the Town has been received. Decisions made at this meeting can be revoked, pursuant to the Local Government Act 1995.

Item 12 Reports of Officers

12.1 Executive Services**12.1.1 Memorandum of Understanding with Pilbara Regional Council - Intra-Regional Air Services**

File No: 20/01/0186
 Applicant/ Proponent: Pilbara Regional Council
 Subject Land/ Locality: Pilbara Wide
 Date: 11 September 2017
 Author: David Pentz, Chief Executive Officer
 Authorising Officer: David Pentz, Chief Executive Officer
 Disclosure of Interest from Nil
 Authority/Discretion: Advocacy
 Executive
 Legislative
 Quasi-Judicial
 Information Purposes

Attachments:

1. Intra-regional Air Services proposal (Confidential - Under Separate Cover)
2. Extract from June 2017 PRC Minutes
3. Commercial in confidence – Memorandum of Understanding (Confidential – Under Separate Cover)

Caretaker Statement: The recommended decision is not a 'Major Policy Decision' within the context of Council Policy 4/006 'Elections – Caretaker Period Policy', as the signing of this MOU is considered non-binding.

CM201718/039 OFFICER RECOMMENDATION/ COUNCIL DECISION**MOVED: CR HOOPER****SECONDED: CR MELVILLE****That with respect to the proposal for Intra-Regional Air Services Council:**

1. **Endorse the proposed commercial-in-confidence Memorandum of Understanding (MOU) and principles contained therein and authorise the Chief Executive Officer (CEO) to sign the document subject to the following conditions:**
 - a) **The CEO is authorised to work with the Pilbara Regional Council, the proponent, and participating member local governments over the course of the following months on the construction of a detailed regional proposal for subsequent consideration by the Council;**
 - b) **The Town reserves the right to withdraw from the MOU at any time, for any reason;**

- c) **The Town will not make any financial contribution to the MOU process; and**
- d) **Noting that it is not legally bound to continue with the proposal or any subsequent proposed contractual obligations, if it is not entirely satisfied with the final proposal.**

CARRIED 6/2

For: Mayor Blanco, Cr Hooper, Cr Melville, Cr Arif, Cr Gillingham, Cr Tavo
Against: Cr Whitwell, Cr Newbery

EXECUTIVE SUMMARY

At the June 2017 ordinary council meeting of the Pilbara Regional Council, the regional Council resolved to instruct its CEO to work with member CEO's to draft a non-binding agreement to define principles and mechanisms appropriate for the development of an intra-regional air service proposal. It is recommended that Council endorse the non-binding MOU as presented, and authorise the CEO to work with other local governments in the Pilbara region to develop a detailed proposal and basis for a contract.

DETAIL

In early June 2017, the Pilbara Regional Council (PRC) held a workshop together with a North West proponent and member local governments to explore the potential of an intra-regional air service. This service would not only link the Pilbara inter regionally (avoiding the need to fly through Perth), but it would also connect the Pilbara to Exmouth and Broome, and be integrated into the new flights from Singapore into Karratha and from Denpasar into Port Hedland.

The proposal recommends several connections be made into the Town, with Port Hedland to be connected to Karratha, Broome, and Newman.

At the PRC June 2017 Council meeting, the regional Council resolved to endorse the PRC CEO to engage with the member local governments for the purpose of draft a heads of agreement that establishes the principles and operating mechanism for a Pilbara intra-regional air service (resolution FY17-91 as listed under attachment 2).

Such a contract would require further discussion and regional Council resolution before execution, and would need to be accompanied by back-to-back instruments of agreement between the PRC and each participating local government, likely requiring several Council resolutions to execute or to delegate authority to the CEOs.

Since the June 2017 Council meeting and PRC Council resolution FY17-91, the PRC has worked with the proponent and member CEOs on several versions of such a document, and presents the final draft MOU for Council's consideration.

The proposal is to enable the signing of a non-binding, multi-regional document, being a commercial-in-confidence MOU.

It is emphasised that the document, in current form, is a Non-Binding Document.

By endorsing the MOU as is, Council could enable progress on the development of more detailed plans, consultation, further needs and demand analysis, and authorise the PRC to work with the proponent to build a contract, and then make the case for its execution to member Councils.

It has been a necessary first step for the parties to come to a non-binding agreement, in order to prepare a business case on which to appropriately consult and guide the process towards forming more binding instruments later down the track.

The signing of the MOU is also crucial in providing the proponent, a commercial entity with a responsibility to maintain intellectual property and viability, with more certainty around the region's interest in such a service, allowing commercial decisions to be made as the parties head towards the formation of a contract. Importantly, much of the risk still lies with the proponent.

Also worthy of consideration is the model that the proponent has put forward, a model whereby subsidies are provided for the shortest amount of time possible, giving the air service the best chance of succeeding on its own merits as soon as practical.

By joining with the proponent in this venture through full subsidies in Years 1 and 2, and half subsidy in Year 3, the Pilbara local governments could create an entirely new service for businesses, residents and ratepayers.

The model as it stands, places a great deal of the risk on the proponent, with significant capital investments to be made on the back of formal agreements.

The signing of the MOU as presented, allows the proponent to make the case for additional expenditure on legal counsel, business case development, needs analysis, consultation, contract negotiation and further travel to consult with participating local governments.

The benefits of this investment do not come from a direct equity stake in the business nor should they be seen as something to be shared with the participating local governments through subsidy reduction. It is the economic multiplier effect that greater air services could bring to the region that is of most benefit to the region:

1. The service could allow the region's tourism operators to create packages for both interstate and international travellers seeking easy access to inland destinations.
2. It may enable quicker access to regional centres and Perth for businesses and residents, who can then benefit from services that are not on offer in their town.

In this way it could support the diversification of the region's economic base, a priority of both State and Local Governments alike.

The creation of a contract will be a complex process, but the signing of a non-binding MOU is not. In order to keep the momentum being built on this important issue, the CEO requests Council consider endorsing the MOU as presented, noting that further updates will be required over the next 3 months before a final Council resolution to consider the merits of the case – which if supported at that time, will require subsequent authorisation of funds and endorse participation in the contract.

It should be noted that the proposal whilst having many potential benefit and opportunities, and greater connectivity within the region, does not necessarily deal with the broader issue of the cost of airfares to Perth from the region for families or indeed low income families.

Engagement and Communications

- Pilbara Regional Council
- ToPH Executive Leadership Team
- Elected Members at a Confidential Briefing on Wednesday 6 September 2017

LEGISLATION AND POLICY IMPLICATIONS

The PRC has advised member Councils of the following legislative implications associated with the progression of this project following the signing of the MOU:

Regulation 11 (1) & (2) (f) of the *Local Government (Functions and General) Regulations 1996*, which outlines the requirements of publicly inviting tenders, and the provisions for when a tender does not have to be publicly invited.

Given there are no other organisations that either currently provide this type of service or have come forward with a similar proposal it is the recommendation of the PRC CEO that this procurement scenario be treated as a 'sole supplier' scenario, transacted monthly through the PRC on a cost-recovery basis.

With regards the Australian Competition and Consumer Commission's remit to police anti-competitive behaviour, section 45 of the *Competition and Consumer Act* applies. It is the opinion of the PRC that the proposed arrangement is highly unlikely to fall foul of any of these CCA restrictions, as an intra-regional Pilbara flight 'market' does not currently exist according to the definition in *Queensland Cooperative*. Given that, it is the recommendation of the PRC CEO that there is no substantially impugned conduct on competition.

The Local Government Act 1995, section 5.23 (2)(e) provides that the matter under consideration may be discussed behind closed doors and the subject to the agreement (MOU) remain confidential to the parties.

FINANCIAL IMPLICATIONS

There is no financial implication to the signing of the MOU. The MOU is a non-binding agreement and only proposes that all parties collaborate to determine the details of the proposal to ensure benefits to the region.

Formal instruments required will form part of this collaboration, including the development of necessary financial modelling to develop a sustainable business case and ensure equitable cost-sharing. The potential contributions over a three period include cash subsidies and also other in-kind service considerations such as reduced or waived landing fees. These will be quantified and negotiated during detailed negotiations with the parties and interim indicative numbers are detailed within the confidential attachment at appendix 1 of that document.

With services proposed to commence at the earliest by March 2018, any likely contribution from the Town of Port Hedland will not be until the last quarter of the financial budget year 2017/18. No provisions are currently provided for the subsidy in the 2017/18 Budget.

The likelihood of State Government contributions to potential further assist subsidising the intraregional service has been considered, but discounted as being unlikely in the short-medium term life of the proposal (three years).

STRATEGIC AND RISK IMPLICATIONS

Environmental

There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Strategic

The proposal aligns with the Town's strategic plan to become a domestic and international gateway to the North West through improvements to the Town's connectedness via air transportation, as well as an economy that provides choice and opportunities.

Risk

This item has been evaluated against the Town of Port Hedland's Risk Management Policy. The perceived level of risk is considered to be "a low" risk at this stage.

On balance, the officers view is that the risks of signing the MOU are low, compared to the opportunities that might present from the implementation of the subsequent services, if the intended proposals come to fruition.

The resultant proposal, including all financial and in-kind implications is required to come back to the Council for final consideration and approval.

OPTIONS

Option 1 - Adopt Officers Recommendation

Option 2 - Amended Officers Recommendation

That with respect to the proposal for Intra-Regional Air Services, Council:

1. Reject the proposed commercial-in-confidence Memorandum of Understanding (MOU) and principles contained therein; and
2. Authorise the CEO to work with the Pilbara Regional Council, the proponent, and participating member local governments over the course of the following months on the construction of a detailed regional proposal for subsequent consideration by the Council.

Option 3 – Do not adopt Officers Recommendation

That with respect to the proposal for Intra-Regional Air Services Council:

1. Does not endorse the proposed commercial-in-confidence Memorandum of Understanding (MOU) and principles contained therein.

Should Council not adopt the officer's recommendation it will be required to give a reason as to why it has made a decision that substantially differs from the officer's recommendation.

CONCLUSION

The provision of greater intra-regional air services in the Pilbara is a key enabler of business and tourism development, and a crucial new service for residents. It could allow residents easier access to Karratha, Broome and Newman, as well as through to Exmouth via Karratha. At this stage, the MOU is a Non-Binding Document, and Council's approval to proceed and sign this document does not affect its right to withdraw from any future negotiation, nor does it bind the Council to any particular model or subsidy.

ATTACHMENT 2 TO ITEM 12.1.1**7.3 INTRA-REGIONAL AIR SERVICES**

| | |
|--------------------------------|-------------------------|
| Responsible Officer: | Chief Executive Officer |
| Action Officer: | Chief Executive Officer |
| Disclosure of Interest: | Nil |
| Attachment(s): | 7.3 - Aviair proposal |

Purpose

To seek Council's consideration of a proposal by Aviair to provide intra-regional air services.

Background

Regular Public transport (RPT) is taken for granted by the vast majority of the Western Australian population, with most people living just minutes away from the bus and train network that links and connects the city and the south west of Western Australia.

The remoteness and vast distances of the Pilbara region mean that bus and train linkages across the region have never been fully developed.

Aviair, a charter and regular public transport air service provider based in Kununurra and Karratha, is proposing a network of air services that will provide thirty sectors per week, and circa 14,000 seats per annum, linking the coast to the rangelands, the north to south, and communities and towns to essential services.

It is proposed that the four Pilbara local government regions of Ashburton, East Pilbara, Port Hedland and Karratha, along with Broome in the Kimberley, and Exmouth in the Gascoyne, will be connected with a minimum of two return flights to each port each week. In addition, some of these ports will be linked back to Port Hedland's weekly Bali flight and the recently-approved Karratha to Singapore flight.

The logistical challenge of moving around the Pilbara is one of the major impediments to local business development and is a one reason why, statistically, the Pilbara is under represented by small and medium businesses in comparison to other regions. For many businesses, this logistics challenge is resolved by basing their offices and their employees in Perth; depriving the Pilbara of the growth and diversity it needs to deliver the Pilbara Cities Vision.

One of the nine Regional Pillars defined in the landmark Pilbara Regional Investment Blueprint, a "diverse and robust small and medium business sector" will "need to be at the heart of the Pilbara's diversified economy" is held back by the lack of connectivity in the region. Also held back is the development of tourism opportunities in the region, with the Blueprint aiming to capitalise on the "unique and iconic environmental and cultural assets of the region" and utilise its substantial "airport infrastructure." A further Pillar, People and Communities, aims to overcome the perception of the Pilbara as a "challenging place to live, work, invest" and to "overcome isolation and remoteness challenges".

Source: Aviair proposal (ATTACHMENT 7.3).

Comments/Discussion

It has been a customary practice that whilst being a leader in the community, we meet our terms of credit as established between suppliers and aspire to obtain discounts where practicable. Payments have been approved by authorised officers in accordance with agreed delegations and policy frameworks.

Policy Implications

Council policy P-012 applies to this report.

Staff are required to ensure that they comply with P-012 – Purchasing policy and that budget provision is available for any expenditure commitments.

Consultation

Aviair held a regional workshop in Port Hedland on 08 June to present this concept to regional stakeholders. There appeared to be broad support for the proposal's concept during the workshop, pending the provision of more details to facilitate informed decision making.

Legislative Implications

Local Government (Functions and General) Regulations 1996 – R. 11 states:

- (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 —

(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.

Given there are no other organisations that either currently provide this type of service or have come forward with a similar proposal, it is the recommendation of the CEO that this procurement scenario be treated as a 'sole supplier' scenario.

With regards the Australian Competition and Consumer Commission's remit to police anti-competitive behaviour, the following is relevant to this report:

Section 45 of the Competition and Consumer Act prohibits contracts, arrangements or understandings that are likely to substantially lessen competition in a market.

The 'market' is held to be: "A market is the area of close competition between firms or ... the field of rivalry between them. ... Within the bounds of a market there is substitution—substitution between one product and another, and between one source of supply and another, in response to changing prices. ... In determining the outer boundaries of the market we ask a quite simple but fundamental question: if the firm were to 'give less and charge more' would there be, to put the matter colloquially, much of a reaction." [Queensland Cooperative Milling Association Ltd/Defiance Holdings Ltd, re proposed merger with Barnes Milling Ltd (1976) ATPR 40-012]

In *Stirling Harbour Services Pty Ltd v Bunbury Port Authority* [2000] FCA 38; (2000) ATPR 41-752, Justice French said that to work out whether competition is being substantially lessened "there [must] be a purpose, effect or likely effect of the impugned conduct on competition which is substantial in the sense of meaningful or relevant to the competitive process."

And the market was held to be: "A market is the area of close competition between firms or ... the field of rivalry between them. ... Within the bounds of a market there is substitution—substitution between one product and another, and between one source of supply and another, in response to changing prices. ... In determining the outer boundaries of the market we ask a quite simple but fundamental question: if the firm were to 'give less and charge more' would there be, to put the matter colloquially, much of a reaction." [Queensland Cooperative Milling Association Ltd/Defiance Holdings Ltd, re proposed merger with Barnes Milling Ltd (1976) ATPR 40-012]

"Given the above, the proposed arrangement is highly unlikely to fall foul of any of these CCA restrictions, as there exists no current intra-regional Pilbara flight 'market' according to the definition in *Queensland Cooperative*, and given that there is no substantially impugned conduct on competition as per *Stirling Harbour*.

Financial Implications

The PRC is requested to act as a facilitator for this transaction, procuring this air services subsidy centrally on behalf of its members. The intent behind this is to streamline the contracting process, introducing efficiencies similar to that experienced throughout the payroll processing, baggage screening, welcome Wi-Fi, and land deconstraint activities.

In order to participate in this regional contract, each local government would need to commit (at a maximum) the following amounts in their FY18 budgets:

| | |
|-----------------------------|-------------|
| Shire of Ashburton | \$206,302 |
| Shire of East Pilbara | \$199,851 |
| City of Karratha | \$634,115 |
| Town of Port Hedland | \$474,833 |
| Total | \$1,515,101 |

Strategic Implications

This item is relevant to the PRC's approved Strategic Community Plan and Corporate Business Plan.

Key Focus Area: *Efficient & Effectiveness*
 Strategic Outcome: *We promote good governance and meet all compliance requirements.*
 Strategy: *We will fairly and transparently report back to our stakeholders on activities and performance.*

Risk Management considerations

Notwithstanding the observations in the Legislative Implications section of this agenda item, it is the recommendation of the CEO that if Council endorse this proposal, that it be endorsed conditional on receipt of (1) confirmed financial contribution from members as above 'Financial Implications', and (2) a legal opinion that clearly articulates any risk posed to the Pilbara Regional Council under existing procurement legislation and regulations, with this risk considered and accepted by the PRC Audit and Risk Committee of Council.

Impact on capacity

There is no impact on capacity or resourcing to carry out the Officer's recommendation.

Options

- Option 1: As per Officer's recommendation.
- Option 2: That Council by Simple Majority resolves to REJECT the Proposal for 'Pilbara-Link RPT Air Service' as presented by Aviair.
- Option 3: Any other variant of Option 1 or Option 2 that Council deem appropriate.

Officer's Recommendation

1. That Council by Simple Majority resolves to conditionally ACCEPT the Proposal for 'Pilbara-Link RPT Air Service' as presented by Aviair.
2. That Council instructs the CEO to brief legal counsel and receive a written opinion as to the risk posed to the Pilbara Regional Council in procuring a 'Pilbara-Link RPT Air Service' as presented by Aviair under the 'sole supplier' exemption in Regulation 11(2)(f) of the Local Government (Functions and General) Regulations 1996.
3. That Council instructs the CEO to schedule a meeting of the Pilbara Regional Council Audit and Risk Committee in order for the Committee to consider a legal opinion as to the risk posed to the Pilbara Regional Council in procuring a 'Pilbara-Link RPT Air Service' under the 'sole supplier' exemption in Regulation 11(2)(f) of the Local Government (Functions and General) Regulations 1996.
4. That Council instructs the CEO to work with the PRC member local governments to secure their participation in developing a Heads of Agreement between the Pilbara Regional Council and Aviair as a precursor to a formal instrument of Agreement.
5. That Council instructs the CEO to work with the PRC member local governments to include a financial contribution towards participating in the 'Pilbara-Link RPT Air Service' as a component of the member local government's FY18 budget process.
6. That Council instructs the CEO to work with the PRC member local governments to include a financial contribution towards participating in the 'Pilbara-Link RPT Air Service' as an unbudgeted expense should the first contribution under a formal instrument of Agreement fall after the adoption of a member local government's FY18 budget.
7. Conditional on 1-6 above, that Council instructs the CEO to draft and execute a formal Instrument of Agreement between the Pilbara Regional Council and Aviair to facilitate a 'Pilbara-Link RPT Air Service'.

Council Resolution:

Council by simple majority endorsed the CEO to engage with the member local governments for the purpose of drafting a heads of agreements that establishes the principles and operating mechanism for a Pilbara intra-regional air service.

| | |
|-------------------------------|-----------------|
| Council Resolution No: | FY17-91 |
| Voting Requirement: | Simple Majority |
| Moved: | Cr Long |
| Seconded: | Cr Grace |
| Result: | 8/0 |

12.2 Corporate and Performance

12.2.1 Change of October 2017 Ordinary Council Meeting Date and Consideration of a Special Council Meeting

File No: 13/06/0001
Applicant/ Proponent: N/A
Subject Land/ Locality: N/A
Date: 5 September 2017
Author: Tammy Wombwell, Governance Support Officer
Authorising Officer: Josephine Bianchi, Acting Director Corporate and Performance
Disclosure of Interest from Author: Nil
Authority/Discretion: Advocacy
 Executive
 Legislative
 Quasi-Judicial
 Information Purposes

Attachments:
Nil

Caretaker Statement: The recommended decision is not considered a 'Major Policy Decision' within the context of Council Policy 4/006 'Elections – Caretaker Period Policy'

CM2017/18/0340 OFFICER RECOMMENDATION 1/ COUNCIL DECISION

MOVED: CR MELVILLE

SECONDED: CR WHITWELL

That with respect to the October 2017 Ordinary Council Meeting, Council:

- 1. Resolve to change the date of the Meeting from Wednesday 25 October 2017 to Wednesday 1 November 2017, commencing at 5:30pm in Council Chambers.**
- 2. Request the Chief Executive Officer, or his authorised officer, to advertise the changes accordingly.**

CARRIED 8/0

Caretaker Statement: The recommended decision is considered a 'Major Policy Decision' within the context of Council Policy 4/006 'Elections – Caretaker Period Policy' however; an exemption should be made due to the level of community interest and in an endeavour to have the facility operational as soon as practical.

CM201718/041 OFFICER RECOMMENDATION 2/ COUNCIL DECISION**MOVED: CR MELVILLE****SECONDED: CR ARIF**

That Council resolve to hold a Special Council Meeting at 5:30pm on Wednesday 4 October 2017 in Council Chambers, for the purpose of determining the award of Tender 2017-18 'South Hedland Aquatic Centre – Renewal Works'.

CARRIED 8/0

EXECUTIVE SUMMARY

This report seeks Council's consideration to change the meeting date of the October Ordinary Council Meeting (OCM) from Wednesday 25 October, to the following Wednesday on 1 November 2017. This will allow the new Council time to review the items contained in the agenda for the October OCM, after they are sworn in on Monday 23 October 2017.

In addition, this report seeks Council's consideration to hold a Special Council Meeting on 4 October 2017 to determine the award of Tender 2017-18 'South Hedland Aquatic Centre – Renewal Works'.

DETAILChange of Date for the Ordinary Council Meeting

The 2017 Local Government Elections will be held on Saturday 21 October 2017, at which a total of 6 seats are proposed to be filled. There is the potential that 6 entirely new Elected Members could be appointed at the swearing in ceremony, which is to be held on Monday 23 October 2017.

As the 2017 Local Government Elections fall less than one week prior to the scheduled October OCM, it is recommended that the date for the October OCM be moved a week later, primarily to allow inductions of new Elected Members to be undertaken, and secondly to delay the OCM is so that Town Officers can distribute the agenda to all Elected Members. This will allow sufficient time for the new Council to review and understand the content and be confident in their decision making on the night of the new proposed date for the OCM on 1 November 2017.

Special Council Meeting – Award of Tender

The Request for Tender (RFT) 2017-18 'South Hedland Aquatic Centre – Renewal Works' was released on Saturday 2 September 2017, and closes midday on Friday 22 September 2017. Given that the South Hedland Aquatic Centre (SHAC) has been a topic of community interest whilst it has been closed due to filtration issues and health concerns, it is recommended that a Special Council Meeting (SCM) be scheduled to award the Tender. This will allow the renewal works to commence as quickly as possible.

Officers will commence their evaluation of the submitted proposals during the week of 25 September 2017, and the evaluation will be finalised by Friday 29 September 2017. A report on the Tender for renewal works for SHAC will be distributed to Elected Members and on the

Town's website prior to it being considered at the proposed SCM on Wednesday 4 October 2017.

It is recommended that Council hold an SCM to award Tender 2017-18, as the alternative would be for the item to wait until the next scheduled OCM, which is proposed to be 1 November 2017. Should Council not wish to award Tender 2017-18 at an SCM, the renewal works would not commence until a much later date.

Previous Decisions

At the October 2016 OCM, Council made the following decision regarding the schedule for 2017 Ordinary Meetings:

CM201617/072 OFFICER RECOMMENDATION/COUNCIL DECISION

MOVED: CR ARIF

SECONDED: CR GILLINGHAM

That with respect to the 2017 Ordinary Council Meeting Schedule, Council:

- Approve the following Ordinary Council Meeting dates, times and venues for the year ahead:*

| <i>Date</i> | <i>Time</i> | <i>Venue</i> |
|-------------------------------------|---------------|-------------------------|
| <i>Wednesday, 25 January 2017</i> | <i>5:30pm</i> | <i>Council Chambers</i> |
| <i>Wednesday, 22 February 2017</i> | <i>5:30pm</i> | <i>Council Chambers</i> |
| <i>Wednesday, 22 March 2017</i> | <i>5:30pm</i> | <i>Council Chambers</i> |
| <i>Wednesday, 26 April 2017</i> | <i>5:30pm</i> | <i>Council Chambers</i> |
| <i>Wednesday, 24 May 2017</i> | <i>5:30pm</i> | <i>Council Chambers</i> |
| <i>Wednesday, 28 June 2017</i> | <i>5:30pm</i> | <i>Council Chambers</i> |
| <i>Wednesday, 26 July 2017</i> | <i>5:30pm</i> | <i>Council Chambers</i> |
| <i>Wednesday, 23 August 2017</i> | <i>5:30pm</i> | <i>Council Chambers</i> |
| <i>Wednesday, 27 September 2017</i> | <i>5:30pm</i> | <i>Council Chambers</i> |
| <i>Wednesday, 25 October 2017</i> | <i>5:30pm</i> | <i>Council Chambers</i> |
| <i>Wednesday, 22 November 2017</i> | <i>5:30pm</i> | <i>Council Chambers</i> |
| <i>Wednesday, 13 December 2017</i> | <i>5:30pm</i> | <i>Council Chambers</i> |

- Request that the Chief Executive Officer or his authorised officer advertise the approved dates by Public Notice and on the Town of Port Hedland website.*

CARRIED 8/0

Engagement and Communications

Change of Date of Ordinary Council Meeting

Internal consultation has been undertaken between the Governance Support Officer, Governance Officer and Manager Governance. The outcome from this consultation was that it was recommended that the October OCM be moved to take place one week later, to allow time for newly Elected Members to read and review the agenda for the October OCM.

Special Council Meeting – Award of Tender

At the Executive Team meeting on 7 September 2017, it was recommended that a Special Council Meeting be proposed for Council consideration, to award RFT 2017-18 'South Hedland Aquatic Centre – Renewal Works'.

LEGISLATION AND POLICY IMPLICATIONS

Council meetings are to be held if so decided by Council under section 5.4 of the *Local Government Act 1995*.

Policy 1/018 'Public Agenda Briefings' states that the date and time for Public Agenda Briefings will be decided by Council.

Section 5.5(2) of the *Local Government Act* outlines the provisions for convening a Special Council Meeting.

FINANCIAL IMPLICATIONS

There are no financial implications associated with amending the date of the October OCM, or conducting an SCM.

STRATEGIC AND RISK IMPLICATIONS

Environmental

There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Financial

There are no financial risks associated with this item.

Strategic

Section 4.1 of the Town's Strategic Community Plan outlines the Town's responsibility to deliver high quality corporate governance accountability and compliance. By amending the date of the October OCM, this is being achieved, as this gives time for the potentially new Elected Members to review and consider the items contained in the agenda for the October OCM.

Risk

There is a risk rating of Medium (5) assigned to the risk that if Council retain the meeting date of 25 October 2017 for the OCM, there is the potential that Council have not had sufficient time to consider the items contained in the agenda, and make an informed decision.

There is a risk rating of Medium (9) assigned to the reputational risk that if Council do not hold a Special Council Meeting for the award of Tender 2017-18 'South Hedland Aquatic Centre – Renewal Works', the Community would perceive that Council are not acting in their best interests regarding the closure of the pool.

OPTIONS

Option 1 - Adopt Officers Recommendation

Option 2 - Amended Officers Recommendation

Council may choose to amend the officer's recommendations.

Option 3 – Do not adopt Officer's Recommendation

CONCLUSION

It is recommended that Council amend the date of the October 2017 Ordinary Council Meeting scheduled for 25 October 2017 to take place on Wednesday 1 November 2017. This amendment will ensure that the potentially newly Elected Members have ample time to consider the items contained in the agenda, and vote accordingly.

It is recommended that Council resolve to convene a Special Council Meeting to award Tender 2017-18 'South Hedland Aquatic Centre – Renewal Works', to allow the commencement of renewal works to be undertaken at the earliest convenience.

Item 13 Reports of Committees

Note: The Minutes of this Committee meeting are enclosed under separate cover.

13.1 Audit, Risk and Governance Committee Minutes – Tuesday 5 September 2017**CM201718/042 OFFICER RECOMMENDATION/ COUNCIL DECISION****MOVED: CR ARIF****SECONDED: CR WHITWELL**

That Council receive the Minutes of the Ordinary Meeting of the Audit, Risk and Governance Committee held on Tuesday 5 September 2017 at 5:30pm inclusive of the following decisions:

- 12.1.1 Quarterly Better Practice Review Update;**
- 12.1.2 Bi-monthly Status Reports of the Audit, Risk and Governance Committee;**
- 12.1.3 Funding and Donations for the period of 1 April to 30 June 2017;**
- 12.1.4 Adoption of the Audit, Risk and Governance Committee Work Plan for 2017/18; and**
- 12.1.5 Outcome of Paxon Group Audits.**

CARRIED 8/0

Item 14 Motions of Which Previous Notice Has Been Given

Nil

Item 15 New Business of an Urgent Nature

CM201718/043 COUNCIL DECISION**MOVED: CR GILLINGHAM****SECONDED: CR HOOPER**

That Council bring item 15.2 'Statement of Financial Activity for the period ended 31 August 2017' forward for consideration

CARRIED 8/0

15.2 Statement of Financial Activity for the period ended 31 August 2017

File No: 12/14/0003
Applicant/ Proponent: N/A
Subject Land/ Locality: N/A
Date: 11/09/2017
Author: Linda Zietsman, Acting Manager Financial Services
Authorising Officer: Josephine Bianchi, Acting Director Corporate and Performance
Disclosure of Interest from Author: Nil
Authority/Discretion: Advocacy
 Executive
 Legislative
 Quasi-Judicial
 Information Purposes

Attachments:

1. Monthly Financial Health Check for the period ended 31 August 2017
2. Statement of Financial Activity for the period ended 31 August 2017 (Under Separate Cover)
3. Material Variance Report (Under Separate Cover)
4. Accounts paid under delegated authority for period ended 31 August 2017 (Under Separate Cover)
5. Credit Card Statements for period ended 31 August 2017
6. Bank Account Summary for period ended 31 August 2017

CM201718/044 OFFICER RECOMMENDATION/ COUNCIL DECISION

MOVED: CR ARIF

SECONDED: CR GILLINGHAM

That with respect to the Statement of Financial Activity for the period ended 31 August 2017, Council:

1. **Receive the Monthly Financial Health Check;**
2. **Receive the Statement of Financial Activity (and supporting information);**
3. **Receive the Material Variance Report;**
4. **Note the accounts paid under delegated authority;**
5. **Receive the Credit Card Statements; and**
6. **Receive the Bank Account Summary.**

CARRIED 8/0

EXECUTIVE SUMMARY

This report presents the Statement of Financial Activity for the period ended 31 August 2017. Supplementary information regarding the Town's financial activities is attached to this report.

It should be noted that some of the figures presented in this report and the attachments may change pending adjustments made as a result of end of year finalisation of accounts and completion of the audit of the Town's Annual Financial Reports for the year ended 30 June 2017.

The audited Annual Financial Statements will be presented to the Council in accordance with Australian Accounting Standards, Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

Supplementary information has been presented to the Council to provide further information regarding the Town's activities.

DETAIL

The attachments detail the Town's financial performance for the period ending 31 August 2017. The Town of Port Hedland financial activity reports use a materiality threshold to measure, monitor and report on financial performance and position of the Town.

As part of the (adopted) 2017/18 budget, Council adopted following thresholds as levels of material variances for financial reporting.

1. With regards to expenditure classified as operating, a variance of 10% or \$10,000, whichever is the greater, of the year to date current month Current Budget, with Program as the level that requires explanation;
2. With regards to expenditure classified as capital, a variance of 10% or \$10,000, whichever is the greater, of the 12 month Current Budget, with individual project as the level that requires explanation;
3. With regards to income, a variance of 10% or \$100,000, whichever is the greater, of the year to date current month Current Budget, with Nature and Type as the level that requires explanation;
4. With regards to all other items not specifically identified above, a variance of 10% or \$100,000, whichever is the greater, of the 12 month Current Budget, with Nature and Type as the level that requires explanation.

Commentary is provided on variances as details above as per attachment 3 Material Variance Report.

The net current asset position as at 31 August 2017 is \$27,883M. The net Municipal balance (after matured investments and restricted reserves taken into account) as at 31 August 2017 is negative 3.925M due to time delay in collecting rates revenue.

As per the adopted budget, The Town of Port Hedland does not currently have access to an overdraft facility on its normal operating bank account. It is the Town's intention to utilise the Funds held in the Reserves for the purposes of not utilising external overdraft facilities for short periods from time to time during the financial year. The benefit to the Town is that financing cost are reduced by minimising the use of overdraft facilities. This advice is provided in the budget pursuant to section 6.11(3) of the Local Government Act 1995.

The shortfall comprises of \$2.2M expenditure for capital works which will be funded from Reserve and other operating expenditure, including Salaries and Wages.

Payment due date for rates being 29 September, cash flow is expected to increase to a satisfactory level over the next few months.

| | 2017/18 Actuals |
|-------------------------------------------------|-----------------|
| Current Assets: Cash and Investments | 235.527M |
| Restricted Cash – Reserves | 239.453M |
| Unrestricted Cash Position as at 31 August 2017 | -3.925M |

Previous Decisions

The Statements of Financial Activity are presented to Council each month for noting.

Engagement and Communications

All consultation and engagement is conducted internally.

Advice was sought regarding reserve drawdowns from WALGA and Moore Stephens regarding the current practice to draw down reserve funds to pay operating expenses pending receipt of rates which commence on 29 September 2017.

LEGISLATION AND POLICY IMPLICATIONS

Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* detail the form and manner in which a local government is to prepare its statement of financial activity.

The statement of financial activity is to be supported by such information as is considered relevant by the local government containing:

- a. an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
- b. an explanation of each of the material variances referred to in sub-regulation (1)(d); and
- c. such other supporting information as is considered relevant by the local government.

Section 6.11(2) (b) and (3) of the *Local Government Act 1995* set out the use of reserve funds. Current practice to draw down reserve funds in the absence of an overdraft facility to maintain cashflow requirements for normal operational activities for short periods from time to time as per the 2017/18 budget does not align with the requirement of the *Local Government Act 1995*.

Section 6.11 (3) of the Act states that change of the purpose of the reserve with the intent to use the funds for operational reasons can only be done by:

- One month public notice given prior to funds usage
- Council decision required by absolute majority

This position will be rectified by the Town as soon as possible, and the practice discontinued for future.

FINANCIAL IMPLICATIONS

A municipal surplus occurs where revenue exceeds expenditure in a particular financial year. The budget adopted by the Council will determine the financial operations of the Town for the 2017/18 financial year.

The estimated municipal surplus of \$4.5M brought forward from 2016/17 financial year at the time of preparation of the budget has now been amended to \$3.39M. The adopted 2017/18 budget estimated a municipal surplus of \$355k as at budget adoption date.

STRATEGIC AND RISK IMPLICATIONS

Environmental

There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Strategic

The Town provides monthly Statements of Financial Activity as part of its delivery of high quality corporate governance, accountability and compliance. The Town's goals and actions in this regard are set out in the Leading our Community section of the Strategic Community Plan 2014-2024.

Monitoring performance by comparison of budget and actual is an essential management tool to ensure financial performance within acceptable pre-determined limits.

Risk

There is a risk rating of medium (6) assigned in 2017/18 budget to the risk that a reduction in income or increase in expense throughout the 2017/18 financial year is likely to have an impact on the Town's ability to meet service levels or asset renewal funding requirements. The risk action plan is to manage by building reserve balance to required level to mitigate financial loss.

OPTIONS

Option 1 – Adopt Officers Recommendation

Note the Statement of Financial Activity and reports for the period ended 31 August 2017 in accordance with *regulation 34(1) of the Local Government (Financial Management) Regulations 1996*.

Option 2 – Amended Officers Recommendation

That Council receive the Statement of Financial Activity for the period ended 31 August 2017 and request further information or clarification.

Option 3 – Do Not Adopt Officers Recommendation

That Council do not note or receive the Statement of Financial Activity for the period ended 31 August 2017.

CONCLUSION

The figures presented in this report and attachments may be affected by final 2016/17 financial year audit adjustments. As at 31 August 2017, the net current asset position is \$27,883M compared to the current budget closing position for 31 July 2018 of 0.355M.

Variances in operating revenue and expenditure were mainly due to timing of the adoption of 2017/18 budget and the reporting period (31st August) being the second month of the financial year. The net current asset position will decrease as operating and capital budgets are expended throughout the year.

MONTHLY FINANCIAL HEALTH CHECK



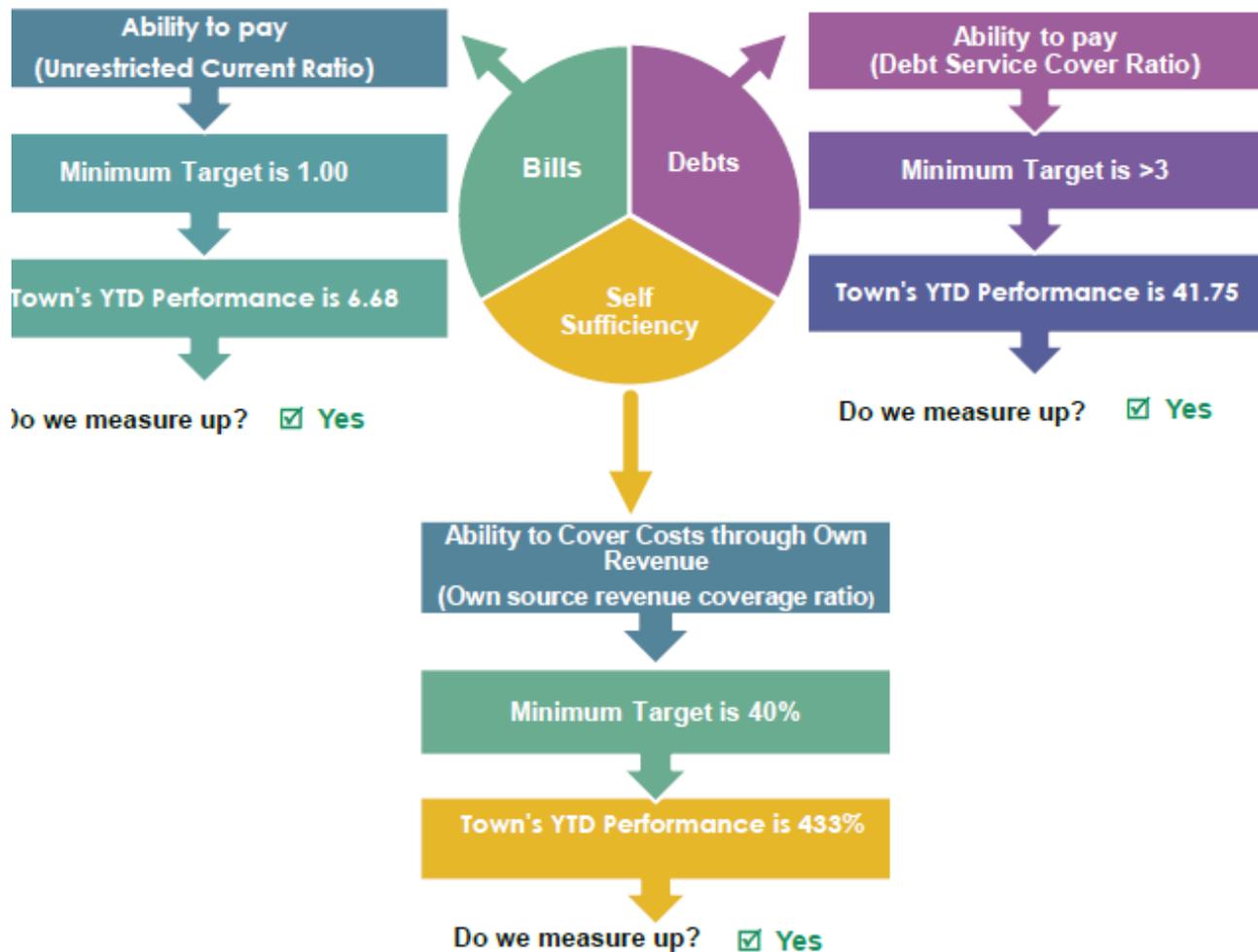
As at 31 August 2017

Highlighting how the Town of Port Hedland is tracking against financial ratios



| Financial Snapshot (Year to Date) | Actual (000's) |
|-------------------------------------------------------------|-----------------|
| Operating Revenue | \$30,730 |
| Operating Expenditure (Including Non-Cash Items) | (\$6,738) |
| Non-Cash Items | \$1,617 |
| Capital Revenue | \$100 |
| Capital Expenditure | (\$926) |
| Loan Repayments | (\$293) |
| Transfers to/from Reserves | - |
| Updated Surplus Brought Forward 1 July 2017 | \$3,393 |
| Current Municipal Surplus Position at 31 August 2017 | \$27,883 |
| Current Budget Municipal Surplus Position at 30 June 2018 | \$355 |

Financial health indicators



- The significant increase in YTD performance is due to rates revenue being recognised in August.

Cash in the bank



How are we tracking against our budgeted targets?

Adjusted Operating Surplus

A measure of the Town's ability to cover its operational costs including depreciation and have funds left over to cover capital expenditure (including principal loan repayments) without relying on debt or reserves.

Note: Adjusted for one off expenditure related to major works at PHIA classified as operating due to lease of the facility



Adjusted operating surplus and self-sufficient ratios are high due to rates being fully invoiced at beginning of the financial year. However as the year progresses, operating expenditure will continue to draw on this revenue source reducing to target by 30 June 2018.

It should be noted that the increase in depreciation (following revaluation of assets at fair value over the last three years) has significantly increased the annual depreciation charge and puts pressure on the operating surplus result.

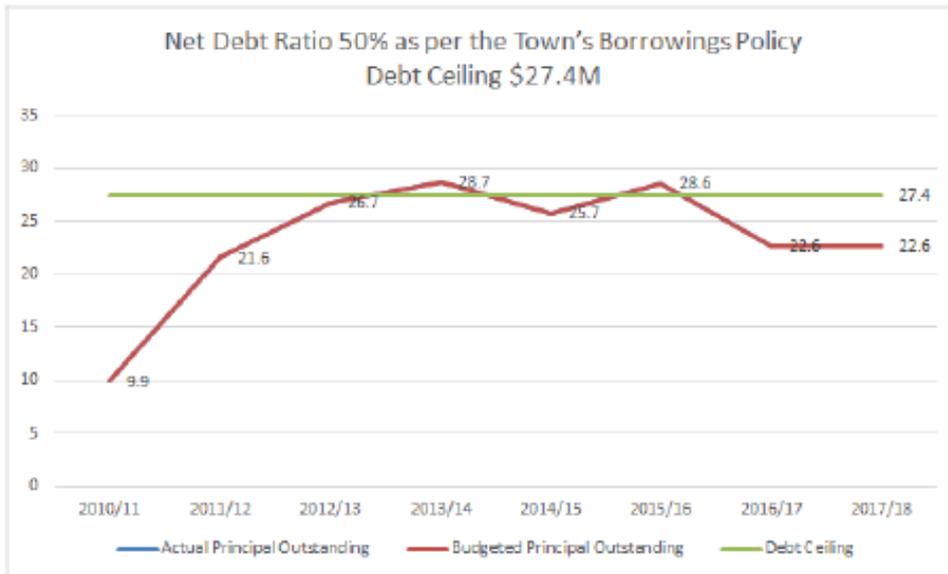
Asset Sustainability Ratio

Measures if the Town is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out.



- A reduced Capital Works Program (including renewals) and an increase in the budgeted depreciation as a result of revaluations has had a two-fold effect on the asset sustainability ratio resulting in the ratio coming in below the target.
- With a history of high levels of capital expenditure in the past 4 years, the Town need to ensure expenditure on capital renewal is maintained at the same rate as depreciation moving forwards.
- Given the budget adoption time-line and the reporting period being the second month of the financial year, Town's YTD depreciation expenditure is higher than the YTD capital expenditure.

Debt levels



Original Budget Principal Outstanding Forecast at 30 June 2018 = \$21.4M
Original Budget Operating Revenue = \$48.6M
Budgeted Net Debt Ratio = 47%
Actual Net Debt Ratio = 74%
Total Actual Principal Amount Outstanding 31 August 2017 = \$22.6M
Debt Ceiling 50% pursuant to Policy (\$54.8M x 50%) = \$27.4M

| Intergenerational Loans | | |
|--------------------------------|------------------------------|----------------|
| Loan Purpose | Principal Amount Outstanding | Remaining Term |
| 1. Marquee Park | \$4.38M | 14/15 years |
| 2. JD Hardie Upgrade | \$2.51M | 14/16 years |
| 3. Wanangkura Stadium | \$8.71M | 15/16 years |
| 4. GP Housing | \$1.30M | 16 years |

Any feedback on this document is greatly appreciated and can be emailed to council@porthedland.wa.gov.au

ATTACHMENT 5 TO ITEM 15.2



NAB Connect

Account Balance History Report

Details

Date range: 31-Aug-2017 to 31-Aug-2017
Account name: TOPH MUNICIPAL
Account number: XXX-XXX-XXX-4446
Currency: AUD

| Date | No. of debits | Debit amount | No. of credits | Credit amount | EOD balance |
|------------|---------------|--------------|----------------|---------------|---------------|
| 31/08/2017 | 11 | 1,674,606.20 | 36 | 571,560.16 | 417,850.34 CR |

End of report



NAB Connect

Account Balance History Report

Details

Date range: 31-Aug-2017 to 31-Aug-2017
Account name: TOWN OF PORT
Account number: XXX-XXX-XXX-9096
Currency: AUD

| Date | No. of debits | Debit amount | No. of credits | Credit amount | EOD balance |
|------------|---------------|--------------|----------------|---------------|-----------------|
| 31/08/2017 | 1 | 200,000.00 | 1 | 930,566.31 | 2,530,566.31 CR |

End of report



NAB Connect

Account Balance History Report

 Details

Date range: 31-Aug-2017 **to** 31-Aug-2017
Account name: TOPH TRUST
Account number: XXX-XXX-XXX-4489
Currency: AUD

| Date | No. of debits | Debit amount | No. of credits | Credit amount | EOD balance |
|------------|---------------|--------------|----------------|---------------|---------------|
| 31/08/2017 | 3 | 168,578.74 | 2 | 35,389.40 | 234,039.01 CR |

End of report



NAB Connect

Account Balance History Report

 Details

Date range: 31-Aug-2017 **to** 31-Aug-2017
Account name: TOPH RES FND
Account number: XXX-XXX-XXX-4462
Currency: AUD

| Date | No. of debits | Debit amount | No. of credits | Credit amount | EOD balance |
|------------|---------------|--------------|----------------|---------------|-------------|
| 31/08/2017 | 0 | 0.00 | 0 | 0.00 | 1,000.00 CR |

End of report

ATTACHMENT 6 TO ITEM 15.2**TOWN OF PORT HEDLAND****Summary of Credit Card Statements for the Month of August 2017****Attachment 6**

| Account Name | Account Number | Card Holder | Debit Balance (\$) |
|----------------------|-----------------|-----------------|--------------------|
| Town of Port Hedland | ██████████-6321 | David Pentz | \$ 4,990.79 |
| Town of Port Hedland | ██████████-8364 | Jessica Dodd | \$ 9,958.84 |
| Town of Port Hedland | ██████████-8868 | Jessica Rankin | \$ 7,542.27 |
| Town of Port Hedland | ██████████-4948 | Megan Cocciardi | \$ 3,054.11 |
| Total | | | \$25,546.01 |

At the Town of Port Hedland, the Council's Corporate Services Directorate and Finance Team have an overriding objective of providing quality corporate governance; accountability; transparency and compliance and welcome any questions or queries on the credit card statements from not just Elected Members, but the general public.



NAB Connect

Transaction History Report

Account details

Account name
TOWN OF PORT HEDLAND
Account number
XXX-XXX-XXX-6321 **Currency**
AUD

Account balance summary

Opening balance: 0.00 CR
Total credits: 0.00 CR
Total debits: 4,990.79 DR
Closing balance: 0.00 CR

Date from: 01 August 2017
Date to: 31 August 2017

Transaction details

| Date | Narrative | Reference | Debit amount | Credit amount | EOD balance |
|------------|---------------------------------------------------|-----------|--------------|---------------|-------------|
| 01/08/2017 | CREDIT CARD PURCHASE ELIZAS CAFE | | 38.70 DR | | 38.70 DR |
| 02/08/2017 | CREDIT CARD PURCHASE DOME WESTRALIA PLAZA | | 4.20 DR | | |
| 02/08/2017 | CREDIT CARD PURCHASE DOME WESTRALIA PLAZA | | 12.60 DR | | 16.80 DR |
| 03/08/2017 | CREDIT CARD PURCHASE DOME WESTRALIA PLAZA | | 36.05 DR | | 36.05 DR |
| 07/08/2017 | CREDIT CARD PURCHASE SFS PCEC 6189 | | 16.50 DR | | |
| 07/08/2017 | CREDIT CARD PURCHASE Dropbox 7F725NMS4X41 | | 85.00 DR | | |
| 07/08/2017 | CREDIT CARD PURCHASE Hotel Ibis Perth FD Int | | 203.11 DR | | 304.61 DR |
| 24/08/2017 | CREDIT CARD PURCHASE IBIS STYLES KARRATHA | | 176.26 DR | | 176.26 DR |
| 25/08/2017 | CREDIT CARD PURCHASE VIRGIN AUST 7958227577933 | | 4.19 DR | | |
| 25/08/2017 | CREDIT CARD PURCHASE VIRGIN AUST 7952141199258 | | 322.00 DR | | 326.19 DR |
| 28/08/2017 | FEE ANNUAL FEE | | 60.00 DR | | |
| 28/08/2017 | CREDIT CARD PURCHASE QANTAS AIRW | | 344.50 DR | | 404.50 DR |
| 29/08/2017 | CREDIT CARD PURCHASE VIRGIN AUST 7958227608849 | | 4.19 DR | | |
| 29/08/2017 | CREDIT CARD PURCHASE VIPIT | | 22.00 DR | | |
| 29/08/2017 | CREDIT CARD PURCHASE VIRGIN AUST 7952141252204 | | 322.00 DR | | |
| 29/08/2017 | CREDIT CARD PURCHASE QANTAS AIRW | | 1,055.24 DR | | 1,403.43 DR |
| 30/08/2017 | CREDIT CARD PURCHASE VIRGIN AUST 7958227644809 | | 4.65 DR | | |

1 of 6

Transaction History Report (Continued)

| Date | Narrative | Reference | Debit amount | Credit amount | EOD balance |
|-------------|---------------------------------------------------|------------------|---------------------|----------------------|--------------------|
| 30/08/2017 | CREDIT CARD PURCHASE VIRGIN AUST 7952141313772 | | 358.00 DR | | |
| 30/08/2017 | CREDIT CARD PURCHASE QANTAS AIRW | | 416.40 DR | | |
| 30/08/2017 | CREDIT CARD PURCHASE QANTAS AIRW | | 416.40 DR | | 1,195.45 DR |
| 31/08/2017 | CREDIT CARD PURCHASE VIRGIN AUST 7958227659426 | | 5.17 DR | | |
| 31/08/2017 | CREDIT CARD PURCHASE VIRGIN AUST 7958227659275 | | 5.93 DR | | |
| 31/08/2017 | CREDIT CARD PURCHASE PORT HEDLAND AIRPORT | | 68.00 DR | | |
| 31/08/2017 | CREDIT CARD PURCHASE Aloft Perth FDI | | 155.69 DR | | |
| 31/08/2017 | CREDIT CARD PURCHASE VIRGIN AUST 7952141340166 | | 398.00 DR | | |
| 31/08/2017 | CREDIT CARD PURCHASE VIRGIN AUST 7952141340036 | | 456.01 DR | | 1,088.80 DR |

End of report



NAB Connect

Transaction History Report

Account details

Account name
TOWN OF PORT HEDLAND
Account number
XXX-XXX-XXX-8364
Currency
AUD

Account balance summary

Opening balance: 0.00 CR
Total credits: 0.00 CR
Total debits: 9,958.84 DR
Closing balance: 0.00 CR

Date from: 01 August 2017
Date to: 31 August 2017

Transaction details

| Date | Narrative | Reference | Debit amount | Credit amount | EOD balance |
|------------|------------------------------------------------|-----------|--------------|---------------|-------------|
| 01/08/2017 | CREDIT CARD PURCHASE FACEBK *P4VT6DA5Y2 | | 108.97 DR | | |
| 01/08/2017 | CREDIT CARD PURCHASE FACEBK *R4VT6DA5Y2 | | 113.38 DR | | |
| 01/08/2017 | CREDIT CARD PURCHASE IPVM VIDEO SURVEILLANC | | 250.19 DR | | 472.54 DR |
| 02/08/2017 | CREDIT CARD PURCHASE Aloft Perth FDI | | 156.71 DR | | |
| 02/08/2017 | CREDIT CARD PURCHASE WOOLWORTHS ON LINE | | 199.00 DR | | 355.71 DR |
| 03/08/2017 | CREDIT CARD PURCHASE SONIC HEALTH PLUS PL | | 115.50 DR | | 115.50 DR |
| 07/08/2017 | CREDIT CARD PURCHASE QANTAS AIRW | | 1,217.67 DR | | 1,217.67 DR |
| 08/08/2017 | CREDIT CARD PURCHASE IBIS STYLES CANBERRA | | 183.75 DR | | 183.75 DR |
| 09/08/2017 | CREDIT CARD PURCHASE MAILCHIMP *MONTHLY | | 63.96 DR | | |
| 09/08/2017 | CREDIT CARD PURCHASE Gorge Health Services | | 170.50 DR | | |
| 09/08/2017 | CREDIT CARD PURCHASE Lilydale Med Centre | | 273.50 DR | | 507.96 DR |
| 10/08/2017 | CREDIT CARD PURCHASE Charmers Jewellers | | 90.00 DR | | |
| 10/08/2017 | CREDIT CARD PURCHASE EB *The Pilbara Regime | | 127.46 DR | | 217.46 DR |
| 11/08/2017 | CREDIT CARD PURCHASE AUSTRALIAN LOCAL GOV | | 115.00 DR | | |
| 11/08/2017 | CREDIT CARD PURCHASE SONIC HEALTH PLUS PL | | 308.00 DR | | 423.00 DR |
| 14/08/2017 | CREDIT CARD PURCHASE WOOLWORTHS ON LINE | | 194.12 DR | | 194.12 DR |
| 15/08/2017 | CREDIT CARD PURCHASE WRAPPED CREATIONS | | 510.00 DR | | |

3 of 6

Transaction History Report (Continued)

| Date | Narrative | Reference | Debit amount | Credit amount | EOD balance |
|------------|---------------------------------------------------|-----------|--------------|---------------|-------------|
| 15/08/2017 | CREDIT CARD PURCHASE QANTAS AIRW | | 832.80 DR | | 1,342.80 DR |
| 16/08/2017 | CREDIT CARD PURCHASE VIRGIN AUST 7958227448235 | | 8.37 DR | | |
| 16/08/2017 | CREDIT CARD PURCHASE Hotel Ibis Perth FD Int | | 157.02 DR | | |
| 16/08/2017 | CREDIT CARD PURCHASE Hotel Ibis Perth FD Int | | 157.02 DR | | |
| 16/08/2017 | CREDIT CARD PURCHASE VIRGIN AUST 7952140960426 | | 644.00 DR | | 966.41 DR |
| 17/08/2017 | CREDIT CARD PURCHASE POST PORT HEDLAND | | 205.95 DR | | 205.95 DR |
| 18/08/2017 | CREDIT CARD PURCHASE KMART 1103 | | 105.00 DR | | |
| 18/08/2017 | CREDIT CARD PURCHASE SONIC HEALTHPLUS | | 231.00 DR | | 336.00 DR |
| 21/08/2017 | CREDIT CARD PURCHASE MARKET CREATIONS PTY | | 495.00 DR | | 495.00 DR |
| 22/08/2017 | CREDIT CARD PURCHASE SONIC HEALTH PLUS PL | | 669.90 DR | | 669.90 DR |
| 23/08/2017 | CREDIT CARD PURCHASE VIRGIN AUST 7958227547447 | | 8.37 DR | | |
| 23/08/2017 | CREDIT CARD PURCHASE POLL-APP.COM | | 55.00 DR | | |
| 23/08/2017 | CREDIT CARD PURCHASE VIRGIN AUST 7952141143850 | | 644.01 DR | | |
| 23/08/2017 | CREDIT CARD PURCHASE ELECTRICAL HOME AIDS | | 877.00 DR | | 1,584.38 DR |
| 24/08/2017 | CREDIT CARD PURCHASE QANTAS AIRW | | 344.50 DR | | 344.50 DR |
| 25/08/2017 | CREDIT CARD PURCHASE VIRGIN AUST 7958227577815 | | 4.19 DR | | |
| 25/08/2017 | CREDIT CARD PURCHASE VIRGIN AUST 7952141198874 | | 322.00 DR | | 326.19 DR |

End of report



NAB Connect

Transaction History Report

Account detailsAccount balance summary

Account name
TOWN OF PORT HEDLAND
Account number
XXX-XXX-XXX-8868
Currency
AUD

Opening balance: 0.00 CR
Total credits: 0.00 CR
Total debits: 7,542.27 DR
Closing balance: 0.00 CR
Date from: 01 August 2017
Date to: 31 August 2017

Transaction details

| Date | Narrative | Reference | Debit amount | Credit amount | EOD balance |
|------------|------------------------------------------------|-----------|--------------|---------------|-------------|
| 01/08/2017 | CREDIT CARD PURCHASE QANTAS AIRW | | 820.60 DR | | |
| 01/08/2017 | CREDIT CARD PURCHASE QANTAS AIRW | | 3,777.10 DR | | 4,597.70 DR |
| 03/08/2017 | CREDIT CARD PURCHASE AUSTRALIA POST - SOU | | 561.10 DR | | 561.10 DR |
| 07/08/2017 | CREDIT CARD PURCHASE T-QUIP | | 50.30 DR | | 50.30 DR |
| 10/08/2017 | CREDIT CARD PURCHASE HARVEY NORMAN AV/IT | | 88.00 DR | | 88.00 DR |
| 15/08/2017 | CREDIT CARD PURCHASE DOT POLICE INFRINGEMEN | | 200.00 DR | | 200.00 DR |
| 22/08/2017 | CREDIT CARD PURCHASE REUTLINGER AUSTRALIA P | | 189.45 DR | | |
| 22/08/2017 | CREDIT CARD PURCHASE COLES 0385 | | 189.51 DR | | |
| 22/08/2017 | CREDIT CARD PURCHASE QANTAS AIRW | | 820.60 DR | | 1,199.56 DR |
| 23/08/2017 | CREDIT CARD PURCHASE COLES 0385 | | 75.71 DR | | |
| 23/08/2017 | CREDIT CARD PURCHASE HEDLAND EMPORIUM PTY | | 498.00 DR | | 573.71 DR |
| 24/08/2017 | CREDIT CARD PURCHASE POST SOUTH HEDLAND | | 211.90 DR | | 211.90 DR |
| 28/08/2017 | FEE ANNUAL FEE | | 60.00 DR | | 60.00 DR |

End of report



NAB Connect

Transaction History Report

Account details

Account name
TOWN OF PORT HEDLAND
Account number
XXX-XXX-XXX-4948
Currency
AUD

Account balance summary

Opening balance: 0.00 CR
Total credits: 50.00 CR
Total debits: 3,054.11 DR
Closing balance: 0.00 CR
Date from: 01 August 2017
Date to: 31 August 2017

Transaction details

| Date | Narrative | Reference | Debit amount | Credit amount | EOD balance |
|------------|---------------------------------------------|-----------|--------------|---------------|-------------|
| 01/08/2017 | CREDIT CARD PURCHASE FACEBK JBWDYDSWK2 | | 229.57 DR | | 229.57 DR |
| 03/08/2017 | CREDIT CARD REFUND CHARACTER CREATIONS | | | 50.00 CR | |
| 03/08/2017 | CREDIT CARD PURCHASE POST PORT HEDLAND | | 84.00 DR | | |
| 03/08/2017 | CREDIT CARD PURCHASE PAYPAL *JUSTJERKYPT | | 120.00 DR | | 154.00 DR |
| 04/08/2017 | CREDIT CARD PURCHASE ECLIPSE EDUCATION | | 87.95 DR | | |
| 04/08/2017 | CREDIT CARD PURCHASE QANTAS AIRW | | 549.10 DR | | 637.05 DR |
| 07/08/2017 | CREDIT CARD PURCHASE QANTAS AIRW | | 344.50 DR | | 344.50 DR |
| 11/08/2017 | CREDIT CARD PURCHASE WOOLWORTHS 4316 | | 59.65 DR | | 59.65 DR |
| 14/08/2017 | CREDIT CARD PURCHASE FORM CY CT N DN INC | | 140.00 DR | | 140.00 DR |
| 15/08/2017 | CREDIT CARD PURCHASE COMPASSESSGATEWAY | | 968.26 DR | | 968.26 DR |
| 28/08/2017 | FEE ANNUAL FEE | | 60.00 DR | | 60.00 DR |
| 31/08/2017 | CREDIT CARD PURCHASE CH PERTH CIT CHICB | | 411.08 DR | | 411.08 DR |

End of report

CM201718/045 COUNCIL DECISION**MOVED: CR GILLINGHAM****SECONDED: CR WHITWELL**

That with respect to item 15.1 'Award of Tender 2017-12 Supply of Project Management and Site Supervision Services', Council close the meeting to members of the public as prescribed in section 5.23(2) of the Local Government Act 1995.

CARRIED 8/0

6:01pm The Mayor advised that the meeting is now closed to the public.

15.1 Award of Tender 2017-12 Supply of Project Management and Site Supervision Services**CM201718/046 COUNCIL DECISION****MOVED: CR MELVILLE****SECONDED: CR GILLINGHAM**

That Council suspend sections 9.4, 9.5 and 9.9 of the Town of Port Hedland Standing Orders Local Law 2014 in accordance with section 18.2 'Suspension for Standing Orders' to discuss item 15.1 'Award of Tender 2017-12 Supply of Project Management and Site Supervision Services'.

CARRIED 8/0

6:08pm The Mayor advised that sections 9.4, 9.5 and 9.9 of the Town of Port Hedland Standing Orders Local Law 2014 are now suspended.

CM201718/047 COUNCIL DECISION**MOVED: CR MELVILLE****SECONDED: CR GILLINGHAM**

That Council resume sections 9.4, 9.5 and 9.9 of the Town of Port Hedland Standing Orders Local Law 2014.

CARRIED 8/0

6:14pm The Mayor advised that sections 9.4, 9.5 and 9.9 of the Town of Port Hedland Standing Orders Local Law 2014 are now resumed.

File No: 28/16/0034
 Applicant/ Proponent: N/A
 Subject Land/ Locality: N/A
 Date: 13 September 2017
 Author: ShiFee Ajaran, Project Support Officer
 Authorising Officer: Gerard Sherlock, Director Infrastructure & Town Services
 Disclosure of Interest from Nil
 Author:
 Authority/Discretion: Advocacy
 Executive
 Legislative
 Quasi-Judicial
 Information Purposes

Attachments:

1. Evaluation Report (Confidential – Under Separate Cover)

CM201718/048 OFFICER RECOMMENDATION/ COUNCIL DECISION**MOVED: CR MELVILLE****SECONDED: CR GILLINGHAM**

That with respect to Request for Tender (RFT) 2017–12 Supply of Project Management and Site Supervision Services, Council endorse the recommendation of the evaluation panel. Pro Earth Civil and RFF Pty Ltd are the Evaluation Panel's recommended panel members. The contract is for an initial period of one (1) year with an option to extend the contract for a further two (2) x 12 month periods at the absolute discretion of the Town.

CARRIED 6/2

For: Mayor Blanco, Cr Melville, Cr Gillingham, Cr Hooper, Cr Arif, Cr Tavo
 Against: Cr Whitwell, Cr Newbery

EXECUTIVE SUMMARY

The purpose of this report is to provide a summary of the assessment of submissions received for the Request for Tender (RFT) 2017–12 Supply of Project Management and Site Supervision Services and to endorse the evaluation panel's recommendation of forming a panel of two (2) preferred tenders to provide these services.

DETAIL

The Town of Port Hedland (ToPH or Town) is seeking to appoint a panel of two (2) professional Project Management Consultants possessing appropriate expertise and experience to provide assistance with a number of projects within the Town's boundaries. The appointment will be based on a term contractual arrangement with an initial period of one (1) year with an option to extend the contract for a further two (2) x 12 month periods at the absolute discretion of the Town.

At present the Town engages Project Managers, Engineers and Site Supervisors on an as needed basis. These services help to complement the existing skills and knowledge base

available within the Town as well as providing valuable skills and knowledge outside of what the Town currently has. Having a panel of preferred tenderers allows the Town to more accurately budget for its expenditure going forward and also greatly reduces the time required to engage these crucial services.

This is a non-exclusive tender and the Town reserves the right at its absolute discretion to source project management consultancy services outside of this RFT for projects as and if required.

Request for Tender

The documentation for RFT 2017–12 Supply of Project Management and Site Supervision Services was released on Wednesday 9 August 2017. When the Tender submissions closed on Thursday 24 August 2017, 11 submissions were received.

Submissions were received from the companies listed below:

| Company name | Registered Address |
|---------------------------------|--------------------------------------------------------------|
| Cushman Wakefield Pty Ltd | Level 17 / 141 St Georges Terrace, Perth WA 6000 |
| GHD Pty Ltd | Unit 186, 26 Sharpe Avenue, Karratha WA 6714 |
| NS Projects Pty Ltd | Suite 4, Level 1, 437 Roberts Road, Subiaco WA 6008 |
| Practised | 44 Willcock Street, Ferndale WA 6148 |
| Pro Earth Civil | 183 Falls Road, Lesmurdie WA 6076 |
| RFF Pty Ltd | 17/44 Counihan Crescent, Port Hedland WA 6721 |
| Shawmac Pty Ltd | Level 1 / 908 Albany Highway, East Victoria Park 6981 |
| Talis Consultants | 66B Queens Crescent, Mount Lawley WA 6050 |
| TEC Services Group Pty Ltd | Lot 2 Hardie Street, Port Hedland WA 6721 |
| Engenuity Engineering Pty Ltd | Level 4 / 1101 Hay Street, West Perth WA 6005 |
| Worley Parsons Services Pty Ltd | QV1 Building, Level 7, 250 St Georges Terrace, Perth WA 6000 |

Tender Assessment

All compliant tender submissions have been evaluated by a panel of three (3) Town employees whose main objectives were:

- (a) Make a recommendation to the CEO, as to the Tenderer that best represents value for money;
- (b) Ensure the tender submissions are assessed fairly in accordance with a predetermined weighting schedule;
- (c) Ensure adherence to Local Government policies and legislation; and
- (d) Ensure that the requirements specified in the Request are evaluated in a way that can be measured and documented.

Evaluation Panel consisted of:

- Manager Depot Operations, Voting Member
- Coordinator Maintenance, Voting Member
- Director Infrastructure & Town Services, Voting Member
- Procurement Officer, Non-Voting Member

Out of the 11 submissions, only nine (9) were deemed compliant and assessed against the tender assessment criteria of; price (inclusive of application of Regional Preference Policy), previous relevant experience, key personnel and provision to supply multiple resources, complete contract works and self-sufficiency. The approved weighting for the qualitative criteria is shown in the table below:

| Criteria | Weighting |
|--------------------------------------------------------------------------------------|-----------|
| Price, inclusive of application of Regional Preference Policy | 40% |
| Previous Relevant Experience | 20% |
| Key Personnel | 20% |
| Provision to supply multiple resources, complete contract works and self-sufficiency | 20% |

A summary of the assessment results of submissions received for RFT 2017–12 is included in the confidential attachment.

BASIS FOR PANELS DECISION

Quality

The preferred tenderers are highly experienced contractors/consultants having spent several years working in the Pilbara region. Both companies are highly experienced and have a very diverse and knowledgeable team. They have undertaken both medium and large scale projects and have an excellent track record.

Having both a local and non-local contractor/consultant will provide the reliability and knowledge base required to ensure a quality service is delivered for the Town.

Price

Both preferred tenderers submitted highly competitive rates and have demonstrated clear value for money for the Town.

In summary, the preferred tenderers nominated by the evaluation panel are best suited to meet the request requirements at a competitive price and therefore represents value for money for the Town.

Engagement and Communications

Internal consultation has taken place with reference to the development of the RFT and in identifying proposed projects to be undertaken by the Project Management Consultants.

Discussions have also taken place with Governance and Risk in relation to compliance and non-compliance related matters.

LEGISLATION AND POLICY IMPLICATIONS

The Local Government Act and Town of Port Hedland's Procurement Policy were observed when preparing and awarding this tender.

The *Local Government Act (1995)* section 3.57 and the *Local Government (Functions and General) Regulations 1996* part 4, division 2 provide statutory requirements for the release, assessment, and award of tenders.

RFT 2017–12 was conducted in accordance with the following policies: The Town of Port Hedland's Procurement Policy 2/007, Tender Policy 2/011, and Regional Price Preference Policy 2/016.

Sections of this report pertaining to price submissions from tenderers have been deemed confidential in accordance with the *Local Government Act (1995)* section 5.23 part 2(e) (iii).

FINANCIAL IMPLICATIONS

All costs associated with engaging the Project Management Consultants will be capitalised and allocated against each individual project.

STRATEGIC AND RISK IMPLICATIONS

Environmental

There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

Economic

There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social

There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Financial

There are no apparent financial risks associated with the item. Each engagement will be provided with a clear scope of works and an agreement to deliver accordingly. Should any financial risks become apparent in the future, the contract can be varied to address these risks.

Strategic

As part of the Strategic Community Plan 2014-2024, section 3.1 Sustainable services and infrastructure states the need for Port Hedland to be a nationally significant gateway city and destination and one of the success indicators is to improve road transport infrastructure.

Risk

There is a risk rating of High (12) assigned to the risk that there could be compliance and reputation ramifications if the Town do not assign the right expertise and experience required to undertake a specific project.

OPTIONS

Option 1 - Adopt Officers Recommendation

Option 2 - Amended Officers Recommendation

Option 3 – Do not adopt Officers Recommendation

That the Council does not award and endorse the recommendation of utilising a panel of Project Management Consultants as the preferred tenderers and instead opts to call individual quotations and tenders every time additional resource and expertise are required. This option is not supported by Officers due to the volume of administrative effort this would require, the delay in project commencement and the potential to have higher costs to engage consultants on an as need basis.

CONCLUSION

Town Officers recommend the awarding of RFT 2017–12 to the preferred tenderers indicated in the Tender Evaluation Report. They have met and exceeded all selection criteria requirements and also represent best value for money for the Town of Port Hedland.

CM201718/049 COUNCIL DECISION

MOVED: CR WHITWELL

SECONDED: CR HOOPER

That Council open the meeting to members of the public.

CARRIED 8/0

6.18pm The Mayor advised that the meeting is now opened to the public.

6:18pm The Mayor advised those in attendance of the decision made behind closed doors.

Item 16 Matters for Which Meeting May Be Closed (Confidential Matters)

Nil

Item 17 Closure

17.1 Date of Next Meeting

The next Ordinary Meeting of Council will be held on Wednesday 1 November 2017, commencing at 5:30pm.

17.2 Closure

There being no further business, the Mayor declared the meeting closed at 6:20pm.