

LATE ITEM AGENDA

ORDINARY COUNCIL MEETING

Thursday 19 March 2020

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11. NEW DECISIONS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

PROCEDURAL MOTION

Mover:

Seconder:

THAT the following items, namely:

11.1 Council response to the COVID-19 Public Health Emergency

11.2 Call for public tender and approval of a procurement plan including selection criteria – Road Construction Plant with Operators - RFT 2020-01

11.3 Budget Amendment for Facilities Upgrade of the Recreation Centre Ablutions

11.4 Staff Recognition – Retail Rewards

Are accepted as a late item onto this agenda.

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11.1 Council response to the COVID-19 Public Health Emergency

ITEM NUMBER:	11.1
REPORTING OFFICER:	Musa Mono, Director Health & Regulatory Services
SENIOR OFFICER	Noel Mason, Chief Executive Officer
MEETING DATE:	19 March 2020
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 Council to consider the Shire of Halls Creek response to the COVID-19 public health emergency and in so doing approve temporary delegations to the CEO and a temporary emergency policy drafted in response to the COVID-19 emergency.

2.0 Background

2.1 The outbreak of COVID-19 virus has evolved rapidly since first being detected in Wuhan, in the Hubei Province of China in December 2019. The outbreak is spreading to more regions and countries, making it difficult to predict the impact it will have in the Kimberley.

2.2 On Monday 16 March, Premier McGowen, referring to the COVID outbreak, stated that Australia is in a state of emergency requiring extraordinary measures. On Wednesday 11 March the World Health Organisation (WHO) classified the COVID-19 outbreak as a pandemic.

2.3 In all this, messages from the Department of Health and the WHO have been consistent on how to prevent the spread of the disease. Good personal hygiene is important:

- Wash your hand regularly and thoroughly with soap and water and dry them using disposable paper towel or a hand drier.
- Avoid touching your eyes, nose and mouth
- Stay 1.5 metres from people who are coughing or sneezing.
- If an employee has flu like symptoms, they should stay home.
- Deep cleaning of frequently touched surfaces.

3.0 Comments

3.1 Council's focus during the COVID-19 emergency is to maintain good services while protecting the community. We aim to do this by:

- Maintain essential services, such as the post office, waste management, facilitating burials and others.
- Provide up-to-date information on changes to services and/or operations at Council facilities

- Support the state government, government departments, emergency services and agencies to help manage the impact of COVID-19.
- Act on advice from the WA Department of Health and the Department of Local Government.
- Council will follow State and Federal Government advice regarding events and public gatherings.

3.2 Correspondence

2. Appendix 11.1C

Relates to correspondence from The Minister for Local Government; Heritage; Culture & the Arts, the Hon David Templeman MLA referring to a webinar held Monday 16th March of which Chief Executive Officer Noel Mason attended. The letter reiterates the critical role that local government will be required to play in the coming weeks and months, with the Department Local Government, Sport and Cultural Industries dissemination important information around regulations, quorums and legal obligations through circulars as this information becomes available.

1. Appendix 11.1D

Contains an email from the Chief Executive Officer at WALGA relating to an announcement made Wednesday 18th March by the Prime Minister specifically relating to guidelines around non-essential indoor gatherings being reduced from 500 to 100 people. WALGA are seeking advice as to what constitutes 'essential' gatherings and will advise accordingly.

The associated statement from the Prime Minister is attached to appendix 12.2D.

3.3 The Department of Health advises that:

- 3.2.1 Anybody returning from any overseas trip is required to self-quarantine for 14 days (10 working days).
- 3.2.2 Employees found COVID-19 positive are required to be cleared (test negative) before they return to work.
- 3.2.3 Should the region get a significant number of cases, the testing of all people who have a fever might not be possible, especially those will mild illness. Employees not well are required to self-isolate until they are 7 days free of the symptoms.

3.4 Where quarantine or self-isolation is required, the current leave policy requires the employee to take their accumulated leave in the form of personal leave, time-in-lieu or annual leave. If an employee has run out of leave, they then go through the quarantine or isolation period on leave without pay.

3.5 If the State or Federal Government decides to close schools and day care centres, some employees will not be able to come to work for an extended period as they need to care for minor children. They also will be required to take personal leave, time-in-lieu or annual leave.

- 3.6 Where such an employee does not have adequate leave to cover the quarantine period, isolation period and time taken to care for minor children, there could be loss on income as they would have to be on unpaid leave. Unpaid leave also prejudices long service leave accumulated.
- 3.7 This may have unintended consequences in that employees may choose to return to work before they achieve the recommended quarantine or isolation period because they need an income, thus risking the health of other employees and clients served.
- 3.8 I note at this stage that the state government on 16 March 2020 announced that it will 'provide 20 days of paid COVID-19 leave for state public sector workers, including casual workers.' Since the quarantine period is 10 working days, this report proposes the introduction of 10 days paid COVID-19 leave at the discretion of the CEO for the period of the public health emergency.
- 3.9 As stated earlier, the Shire will be guided by state government department and the Hazard Management Agency (HMA) on the closure of schools, public swimming pools and other public places. We envisage a need when some Shire operations may have to be scaled down or closed, to control the spread of infection or due to a shortage of staff caused by the impact of COVID-19. This report recommends the delegation of powers to the CEO to reduce operational hours, scale down operations or close non-essential services or operations if and when the need arises. This delegation to be effective only during the period of the public health emergency.
- 3.10 Employees requiring carer's leave due to the school and/or day-care facilities closing will have to utilise their leave or take unpaid leave.

4.0 Statutory Environment

4.1 *Local Government Act 1995*

Section 2.7(2) Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

Section 5.42 - Provides that a local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under the Act, other than those specified in s.5.43.

4.2 *Local Government Officers' (Western Australia) Interim Award 2011*

Clause 10.2.4

provides for personal leave for casual employees with `caring responsibilities. In the absence of an agreement with the CEO, they are only entitled to 2 days per occasion. Casual employees are not entitled to any payment during the period of non-attendance.

Clause 25

provides for personal leave for permanent employees on the award. Employees are entitled to personal leave when they are sick or are caring for "immediate family or household member" According to clause 25.4.3, not more than 10 days of personal leave can be used in a year by an employee for the purpose of caring for family.

Clause 25.4.4

provides that by agreement between an employer and an employee, the employee may access an additional amount of their accrued personal leave for the purposes of caring for family.

5.0 Strategic Implications

5.1 Objective:

4. Civic: Working together to strengthen leadership and effective governance.

5.2 Outcome:

Civic - 4.2 A customer focussed Council which welcomes inquiries and seeks positive outcomes for all residents and customers

5.3 Strategy:

Civic - 4.2.1 Develop and implement a Customer Service Strategy to continue improving customer service

6.0 Policy Implications

6.1 The report proposes the adoption of a COVID-19 emergency policy, which has effect on the leave provisions in the Local Government Officers' (Western Australia) Interim Awards 2011, in that it introduces a 10 day paid COVID-19 leave for employees who do not have any leave provisions, including casual employees.

7.0 Financial Implications

7.1 The CEO will approve paid COVID-19 leave for staff who have exhausted all their leave entitlements and casual workers. for a quarantine period, this is equivalent to a fortnight's pay. The fortnightly expenditure on remuneration is approx. \$100,000. If 20% of employees require this leave, it will cost the Shire \$20,000.

7.2 In preparing the Shire work sites and the community for the prevention and mitigation of the impact of COVID-19, it is estimated that unbudgeted expenses amounting to \$40,000 will be incurred. This money will be sourced from different budget line items depending on the expenditure being incurred.

8.0 Sustainability Implications

8.1 Environmental

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

8.2 Economic

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

8.3 Social

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

8.4 Risk

This report includes measure to mitigate the impact of COVID-19 on the quantity and quality of services that will be provided by the Shire during the period of the COVID-19 public health emergency. It is inevitable that services will be affected.

Officer's Recommendations

That:

- 1. Pursuant to section 5.42 of the Local Government Act 1995, the Chief Executive officer delegations be updated to include the following delegations which will apply during the period of the COVID-19 emergency:**

- 1.1 Adjust the operational hours of Shire services and business units in response to the unfolding COVID-19 emergency as it unfolds.**

- 1.2 Close business units on advice from the State Government and when there is severe manpower shortages.**

- 1.3 Approve applications for paid COVID_19 leave at his discretion for employees who have exhausted their personal, TIL and annual leave provisions, including casual employees who need to be on quarantine or in isolation.**

- 2. The Shire of Halls Creek Draft COVID-19 Emergency Policy Provisions be adopted, to be effective during the period of the declared COVID-19 public health emergency.**

VOTING REQUIREMENT: Absolute Majority

11.1A. Draft COVID-19 emergency policy provisions

11.1B. Mitigation activities - level of community transmission or impact of COVID-19

11.1C. COVID - 19 Response meeting of Mayors, Presidents and CEO s - WALGA

11.1D. Prime Minister's Announcement

COUNCIL POLICY

COVID-19 EMERGENCY POLICY PROVISIONS

PREAMBLE: The Australian Commonwealth Government and the Western Australian State Government have declared the COVID-19 outbreak in Australia a Public Health Emergency. The WA Government Pandemic Plan has been activated to respond to the potential impacts of COVID-19. The Shire takes the best advice from the Department of Health and public health experts in its efforts to respond to the COVID-19 pandemic.

PURPOSE

This policy is to ensure that the Shire of Halls Creek has the flexibility to respond appropriately to the unfolding COVID-19 public health emergency. The policy shall be operational for the duration of the public health emergency only.

OBJECTIVES

To mitigate the health, community, social and economic impacts of the COVID-19 outbreak in the Shire of Halls Creek.

POLICY

Quarantine or isolation for employees

1. Employees needing to self-quarantine or self-isolate or directed to do so by medical services will be required to take personal leave for the duration of the quarantine/isolation period. This applies to employees taking leave to care for minor children who are required to be on quarantine or isolation.
2. Employees who have exhausted their personal leave shall use accumulated TIL and annual leave for the duration of the quarantine/isolation period.
3. Where employees have exhausted all their leave options, or for casual employees, the CEO may approve a total of 10 working days paid COVID-19 leave.

Caring for minor children

4. During school holidays, or when schools close due to the COVID-19 emergency, employees requiring leave to care for minor children shall utilise their personal leave.
5. Employees who have exhausted their personal leave shall use accumulated TIL and annual leave for the duration of the quarantine/isolation period.
6. The CEO may approve up to 2 months unpaid leave in the event of a prolonged closure of schools and day care centres.

Business continuity

1. Acting on advice from the state Hazard Management Agency (HMA), the CEO may close, reduce hours of operation or scale down the operations of the Shire business units and services during the emergency, as required.
2. The CEO may also order staff who can, to work from home and meetings to be conducted via teleconferencing or video conferencing technologies.
3. The Director Assets and Infrastructure and the Director Health and Regulatory Services to ensure the non-disruption of Waste Management Services, which have been classified as an essential service.
4. The Director Corporate Services to ensure the non-disruption of the Post Office service, which our community relies on as there are no banks in the district.
5. Activities aimed at protecting Shire staff from COVID-19 infection to be implemented with immediate effect.

6. CEO to ensure the implementation of the 'Mitigation activities in response to community transmission or impact of COVID-19' plan, a live document which will be updated as new information is obtained on the development of the COVID-19 emergency.

DRAFT

Mitigation activities according to level of community transmission or impact of COVID-19

1. Shire workplaces

Community transmission or impact of COVID-19		
None to Minimal transmission	Minimal to moderate transmission and impact	Substantial transmission or severe impact
<p>• Keep staff updated with accurate information on COVID-19 trends, local cases, Australia wide and global trends.</p> <p>• Staff should know the signs and symptoms of COVID-19 and what to do if they develop symptoms at work.</p>	<p>People at risk of severe illness to work from home where possible</p> <p>Implement social distancing measures</p> <ul style="list-style-type: none"> • Increase physical distancing measures <ul style="list-style-type: none"> ➤ Increase physical space between workers at work stations ➤ Stagger work schedules if necessary ➤ Decrease social contacts in the workplace, eg limit in-person meetings, avoid gatherings after work ➤ Increase frequency of deep cleaning frequently touched surfaces 	<p>All staff who can work from home, to work from home.</p> <p>Review leave policies to make them more generous for staff who need to say home due to school/childcare closures or dismissals.</p> <p>Reduce operational hours for non-essential services.</p> <p>Ensure the continuation of essential services, eg waste management, post office and burials.</p>
<p>• Review and update business continuity plans</p> <ul style="list-style-type: none"> ➤ Identify all staff who can work from home and ensure they can connect to the system ➤ Review of leave and work from home policies to make them more liberal ➤ Staff tested positive not to return to work until they test negative to COVID-19 ➤ Staff who self-isolate due to symptoms not to return to work until 7 days free from symptoms. ➤ Ensure at least 4 staff members who can operate the rubbish truck ➤ Ensure at least 4 staff members who can work at the rubbish tip. 	<p>Limit large work-related gatherings</p> <p>Use video conference or teleconference facilities for meetings as a first option.</p> <p>Management meetings to be held in the Council Chambers.</p> <p>Team meetings for teams smaller than 10 to be held in the Council Chambers or Pioneer Room</p> <p>Team meetings for teams larger than 10 to be held in open air.</p>	<p>Use video conference or teleconference facilities for meetings as a first option.</p> <p>Management meetings to be held in the Council Chambers.</p> <p>Team meetings for teams smaller than 10 to be held in the Council Chambers or Pioneer Room</p> <p>Team meetings for teams larger than 10 to be held in open air (Depot, oval or Recreation Centre-dry side).</p>

<ul style="list-style-type: none"> • Staff to stay home and notify their supervisors or managers when they are sick (Non-punitive sick leave policy required) • Staff should adopt protective measures with immediate effect. <ul style="list-style-type: none"> ➢ Stay home when sick (flu like symptoms related to travel or contact with a COVID-19 patient) ➢ Regular proper hand washing ➢ Respiratory etiquette ➢ Avoid sharing keyboards etc ➢ Regular deep cleaning of frequently touched surfaces 	<p>Limit non-essential work travel.</p> <p>Re-consider all travel for leave overseas. Self-quarantine for 14 days on return if you have travelled overseas for leave.</p> <p>Consider regular health checks eg temp checks, respiratory symptom screening, temp checks for visitors entering the main office (if feasible)</p>	<p>Cancel all non-essential work travel.</p> <p>All staff returning from overseas travel to self-quarantine for 14 days.</p> <p>Consider regular health checks eg temp checks, respiratory symptom screening, temp checks for visitors entering the main office (if feasible)</p>
<p>Closure of services involving large numbers of people as directed by the Public Health Emergency Operations Centre (PHEOC) or the Department of Health (HMA)</p>	<p>Closure of services involving large numbers of people as directed by PHEOC or the HMA.</p>	<p>Closure of services involving large numbers of people as directed by PHEOC or HMA. CEO needs delegation from Council to close, reduce or limit the operation of non-essential businesses when necessary.</p>



Hon David Templeman MLA
Minister for Local Government; Heritage; Culture & the Arts

Our Ref: 66-11708/1

Dear Mayor/President/Commissioner

COVID – 19 Response meeting of Mayors, Presidents and CEO's – WALGA

On Monday 16th March 2020, the Hon Roger Cook MLA, Deputy Premier; Minister for Health and I hosted a webinar meeting through WALGA for local government Mayors, Shire Presidents and Commissioners to discuss the COVID-19. We were assisted by Dr Clare Huppertz, Senior Medical Adviser, Communicable Disease Control, Western Australian Department of Health.

I reiterated the critical role local government will be required to play in the coming weeks and months.

The situation continues to evolve rapidly and access to up to date and reliable information is vital. WALGA and the State Government will be playing an important role to ensure that your council knows where to find the information and will update you on a regular basis.

The Department of Local Government, Sport and Cultural Industries will play its part in the delivery of important changes to Regulations, quorums and legal obligations through circulars as soon as information is available.

As I said in my previous letter to you, as local government leaders you will all have an important role to play during this time. Your community will be looking to you and your council for reassurance and guidance as the situation evolves. There will be members of your community who are isolated and in need of support. Local government is best placed to work with local service providers to ensure that they are being properly cared for and identify further support that may be required.

Already, some Councils have been contacted by Coles and Woolworths to request that they may deliver goods outside of normal hours of 7pm to 7am and I am pleased to hear that those councils have agreed to let this occur. This is a great example of how Local Government can assist during these times.

Many issues were raised about legal obligations to hold annual elector meetings and public question time. Please take appropriate action as per the advice from the Department of Health and use common sense. You may need to form new guidelines around observers at meetings and amend Agendas to only address decision making around important and time sensitive issues.

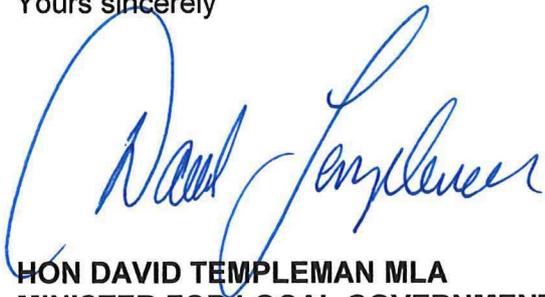
WALGA will be communicating direct with local governments providing information and directing you to the most up to date and appropriate information sources.

In the mean-time a COVID-19 Health Information line has been established on 1800 020 080 for members of the public to obtain advice and information. Locations of specific clinics can be found by visiting <http://www.healthwa.wa.gov.au>.

The Western Australian Government Pandemic Plan is available at <http://www.wa.gov.au/covid19>.

I look forward to your support and leadership during this time.

Yours sincerely



**HON DAVID TEMPLEMAN MLA
MINISTER FOR LOCAL GOVERNMENT;
HERITAGE; CULTURE AND THE ARTS**

17 March 2020

From: Nick Sloan <NSloan@walga.asn.au>
Sent: Wednesday, 18 March 2020 10:34 AM
To: Noel Mason <ceo@hcshire.wa.gov.au>
Subject: Prime Ministers Announcement

Good morning Noel,

I wanted to contact you this morning to acknowledge the announcements made early today by the Prime Minister following a special meeting of the National Cabinet, specifically relating to guidelines around non-essential indoor gatherings being reduced from 500 to 100 people.

The Prime Minister has released the following [statement](#).

We are seeking URGENT advice from the Western Australian Government with regards to the implications of this announcement and clarity concerning what constitutes an essential gathering. We acknowledge that there is significant uncertainty in the sector concerning the provision of community services through libraries, recreation/community centres and aquatic centres.

Pending formal advice, any decision made at a local level should be cognisant of the advice and recommendations currently in place around the size of gatherings and social distancing protocols.

I expect to be able to provide further advice during the day.

Kind regards

Nick Sloan | Chief Executive Officer | WALGA

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Our work regularly takes us across the State and as such WALGA would like to acknowledge the many traditional owners of the land on which we work throughout Western Australia. We pay our respects to their Elders, past, present and emerging.

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MEDIA STATEMENT

18 Mar 2020

Prime Minister

The focus for the Commonwealth, State and Territory Governments is the health and wellbeing of Australians and their livelihoods, ensuring that Australia is positioned to emerge strong and resilient from this global pandemic crisis.

Leaders met last night for the second National Cabinet meeting and agreed to further actions to protect the Australian community from the spread of coronavirus (COVID-19).

General Population - Indoor Gatherings

As part of our efforts to slow the spread of COVID-19 in Australia, the National Cabinet has accepted further restrictions on gatherings.

The National Cabinet has accepted the Australian Health Protection Principal Committee (AHPPC) advice that non-essential indoor gatherings of greater than 100 people (including staff) will no longer be permitted from Wednesday 18 March 2020.

- An indoor gathering refers to a gathering within a single enclosed area (i.e. an area, room or premises that is or are substantially enclosed by a roof and walls, regardless of whether the roof or walls or any part of them are permanent, temporary, open or closed).
- This does not apply to essential activities such as public transportation facilities, medical and health care facilities, pharmacies, emergency service facilities, correctional facilities, youth justice centres or other places of custody, courts or tribunals, Parliaments, food markets, supermarkets and grocery stores, shopping centres, office buildings, factories, construction sites, and mining sites, where it is necessary for their normal operation (although other social distancing and hygiene practices may be required in these settings).

The states and territories will give further consideration to practical guidance and rules for non-essential indoor gatherings of fewer than 100 people (including staff) such as cinemas, theatres, restaurants/cafes, pubs, clubs, weddings and funerals. This will be considered at the next National Cabinet meeting on Friday 20 March 2020. In the meantime these venues should continue to apply social distancing and hygiene practices.

- This includes being able to maintain a distance of 1.5 metres between patrons.
- Hand hygiene products and suitable waste receptacles need to be available, with frequent cleaning and waste disposal.

This may require significant changes to the operation of some venues, such as reducing the maximum capacity or increasing the space available.

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Settings like gyms, indoor fitness centres and swimming pools are not required to close at this time providing they meet these requirements for social distancing and hand hygiene. Such venues should take actions to ensure regular high standards of environmental cleaning take place.

General Population - Outdoor Gatherings

Outdoor events of fewer than 500 attendees may proceed. There are general measures that all events should follow, including:

- In a given occupied space, there must be no more than one person per four square metres of ground space.
- Availability of hand hygiene products and suitable waste receptacles, with frequent cleaning and waste disposal.

Food markets are exempt from the 500 person limit, however must undertake additional measures, such as control of patronage level numbers or stall density reduction to decrease the risk of COVID-19 transmission.

There may be other gatherings that are considered essential and it is at the discretion of the individual state and territory Chief Medical Officers or equivalent to assess each on their merits, and determine whether they can continue if mitigated by social distancing measures.

Domestic Transport

National Cabinet agreed that all Australians should only consider travelling when it is essential. If unwell, people must stay at home, unless seeking medical care.

National Cabinet agreed that public transport is essential and that AHPPC advice should apply in relation to public transport (trains, trams, buses, ferries), taxi and ride share vehicles and transport of vulnerable populations, with particular attention given to cleaning and hygiene.

National Cabinet agreed that domestic air travel is low risk. The issue of where people are travelling to and sensitive locations where travel should be restricted, will be developed with advice of states and territories.

The National Cabinet will further consider social distancing arrangements for domestic transport at its next meeting on Friday 20 March 2020.

In all cases, appropriate social distancing and hygiene practices should be applied.

Anzac Day

Anzac Day is an important commemoration where we demonstrate our respect and admiration for Anzacs past and present. But the way we commemorate Anzac Day this year will need to change.

The National Cabinet has agreed that Anzac Day ceremonies and events should be cancelled due to the high proportion of older Australians who attend such events and the increased risk posed to such individuals. A small streamed/filmed ceremony involving officials at a state level may be acceptable. There should be no marches.

All Australian-led international Anzac Day Services will be cancelled for 2020 given international travel restrictions and restrictions on public gatherings.

The Australian War Memorial will aim to conduct a national televised Dawn Service with no general public attendance.

State and Territory Governments and the RSLs will work together on local community arrangements to commemorate Anzac Day.

Recommendation on bulk purchase of supplies

The National Cabinet has strongly endorsed the AHPPC advice against the bulk purchase of foods, medicines and other goods.

We strongly discourage the panic purchase of food and other supplies. While some advice has been provided to have a small addition of long shelf life products in the case of illness there are a range of mechanisms in place to support people in self-isolation, including food and other deliveries. AHPPC notes that the risk of individual Australians being asked to quarantine in coming weeks is low, and encourages individuals to plan with friends and family in the event of the need to isolate. We recognise the importance of supply lines to remote communities.

Aged Care and Older Australians

As the transmission of COVID-19 increases rapidly, it is our priority to protect and support elderly and vulnerable Australians. Aged care is a critical sector that faces staffing challenges as existing staff are either subject to self-isolation requirements due to COVID-19 or are unable to attend work.

The National Cabinet has agreed to the recommendations by the AHPPC to enhanced arrangements to protect older Australians in Residential Aged Care Facilities and in the community

Restrictions on entry into aged care facilities

The following visitors and staff (including visiting workers) should not be permitted to enter the facility:

- Those who have returned from overseas in the last 14 days;
- Those who have been in contact with a confirmed case of COVID-19 in the last 14 days;
- Those with fever or symptoms of acute respiratory infection (e.g. cough, sore throat, runny nose, shortness of breath); and
- Those who have not been vaccinated against influenza (after 1 May)

Visitors

Aged care facilities should implement the following measures for restricting visits and visitors to reduce the risk of transmission to residents, including:

- Limiting visits to a short duration;

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- Limiting visits to a maximum of two immediate social supports (family members, close friends) or professional service or advocacy at one time, per day;
- Visits should be conducted in a resident's room, outdoors, or in a specific area designated by the aged care facility, rather than communal areas where the risk of transmission to residents is greater;
- No large group visits or gatherings, including social activities or entertainment, should be permitted at this time;
- No school groups of any size should be allowed to visit aged care facilities.
- Visitors should also be encouraged to practise social distancing practices where possible, including maintaining a distance of 1.5 metres.
- Children aged 16 years or less must be permitted only by exception, as they are generally unable to comply with hygiene measures. Exemptions can be assessed on a case-by-case basis, for example, where the resident is in a palliative care scenario.
- Measures such as phone or video calls must be accessible to all residents to enable more regular communication with family members. Family and friends should be encouraged to maintain contact with residents by phone and other social communication apps, as appropriate.

Managing illness in visitors and staff

Aged care facilities should advise all regular visitors and staff to be vigilant for illness and use hygiene measures including social distancing, and to monitor for symptoms of COVID-19, specifically fever and acute respiratory illness. They should be instructed to stay away when unwell, for their own and residents' protection.

Given the high vulnerability of this particular group, aged care facilities should request that staff and visitors provide details on their current health status, particularly presentation of symptoms consistent with COVID-19. Screening for fever could also be considered upon entry.

These additional measures should be implemented in order to better protect residents and prompt individuals entering the aged care facility to consider their current state of health prior to entry. Both individuals and management need to take responsibility for the health of visitors and staff at facilities to protect our most vulnerable community members.

These are the recommendations of the AHPPC, individual facilities may choose to implement additional measures as they see fit for their circumstances.

Symptomatic staff

Staff should be made aware of early signs and symptoms of COVID-19. Any staff with fever or symptoms of acute respiratory infection (e.g. cough, sore throat, runny nose, shortness of breath) should be excluded from the workplace and tested for COVID-19. Staff must report their symptoms to the aged care facility.

Further information is available at: <https://www.health.gov.au/committees-and-groups/australian-health-protection-principal-committee-ahppc>

Schools

The National Cabinet has accepted the advice of the AHPPC that schools should remain open at this time.

Specifically the National Cabinet has agreed that "pre-emptive closures are not proportionate or effective as a public health intervention to prevent community transmission of COVID-19 at this time."

National Cabinet also noted AHPPC advice that "More than 70 countries around the world have implemented either nationwide or localised school closures, at different times in the evolution of the local COVID-19 epidemic, however it should be noted the majority of these have not been successful in controlling the outbreak. Some of these countries are now considering their position in relation to re-opening schools."

Boarding schools

The National Cabinet noted that boarding schools are "at high risk of transmission" and encouraged boarding schools and parents to "consider the risks versus the benefits of a student remaining in boarding school".

Universities and other higher education centres

The National Cabinet accepted the advice that university and higher education "should continue at this time" with risk mitigation measures, including working from home arrangements where effective. As with boarding schools, group student accommodation "presents a higher risk" that warrants consideration of "closing or reducing accommodation densities" if risk mitigation is not possible.

Community Sport

The National Cabinet accepted advice from the AHPPC that community sporting activities could continue with involvement from essential participants (players, coaches, match officials, staff and volunteers involved in operations, and parents and guardians of participants).

This advice follows ongoing consultation with sporting organisations which has resulted in guidelines being prepared for community sporting organisations. The guidelines provide relevant advice on change room access, physical contact, travel, and social distancing and hygiene practices.

Furthermore, it has been acknowledged that contact sports have a greater risk of transmission than other sports, and as such, should be considered on a case-by-case basis.

All sporting codes should seek public health advice applicable to their codes, and take into account outdoor mass gathering issues.

Further work on Indigenous and NDIS Australia

Further work will be progressed by Friday 20 March 2020 and will include additional support for vulnerable Australians including indigenous communities and NDIS participants.

The Department of Social Services (DSS), National Disability Insurance Agency (NDIA) and NDIS Quality and Safeguards Commission (NDIS

Commission) are working together in preparation to respond to COVID-19 and its impact on the NDIS.

Additional measures

Commonwealth emergency powers

The National Cabinet noted that Commonwealth, States and Territories were implementing emergency powers under respective legislation in order to be able to deal with the spread of COVID-19 as quickly and flexibly as possible.

The Governor-General has accepted the Commonwealth Government's recommendation that he declare a "human biosecurity emergency" under the Biosecurity Act 2015 given the risks COVID-19 poses to human health and the need to control its spread in Australia.

That declaration would allow the Health Minister to issue targeted, legally enforceable directions and requirements to combat the virus.

The declaration was recommended by the Chief Medical Officer in his capacity as the Director of Human Biosecurity.

The first emergency requirement that will be made under the declaration is to formally prohibit international cruise ships from entering Australian ports for an initial 30 days, which provides additional legal support for the decision announced on Sunday 15 March 2020.

Additional Support for International Student Nurses

The Commonwealth Government will relax international student nurse visa work conditions to provide workforce continuity for aged care facilities, home care providers and other health care workers. This will allow international student nurses and other aged care workers to work more than the 40 hours a fortnight that they are currently. This measure will be examined on an ongoing basis. There are currently around 900 approved providers of residential aged care employers and around 1,000 approved providers of Home Care Packages. There are currently around 20,000 international student nurses studying in Australia.

Level 4 Travel restrictions - Do Not Travel

The National Security Committee of Cabinet has decided to raise the advice for all overseas travel to the highest level. Our advice to all Australians - regardless of your destination, age or health - is do not travel overseas at this time.

This our highest travel advice setting – Level 4 of 4.

The decision reflects the gravity of the international situation arising from the COVID-19 outbreak, the risks to health and the high likelihood of major travel disruptions.

We also now advise Australians who are overseas who wish to return to Australia, to do so as soon as possible by commercial means. Commercial options may quickly become limited.

Anyone arriving in Australia from overseas, including Australians citizens and permanent residents, will be required to self-isolate for 14 days from the date of arrival.

We have issued this advice for several reasons:

- There may be a higher risk of contracting COVID-19 overseas.
- Health care systems in some countries may come under strain and may not be as well-equipped as Australia's or have the capacity to support foreigners.
- Overseas travel has become complex and unpredictable. Many countries are introducing entry or movement restrictions. These are changing often and quickly, and your travel plans could be disrupted.

The Department of Foreign Affairs and Trade will do what it can to provide consular advice and assistance, but DFAT's capacity to do so may be limited by local restrictions on movement, and the scale of the challenges posed by COVID-19. These challenges vary and the situation is changing rapidly.

Australians who cannot, or do not want to, return home should follow the advice of local authorities and minimise their risk of COVID-19 exposure by self-isolating.

Aviation Industry Support

The Commonwealth Government has announced an aviation package for the refunding and ongoing waiving of a range Government charges on the industry including aviation fuel excise, Airservices charges on domestic airline operations and domestic and regional aviation security charges.

These measures are in response to unprecedented and likely sustained period of falling international and domestic aviation demand related to the impact of COVID-19.

The total cost of the measures are estimated to be \$715 million, with an upfront estimated benefit of \$159 million to our airlines for reimbursement of applicable charges paid by domestic airlines since 1 February 2020.

The National Cabinet expressed their thanks to Australia's world-class health professionals for their continued efforts in restricting the spread of the virus and saving lives.

Leaders also thanked all Australians for playing their part in following the health guidance and complying with the strong measures in place to respond to COVID-19.

Leaders called on the community to remain calm. While there have been some temporary, localised food and grocery distribution delays, there are sufficient stocks in Australia. Violent or anti-social behaviour would not be tolerated.

As a National Cabinet, we will continue to come together as a united team to ensure our collective response remains proactive and targeted, but we all have a responsibility to each other in protecting our community.

Late Item Agenda for Ordinary Meeting of the Council to be held on 19 March 2020

All Australians must continue to be vigilant and play their part to slow the spread of COVID-19 and protect vulnerable members of our community, including the elderly.

The National Cabinet urged Australians to continue to adhere to the health guidance on hygiene and personal social distancing, including avoiding any non-essential travel. Leaders also acknowledged the many businesses that have stepped up and allowed staff to work from home where practical. These early actions are critical in delaying the peak of the outbreak and ensuring our health system response remains strong.

The Commonwealth Chief Medical Officer, Professor Brendan Murphy, provided the National Cabinet with an overview of the current situation in Australia and overseas. The National Cabinet noted the continued development of international responses. Australia, like many other nations, is seeing an increase in community transmission. We are one of the best prepared nations and we remain united, focussed and ready to respond to any sustained escalation.

The National Cabinet also considered the Chief Medical Officer's advice on rates of community testing. More than 80,000 tests have already been undertaken in Australia. Further testing stocks have been secured and the Doherty Institute in Melbourne has developed an alternative testing process. This ensures Australia has a diverse range of tests and can protect supply of testing in the event there is a shortage in materials or components of some testing kits.

All Australians should continue to closely follow the expert medical advice – and ensure testing is only sought for COVID-19 where it meets the relevant clinical criteria. As we enter the colder months there may be a number of other viruses that enter our community, so there is a need to prioritise testing of people.

The National Cabinet noted that in order to protect older Australians and vulnerable communities in the weeks and months ahead, Australia may see even more restrictions put on social movements. We need all Australians to please look out for each other and to follow the medical advice.

The National Cabinet will be meeting again on Friday 20 March 2020 to discuss implementation arrangements for indoor gatherings and domestic transport.



PRIME MINISTER OF AUSTRALIA
The Hon Scott Morrison MP

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11.2 Call for public tender and approval of a procurement plan including selection criteria – Road Construction Plant with Operators - RFT 2020-01

ITEM NUMBER:	11.2
REPORTING OFFICER:	Phil Burgess, Director Infrastructure Assets
SENIOR OFFICER	Noel Mason, Chief Executive Officer
MEETING DATE:	19 March 2020
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 Issue of a public tender and the approval of a procurement plan including selection criteria in relation to the procurement of Road Plant with Operators.

2.0 Background

2.1 The procurement of Road Construction Crew - Road Plant with Operators is essential for the Shire of Halls Creek to be able fulfil its obligations to complete the planned capital roads programme.

2.2 Under SoHC Policy A11 Procurement of Goods and Services a procurement plan is required to prepared and approved for purchases above \$50,001. The procurement plan, a copy of which is attached in Appendix 1, defines the scope of works and specification, procurement risk and mitigation methods, the form of procurement to be followed (public tender) and the selection criteria and weighting.

3.0 Comments

3.1 The procurement plan identifies that the purchase price is will exceed \$150,000 and as no exemptions apply, a tender process needs to be followed under the Local Government (Functions and General) Regulations 1996.

3.2 The scope of works and specification for the tender are set out in Phase 2 – Define section of the plan on pages 7 and 8. The compliance criteria and qualitative criteria including weightings (selection criteria) are set out in Phase 3 – Plan on page 11 of the plan.

4.0 Statutory Environment

4.1 Local Government Act 1995

Section 2.7(2) Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

5.2 **Local Government (Functions and General) Regulations 1996 Part 4 Division 2**

Clause 11(1) requires tenders to be publicly invited where the value of the works or goods is expected to be more than \$150,000 unless stated otherwise.

Clause 14(2)(a) states:

"If a local government –

- (a) is required to invite a tender; ...
the local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted."*

5.0 **Strategic Implications**

5.1 Objective:

2. Economic: Our town and remote communities are prosperous and viable.

5.2 Outcome:

Civic - 4.1 A local government that is respected and accountable

5.3 Strategy:

Civic - 4.1.2 Consistent and impartial application of Council policies and provision of services

6.0 **Policy Implications**

6.1 The procurement plan including selection criteria have been prepared in accordance with the Shire's Procurement Policy A11 Procurement of Goods and Services.

7.0 **Financial Implications**

7.1 The 2019/2020 funding and anticipated funding 2020/2021 has/will be budgeted for.

8.0 **Sustainability Implications**

8.1 A risk assessment and appropriate mitigation measures are included in the procurement plan.

Officer's Recommendations

That:

- 1. The procurement plan for the procurement of Road Plant with Operators RFT 2020-01 including the selection criteria attached in Appendix 11.2A be approved.**
- 2. A public tender for the procurement of Road Plant with Operators RFT 2020-01 be called.**

VOTING REQUIREMENT: Simple Majority

Appendix:

11.2A. Procurement Plan – Procurement of Road Plant with Operators RFT 2020-01 18th March 2020



Procurement Plan

ROAD CONSTRUCTION PLANT WITH OPERATORS

RFT 2020-01

Prepared by: Phil Burgess
Director Infrastructure Assets
Date: 4 March 2020



WALGA

Procurement Services

WALGA, 170 Railway Parade, West Leederville WA 6007
Phone: (08) 9213 2514 Email: procurementservices@walga.asn.au

Phase 1 - Prepare

PROJECT OWNER / REQUESTOR DETAILS	
Requestor:	Phil Burgess
Position:	Director Infrastructure Assets
Local Government:	Shire of Halls Creek
Phone:	(08) 9168 6007
Mobile:	0419 752 791
Email:	dia@hcshire.wa.gov.au

PROJECT OVERVIEW	
Project Title:	Road Construction Plant with Operators
Project Number:	RFT 2020-21
Project Budget:	<p><u>2020/21 Financial Year</u> Approx. \$1,300,000</p> <p><u>July – December 2021</u> Funding for the 2021/22 financial year is yet to be confirmed but it is reasonable to assume that it will be relatively consistent with previous years. Estimated budget for the full financial year is \$1,400,000, approximately 50% of this amount would be spent in the July – December 2021 period.</p> <p>Total Estimated Tender Budget: \$1,300,000 + \$700,000 = Approx. \$2,000,000</p>
Project Funding Source:	<p><u>2020/21 Financial Year</u> Roads to Recovery 2019/20 Allocation: ~\$380,000 Regional Road Group Allocation: ~\$660,000 Shire of Halls Creek: ~\$330,000 (this is typically made up of the Shire's own funds and other general grants e.g. FAGs grants. This is required as a co-contribution to many funding grants i.e. RRG program)</p> <p><u>2021/22 Financial Year</u> Roads to Recovery 2020/21 Allocation: ~\$400,000 Regional Road Group Allocation: ~\$660,000 Shire of Halls Creek Co-Contribution: ~\$340,000</p>
Project Duration (indicative):	1 July 2020 – 31 December 2021
Project Status:	<input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation of Service <input type="checkbox"/> Phased
Project Category:	<input type="checkbox"/> Goods <input checked="" type="checkbox"/> Services <input type="checkbox"/> Minor Works <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Lease <input type="checkbox"/> Consultancy

Other (please list): _____

NEED IDENTIFICATION

The Shire of Halls Creek has an extensive road network that requires ongoing capital and renewal works to ensure all roads are suitable for current and future traffic volumes. The Shire receives various grants to fund these capital road works and often also contributes some of the Shire's own funds towards the works. The works predominately comprise reforming and resheeting unsealed roads, upgrade of existing and construction of new drainage structures and reconstruction and construction of floodways. The works are specialised road construction activities. Whilst the Shire is developing a road construction and maintenance work crew, it is envisaged that this crew may require some assistance from an experienced contractor due to the significant volume of road construction works in the form of the Duncan Gordon Downs Rd upgrade project and the Tanami Rd upgrade works.

Without a road construction crew (plant & skilled operators; procured via this proposed tender), the Shire would be unable to fulfil its obligations to complete the planned capital road works program.

The Shire is seeking to offer an 18-month contract to a suitably skilled and competent contractor to complete works for the remainder of 2020 (estimated July – November 2020) and the full season of works in 2021 (estimated March – November 2021). Since it is possible that the Shire work crew will have capacity to complete its own road construction and maintenance works in 2022, it is appropriate that this contract is for the 18-month period.

The Tender will include provision to allow the contractor to negotiate with the Shire to utilise Shire resources (plant, machinery, equipment and / or machinery operators / labour) to complete various scopes of work if there is an appropriate opportunity to do so. The tender will also allow the successful contractor and the Shire work crew to jointly complete any scope of work – whether it be planned or unplanned.

To accommodate this provision, the contract will be set-up such that each item of the contractor's machinery is available for hire on an as-required basis.

POTENTIAL RISKS & MITIGATION PLAN				
Risk Description	Likelihood	Impact	Actions	Responsibility
Procurement process compromised	Possible	Moderate	<p>Procurement documents reviewed by WALGA procurement specialist.</p> <p>WALGA templates used and procurement follows WALGA best practice guide.</p> <p>Tenderlink Portal to be used.</p> <p>Procurement team adhere to best practice and avoid conflicts of interest.</p>	<p>Director Infrastructure Assets</p> <p>Technical Consultant</p>
Safety	Possible	Moderate	Contract to include relevant machinery specifications and operational safety standards.	<p>Director Infrastructure Assets</p> <p>Technical Consultant</p>
Selected contractor unable to deliver required services	Possible	Significant	<p>Ensure contract has provisions to address inadequate performance by the selected contractor.</p> <p>Ensure the tender criteria considers the ability and capacity of tenderers to complete the contract works.</p>	<p>Director Infrastructure Assets</p> <p>Technical Consultant</p>
All tender responses exceed budget for project	Possible	Moderate	Contract to be a schedule of rates pricing schedule. Indicative number of working day nominated in tender. Actual working days will be based on the Shire's actual budget.	<p>Director Infrastructure Assets</p> <p>Technical Consultant</p>
Insufficient responses to tender	Possible	Significant	Promotion of tender to potential respondents post issue of tender	Shire of Halls Creek/ WALGA

POTENTIAL CONFLICTS OF INTEREST/ISSUES TO BE CONSIDERED

No known conflicts of interest exist at this stage. The technical consultant engaged to assist in procurement, Greenfield Technical Services, has confirmed that he will not be involved in any tender submission.

Conflicts of interest continue to be monitored.

STAKEHOLDERS		
Stakeholder	Role	Possible Objections
Councillors	Approve tender selection criteria; make decision on preferred tenderer. Represent interests of community and communication to community.	May object to recommended selection criteria or recommendation of preferred tenderer. Agenda reports to justify recommendations. Regular updates of project progress. Robust procurement process.
Staff	General interest and operational considerations for the day-to-day functioning of the capital road works program.	May have an interest in operational aspects. Engage relevant staff as required.
Community	General Interest.	May raise objections regarding the quality of the works being produced by the road construction contractor.

POLICY MATTERS AFFECTING THE PROCUREMENT

Local Policy:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Environmental Impact:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
DAIP:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	OSH:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Others (Please list):			
ADM21 Purchase of Goods and Services Policy including local purchasing policy			
STF 19 Occupational Safety and Health			

EXPENDITURE ANALYSIS

The Shire last procured road construction plant with operators via a Tender (RFT2019-03) in 2019. At that time, there was strong interest from a variety of contractors.

Capital road construction works are funded from various sources. The primary funding sources are the Regional Roads Group Program and the Roads to Recovery Program. These funding sources can also be supplemented at times from the Shire’s own funds, Commonwealth Federal Assistance Grants (FAGs) or other sources.

Given the variable nature of the work scope and the tight budget, the Shire’s preference is to manage the road construction works via a Schedule of Rates contract. This contract requires that the contractor provides a specified number of items of road construction plant with operators (typically 12 – 14 items) which are directly managed by the Shire’s Supervisor. The tender will require contractors to provide rates for mobilisation / demobilisation of their plant and equipment to the Shire plus hourly rates for the plant and machinery when working and when on standby. These hourly rates include all costs of providing the plant and machinery such as fuel, repairs, camp facilities and other items.

Based on the tendered rates and the budget amount, the Shire then finalises the capital road works program to maximise the value of works achieved with the funding available. Due to the nature of the contract (i.e. a schedule of rates contract) directly managed by the Shire, there is a very low risk of exceeding the Shire’s budget.

SUPPLY MARKET ANALYSIS

There are numerous contractors who would be interested and may be suitable to supply road construction plant with operators. These include but are not limited to:

- Auscivil
- Buckley’s Earthworks & Paving
- Danny Calwyn Pty Ltd
- Guerinoni & Son
- Kimberley Contracting
- Lacy Bros Contracting
- MTF
- Northern Goldfields Earthmoving
- Quadrio Earthmoving
- Red Dust Holdings
- Roadline Civil Contractors
- Roadtech Constructions
- Robbro Road Construction
- Squires Earthmoving
- THEM Earthmoving

Phase 2 - Define

SCOPE OF REQUIREMENTS

Background

The Shire of Halls Creek has a significant road network that requires regular capital works to ensure the roads provide safe access for road users. Roads plays a significant role in providing access to local businesses, residential properties, pastoral properties and local communities. A large part of ensuring the Shire's roads are fit-for-purpose for the current and future traffic volumes is the annual capital road works program. Currently, the Shire is still building its road construction capabilities and requires the support of an experienced 3rd party contractor to assist with the capital works whilst the Shire's work crew is developing.

Scope of Works

The scope of work comprises reforming and resheeting unsealed roads and construction of drainage assets including culverts, offshoot drains, table drains and floodways. The works can also comprise concrete works (e.g. drainage structures) depending on the funding provided. Depending on the funding provided to the Shire, the works may also comprise NDRRA flood damage works and other capital, renewal and/or maintenance works as directed by the Shire to maintain its road network.

Given the very limited budget and the variable nature of the works, the Shire's preference is to hire road construction plant with operators and direct manage the hired resources on an hourly hire basis. This is advantageous as it provides the Shire flexibility to vary the scope depending on the location which ensures maximum cost-efficiency.

Typically, the road construction work crew will comprise: 2 x graders, 2 x semi water carts, 2 x roadtrain side tippers, 1 x smooth drum roller, 1 x grid roller, 1 x multi roller, 1 x padfoot roller, 1 x dozer and 1 x loader. Between 12 – 14 machinery operators, a works supervisor, camp attendant and mechanic will also be provided along with a fully self-contained mobile construction camp. The contractor is also required to prepare all the necessary safety, environmental and quality documentation necessary to complete the works safely. The aforementioned list of typical work crew composition is indicative only and may be changed as required to suit the works.

To allow the contractor to negotiate with the Shire to use Shire resources, the plant and machinery offered by the contractor will be on an as-required basis. This will allow the Shire to hire individual items of plant and machinery rather than hiring a full-size work crew for all work scopes.

Given the flexibility required from the contract, it is important that the contractor is paid on an hourly basis for the plant and operators provided. Therefore, to ensure transparency and to minimise administration it is proposed that **no alternative tenders** will be accepted and all tenderers must only submit tenders for hourly plant hire.

The day to day works will be managed by the Shire's Supervisor in conjunction with the Contractor's Supervisor. The scope of the works is governed by the funding that the Shire receives which is ultimately managed by the Shire's Director Infrastructure Assets.

Key Deliverables

The works will be direct-managed by the Shire and will include ongoing inspections of the works on a regular basis. There are no specific documentation deliverables required from the contractor apart from the contractor's timesheets which must be submitted as part of their claims for payment. The Shire's Supervisor and Director Infrastructure Assets maintains all other deliverables and documentation needed for the works.

OUT OF SCOPE

- Routine maintenance grading
- Spray sealing or asphalt works

SCOPE ISSUES TO BE RESOLVED

Nil

SUPPLIER POSITIONING

A collaborative contract relationship is anticipated. This is where the parties work together to identify risks and solutions and jointly monitor performance and compliance. Ensuring the relationship between the Shire and the contractor is collaborative is critical as the nature of the works requires flexibility in the use of different machines for different work scopes.

The contract is proposed to be for a period of 18 months commencing 1 July 2020 through to 31 December 2021. This duration ensures the tender will be attractive to high-quality tenderers without over-committing the Shire to a contract when it may be likely that the Shire work crew will be fully operational by early 2022.

PROCUREMENT TACTICS

Transaction Type	Select	Objective	Tactics	Actions
Leverage items - High Value, Low Risk, Low Complexity	<input type="checkbox"/>	Maximise commercial advantage	Concentrate your business across the organisation Maintain/foster competition.	Competitive bidding. Procurement coordination. Use industry standards/ open source. Active procurement. Reverse Auctions.
Bottleneck items - Low Value, High Risk, High Complexity	<input type="checkbox"/>	Ensure supply continuity	Decrease the uniqueness of Suppliers Manage supply	Widen specification. Use performance or functional specification. Increase competition. Develop new suppliers. 2-3 year contracts. Foster competition.
Strategic items - High Value, High Risk, High Complexity	<input checked="" type="checkbox"/>	Form partnerships with Suppliers. Develop trust and information sharing	Increase the role of selected suppliers	Partnering charter. Share risk/rewards. Service Level Agreement. Prepare risk/contingency plans. Monitor market/competitions. Use functional specifications.
Routine items – Low Value, Low Risk, Low Complexity	<input type="checkbox"/>	Simplify acquisition	Instant purchasing	Utilise e-commerce or purchase cards to facilitate most efficient acquisition of goods/services.

SUPPLIER PROFILE

<input checked="" type="checkbox"/> Single Supplier	<input type="checkbox"/> Multiple Suppliers (i.e. Panel)
<input type="checkbox"/> Dual Suppliers	<input type="checkbox"/> Cross Supply
<input type="checkbox"/> Goods	<input type="checkbox"/> Goods and Services

Reason for Selected Supplier Profile:

The Shire has a limited annual capital road construction budget which typically is sufficient for approximately 80 – 100 days work per calendar year. The works are direct-managed by the Shire’s Supervisor to maximise value for money and ensure the works are completed in accordance with the specifications. The relationship between the Works Supervisor and Contractor is critical to maximising the value of the works to the Shire. As such, given the short duration of the works program and the nature of the operation of the works program, the works are best suited to a single supplier.

Early Tender Advice Required? Yes No

SUGGESTED TENDERERS:

Company Name:	Contact Person:	Phone/Email:
Auscivil	Ian Gilmour	0438 179 597
Buckley’s Earthworks & Paving	Terri Buckley	08 9191 1138
Danny Calwyn	Danny Calwyn	08 9388 0468
Guerinoni & Son	Steve Guerinoni	08 9169 1411
Kimberley Contracting	TBC	08 9192 5515
Lacy Bros Contracting	Peter Lacy	0427 384 352
MTF	Anthony Madden	08 9963 4371
Northern Goldfields Earthmoving	Wayne Linke	0429 812 988
Quadrio Earthmoving	Todd Quadrio	0400 236 284
Red Dust Holdings	Josh Johnson	0427 649 041
Roadline Civil Contractors	Mick Lang	08 9192 2433
Roadtech Constructions	Carl Dunlop	08 9881 3337
Robbro Road Construction	Shay Roberts	0428 762 002
Squires Resources	Paul Squires	08 9963 7988
THEM Earthmoving	Katrina Lee O’Brien	0408 856 780

SOURCING PROFILE

- | | |
|--|---|
| <input type="checkbox"/> Minor Works | <input type="checkbox"/> Consultancy Services |
| <input checked="" type="checkbox"/> Major Works (Construction) | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Goods | <input type="checkbox"/> Services |
| <input type="checkbox"/> Procurement of IT Equipment | <input type="checkbox"/> Procurement of IT Software |

Reason for Selected Sourcing Profile:

Capital road construction works are considered major construction works.

PROCUREMENT METHODOLOGY (refer to TACTICS and SOURCING PROFILE)

<input type="checkbox"/> Expressions of Interest (EOI) <input checked="" type="checkbox"/> Request for Tender (RFT) <input type="checkbox"/> Request for Proposal (RFP)	<input type="checkbox"/> Tender Exempt (i.e. WALGA Preferred Supply, State Gov. CUA) <input type="checkbox"/> Request for Quotation (RFQ)
<p>Reason for Selected Methodology: This procurement is subject to the Local Government (Functions and General) Regulations 1996. Under <i>Part 4 – Provision of goods and services, Division 2 Tenders</i> a tender process is to be followed where the value of the goods or works is \$150,000 or more. The exemptions under the Regulations do not apply to the procurement of these services. The specification is sufficiently defined to avoid the need for an EOI.</p>	

REQUEST OPEN PERIOD - SCHEDULE/TIMEFRAMES	
Management of Clarifications:	By the issue of clarifications / addendums on Tenderlink.
Tender Briefing Status:	Not necessary.

Phase 3 – Plan

EVALUATION PLAN (Refer to DELIVERABLES & RISK ASSESSMENT)
Compliance Criteria
<p>Tenderer Profile</p> <ol style="list-style-type: none"> I. State the Tenderer’s business structure (i.e. sole trader/partnership/proprietary limited liability company/trustee) and provide all business details, including the Tenderer’s Australian Business Number (ABN), Registered Entity Name and full business address (physical and postal address). II. Provide details of the Tenderer’s Authorised Person preparing the response to this Request including; full name, position title, postal address, phone number and email address.
<p>Tenderer’s Declaration</p> <ol style="list-style-type: none"> I. By indicating Comply I (The Tenderer’s Authorised Person) We (The Tenderer) agree that I am/we are bound by, and will comply with the Conditions of Tender contained in this Request. II. I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Tender irrespective of its outcome. III. By submitting this Response, I the person named as the authorised person, confirm my understanding that by lodging a Tender, in accordance with Part 1 of this Request, I understand no physical signature is required on this Declaration; that by lodging this Tender I am automatically providing an electronic signature for this Declaration in accordance with the Electronic Transactions Act 1999 (CTH) and corresponding state and territory acts.
<p>Financial Position</p> <ol style="list-style-type: none"> I. Does the Tenderer have the ability to pay all debts in full as and when they fall due? (If no, please provide details) II. Does the Tenderer have any current litigation, claim or judgement as a result of which you may be liable for \$50,000 or more? (If yes, please provide details) III. Will the Tenderer co-operate with an independent financial assessor during the conduct of financial assessments? (If no please outline reasons why)
<p>Conflict of Interest</p> <p>Will any actual or potential conflict of interest in the performance of the Tenderers obligations under the Contract exist if awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If yes, please provide details.</p>
<p>Insurance Details</p> <p>Does the Tenderer maintain the minimum insurance requirements of this Request? If Yes, provide evidence of the Tenderers insurance coverage including, insurer, expiry date, value and type of insurance. If Tenderer holds “umbrella Insurance” please ensure a breakdown of the required insurances are provided. A copy of the Certificate of Currency is to be provided to the Principal within 7 working days of acceptance.</p> <p>xiv)</p> <p>Minimum insurance cover:</p> <ul style="list-style-type: none"> • Public Liability – \$5,000,000 for one claim; and \$10,000,000 in aggregate • Workers Compensation - as per the WA Workers Compensation and Injury Management Act 1981 • Vehicles – Sufficient for plant and machinery supplied under the contract plus third-party damage to a minimum of \$20,000,000
<p>Alternative Tenders</p> <p>Not permitted.</p>
<p>Acknowledgement of Addenda</p> <p>Does the Tenderer acknowledge receipt of any addendum issued and has allowed for any price adjustments resulting in any issued addendum? If yes, please state how many addenda have been received?</p>
<p>Contract Conditions</p> <p>Does the Tenderer agree to the Conditions of Contract as stated in this Request?</p> <p>If not, please detail any departures from the conditions of contract proposed by the tenderer.</p>

<p>Critical Assumptions Tenderers are to specify any assumptions they have made that are critical to the Tender, including assumptions relating to pricing and ability to provide the Requirements in the manner specified in this Request.</p>
<p>Pricing Has the Tenderer completed and submitted the Price Schedule in the provided format?</p>

Criteria	Weighting
<p>Price – Best Value for Money Method</p>	<p>40 %</p>
<p>Quality and Completeness of Road Construction Plant / Equipment and Camp Facilities <i>Tenderers must address the following items:</i></p> <ul style="list-style-type: none"> a) <i>Identify the total number of each type of plant / equipment available for this project for assessment against the nominated list and number of items as per the tender schedule;</i> b) <i>Nominate the age or hours (or some other means of assessing the equipment’s condition and reliability) of each item of plant / equipment;</i> c) <i>Identify any particular item (s) of plant / equipment / attachments that the tenderer offers that may be considered to have special or advantageous application to the works and locations identified within this tender;</i> d) <i>Provide specific details of the tenderer’s mobile camp facilities including details of the accommodation, mess and ablution facilities.</i> 	<p>15 %</p>
<p>Key Personnel Skills and Experience <i>Tenderers must address the following items for their nominated personnel:</i></p> <ul style="list-style-type: none"> a) <i>Provide CV’s or employment history (including projects worked on, roles undertaken, years of experience, qualifications / relevant memberships, tickets / licences) and referees who can substantiate previous experience and demonstrated capability for the tenderer’s key personnel (Supervisor, Grader Operators, Dozer Operator, Field Mechanic);</i> b) <i>Provide details of the tenderer’s nominated administrative staff and their experience in similar contracts;</i> c) <i>Provide details of the tenderer’s degree of Indigenous Content in their nominated work crew;</i> d) <i>Provide details of any backup resources for the tenderer’s key personnel should the need arise</i> 	<p>15 %</p>

<p>Organisational Experience and Capacity to Complete Contract Works</p> <p><i>Tenderers must address the following items:</i></p> <ul style="list-style-type: none"> <i>a) Provide details of similar work or projects in similar areas of a similar nature to that described within this tender;</i> <i>b) Provide the scope of the Tenderer’s involvement including details of outcomes achieved by the tenderer on similar work scopes;</i> <i>c) Provide details of any issues that arose during the project and how these were managed;</i> <i>d) Provide information demonstrating how the tenderer has previously used sound judgement and discretion on similar work scopes;</i> <i>e) Provide information demonstrating the tenderer’s competency in similar work scopes and the tenderer’s proven track record of achieving outcomes;</i> <i>f) Provide referees who can substantiate the organisation’s previous experience and/or the organisation’s capabilities;</i> <i>g) Provide details of the contractor’s experience at supplying, managing and running remote mobile camps.</i> 	<p>15 %</p>
<p>Local Content of Plant, Equipment and Resources</p> <p><i>Tenderers must address the following items:</i></p> <ul style="list-style-type: none"> <i>a) Specifically detail the items of plant, equipment and/or resources that meet the requirements of the tender request (min. of 10% local content);</i> <i>b) Provide details on how the tender plans to offer opportunities to local persons and/or businesses within the Shire of Halls Creek as part of completing these works.</i> <i>c) Provide ownership details of all local content subcontractor companies / organisations including:</i> <ul style="list-style-type: none"> <i>a. Ownership details of the local content subcontractor company,</i> <i>b. The physical local of the subcontractor’s business office (s),</i> <i>c. The nature of the relationship between the prime contractor and nominated local content subcontractor company,</i> <i>d. The number of years the local content subcontractor has been in operation and the length of time that the prime contractor has worked with the local</i> 	<p>10 %</p>

<p><i>content subcontractor,</i></p> <p><i>e. The road building experience of the local content subcontractor.</i></p>	
<p>Provisions for Mechanical Support and Extra Machinery</p> <p><i>Tenderers must address the following items:</i></p> <p><i>a) Provide specific details of the onsite mechanical workshop and service vehicles;</i></p> <p><i>b) Provide specific details of the refuelling equipment and resources available for this project;</i></p> <p><i>c) Provide specific details of how the tenderer intends to ensure all necessary spare parts and associated support is available for the duration of the contract;</i></p> <p><i>d) Provide details of any extra support plant or machinery that the tenderer can provide to replace machinery with long term break downs.</i></p>	<p>5 %</p>
<p>Due Diligence:</p> <p><input type="checkbox"/> External financial analysis report <input checked="" type="checkbox"/> Referee Checks</p>	

Best Value for Money - Weighted Price Method

Where price is weighted, the price will be assessed by:

- a. identifying the lowest comparative price Tender. This Tender then becomes the benchmark for the weighted price assessment.
- b. applying the Regional Price Preference Policy, then
- c. scoring the Tenders based on their comparative Regional Price Preference adjusted value. The lowest Regional Price Preference adjusted value shall become the benchmark score, with other Tenders awarded a score based on their proportional value.

EVALUATION RATING SCALE

Score	Description
0	The Tenderer failed to respond to the criterion, therefore the Evaluation Panel is not confident that the Tenderer would be able to meet the requirements of the Request.
1	The Tenderer provided an inadequate response to the criterion. The Evaluation Panel is not confident that the tenderer would be able to meet the requirements of the Request to the required standard.
2	The Tenderer provided an inadequate response to the criterion. The Evaluation Panel has critical reservations that the tenderer would be able to meet the requirements of the Request to the required standard
3	The Tenderer provided a sub-standard response to the criterion. The Evaluation Panel has major reservations that the tenderer would be able to meet the requirements of the Request to the required standard
4	The Tenderer provided a poor response to the criterion. The Evaluation Panel has minor reservations that the tenderer would be able to meet the requirements of the Request to the required standard
5	The Tenderer provided a reasonable response to the criterion. The Evaluation Panel was reasonably confident that the tenderer would be able to meet the requirements of the Request to the required standard
6	The Tenderer provided a good response to the criterion. The Evaluation Panel was reasonably confident that the tenderer would be able to meet the requirements of the Request to the required standard
7	The Tenderer provided a very good response to the criterion. The Evaluation Panel was reasonably confident that the tenderer would be able to meet the requirements of the Request to a very good standard.
8	The Tenderer provided a superior response to the criterion. The Evaluation Panel was highly confident that the tenderer would be able to meet the requirements of the Request to a high standard.
9	The Tenderer provided an excellent response to the criterion. The Evaluation Panel was very confident that the tenderer would be able to meet the requirements of the Request to a high standard.
10	The Tenderer provided an excellent response to the criterion. The Evaluation Panel was extremely confident that the tenderer would be able to meet the requirements of the Request to a very high standard.

KEY PERFORMANCE INDICATORS (KPIs)	
<input type="checkbox"/> Deliverables on time	<input checked="" type="checkbox"/> Does the supplier show mutual commitment to the relationship and collaborate constructively with all stakeholders
<input checked="" type="checkbox"/> Agreed Services Provided	<input checked="" type="checkbox"/> Ability to respond to client and/or stakeholder requirements
<input type="checkbox"/> Stakeholder Satisfaction Survey	<input type="checkbox"/> Ability to deliver on time and on budget
<input type="checkbox"/> Construction Completed on Budget	
<p>The Contract will be subject to an annual performance review process that is expected to include the following KPIs:</p> <ul style="list-style-type: none"> • Agreed services and resources provided • Ability to respond to client / stakeholder requirements • Quality of services provided • Mutual commitment to relationship by supplier 	

PRICING METHODOLOGY (Link to type of specification)	
<input type="checkbox"/> Fixed Price (Lump Sum)	<input checked="" type="checkbox"/> Unit Price (Schedule of Rates)
<input type="checkbox"/> Bill of Quantities	<input type="checkbox"/> Scaled percentage fee
<input type="checkbox"/> Cost reimbursable	<input type="checkbox"/> Reimbursable-with-incentive (Cost Plus)
Reason for Selected Pricing Method: The Shire has a very limited capital budget for road construction works. By directly managing these works, the Shire can realise maximum value for the limited budget. Furthermore, the nature of the Shire's road construction projects is that they are not well suited to lump-sum tendering. Finally, a schedule of rates contract offers the Shire flexibility to vary the scope of work in response to changing environmental conditions and changes in project scope and budget.	
Price Escalation Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Basis: A Price Escalation mechanism is not required as the contract is only for an 18-month period.	

CONDITIONS OF CONTRACT	
<input checked="" type="checkbox"/> General Conditions of Contract – Goods and Services	<input type="checkbox"/> AS 4000:1997 Construction Works
<input type="checkbox"/> General Conditions of Contract - Goods	<input type="checkbox"/> AS 4122:2010 Consultants
<input type="checkbox"/> General Conditions of Contract – Minor Works	<input type="checkbox"/> AS 4902:2000 Design & Construct
Key Commercial term considerations: <ul style="list-style-type: none"> • Insurance • Discounts for Early Settlement of Accounts 	

CONTRACT MANAGEMENT	
Contract Manager:	Director Infrastructure Assets
Date of Handover:	N/A

Key Personnel/Responsibilities:	Contractor representative and Principal Representative
KPIs:	Agreed services and resources provided Ability to respond to client / stakeholder requirements Quality of services provided Mutual commitment to relationship by supplier
Changeover requirements?	N/A
Key Risks:	As per risk assessment above.
Proposed Contract Kick-Off Meeting:	Following contract award.

PROCUREMENT TIMEFRAMES

Activity	Indicative Timeframe
Development and Sign off on Procurement Plan	Thursday 12 th March 2020
Sign off on RFT	
Advertise RFT	Saturday 4 th April 2020
Mandatory Tender Briefing	N/A
Tenders Close	Tuesday 28 th April 2020
Evaluation Panel Meeting	Thursday 7 th May 2020
Presentations of Shortlisted Tenderers	N/A
Due Diligence Completed (referees, clarifications, financial analysis report)	Thursday 14 th May 2020
Delivery of Recommendation Report	Friday 15 th May 2020
Council Meeting agenda settlement	
Council Meeting	
Contract Preparation	
Notifications to Tenderers	
Contract Commencement	1 st July 2020

APPROVAL AUTHORITY

Council: Yes No
 CEO: Yes No

Name	Organisation	Signed
		
Noel Mason	Chief Executive Officer	18 March 2020

11.3 Budget Amendment for Facilities Upgrade of the Recreation Centre Ablutions

ITEM NUMBER:	11.3
REPORTING OFFICER:	Phil Burgess, Director Infrastructure Assets
SENIOR OFFICER	Noel Mason, Chief Executive Officer
MEETING DATE:	19 March 2020
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 Council to consider an amendment to the 2019/2020 budget to make allowance for the upgrade of the Recreation Centre Ablutions Block on the Court and Poolside Facilities.

2.0 Background

2.1 The Shire of Halls Creek Recreation Centre was officially opened 26 July 2006. While there has been ongoing maintenance there has never been a programme of replacement or upgrades implemented over the last fourteen years.

2.2 The Recreation Centre has also had multiple break-ins and serious vandalism, again this has been dealt with through insurance claims and general maintenance. The effects of those actions have taken a toll on the infrastructure and facilities beyond fair wear and tear.

2.3 The most serious but never discussed issue is the very hard water supply in Halls Creek and the calcium content. This over time has a devastating effect on the plumbing and inner workings of the infrastructure. That has never been looked out with regards replacement or upgrade.

2.4 The Recreation Centre in the Shire of Halls Creek is designated under the Local Emergency Management Committee as an Evacuation Centre under the emergency management arrangements.

2.5 Currently a portion of the ablutions infrastructure is mainly beyond repair and 50% plus is closed off either not working or unhygienic. The Pool Manager is keeping enough going to have the Pool open and facilities available but the extra pressure on them will start to tell very quickly if all facilities are required.

2.6 The WA State Government issued a State of Emergency in light of the worldwide COVID 19 Pandemic on Monday 16 March 2020. This has very sharply brought into focus the state of the facilities at the Recreation Centre should they be required in response to COVID 19 issues and the burden that potentially will go onto all the Shire and Towns facilities.

3.0 Comments

- 3.1 A scoping report was commissioned by DIA on request of DYCD Margaret Glass as the facilities were continually failing and maintenance was becoming more expensive and not achieving the desired result. A complete and full walk through to look at all aspects of the facility and their current state was conducted by DIA – Phil Burgess, DYCD – Margaret Glass and MRB Plumbing – Mitch Bowman. The scope of work was presented late January 2020. Given the gravity of the state of the facilities a quote has been sourced for the replacement of toilets, toilet systems, showers fittings, taps and pipes from MRB Plumbing and is attached as Appendix 1. This work was costed out to approximately \$110,00.00 to upgrade the facilities to the standard required of a facility of this nature.
- 3.2 This issue whilst manageable currently as we head into the Closedown and Maintenance period for the Recreation Centre, has been made urgent by the WA State Government issuing a State of Emergency due to the COVID 19 Pandemic.
- 3.3 The seriousness of the current situation has elevated this matter to the highest priority so the Shire of Halls Creek is able to meet its obligations under Emergency Management Arrangements for the Local Emergency Management Committee and the State Government.
- 3.4 The cost of this project will be requested to be transferred from the Recreation Centre Reserve which currently has a total amount of \$547,528.00 for the 2019/2020 financial year.
- 3.5 The Shire has received one user complaint about the lack of facility in the past 12 months – relating to the shower taps not being able to be turned on (as we had removed all the handles to stop water wastage by children). The staff at the Recreation Centre have regularly complained about the lack of amenity for the public.
- 3.6 A makeover of the wet area facilities would neatly coincide with the planned expansion of the splash park – it is likely that the only remaining upgrade would then be painting.
- 3.7 The Shire’s Procurement Policy A11 would require a procurement plan and a selection criteria being created, even if only used by staff for the determination of the RFQ’s received. In this case the DIA is asking that the Council approve the quote as an emergency purchase under requirement of A11 because urgent repairs of the wet areas are required for the facility to be considered as part of the inventory of emergency accommodation, under the Emergency Management plan.

4.0 Statutory Environment

4.1 Local Government Act 1995

Section 2.7(2) Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

5.0 Strategic Implications

5.1 Objective:

4. Civic: Working together to strengthen leadership and effective governance.

5.2 Outcome:

Civic - 4.10 Improved business planning and performance

5.3 Strategy:

Civic - 4.1.1 Provide strong, effective and functional governance and leadership in the Shire

6.0 Policy Implications

6.1 Nil.

7.0 Financial Implications

7.1 The Recreation Centre Reserve currently holds \$547,528.00 and this project would use approximately \$110,000.00 to complete this upgrade.

7.2 Shire contribution towards Splash Park project is not compromised by this expenditure.

7.3 Provision can be made at the 2019/2020 Budget Review and in 2020/2021 Budget for the Recreation Centre Reserve to be further developed financially.

8.0 Sustainability Implications

8.1 Environmental

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

8.2 Economic

There are significant identifiable economic impacts arising from the non adoption of the officer's recommendation in the ongoing maintenance costs that are being undertaken without getting a real viable result other than a band aid to the serious issue.

8.3 Social

There are significant identifiable social impacts arising from the non adoption of the officer's recommendation. The Recreation Centre will struggle to remain open (particularly Aquatic Centre side) as the facilities deteriorate further.

9.4 Risk

There are significant identifiable risk impacts arising from the non adoption of the officer's recommendation. Most importantly the Shire of Halls Creek will not be able to meet its obligations under emergency arrangements in the wake of the COVID 19 Pandemic and that the size and cost of upgrade into the future will be considerably more.

Officer's Recommendations

That:

- 1. Council agree to a SoHC budget variation to allow for the upgrade of the ablution facilities at the Recreation Centre;**
- 2. The upgrade be approved as an Emergency Purchase under SoHC Policy – Procurement A11;**
- 3. The \$110,000.00 required be funded from the Recreation Centre Reserve and carried out as an emergency maintenance by MRB Plumbing; and**
- 4. The DIA is instructed to develop a maintenance plan for the regular descaling of plumbing works, including hot water systems for all Shire Properties.**

VOTING REQUIREMENT: Absolute Majority

Appendix:

11.3A - Scope of Works Shire of Halls Creek Aquatic Centre – MRB Plumbing



Scope of works:

Property: Aquatic centre Halls Creek

Client: Shire of Halls creek

Date: 2/1/20

Contact: Phil Burgess (DIA Shire of halls creek)

Overview

MRB Plumbing has been engaged to assess the plumbing and hydraulic services at the town aquatic centre. An inspection has been carried out with Halls creek shire representatives and all fixtures and pipework inspected.

During the site visit Shire management were able to show and discuss all the failed plumbing items and outline the areas of constant breakdown and vandalism. As a result, MRB has ascertained the desired outcome in regards to upgrades to the hydraulic services to be:

- To remove old and non functioning fixtures and pipework and replace where possible
- Reducing the constant maintenance costs that are occurring fixing the deteriorated assets.
- Upgrades to result in harder wearing, vandal proof (where possible) fixtures and pipework reducing constant maintenance and reducing the burden on management.

Whilst onsite, all parties discussed the areas of priority, considering health risks and costs, giving priority to the areas that required the most attention.

The following is a scope and the requirements for each area and the associated works required.

1.

Location: Kiosk office

Works required: Replace flick mixer

2.

Location: Physio room

Works required: Remove hand basin and make repairs to Gyprock wall including painting.

3.

Location: Cleaners room

Works required: Replace cleaners sink and replace washing machine conversion taps and outlet.

4.

Location: Boy's toilets (GYM SIDE)

Works required:

- Replace 4 x toilets that continue to fail and struggle to flush. Replace with stainless steel anti vandal pan and cistern. This will involve altering the existing plumbing to take the new toilet suites and as a result there will be works to patch the wall Gyprock and paint.
- Replace 2 x Wall basins and include timer tap. Works will involve wall patching and retiling.
- Provide a heaving clean throughout

5.

Location: Boy's toilets (Pool side)

Works required:

- Replace 2 x toilets that continue to fail and struggle to flush. Replace with stainless steel anti vandal pan and cistern. This will involve altering the existing plumbing to take the new toilet suites and as a result there will be works to patch the wall Gyprock and paint.
- Replace 2 x Wall basins and include timer tap. Works will involve wall patching and retiling.
- Install sensor operated flush to the urinal.
- Provide a heavy clean throughout
- Replace urinal hose tap with enware push timer
- Remove current shower tap and replace with (COLD ONLY) timer tap for all 3 showers. Works will include cutting wall open to alter the plumbing and then re-sheeting and tiling.

6.

Location: Disabled Bathroom Pool side

Works required: Replace basin mixer old one is leaking

7.

Location: Girls's toilets (pool side)

Works required:

- Replace 3 x toilets that continue to fail and struggle to flush. Replace with stainless steel anti vandal pan and cistern. This will involve altering the existing plumbing to take the new toilet suites and as a result there will be works to patch the wall Gyprock and paint.
- Replace 3 x Wall basins and include timer tap. Works will involve wall patching and retiling.
- Replace hose tap below basin with timer tap
- Remove current shower tap and replace with (COLD ONLY) timer tap for all 3 showers. Works will include cutting wall open to alter the plumbing and then re-sheeting and tiling.

8.

Location: Female toilets (Court side)

Works required:

- Replace 4 x Wall basin and include timer tap. Works will involve wall patching and retiling.
- Replace 4 x toilets that continue to fail and struggle to flush. Replace with stainless steel anti vandal pan and cistern. This will involve altering the existing plumbing to take the new toilet suites and as a result there will be works to patch the wall Gyprock and paint.
- Provide a heaving clean throughout.

9.

Location: Plumbing service duct

Works required:

- Replace all visible Hepworth (grey) water pipe with copper. The Hepworth is failing and keeps leaking.
- Install new valves including but not limited to; isolation. Cistern stops, and temp control
- Install new thermostatic mixing valves servicing the Disabled WC x2 in stainless steel boxes in a location that allows for annual servicing and commissioning.

- Clean and tidy the duct and remove all rubbish.

10.

Location: Baby change room

Works required:

- Replace tapware and spout to the baby change
- Install a trapped waste for the washing machine waste discharge.

11.

Location: Commercial Kitchen

Works required:

- Replace leaking kitchen sink mixer
- Replace basin mixer

12.

Location: Basketball court drinking trough

Works required: Replace stainless steel drinking trough and change pvc drain to chrome copper to stop vandalism.

Please Advise if the above scope is correct and if how you would like to proceed from here.

Regards

Mitch Bowman

MRB Plumbing Pty Ltd

11.4 Staff Recognition – Retail Rewards

ITEM NUMBER:	11.4
REPORTING OFFICER:	Lloyd Barton, Director Corporate Services
SENIOR OFFICER	Noel Mason, Chief Executive Officer
MEETING DATE:	19 March 2020
DISCLOSURE OF INTEREST:	Nil

1.0 Matter for Consideration

1.1 A report to Council seeking endorsement for recognition Award funds received to be used for staff recognition.

3.0 Background

3.1 A Retail Rewards award has been received by the Halls Creek Post Office for a Customer & Community Achievement Award. The award recognises sales achievement in supporting customers and the local community in Northern WA.

3.7 The Post Office has been presented with a \$300.00 Retail Rewards letter which allows for the purchase of retail merchandise within the store.

3.8 It is suggested that the retail reward of \$300.00 be used for Post Office staff recognition and as a gesture of appreciation for their results and returned to the staff for the purchase of their choice of merchandise.

4.0 Statutory Environment

4.1 *Local Government Act 1995*

Section 2.7(2) Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.

Section 3.1 – Provides that the general function of the local government is to provide for the good government of persons in its district.

5.0 Strategic Implications

5.1 Objective:

4. Civic: Working together to strengthen leadership and effective governance.

5.2 Outcome:

Civic - 4.4 Quality Staff

5.3 Strategy:

Civic - 4.4.2 Recruit and retain quality staff

6.0 Policy Implications

6.1 Nil

7.0 Financial Implications

7.1 Nil

8.0 Sustainability Implications

8.1 Environmental

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

8.2 Economic

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

8.3 Social

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

9.4 Risk

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

Officer's Recommendations

That:

Council endorse the recommendation that the Australia Post Retail Rewards received by the Halls Creek Post Office to the value of \$300.00 be used for the purpose of staff recognition for Post Office staff.

VOTING REQUIREMENT: Simple Majority

Appendix: 11.4A – Letter Retail Rewards

A U S T R A L I A P O S T
Halls Creek LPO 6770



\$
AP Retail - Discover 300.00-
Ref No 1725073
TOTAL \$300.00-
Payout Details :
Cash 300.00-

04/03/20 00/98/25 off/a 606352 11:03

PROVIDE FEEDBACK ON TODAY'S VISIT AT
AUSPOST.COM.AU/MYVISIT

Dear Licensee

Congratulations on winning the January Retail Rewards in WA RNP NORTHERN.

In appreciation of your efforts, it is my pleasure to present you with this \$300 Retail Rewards letter. This letter allows you to purchase any retail merchandise or philatelic item in your store, including gift cards at no cost to you (excluding activation fees). If your Post Office does not sell the full range of retail merchandise you can go to any participating Post Office, choose your items and take them, along with this letter and valid Identification, to the counter for processing.

How to redeem this letter at your post office:

- Scan all items you wish to purchase into EPOS ensuring that the total is at least \$300 (any value up to \$300 not used in this transaction will be lost).
- Scan the barcode below and follow the instructions on the screen until it returns to EPOS.
- You can purchase over \$300 in products by scanning this letter and paying the difference yourself in the usual manner. This also applies for any activation fees.
- If you have any issues please contact the EPOS Help Desk.
- If you follow the steps listed above, all costs up to \$300 will be worn by Australia Post.

Please note, this letter can be scanned only once and will expire on 30 September 2020.

If you have any questions please phone 0459 876 271 or email:
Retailrewards@auspost.com.au

Yours sincerely,

David McNamara
General Manager
Post Office Network



Terms and Conditions:

This letter can only be scanned once. This letter must be redeemed by 30/09/2020. A valid photo ID is required to redeem this claim at any participating Australia Post outlet, upon presentation of this original letter. Australia Post reserves the right to refuse the payment of any claim that does not meet the Terms & Conditions specified in this letter or are deemed to be invalid.