Ordinary Council Meeting

25 July 2023

Attachment Booklet – July 2023

Contents

CCO1-07/23 Attachment 1: Accounts for Payment - June 2023

CCO2-07/23 Attachment 1: Irwin Recreation Centre Request for Tender

CEO01-07/23 Attachment 1: Correspondence WA Electoral Commission

ID01-07/23 Attachment 1:Delegated Authority Report – Development, June 2023

Attachment 9.2.1 Audit Committee 2022/23 OAG Entrance Meeting

Attachment 9.2.2 Audit Committee 2021/22 OAG Exit Meeting

CC01-07/23 ATTACHMENT 1

Accounts for Payment **– June 2023**

Shire of Irwin

List of Accounts paid June 2023 for presentation to the Council Meeting 25 July 2023

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE		DESCRIPTION	PAYMENTS
EFT30501	01/06/2023	ALTUS TRAFFIC PTY LTD	TRAFFIC MANAGEMENT FOR WORKS ON ALLANOOKA SPRINGS ROAD	-13,087.35
EFT30502	01/06/2023	BLACKWOODS	PROTECTIVE EQUIPMENT AND CONSUMABLES	-525.24
EFT30503	01/06/2023	CARL JAMES SCUDDER	BUILDING MAINTENANCE WORKS AT SHIRE FACILITIES AND ABLUTIONS	-1,236.00
EFT30504	01/06/2023	CLEANPAK TOTAL SOLUTIONS	SOAP DISPENSERS FOR PUBLIC ABLUTIONS	-217.95
EFT30505	01/06/2023	IRWIN RURAL SUPPLIES & STOCKFEEDS	CHEMICALS FOR WEED SPRAYING	-3,585.00
EFT30506	01/06/2023	TOLL	FREIGHT CHARGES	-1,031.18
EFT30507	01/06/2023	DATA#3 LIMITED	VMWARE HORIZON VDI LICENSES	-16,772.32
EFT30508	01/06/2023	DELTA CLEANING SERVICES	CONTRACT CLEANING - MAY 2023	-17,807.48
EFT30509	01/06/2023	LANDGATE - WESTERN AUSTRALIAN LAND INFORMATION AUTHORITY	RURAL UV AND MINING TENEMENT ANNUAL ROLL FOR 23/24 AND GRV VALUATIONS	-9,123.74
EFT30510	01/06/2023	DONGARA FENCING	SUPPLY AND INSTALL FENCE AT THE DRIVE IN	-12,365.32
EFT30511	01/06/2023	DONGARA DRILLING & ELECTRICAL	ELECTRICAL REPAIRS AT SHIRE FACILITIES, ABLUTIONS AND INFRASTRUCTURE	-226.52
EFT30512	01/06/2023	TYREPOWER DONGARA	REPAIR GRADER TYRE	-97.90
EFT30513	01/06/2023	DONGARA VETERINARY HOSPITAL	EUTHANASIA AND BURIAL OF FERAL CATS	-958.10
EFT30514	01/06/2023	ELEMENT ADVISORY PTY LTD	PROGRESS PAYMENT - LOCAL PLANNING STRATEGY REVIEW	-5,811.48
EFT30515	01/06/2023	EASTMAN POLETTI SHERWOOD ARCHITECTS	INSPECT & REPORTING OF POTTERY CLUB BUILDING	-2,888.60
EFT30516	01/06/2023	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	EMERGENCY SERVICES LEVY QUARTER 4 2022/23	-26,530.87
EFT30517	01/06/2023	FRASER & LONDON ROOFING SERVICES	REC CENTRE ROOF REFURBISHMENT	-99,000.00
EFT30518	01/06/2023	GERALDTON MOWER & REPAIR	REPAIRS TO SUNDRY PLANT	-475.30
EFT30519	01/06/2023	CITY OF GREATER GERALDTON	BUILDING CERTIFICATION SERVICES	-2,323.04
EFT30520	01/06/2023	REFUEL AUSTRALIA	GREASE & COOLANT FOR PLANT	-368.15
EFT30521	01/06/2023	GLASS CO WA	REPLACE GLASS SHOWER SCREEN & ADJUST DOOR CLOSERS AT UNIT 10 THE VILLAGE	-961.53
EFT30522	01/06/2023	HOCKEY'S PEST SERVICE	PEST CONTROL SPRAYING	-165.00
EFT30523	01/06/2023	IT VISION AUSTRALIA PTY LTD	PLANT & EQUIPMENT MODULE FOR ALTUS PAYROLL	-2,957.90
EFT30524	01/06/2023	JASON SIGNMAKERS	SIGNAGE AND FIXTURES FOR BLENHEIM ROAD PROJECT	-16,256.01
EFT30525	01/06/2023	KICK SOLUTIONS	CONCEPTUAL DESIGN FOR KAILIS ENTRY STATEMENT	-1,230.00
EFT30526	01/06/2023	KIRKLAND ELECTRICAL SERVICES	INSTALL GENERATOR CHANGEOVER SWITCH AT TRANSFER STATION	-770.00
EFT30527	01/06/2023	LYNETTE MAY MARTIN	REFUND	-1,234.29
EFT30528	01/06/2023	MICHELLE LEE MCAULEY	REIMBURSEMENT	-160.50
EFT30529	01/06/2023	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS AT THE VILLAGE	-262.60
EFT30530	01/06/2023	NORDIC BUILDERS	CONSTRUCTION OF COMMUNAL AREA AT HENRY ROAD	-5,250.26
EFT30531	01/06/2023	PATIENCE MACHAKA	REIMBURSEMENT	-612.00
EFT30532	01/06/2023	R & J TRUST - PEARCE PAINTING & DECORATING	PAINTING OF UNIT 4 AND 10 AT THE VILLAGE	-8,447.15
EFT30533	01/06/2023	S & K ELECTRICAL	QUARTERLY TEST AND TAGGING AT DEPOT AND TRANSFER STATION	-567.60
EFT30534	01/06/2023	DONGARA SURF LIFE SAVING CLUB	COMMUNITY ASSISTANCE SCHEME FUNDING	-3,000.00
EFT30535	01/06/2023	TIM DAVIES LANDSCAPING	LANDSCAPE DESIGN CONSULTANCY FOR THE ENTRY STATEMENT	-5,437.62
EFT30536	01/06/2023	T-QUIP	PARTS FOR TORO GROUND MASTER MOWER	-642.20
EFT30537	01/06/2023	VISIMAX SAFETY	INFRINGEMENT BOOKS AND CONSUMABLES FOR RANGERS	-360.81
EFT30538	01/06/2023	SYNERGY	VARIOUS ELECTRICITY CHARGES	-2,330.53
EFT30539	01/06/2023	WREN OIL	EMPTYING OF OIL TANKS AT TRANSFER STATION AND DEPOT	-16.50
EFT30540	01/06/2023	WINC AUSTRALIA PTY LTD	PRINTER CHARGES - DEPOT	-183.32
EFT30541	01/06/2023	HARCOURTS DONGARA	BOND FOR RENTAL	-1,400.00
EFT30542	15/06/2023	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT RECOVERY FEES	-7,999.28
EFT30543	15/06/2023	ATOM	VARIOUS ITEMS FOR STORES AT DEPOT	-336.55
EFT30544	15/06/2023	BEAUREPAIRES GERALDTON	SUPPLY AND FIT TYRES ON WATER TANKER SEMI TRAILER	-1,195.96
EFT30545	15/06/2023	BLACKWOODS	WHEEL STOPS FOR TRANSFER STATION	-174.13
EFT30546	15/06/2023	BRAND MECHANICAL SERVICES	REPAIRS TO KUBOTA MOWER, JOHN DEERE MOWER AND ZERO TURN MOWER	-685.86
EFT30547	15/06/2023	CHERYL JEAN BRANCH	REFUND	-460.00
EFT30548	15/06/2023	CARL JAMES SCUDDER	BUILDING MAINTENANCE WORKS AT SHIRE FACILITIES AND ABLUTIONS	-3,340.00
EFT30549	15/06/2023	TOLL	FREIGHT CHARGES	-176.29
EFT30550	15/06/2023	CIVIC WORKFORCE MANAGEMENT	HR CONSULTANT	-1,117.19
EFT30551	15/06/2023	DELL AUSTRALIA PTY LTD	IT EQUIPMENT AND CONSUMABLES	-3,366.00
EFT30552	15/06/2023	LANDGATE - WESTERN AUSTRALIAN LAND INFORMATION AUTHORITY	UPDATED DATA LIST FOR PROPERTIES	-216.15
EFT30553	15/06/2023	DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	RECOUP OF GRANT FOR HARMONY WEEK 2023 EVENT - NOT UTILISED	-2,200.00
EFT30554	15/06/2023	DMW SUPPLIES T/F YARDARINO P/L	FUEL FOR GENERATOR AND CONSUMABLE	-48.01
EFT30555	15/06/2023	DONEGAN ENTERPRISES PTY LTD	MAINTENANCE AND REPAIRS TO VARIOUS PLAYGROUNDS	-11,413.60
EFT30556	15/06/2023	DONGARA BODY BUILDERS	SERVICING OF HEAVY PLANT & TRAILERS, REPAIRS TO SIDE TIPPING TRAILER AND TELEHANDLER AND REPAIR FLAG POLE AT GRANNIES BEACH	-3,921.50
EFT30557	15/06/2023	DONGARA BUILDING & TRADE SUPPLIES	PARKS, GARDENS, ROAD AND BUILDING MAINTENANCE SUPPLIES	-1,081.66
EFT30558	15/06/2023	DONGARA CONCRETE SERVICES	REPLACE RAMP ON CHURCH STREET, SUPPLY DRAINAGE FOR FOOTPATH ON MORETON TCE AND PROVIDE MATERIALS FOR WORKS ON MOUNT ADAMS ROAD	-3,319.25
EFT30559	15/06/2023	DONGARA TREE SERVICES	REMOVAL OF OVERHANGING TREE AT THE VILLAGE	-385.00
EFT30560	15/06/2023	DONGARA LOCAL RAG	VISITOR CENTRE STOCK	-30.00
EFT30561	15/06/2023	RIVERBEND FOODWORKS DONGARA	MONTHLY CONSUMABLES	-107.38
EFT30562	15/06/2023	DONGARA HOTEL MOTEL	LAND USE AGREEMENT	-1,041.67
EFT30563	15/06/2023	DONGARA VOLUNTEER FIRE AND RESCUE	SUNDRY DONATION	-500.00
EFT30564	15/06/2023	EASY AUTO CARE	SERVICE OF HOLDEN COLORADO	-769.00
EFT30565	15/06/2023	ELEMENT ADVISORY PTY LTD	PROGRESS PAYMENT - LOCAL PLANNING STRATEGY REVIEW	-14,830.17
EFT30566	15/06/2023	EJ DIESEL	REPAIRS TO ISUZU TRUCK, HOLDEN COLORADO AND FORD RANGER	-806.75
EFT30567	15/06/2023	ELITE ELECTRICAL CONTRACTING	FOOTPATH UP LIGHTS - DONGARA MEMORIAL PARK	-4,450.60
EFT30568	15/06/2023	FIRST HEALTH SERVICES	MEDICAL PRACTISE MANAGEMENT SUPPORT - MEDICAL CENTRE	-13,154.16
EFT30569	15/06/2023	FIVE GUMS FAMILY MEDICAL PRACTICE	PRE EMPLOYMENT MEDICAL	-160.50
EFT30570	15/06/2023	GERALDTON MOWER & REPAIR	PURCHASE OF MINOR EQUIPMENT AND REPAIRS TO SUNDRY PLANT	-1,162.70
EFT30571	15/06/2023	CITY OF GREATER GERALDTON	MERU WASTE DISPOSAL & BUILDING CERTIFICATION SERVICES	-15,882.87

Shire of Irwin

List of Accounts paid June 2023 for presentation to the Council Meeting 25 July 2023

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE		DESCRIPTION	PAYMENTS
EFT30572	15/06/2023	REFUEL AUSTRALIA	FUEL CARD & BULK DIESEL FUEL PURCHASES	-8,240.71
EFT30573	15/06/2023	HELEN BARBARA COLLEY	REIMBURSEMENT	-284.20
EFT30574	15/06/2023	INTERSTAFF INTERNATIONAL	VISA APPLICATION FOR CURRENT EMPLOYEE	-13,359.20
EFT30575	15/06/2023	JULIA ANN DALRYMPLE	REIMBURSEMENT	-123.70
EFT30576	15/06/2023	JB HI-FI GROUP PTY LTD	IT EQUIPMENT AND CONSUMABLES	-240.96
EFT30577	15/06/2023	KIRKLAND ELECTRICAL SERVICES	RCD AND SMOKE ALARM TESTING AT THE VILLAGE AND HENRY ROAD UNITS, ELECTRICAL REPAIRS AT TRANSFER STATION AND THE VILLAGE	-5,373.50
EFT30578	15/06/2023	BRYAN HENDRICK KLEINSMAN	EARTHWORKS FOR BLENHEIM ROAD PROJECT, KAILIS DRIVE AND BOBCAT WORKS FOR DRIVE IN FENCE	-5,148.00
EFT30579	15/06/2023	MIDWEST AUTO GROUP	SUPPLY AND FIT TOW BAR TO FORD EVEREST	-1,615.00
EFT30580	15/06/2023	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE	-4,917.39
EFT30581	15/06/2023	MIDWEST FIRE PROTECTION & SAFETY SERVICES	MONTHLY AND ANNUAL SERVICING OF FIRE ALARM SYSTEM AT REC CENTRE	-605.86
EFT30582	15/06/2023	MITCHELL AND BROWN COMMUNICATIONS	REPAIRS TO TV TOWER EQUIPMENT -IT REMOTE CONNECTION RESTORATION	-1,214.95
EFT30583	15/06/2023	MIDWEST POWER SOLUTIONS	SUPPLY AND INSTALL NEW AIR CONDITIONER AT SOUTH BEACH KIOSK	-3,140.50
EFT30584	15/06/2023	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS AT THE VILLAGE, SHIRE FACILITIES, & ABLUTIONS	-1,975.80
EFT30585	15/06/2023	PATIENCE BULK HAULAGE	CARTAGE FOR WORKS ON MOUNT ADAMS ROAD	-31,130.00
EFT30586	15/06/2023	PEMCO DIESEL	SERVICE OF HINO PRIME MOVER	-966.79
EFT30587	15/06/2023	PERTH IRRIGATION CENTRE	RETICULATION SUPPLIES	-1,928.00
EFT30588	15/06/2023	PIXIES SCREEN PRINTS	PROTECTIVE CLOTHING	-586.00
EFT30589	15/06/2023	RAMSAY CONSTRUCTIONS PTY LTD	EHO CONSULTANCY SERVICES	-8,937.50
EFT30590	15/06/2023	SEASIDE SIGNS	DOG AND BEACH BEN SIGNS	-169.90
EFT30591	15/06/2023	SHORELINE OUTDOOR WORLD	REPAIRS TO ROLLER DOOR AT UNIT 5 HENRY ROAD	-187.00
EFT30592	15/06/2023	ST JOHN AMBULANCE - WA - MIDWEST	SERVICING OF FIRST AID KITS IN SHIRE BUILDINGS AND VEHICLES	-668.37
EFT30593	15/06/2023	DONGARA IGA	MONTHLY CONSUMABLES	-1,108.02
EFT30594	15/06/2023	THURKLE'S EARTHMOVING & MAINTENANCE	PUSH UP GRAVEL FOR WORKS ON MOUNT ADAMS ROAD	-16,390.00
EFT30595	15/06/2023	CLEANAWAY CO PTY LTD	RESIDENTIAL, COMMERCIAL AND STREET 240LT AND FRONT LIFT COLLECTION INCLUDING TRANSFER STATION	-25,305.57
EFT30596	15/06/2023	TUNBRIDGE CONSTRUCTION & MAINTENANCE	PROGRESS PAYMENT - CONSTRUCT UNISEX TOILET AT BOWLING CLUB	-15,000.00
EFT30597	15/06/2023	TYFORD & CO	WREATHS FOR ANZAC DAY CEREMONIES	-247.50
EFT30598	15/06/2023	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKET SALES	-980.69
EFT30599	15/06/2023	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES	-2,125.75
EFT30600	15/06/2023	WELL DONE INTERNATIONAL	MONTHLY CALL CENTRE CHARGES	-581.57
EFT30601	15/06/2023	SYNERGY	VARIOUS ELECTRICITY CHARGES	-489.16
EFT30602	15/06/2023	WESTRAC EQUIPMENT	PARTS FOR CATERPILLAR GRADER & POSI TRACK MULCHER	-415.61
EFT30603	15/06/2023	Z-CARD POCKETMEDIA SOLUTIONS	THUNGARRA TRAILS WALKING MAPS	-5,049.00
EFT30604	19/06/2023	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT RECOVERY FEES	-176.00
EFT30605	19/06/2023	AUSTRALIA POST	POSTAGE & FREIGHT CHARGES	-357.78
EFT30606	19/06/2023	BABA MARDA ROAD SERVICES	TRAFFIC MANAGEMENT FOR VEGETATION CLEARANCE WORKS ON ALLANOOKA SPRINGS ROAD	-1,873.96
EFT30607	19/06/2023	BULBECK ENVIRO	WASHDOWN BAY DESIGN	-15,895.00
EFT30608	19/06/2023	CATWEST PTY LTD	ASPHALT WORK ON BLENHEIM ROAD	-57,326.01
EFT30609	19/06/2023	CAROLYN WALKER PUBLIC RELATIONS	CONSULTANCY SERVICES - ARROWSMITH HUB	-10,560.00
EFT30610	19/06/2023	DELIVERING OUTCOMES	SITE VISIT AND ANNUAL GAP ANALYSIS REVIEW OF CURRENT WHS SYSTEM	-5,674.88
EFT30611	19/06/2023	DONGARA DRILLING & ELECTRICAL	ELECTRICAL REPAIRS AT SHIRE FACILITIES, ABLUTIONS AND INFRASTRUCTURE	-485.45
EFT30612	19/06/2023	DONGARA TREE SERVICES	EMERGENCY WORKS TO CLEAR ROAD IN SPRINGFIELD	-385.00
EFT30613	19/06/2023	DONGARA VETERINARY HOSPITAL	EUTHANASIA AND BURIAL OF FERAL CATS	-449.98
EFT30614	19/06/2023	DRIL - AIR	DRILL BORE HOLE AT CASUARINA ROADS	-37,444.00
EFT30615	19/06/2023	ALL DECOR	WINDOW TREATMENTS IN UNITS 7 AND 10 THE VILLAGE	-690.00
EFT30616	19/06/2023	REFUEL AUSTRALIA	BULK DIESEL FUEL PURCHASE	-12,048.40
EFT30617	19/06/2023	GRA PARTNERS PTY LTD	GOVERNMENT ENGAGEMENT SUPPORT	-3,300.00
EFT30618	19/06/2023	KLEENHEAT GAS	GAS CYLINDER RENTAL CHARGES - AUTUMN CENTRE	-93.50
EFT30619	19/06/2023	BRYAN HENDRICK KLEINSMAN	WORKS ON BLENHEIM ROAD PROJECT	-814.00
EFT30620	19/06/2023	LUCINDA'S EVERLASTINGS	VISITOR CENTRE STOCK	-213.00
EFT30621	19/06/2023	MARKS WATERTRUCK	WATER TRUCK FOR HOUSE FIRE	-495.00
EFT30622	19/06/2023	OFFICE NATIONAL	BULK PAPER ORDER AND STATIONERY CONSUMABLES	-2,560.80
EFT30623	19/06/2023	PEMCO DIESEL	REPAIRS TO NISSAN PRIME MOVER	-3,338.26
EFT30624	19/06/2023	PIXIES SCREEN PRINTS	PROTECTIVE CLOTHING	-921.00
EFT30625	19/06/2023	SIMPLY STONE	CONSTRUCT ENTRY WALL ON KAILIS DRIVE	-13,200.00
EFT30626	19/06/2023	SYNERGY	VARIOUS ELECTRICITY CHARGES	-2,295.21
EFT30627	20/06/2023	AUSTRALIAN TAXATION OFFICE - BAS	BAS RECONCILIATION	-9,118.00
EFT30628	20/06/2023	MIDWEST AUTO GROUP	PURCHASE OF 2023 FORD RANGER DUAL CAB UTE	-54,416.20
EFT30629	23/06/2023	AIRPORT ALLIANCE CONTRACTING	RUNWAY LIGHTING	-3,518.90
EFT30630	23/06/2023	ALYKA	RUNWAY LIGHTING	-4,675.00
EFT30631	23/06/2023	AMY CHADBOURNE	COMMUNICATIONS AND MEDIA CONSULTANCY SERVICES	-6,930.00
EFT30632	23/06/2023	ASM ECLIPSE PTY LTD	VISITOR CENTRE STOCK	-343.37
EFT30633	23/06/2023	ATOM	SUPPLY OF VARIOUS ITEMS FOR STORES AT DEPOT	-94.49
EFT30634	23/06/2023	CATWEST PTY LTD	ASPHALT AND EMULSION PATCHING OF THE TOWN PARK CAR PARK	-6,006.00
EFT30635	23/06/2023	TOLL	FREIGHT CHARGES	-46.02
EFT30636	23/06/2023	DC TWO PTY LTD	MONTHLY BACKUP IT SERVICES	-3,657.50
EFT30637	23/06/2023	DONGARA FREIGHT	FREIGHT CHARGES	-821.21
EFT30638	23/06/2023	DELTA CLEANING SERVICES	CLEANING CONTRACT - JUNE 2023	-17,807.48
EFT30639	23/06/2023	DONGARA DRILLING & ELECTRICAL	DRILL BORE AT SPRINGFIELD AND ELECTRICAL REPAIRS AT TRANSFER STATION AND REC CENTRE	-12,252.90
EFT30640	23/06/2023	TYREPOWER DONGARA	REMOVAL AND DISPOSAL OF TYRES FROM TRANSFER STATION	-2,367.64
EFT30641	23/06/2023	EASY AUTO CARE	SERVICE OF TOYOTA PRADO	-755.65
EFT30642	23/06/2023	FIVESTAR BUSINESS SOLUTIONS & INNOVATION	PRINTER CHARGES - ADMIN, LIBRARY AND REC CENTRE	-2,375.13
EFT30643	23/06/2023	GERALDTON MOWER & REPAIR	SERVICING, REPAIRS AND PARTS FOR SUNDRY PLANT	-400.60

Shire of Irwin

List of Accounts paid June 2023 for presentation to the Council Meeting 25 July 2023

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE		DESCRIPTION	PAYMENTS
EFT30644	23/06/2023	GERALDTON TROPHY & ENGRAVING CENTRE	NICHE WALL PLAQUES	-1,100.00
EFT30645	23/06/2023	INCITE SECURITY	REPAIRS TO SWIPE CARD LATCH OF LOCK AT ADMIN	-997.94
EFT30646	23/06/2023	IN-SITU CONSTRUCTION AND MAINTENANCE	REPAIRS TO BOAT RAMP FINGER JETTY AND CONSTRUCT PYLON FOOTING AT KAILIS DRIVE ENTRY STATEMENT	-20,055.75
EFT30647	23/06/2023	IT VISION AUSTRALIA PTY LTD	INCREASED SYNERGYSOFT LICENSES	-5,073.52
EFT30648	23/06/2023	IVEY CONTRACTING	REMOVAL AND RE-INSTALLATION OF GUIDE POSTS FOR WORKS ON ALLANOOKA SPRINGS ROAD	-10,285.00
EFT30649	23/06/2023	JB HI-FI GROUP PTY LTD	IT EQUIPMENT AND CONSUMABLES	-2,505.87
EFT30650	23/06/2023	JANET LAUREEN INGRAM	REFUND	-725.92
EFT30651	23/06/2023	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS AT THE VILLAGE, SHIRE FACILITIES, & ABLUTIONS	-2,207.90
EFT30652	23/06/2023	OFFICE NATIONAL	STATIONERY CONSUMABLES	-478.77
EFT30653	23/06/2023	PIXIES SCREEN PRINTS	PROTECTIVE CLOTHING	-425.00
EFT30654	23/06/2023	SANTA CRUZ BUILDING SERVICES PTY LTD	BUILDING MAINTENANCE REPAIRS AT THE VILLAGE	-904.20
EFT30655	23/06/2023	STEPHEN JAMES COHEN	REIMBURSEMENT	-225.50
EFT30656	23/06/2023	SUNNY SIGN COMPANY PTY LTD	GRADER AHEAD SIGNAGE	-283.36
EFT30657	23/06/2023	WA LOCAL GOVERNMENT ASSOCIATION	EMERGENCY MANAGERS FOR LOCAL GOVERNMENT LEADERS SESSION	-324.50
EFT30658	23/06/2023	SYNERGY	VARIOUS ELECTRICITY CHARGES	-9,762.71
EFT30659	23/06/2023	THE WEST AUSTRALIAN	ADVERTISING	-1,329.30
EFT30660	27/06/2023	ANDREW JOHN GILLAM	MEMBERS ATTENDANCE FEES APRIL TO JUNE 2023	-1,922.00
EFT30661	27/06/2023	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT RECOVERY FEES	-143.66
EFT30662	27/06/2023	BATAVIA COAST TRIMMERS	ANNUAL REMOVAL OF SHADE SAILS	-2,840.00
EFT30663	27/06/2023	BARRY WYSE	MEMBERS ATTENDANCE FEES APRIL TO JUNE 2023	-1,922.00
EFT30664	27/06/2023	BLACKWOODS	GALVANISED BALL RAIL POSTS FOR TRANSFER STATION	-1,258.29
EFT30665	27/06/2023	DEPARTMENT OF MINES INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY RECONCILIATION	-5,255.65
EFT30666	27/06/2023	CARL JAMES SCUDDER	BUILDING MAINTENANCE WORKS AT SHIRE FACILITIES AND ABLUTIONS	-385.00
EFT30667	27/06/2023	DATA#3 LIMITED	MICROSOFT 365 LICENSES	-11,150.46
EFT30668	27/06/2023	DC TWO PTY LTD	ADDITIONAL SERVICE FEE	-33.00
EFT30669	27/06/2023	DONGARA BODY BUILDERS	REMOVE & INSTALL POD ON FORD RANGER & INSTALL TUB ON HOLDEN COLORADO	-4,895.00
EFT30670	27/06/2023	DONGARA CONCRETE SERVICES	CONSTRUCT NEW FOOTPATH INCLUDING PRAM RAMPS ON BLENHEIM ROAD	-42,702.00
EFT30671	27/06/2023	TYREPOWER DONGARA	SWAP TYRES ON RIMS FOR WATER TANKER	-360.00
EFT30672	27/06/2023	ERNST & YOUNG	CONSOLIDATED SERVICE DELIVERY REVIEW	-55,000.00
EFT30673	27/06/2023	ELYCE TUNBRIDGE	MEMBERS ATTENDANCE FEES APRIL TO JUNE 2023	-1,922.00
EFT30674	27/06/2023	GANESHAN NADARAJAH	REIMBURSEMENT	-173.75
EFT30675	27/06/2023	CITY OF GREATER GERALDTON	MERU WASTE DISPOSAL CHARGES	-10,994.40
EFT30676	27/06/2023	GLASS CO WA	REPAIR BROKEN WINDOW AT DENISON HOUSE	-182.73
EFT30677	27/06/2023	GRANT STEVEN EVA	MEMBERS ATTENDANCE FEES APRIL TO JUNE 2023	-1,922.00
EFT30678	27/06/2023	HAYLEY PALMER	MEMBERS ATTENDANCE FEES APRIL TO JUNE 2023	-1,922.00
EFT30679	27/06/2023	ISABELLA MARY SCOTT	MEMBERS ATTENDANCE FEES APRIL TO JUNE 2023	-1,922.00
EFT30680	27/06/2023	IRWIN SHIRE - RATES	PAYROLL DEDUCTIONS	-2,835.00
EFT30681	27/06/2023	MIDWEST AUTO GROUP	PURCHASE OF 2023 FORD RANGER SUPER CAB CHASSIS	-43,251.55
EFT30682	27/06/2023	MARK LEONARD	MEMBERS ATTENDANCE FEES APRIL TO JUNE 2023	-1,922.00
EFT30683	27/06/2023	SHIRE OF IRWIN - LOTTO FUND	PAYROLL DEDUCTIONS	-275.00
EFT30684	27/06/2023	NAJA BUSINESS CONSULTING SERVICES	COMMUNITY CONSULTATION SESSION	-6,931.28
EFT30685	27/06/2023	MICHAEL THOMAS SMITH	PRESIDENT ATTENDANCE FEES APRIL TO JUNE 2023	-2,500.00
EFT30686	27/06/2023	KM & SF RYAN-TAYLOR TRADING AS TRIBAL SAFETY SOLUTIONS	SITE AUDITS, REMOTE SUPPORT, COMPLIANCE REPORTS TO ASSIST OHS COORDINATOR	-8,618.40
EFT30687	29/06/2023	ALTUS TRAFFIC PTY LTD	TRAFFIC MANAGEMENT FOR WORKS ON ALLANOOKA SPRINGS ROAD	-5,697.49
EFT30688	29/06/2023	ATOM	CONSUMABLES FOR STORES AT DEPOT	-61.67
EFT30689	29/06/2023	BLACKWOODS	CONSUMABLES FOR STORES AT DEPOT	-292.93
EFT30690	29/06/2023	CARL JAMES SCUDDER	BUILDING MAINTENANCE WORKS AT SHIRE FACILITIES AND ABLUTIONS	-285.00
EFT30691	29/06/2023	CLEANPAK TOTAL SOLUTIONS	DISINFECTANT FOR TRANSFER STATION	-133.80
EFT30692	29/06/2023	IRWIN RURAL SUPPLIES & STOCKFEEDS	CHEMICALS FOR WEED SPRAYING	-4,925.00
EFT30693	29/06/2023	CAROLYN WALKER PUBLIC RELATIONS	CONSULTANCY SERVICES - ARROWSMITH HUB	-13,640.00
EFT30694	29/06/2023	DONGARA DRILLING & ELECTRICAL	SUPPLY AND INSTALL PUMP AT SPRINGFIELD AND PLUMBING REPAIRS AT THE VILLAGE, SHIRE FACILITIES AND ABLUTIONS	-11,098.12
EFT30695	29/06/2023	EASY AUTO CARE	SERVICE OF HOLDEN TRAILBLAZERS, FORD RANGER, HOLDEN COLORADO'S AND FORD EVEREST	-3,446.30
EFT30696	29/06/2023	EJ DIESEL	REPAIRS TO ISUZU TRUCK AND HOLDEN COLORADO	-696.80
EFT30697	29/06/2023	CITY OF GREATER GERALDTON	MERU WASTE DISPOSAL CHARGES	-5,042.40
EFT30698	29/06/2023	HUGGABLE TOYS	VISITOR CENTRE STOCK	-853.77
EFT30699	29/06/2023	JODEY EDWARDS	CONTRACT LANDSCAPING - THE VILLAGE	-7,019.69
EFT30700	29/06/2023	DONGARA DENISON LAUNDRY SERVICE	CLEANING OF TABLE CLOTHES FOR REC CENTRE FUNCTION ROOM	-70.25
EFT30701	29/06/2023	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS AT THE VILLAGE, SHIRE FACILITIES, & ABLUTIONS	-1,737.75
EFT30702	29/06/2023	JLT RISK SOLUTIONS PTY LTD	REGIONAL RISK CO-ORDINATOR FEES	-7,035.26
EFT30703	29/06/2023	PIXIES SCREEN PRINTS	NAME BADGES FOR STAFF	-105.00
EFT30704	29/06/2023	PLUNKETT HOMES	REFUND	-1,000.00
EFT30705	29/06/2023	SUBTERRANEAN SERVICE LOCATIONS WA	LOCATION OF SERVICES FOR SIGNAGE, GUIDE POST AND BOLLARD INSTALLATION ON BLENHEIM ROAD	-1,617.00
EFT30706	29/06/2023	TERRENCE RAY SARGENT	EHO CONSULTANCY SERVICES	-7,800.00
EFT30707	29/06/2023	WA COUNTRY BUILDERS	REFUND	-1,000.00
EFT30708	29/06/2023	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES	-1,713.25
EFT30709	29/06/2023	ON HOLD ON LINE	MONTHLY ON HOLD MESSAGES	-231.00
EFT30710	29/06/2023	WESTLINE CONTRACTING	SUPPLY AND FIT SAFETY BOLLARD IN MEDICAL CENTRE CARPARK	-1,227.60
EFT30711	29/06/2023	WENDY MERLE HUTTON	REIMBURSEMENT	-284.20
EFT30712	29/06/2023	WOODLANDS DISTRIBUTORS & AGENCIES	DOG WASTE BAGS	-632.50

Shire of Irwin

List of Accounts paid June 2023 for presentation to the Council Meeting 25 July 2023

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE		DESCRIPTION	PAYMENTS
EFT30713	29/06/2023	YOUNG MOTORS PTY LTD	REPAIRS TO HOLDEN TRAILBLAZER	-579.25
EFT30714	29/06/2023	WINC AUSTRALIA PTY LTD	PRINTER CHARGES - DEPOT	-412.92
EFT30715	29/06/2023	PORT DENISON BUILDERS	REFUND	-1,000.00
32153	01/06/2023	SHIRE OF IRWIN	CONTAINER DEPOSIT SCHEME	-3,794.20
32154	16/06/2023	DEPARTMENT OF TRANSPORT	SHIRE OF IRWIN NUMBER PLATES	-400.00
32155	23/06/2023	JENNIFER & BRYCE NOCK	REFUND	-1,482.00
32156	23/06/2023	MR T J TIGHE & MS D S MCKNIGHT	REFUND	-74.13
32157	28/06/2023	SHIRE OF IRWIN	PETTY CASH RECONCILIATION INCLUDING GRATUITY PAYMENTS, FUEL REIMBURSEMENT, CHANGE OF PLATE FEES AND STATIONERY	-466.95
DD22276.1	16/06/2023	TELSTRA AUSTRALIA	SATELLITE PHONE CHARGES	-252.08
DD22278.1	16/06/2023	TELSTRA AUSTRALIA	FAIL OVER DATA CHARGES	-85.00
DD22305.1	25/06/2023	TELSTRA AUSTRALIA	VARIOUS MOBILE & DATA CHARGES	-3,089.36
DD22298.1	27/06/2023	TELSTRA AUSTRALIA	FREE WIFI DATA CHARGE	-80.00
DD22292.1	29/06/2023	TELSTRA AUSTRALIA	SATELLITE PHONE CHARGES	-290.88
DD22294.1	29/06/2023	TELSTRA AUSTRALIA	FAIL OVER DATA CHARGES	-85.00
DD22262.1	07/06/2023	WA TREASURY CORPORATION	LOAN 93 - RECREATION CENTRE	-20,727.35
DD22296.1	27/06/2023	WA TREASURY CORPORATION	LOAN 103 - PLANT PURCHASES	-106,592.92
DD22308.1	30/06/2023	WA TREASURY CORPORATION	LOAN GUARANTEE FEES TO 30 JUNE 2023	-19,668.62
SOL 06/23	16/06/2023	SHINE TECH SOLAR	SOLAR REPAYMENT JUNE 2023	-1,947.66
CR 050623	05/06/2023	NAB BUSINESS VISA	NAB BUSINESS VISA TRANSACTIONS INCLUDING IT SUBSCRIPTION AND EQUIPMENT, ADVERTISING, CATERING, EQUIPMENT FOR POUND, REFRESHMENTS FOR INCIDENTS, STATIONERY, TRAINING REGISTRATION, LEGAL EXPENSES, WIPER BLADES FOR VEHICLES, VALUATION ON PROPERTY FUEL, AND REC CENTRE EXPENSES	-17,331.71
CR 300623	30/06/2023	NAB BUSINESS VISA	NAB BUSINESS VISA TRANSACTIONS INCLUDING IT SUBSCRIPTION AND EQUIPMENT, ADVERTISING, CATERING, LEGAL EXPENSES, FUEL AND REC CENTRE EXPENSES	-6,801.48
DD22274.1	16/06/2023	N-ABLE PTY LTD	N-ABLE MONTHLY IT CHARGES	-673.50
DD22258.1	05/06/2023	AUSTRALIAN PHONE COMPANY PTY LTD	VOIP PHONE CHARGES - MAY 2023	-856.68
DD22260.1	05/06/2023	AUSTRALIAN PHONE COMPANY PTY LTD	VOIP PHONE CHARGES - MAY 2023	-476.01
DD22300.1	01/06/2023	VESTONE CAPITAL PTY LTD	GYM EQUIPMENT RENTAL - 3 MONTHS	-10,554.20
DD22302.1	01/06/2023	VESTONE CAPITAL PTY LTD	DOCUMENTATION FEE FOR GYM EQUIPMENT LEASE AGREEMENT	-330.00
DD22252.3	06/06/2023	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-150.55
DD22252.1	06/06/2023	ASGARD SUPERANNUATION	SUPERANNUATION	-1,215.26
DD22252.5	06/06/2023	AUSTRALIAN SUPER	SUPERANNUATION	-3,940.09
DD22252.6	06/06/2023	AWARE SUPER PTY LTD	SUPERANNUATION	-15,795.25
DD22252.7	06/06/2023	CBUS SUPER	SUPERANNUATION	-415.38
DD22252.8	06/06/2023	EQUIPSUPER SUPERANNUATION FUND	SUPERANNUATION	-171.10
DD22252.9	06/06/2023	HESTA SUPER	SUPERANNUATION	-423.32
DD22252.10	06/06/2023	HOSTPLUS	SUPERANNUATION	-1,093.06
DD22252.4	06/06/2023	MERCER	SUPERANNUATION	-689.04
DD22252.2	06/06/2023	MLC SUPER FUND	SUPERANNUATION	-283.24
DD22281.4	20/06/2023	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-171.10
DD22281.1	20/06/2023	ASGARD SUPERANNUATION	SUPERANNUATION	-1,215.26
DD22281.5	20/06/2023	AUSTRALIAN SUPER	SUPERANNUATION	-3,323.30
DD22281.6	20/06/2023	AWARE SUPER PTY LTD	SUPERANNUATION	-16,246.21
DD22281.7	20/06/2023	CBUS SUPER	SUPERANNUATION	-443.91
DD22281.8	20/06/2023	EQUIPSUPER SUPERANNUATION FUND	SUPERANNUATION	-171.10
DD22281.9	20/06/2023	HESTA SUPER	SUPERANNUATION	-383.46
DD22281.10	20/06/2023	HOSTPLUS	SUPERANNUATION	-1,124.78
DD22281.2	20/06/2023	MERCER	SUPERANNUATION	-674.51
DD22281.3	20/06/2023	MLC SUPER FUND	SUPERANNUATION	-283.24
				-1,409,535.36

Sundry Creditors as at 30/06/2023 **275,297.18**

The Payments included in the above list of Accounts Paid, have been authorised by the Chief Executive Officer under delegation from Council.

13 July 2023
DATE

Shane Ivers
Chief Executive Officer

Shire of Irwin

Corporate Credit Card Expenditure - Payment Reference CR 050623

S.Ivers Credit Card Expenses		
Safety Culture	iAuditor Subscription	$ 250.80
Links Modular	Program - Rec Centre	$ 229.00
JB Hi-Fi	IT Consumables/Equipment	$ 372.93
Spotify	Rec Centre Gym Music	$ 11.99
JW Computers	IT Consumables/Equipment	$ 2,467.43
JAMF Software	Subscription - IT	$ 237.17
Seek	Advertising	$ 77.00
Seek	Advertising	$ 346.50
Seek	Advertising	$ 346.50
Seek	Advertising	$ 346.50
Attained	IT - Virtual Machine Fees	$ 209.00
Seek	Advertising	$ 346.50
CodeTwo	Email Signature for Office 365 Subscription	$ 106.75
NAB	Card Fee	$ 9.00
		$ 5,357.07
M.Teale Credit Card Expenses		
Cung Huynh Pty Ltd	Food - Bushfire Brigade Training	$ 126.30
Dongara Road House	Drinks - Incident	$ 83.70
Pizza Bar & Café	Meals - Incident	$ 351.50
NAB	Card Fee	$ 9.00
		$ 570.50
P.Bracegirdle Credit Card Expenses		
Batavia Coast Firearms	Ammunition	$ 28.75
Melbourne Global Systems	Medical Centre Licensing	$ 96.36
Dongara Post Office	Stationery Consumables	$ 27.16
Ampol Dongara	Cat Trap	$ 190.50
Apple	iCloud Storage Fee	$ 1.49
Woop Woop Coffee	Drinks - Community Consultation Sessions	$ 825.90
AusRecord Pty Ltd	Stationery Consumables	$ 207.90
Dragonfly Trading	Consumables for Community Consultation Sessions	$ 53.45
Pixie Prints	Plaque for Scoreboard at Rec Centre	$ 487.50
Dragonfly Trading	Credit - Consumables for Community Consultation Sessions	-$ 14.00
NAB	Card Fee	$ 9.00
		$ 1,914.01
P.Machaka Credit Card Expenses		
Wipertech	Wiper blades	$ 227.00
Auvik Networks	Network Management	$ 540.75
JB Hi-Fi	IT Consumables/Equipment	$ 1,454.94
Microsoft	Licence	$ 102.74
Microsoft	Licence	$ 86.13
Harvey Norman Online	IT Consumables/Equipment	$ 341.95
McLeods	Legal Expenses	$ 2,496.06
Dell Australia	IT Consumables/Equipment	$ 1,068.20
JB Hi-Fi	IT Consumables/Equipment	$ 1,035.96
Simply Headsets	IT Consumables/Equipment	$ 602.00
Microsoft	Licence	$ 45.65
Moray & Agnew	Registration for Contract and Procurement Conference	$ 214.50
Microsoft	Licence	$ 114.84
Preston Rowe Paterson	Valuation	$ 732.31
State Law Publisher	Advertising	$ 93.60
WALGA	Training Registration	$ 324.50
NAB	Card Fee	$ 9.00
		$ 9,490.13
TOTAL PAYMENT TO CORPORATE CREDIT CARD ACCOUNT		$ 17,331.71

Shire of Irwin

Corporate Credit Card Expenditure - Payment Reference CR 300623

S.Ivers Credit Card Expenses			
Links Modular	Program - Rec Centre	$	228.94
JAMF Software	Subscription - IT	$	252.55
Spotify	Rec Centre Gym Music	$	11.99
Rural Health West	Membership 2023/24	$	100.00
Attained	IT - Virtual Machine Fees	$	209.00
Seek	Advertising	$	346.50
Liner Jack Pty Ltd	Catering	$	175.00
Sortly	Inventory Management System Renewal	$	2,140.19
NAB	Card Fee	$	9.00
		$	3,473.17
M.Teale Credit Card Expenses			
Cung Huynh Pty Ltd	Food - Bushfire Brigade Training	$	157.40
Cung Huynh Pty Ltd	Food - Bushfire Brigade Training	$	100.80
Dun Direct	Fuel for CESM Vehicle	$	129.76
NAB	Card Fee	$	9.00
		$	396.96
P.Bracegirdle Credit Card Expenses			
Computer Mechanics	Replacement of Laptop Screen	$	389.50
Nespresso Australia	Whisk for Milk Frothers	$	20.00
Apple	iCloud Storage Fee	$	1.49
Rottnest Coaches	Bus Ticket Sale - Visitor Centre	$	130.28
NAB	Card Fee	$	9.00
		$	550.27
P.Machaka Credit Card Expenses			
Auvik Networks	Network Management	$	540.75
McLeods	Legal Expenses	$	404.79
Microsoft	Licence	$	375.09
Landgate	Rates Schedules and Documents	$	242.15
Microsoft	Licence	$	102.74
Microsoft	Licence	$	45.65
CodeTwo	Email Signature for Office 365 Subscription	$	8.23
Envato	Website - Sprint	$	134.03
WhitBenn Pty Ltd	Chip Repair on Windscreen of Holden Trailblazer	$	180.00
Go Daddy	Domain Registration - Sprint	$	99.85
Envato	Website - Sprint	$	115.69
Go Daddy	Domain Registration - Dongara Port Denison	$	108.85
Go Daddy	Domain Registration - Dongara Port Denison	-$	108.85
CodeTwo	Email Signature for Office 365 Subscription	$	123.11
NAB	Card Fee	$	9.00
		$	2,381.08
TOTAL PAYMENT TO CORPORATE CREDIT CARD ACCOUNT		$	6,801.48

CC02-07/23 ATTACHMENT 1

Irwin Recreation Centre Request for Tender

Request for Tender

Request for Tender	Irwin Recreation Centre Management Services
Deadline	Tuesday 4 July 2023 at 2:00 pm
Address for Delivery	Shire of Irwin -via email
RFT Number	01-2022/23

Table of Contents

1 Conditions of Tendering 4
1.1. Definitions 4
1.2. Contract Requirements in Brief 5
1.3. Tender Documents 5
1.4. How to Prepare Your Tender 5
1.5. Contact Persons 5
1.6. Tender Validity Period 5
1.7. Requests for Clarification 5
1.8. Briefing / Site Inspection 6
1.9. Tenderers to Inform Themselves 6
1.10. Lodgement of Tenders and Delivery Method 6
1.11. Rejection of Tenders 6
1.12. Late Tenders 7
1.13. Acceptance of Tenders 7
1.14. Withdrawal of Offer 7
1.15. Disclosure of Offer Information 7
1.16. Alternative Tenders 7
1.17. Cancellation and Variation 8
1.18. Confidentiality 8
1.19. Conflict of Interest 8
1.20. Evaluation Process 8
1.21. Qualitative Criteria 9
1.22. Compliance Criteria 9
1.23. Risk Assessment 9
1.24. Local Price Preference 10
1.25. Price Basis 10
1.26. Ownership of Tenders 10
1.27. Canvassing of Officials 10
1.28. Identity of the Tenderer 10
1.29. Costs of Tendering 10
1.30. Tender Opening 10
1.31. In House Tenders 11
1.32. Precedence of Documents 11
1.33. No Collusion 11
2 Statement of Requirements 12
2.1 Introduction 12
2.3 Operational Hours 13
2.4 Existing User Groups 14
2.5 Scope of Work 14
2.5.1 Gym 16
2.5.2 Playing Surfaces 17
2.5.3 Sporting Club Usage 17
2.5.4 Kiosk 17
2.5.5 Storage Shed 18
2.5.6 Creche 18

2.5.7 Function Rooms 18
2.5.8 Website and Social Media 18
2.5.9 Licensing/Service of Alcohol 18
2.5.10 Dongara District High School 19
2.5.11 Evacuation Centre 19
2.6 Exclusions 19
2.6.1 Oval Maintenance and Repairs 19
2.6.2 Structural Maintenance, Upgrades, Capital Works & Scheduled Maintenance 19
2.6.3 Cleaning 20
2.6.4 IT systems 20
2.6.5 External Maintenance 20
2.6.6 Utilities 20
2.6.7 Canteen, Bar and Gate facilities for North Midlands Winter Sport season 20
2.7 Financial considerations 21
2.7.1 Furniture, Equipment and fixtures 21
2.7.2 Insurance 21
2.7.3 Lease Agreement 21
2.7.4 Staff Gym Memberships 21
2.8 Reporting 21
2.9 KPI's 22
2.10 Implementation Timetable 22
3 Conditions of Contract 24
3.1 General Conditions of Contract 24
3.2 Insurances 24
3.2 Period of Contract and Termination 24
3.3 Special Conditions of Contract 24
3.3.1 Advertisements and Promotions on Premises 24
3.3.2 Publicity 24
3.3.3 Smoking on the Premises 24
3.3.4 WHS Regulations 25
3.3.5 Safety Audit Inspections 25
3.4 Chemical Information 25
4 Respondents Offer 27
4.1 Offer Form 27
4.2 Compliance Criteria 28
4.3 Qualitive Criteria 30
4.4 Pricing Consideration 32
4.5 Pricing Information 32
4.5.1 Price Basis 32
5 Schedules 33
5.1 Schedule 1- Price Schedule 33
5.2 Schedule 2 – Insurance 34
5.3 Schedule 3 – Subcontractor Details 34

5.4 Schedule 4 – Demonstrated Experience 35
6 Drawings & Plans 36
6.1 IRC Floor Plan 36

1 Conditions of Tendering

1.1. Definitions

Below is a summary of some of the important defined terms used in this Request for Quotation document.

Attachments	The documents you attach as part of your Quotation.
Compliance	The non weighted criteria used as part of the Value for Money assessment.
Conditions of Contract	Means the General Conditions of Contract for the provision of Services provided in Part 3.
Conforming Tender	Means a Tender that complies with all sections of this Request.
Contract Commencement	Means the Contract start date.
Contractor	Means the person or persons, corporation or corporations who's Quotation is accepted by the Principal, including the executors or administrators, successors and assignments of such person or persons, corporation or corporations.
Days	Means calendar days, unless otherwise specified.
Deadline	The deadline for lodgement of your Quotation as detailed on the front cover of this Request.
Offer	Your offer to supply the Requirements.
Principal	Shire of Irwin.
Request or RFT or Request for Tender	This document.
Requirement	The Goods or Services requested by the Principal.
Qualitative Criteria	The Criteria used by the Principal in evaluating your Tender.
Special Conditions	The additional contractual terms, provided in Part 3.
Specification	The Statement of Requirements provided in Part 2, that the Principal requests you to provide if selected.
Tender	Completed Offer form, Response to the Qualitative Criteria and Attachments.
Tenderer	Someone who has or intends to submit an Offer to the Principal.
Tender Open Period	The time between advertising the Request and the Deadline.

1.2. Contract Requirements in Brief

The Shire of Irwin invites suitably qualified and experienced facility management specialists to provide management services to the Irwin Recreation Centre, to ensure residents, community groups and visitors have access to a vibrant, functionable, cost-effective sporting, recreational and fitness hub.

1.3. Tender Documents

This Request is comprised of the following parts:

1- Conditions of Tendering (read and keep this part).
2- Statement of Requirement includes Specification (read and keep this part).
3- Conditions of Contract (read and keep this part).
4- Tenderer's Offer Form (complete and return this part).
5- Schedules (complete and return this part).
6- Drawings & Plans (read and keep this part).

Separate Documents

a) Service Contract Conditions (Draft).
b) Lease Agreement (Draft)
c) Addenda and any other special correspondence issued to Tenderers by the Principal.
d) Any other policy or document referred to but not attached to the Request.

1.4. How to Prepare Your Tender

a) Carefully read all parts of this document.
b) Ensure you understand the requirements.
c) Complete and return the Offer Form (Part 4) and include all returnable schedules.
d) Make sure you have signed the Offer Form and responded to of the Qualitative Criteria, including any attachments that are required; and
e) Lodge your Response before the Deadline.

1.5. Contact Persons

Respondents should not rely on any information provided by any person other than the person listed below:

Name:	*Peter Bracegirdle*
Title:	*Manager Community Services*
Telephone:	*9927 0000*
Email:	*tenders@irwin.wa.gov.au*

1.6. Tender Validity Period

All Tenders will remain valid and open for acceptance for a minimum period of ninety (90) days from the deadline or forty-five (45) days from the Principal's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

1.7. Requests for Clarification

Tenderers may submit a written request for clarification on any part of the RFT documents prior to lodgement of their Tender. Written clarifications must be made in writing via email to the Contact Person listed above.

No requests for information or clarification to the RFT Documents will be accepted later than five (5) days prior to the Deadline of this Request.

1.8. Briefing / Site Inspection

Attendance at this meeting is **not mandatory**.

Tenderer's are requested to attend a site inspection on Tuesday 20 June 2023 at 11.00am. Please contact the Contact Person listed above to confirm attendance at a briefing/site inspection.

The location of the meeting is at the Irwin Recreation Centre, Ridley Street, Dongara WA 6525.

The site inspection will provide Tenderers with the opportunity to clarify any uncertainties with the contact person prior to the closing of the tender.

Please confirm with the contact person, Peter Bracegirdle (08) 99270000 pbracegirdle@irwin.wa.gov.au your attendance at this meeting no later than COB Friday 16 June 2023.

1.9. Tenderers to Inform Themselves

The information in this Request has been provided in good faith. It is intended only as an explanation of the Principal's requirements and is not intended to form the basis of a Respondent's decision on whether to enter into any contractual relationship with the Principal.

The information provided does not purport to be all-inclusive or to contain all information that a prospective Contractor may require. Respondents and their advisers must take their own steps to verify information which they use and must make an independent assessment of the opportunity described in this Request after making such investigation and taking such professional advice as they deem necessary.

Respondents are required to and will be deemed to have:

a) Examined carefully and to have acquired full knowledge of the contents of the Drawings, Specification, Schedules, Conditions of Quoting, the General Conditions of Contract, and the Special Conditions of Contract (if any) and any other information made available in writing by the Principal to the Respondent for the purpose of quoting.
b) Examined all information relevant to the risks, contingencies and other circumstances having an effect on their quote and which is obtainable by making reasonable inquiries.
c) Examined the site and its surroundings.
d) Independently verified any information provided by or on behalf of the Principal, and satisfy itself to the accuracy of their quote submission; and
e) Satisfied themselves as to the correctness and sufficiency of their quote for the work and that their quote rates and prices cover the cost of complying with all their obligations under the contract whether expressed or implied and of all matters and things necessary for the due and proper performance and completion of the contract.

1.10. Lodgement of Tenders and Delivery Method

The tender must be lodged by the Deadline. The Deadline for this request is **Tuesday 4 July 2023 at 2.00pm.**

The Tender is to be submitted via email to *tenders@irwin.wa.gov.au* by the Deadline.

All pages must be numbered consecutively, and the Tender must include an index. Any brochures or pamphlets must be attached to the submission.

1.11. Rejection of Tenders

A Tender will be rejected without consideration of its merits if:

a) it is not submitted before the deadline; or
b) it is not submitted or emailed at the place specified in the Request; or
c) it may be rejected if it fails to comply with any other requirements in this RFT; or
d) the Respondent does not submit an offer form which has been completed and signed together with all the required attachments.

1.12. Late Tenders

Tenders received:

a) After the Deadline; or
b) In a place other than that stipulated in this Request;

will not be accepted for evaluation.

1.13. Acceptance of Tenders

Unless otherwise stated in this Request, Tenders may be for all or part of the requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest response and may reject any or all Tenders submitted.

An Offer is not assignable by the Respondent without the prior written consent of the Principal.

Upon submission, an Offer is the absolute property of the Principal and will not be returned to the Respondent.

Notwithstanding the intellectual property rights of the Respondent in the Offer, the Principal reserves the right to make such copies as required for the proper evaluation of the Offer.

1.14. Withdrawal of Offer

The Respondent may withdraw its Offer at any time prior to acceptance of its Offer, by notifying the Principal in writing.

1.15. Disclosure of Offer Information

The Respondent agrees and acknowledges that it's Offer and associated information is subject to relevant State and Commonwealth legislative requirements and obligations and may be disclosed by the Principal under a court order or if otherwise required by law.

The Respondent agrees that it releases the Principal from all liability whatsoever for any loss, injury, damage, liability, costs or expenses resulting from the disclosure of its Offer and associated information under this clause by the Principal.

Subject to this clause and the provisions of the relevant State and Commonwealth legislative requirements, the Principal will not make public any part of the Offer and associated information that the Respondent expressly and reasonably nominates in its Offer as confidential. However, the Principal may require the Respondent to withdraw any claim to confidentiality in respect to any part of the Offer and associated information as a condition of acceptance of the Offer

1.16. Alternative Tenders

All Alternative Tenders must be accompanied by a conforming Tender.
Tenders submitted as Alternative Tenders or made subject to conditions other than the General and Special Conditions of Contract must in all cases be clearly marked "Alternative Tender".

The Principal may in its absolute discretion reject any Alternative Tender.

Any printed "General Conditions of Contract" contained within a Tender will not be binding on the Principal in the event of a Contract being awarded unless the Tender is marked as an Alternative Tender.

1.17. Cancellation and Variation

The Principal reserves the right, at any time and from time to time, to cancel, vary, supplement, supersede or replace the Request or any part of the Request.

If the Principal varies, cancels, supplements, supersedes, or replaces the Request, then each Respondent shall be so advised by way of addendum; and the Respondent shall not have any recourse against the Principal for any costs or expenses incurred up to and including the date on which the Request was varied, cancelled, supplemented, superseded or replaced.

It is a requirement of the submission of the Offer, that the Respondent confirms receipt of all addendums issued by the Principal when the Offer to this Request is submitted.

The Respondent must not alter or add to the request documents unless required by these General Conditions of responding.

1.18. Confidentiality

The Principal makes information available on condition that it is treated as confidential by the Respondent and is not disclosed, copied, reproduced, distributed or passed to any other person at any time except for the purpose of enabling a Tender to be made, for example by disclosure by a Respondent to its insurers or professional advisers, provided they have each given an undertaking at the time of receipt of the relevant information (and for the benefit of the Principal) to keep such information confidential.

Other than specified above, or as required by law, and save insofar as the information is in the public domain, Respondents shall not make any of the Information available to any other parties in any circumstances without the prior written consent of the Principal nor use it for any purpose other than that for which it is intended.

1.19. Conflict of Interest

The Respondent must, prior to any acceptance of its Offer by the Principal, disclose to the Principal any information that is or might be relevant in determining whether there is an actual, perceived, or potential conflict of interest in relation to the performance of the Contract (if awarded) by the Respondent.

The Principal, may in its discretion, accept or reject the Respondent's Offer if the Principal considers that the Respondent could reasonably be considered to have an actual, perceived or potential conflict of interest in relation to the performance of the Contract by the Respondent.

1.20. Evaluation Process

This is a Request for Tender.

Your Tender will be evaluated using information provided in your Tender.

The following evaluation methodology will be used in respect of this Request:

a) Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (e.g. completed Offer form and Attachments) may be excluded from evaluation.
b) Tenders are assessed against the Qualitative Criteria.
c) Contract costs are evaluated (e.g. tendered prices) and other relevant whole of life costs are considered.
d) Tenders are assessed against any identify risks that would be gained from entering a Contract with the Tenderer.
e) The most suitable Tenderers may be short listed and may also be required to clarify their Tender, make a presentation, demonstrate the product/solution offered and/or open premises for inspection.

f) Consider the findings from any other due diligence undertakings as part of this RFT process which may include presentations, referee checks, financial due diligence and sustainability due diligence.

The determination of Value for Money will require a consideration of all of the above factors and any other matters that the Principal considers relevant.

1.21. Qualitative Criteria

The Contract may be awarded to a sole Tenderer who best demonstrates the ability to provide quality products and/or services at a competitive price. The quoted prices will be assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

The Principal has adopted a best value for money approach to this Request. This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Tender that provides all the information requested will be assessed as satisfactory. The extent to which a Tender demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

In determining the most advantageous Tender, the Evaluation Panel will score each Tenderer against the qualitative criteria as detailed within *4.3* of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

Note: It is essential that Tenderers address each qualitative criterion. Information that you provide addressing each qualitative criterion will be point scored by the Evaluation Panel. Failure to provide the specified information may result in elimination from the quotation evaluation process or a low score.

1.22. Compliance Criteria

These criteria are detailed within *4.2* of this document and will not be point scored. Each Tender will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of "No" against any criterion may eliminate the Quotation from consideration.

1.23. Risk Assessment

The Principal may have access to and give consideration to:

a) any risk assessment undertaken by any credit rating agency;
b) any financial analytical assessment undertaken by any agency; and
c) any information produced by the Bank, financial institution, or accountant of a Tenderer;

to assess that Tender and may consider such materials as tools in the Tender assessment process.

Tenderers may be required to undertake to provide to the Principal (or its nominated agent) upon request all such information as the Principal reasonably requires to satisfy itself that Tenderers are financially viable and have the financial capability to provide the Services for which they are submitting and meet their obligations under any proposed Contract. The Principal reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality. For this assessment to be completed, a representative from the nominated agent may contact you concerning the financial information that you are required to provide.

1.24. Local Price Preference

A price preference will apply to suppliers who are based in, operate from or source goods or services from within the Shire of Irwin in relation to all quotations/tenders invited by the Shire of Irwin for the supply of goods, services and construction (building) services.

The Local price preference enables suppliers to be evaluated as if the proposed quotation/tender bid price were reduced in accordance with permitted price preferences as specified below in this policy.

This policy will operate in conjunction with the purchasing considerations and procedures as outlined in the Council's 'Purchasing Policy' when evaluating and awarding quotation contracts.

In order for the policy to apply, the supplier is required to provide to the Shire sufficient evidence which demonstrates compliance with the above criteria.

1.25. Price Basis

All prices for goods/services offered under this Request are to be fixed for the term of the Contract. Tendered prices must include Goods and Services Tax (GST).

Any charge not stated in the Tender, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

1.26. Ownership of Tenders

All documents, materials, articles and information submitted by the Tenderer as part of or in support of the Tender shall become upon submission the absolute property of the Principal and will not be returned to the Tenderer at the conclusion of the Tender process PROVIDED that the Tenderer shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

1.27. Canvassing of Officials

If the Tenderer, whether personally or by agent, canvasses any of the Principal's Councillors or Officers with a view to influencing the acceptance of any Tender, then regardless of such canvassing having any influence on the acceptance of such Tender, the Principal may at its discretion omit the Tenderer from consideration.

1.28. Identity of the Tenderer

The identity of the Tenderer and Contractor is fundamental to the Principal. The Tenderer shall be the person(s) and corporation(s) named and execution appears on the Offer Form of this Request. Upon acceptance of the Tender, the Tenderer will become the Contractor.

1.29. Costs of Tendering

The Principal will not be liable for payment to the Tenderer for any costs, losses or expenses incurred by the Tenderer in preparing their Offer.

1.30. Tender Opening

Tenders will be opened in the Principal's offices, following the advertised Deadline. All Tenderers and members of the public may attend or be represented at the opening of Tenders.

The names of the persons who submitted the Tender by the due Deadline will be read out at the Tender Opening. No discussions will be entered into between Tenderers and the Principal's Officers present or otherwise, concerning the Tenders submitted.

The Tender Opening will be held on or as soon as practicable after the Deadline at The Shire Administration Office.

1.31. In House Tenders

The Principal does not intend to submit an In House Tender.

1.32. Precedence of Documents

In the event of there being any conflict or inconsistency between the Terms and Conditions herein and those in the General Conditions of Contract, the Terms and Conditions appearing in this Request will have precedence.

1.33. No Collusion

The Respondent agrees that it has not colluded and will not collude with any other person in respect of this Request.

Any Respondent that does collude in respect of this Tender may, at the discretion of the Principal, be disqualified from any further involvement in this Tender process (without prejudice to any other civil remedies available to the Principal and without prejudice to any criminal liability which such conduct by a Respondent may attract).

2 Statement of Requirements

2.1 Introduction

The Shire of Irwin is located 350km north of Perth and 60 km south of Geraldton in the Midwest region with approximately 3800 residents. The twin towns of Dongara and Port Denison form the Centre of a vibrant farming and fishing community. The Shire of Irwin provides a brilliant blend of recreational, fitness and sporting opportunities with the majority based at the Irwin Recreation Centre.

The Shire of Irwin is also hosting the development of a large industrial and resources precinct to the south of Dongara and as such is expecting significant growth and a corresponding increase in population.

The Shire of Irwin invites suitably qualified and experienced facility management specialists to provide management services to the Irwin Recreation Centre, to ensure residents, community groups and visitors have access to a vibrant, functionable, cost-effective sporting, recreational and fitness hub.



2.2. Facility Requirements

The Irwin Recreation Centre (IRC) was built in 2008 and provides a multi-purpose facility comprising of a 24x7 gym with new equipment, 3 multifunctional courts, 2 squash courts, 2 function areas, creche and kiosk facilities.

The facility has been operated by the Shire of Irwin since opening and following a comprehensive

operational review by Council, the Shire has determined that it wishes to seek tenders from specialist facility management Contractors, noting that there is considerable opportunity for program activation and operational improvements at the Centre including:

- Expanded lifestyle and sports programs
- Delivery of evening and weekend small group training
- Facilitating peak body sports promotions for after school and school holiday clinics
- Expansion of operational hours
- Improved and targeted marketing, including social media
- Elevated levels of presentation
- Activation of function rooms
- Corporate attraction and events
- Hosting of major community events

The tender process invites specialist contractors with the opportunity to provide Council with a management plan and associated vision to outline both their relevant expertise and aspirations for the Centre. Contractors will need to outline the processes and associated financials in activating the Centre to again become a focal and vibrant piece of the local community.

An overall aim of the Tender should be for the Contractor to provide a diverse range of affordable, high quality, inclusive, community focused programs and opportunities across all demographics within our community. Primarily, these opportunities should respond to recreational, health and wellbeing requirements to enrich the social, emotional and psychological wellbeing of our community. The aims should be consistent with identified needs and aspirations of the community, being able to respond to and adapt to evolving trends.

The successful Tenderer will demonstrate a best practice and outcomes focused model that will deliver the Shire and its community:

- Improved services and operational hours aligned with the vision of the Centre.
- An operator with a willingness to work with Community Sporting Clubs to support engagement and development.
- An environment where community members of all ages and skillsets are welcomed.

The Shire will undertake all maintenance works at the IRC, including scheduled/ routine maintenance as described in Section 2.6.2. The Shire will also be responsible for the external areas within the precinct as described in Section 2.6.1. The Management Contractor will be responsible for day-to-day operations at the Centre, report any required maintenance via established channels and undertake all maintenance associated with loose internal equipment, fittings and fixtures. Similarly, cleaning of the facility as outlined in Section 2.6.3 as associated with the general presentation of the Centre will be the Management Contractor's responsibility.

Please note that the Shire requires a series of existing programs to be maintained by the incoming contractor. These are non-negotiable and must be allowed for in the management fee and operating budget forecasts:

- 24/7 Access to a full-service Gym
- Local Emergency Management response capability with the Centre serving as a recognised Welfare Centre under the control of the Welfare Centre Coordinator as required.

2.3 Operational Hours

The Contractor will be responsible for the delivery of a range of sporting, fitness and lifestyle

programs at the Centre, in addition to supporting local Sporting Clubs, businesses and the community.

Outside of the 24/7 gym access, the current staffed reception hours (opening hours) at the Centre are as follows:

- Monday to Thursday 6:00am – 1pm and 3.00pm -8.00pm
- Friday 6:00am – 1pm
- Saturday Closed
- Sunday Closed
- Public Holidays Closed

Given the changing demographics and growing population of the Shire, it is expected that the Contractor will provide a proposal for new opening hours for the Centre.

Opening hours may be adjusted on occasion in order to provide beneficial social outcomes and community services. An annual review of opening hours and its relevance to programming and community need is anticipated throughout the Contract term.

2.4 Existing User Groups

The IRC is home to many of the communities major sporting codes:

- Australian Rules Football
- Hockey
- Netball
- Basketball
- Tennis
- Gymnastics
- Volleyball
- Badminton
- Squash

The IRC also accommodates:

- Yoga
- Pilates
- Dance
- Karate
- Roller skating
- Business conferences
- Community events
- Social Functions such as weddings

2.5 Scope of Work

The Recreation Centre Management Services provider will be responsible for but not limited to booking of facilities, programming, management of the gym including memberships, cleaning and

maintenance of equipment, monitoring and reporting maintenance issues, advertising and promoting events and activities at the Centre, liaising with local sporting groups and community members. The successful provider will also be asked to investigate the viability of providing a kiosk facility and creche services.

The Shire of Irwin is offering a five (5) year agreement with an initial term of three (3) years and an option for a further two (2) years.

The successful Tenderer will demonstrate the best practice and outcomes focused proposition for the Shire and its community with a clear expectation that the successful tenderer will provide:

- An agreed operational model and detailed operational expenditure to the Shire.
- Equivalent or improved services to the community aligned with the Vision of the Centre.
- Upkeep of the equipment used in program delivery.

Outcome1: Facility Management	
Objective: Provide improved services to the community	
Area	Description of Service
All	a) Manage and facilitate facility use b) Promote facility and services c) Coordinate all Centre maintenance as specified d) Coordinate Bookings e) Manage all WHS responsibilities
Gym	f) Coordinate, promote and expand memberships g) Clean and maintain Gym h) Provision of group training and personal training i) Maintain regular equipment checks and facilitate 6 monthly servicing with designated service provider as specified
Playing Surfaces	j) Set up/ pack up equipment required for bookings k) Regular equipment checks l) Clean and maintain playing surfaces
Function Rooms	m) Promote function rooms to encourage bookings n) Prepare rooms and hire equipment for bookings o) Clean and maintain function rooms and associated kitchen facilities p) Develop and maintain effective working relationships with regular user groups and seasonal hirers
Outcome 2: Recruitment & Staffing	
Objective: Ensure services are provided to support the Communities needs through staff training and recruitment practices	
Area of support	Description of Service

Recruitment	a) Undertake recruitment and placement of suitably qualified and experienced staff, including advertising; assessment ofapplications; interviews and pre-employment screening to include working rights within Australia, National Police Clearance, Working With Children's Check, Medical Assessment to include Drug and Alcohol Screening and qualifications.
Staffing	b) Coordinate staffing rosters c) Support the resolution of disputes between staff as required using contemporary processes d) Support and assist staff with training and career development
External relationships	e) Manage and support positive relationships with external bodies f) Manage Shire of Irwin relationship
Outcome 3: Service Coordination	
Objective: Facilitate and coordinate services to ensure continuity of service provision	
Area of support	Description of Service
Service coordination	a) Manage the Centre in line with industry best practice b) Provide qualified and trained staff to deliver services c) Adhere to all relevant ISO standards pertaining to operations and management. d) Responsible for all contractor site inductions e) Facilitate monthly operational meeting with Shire of Irwin f) Maintaining a First Aid Room with a qualified First Aider on site during operational hours
Outcome 4: Corporate Services	
Objective: Provide efficient and effective marketing, reporting and record keeping services	
Area of support	Description of Service
Corporate services	a) Provide transition Plan and timetable for the handover of the management of the Irwin Recreation Centre b) Provide reports on gym membership numbers, weekly fitness/ sport services, and external usage c) Provide IT management and associated program services relating to operations d) Reporting e) Monitor industry issues for impact on services and report to the Shire of Irwin on significant issues. f) Manage Website and Social Media g) Liaise with Shire designated Contract Officer in relation to operations, issues, fees and charges

2.5.1 Gym

A popular aspect of the Irwin Rec Centre is the 24-hour access gymnasium. Operating on an

electronic security fob basis, members of this well-equipped gym are free to come and go as they please to use the Centre's gym facilities. The Gym includes weight machines, resistance machines, functional training machines as well as free weights and resistance equipment. New equipment for a full gym upgrade has arrived, with the Shire of Irwin assuming all financial obligations regarding gym equipment leasing and maintenance costs. It is envisaged that the new equipment will lead to an increase in membership numbers for the gym if promoted accordingly.

While the Centre currently conducts a schedule of small group training morning sessions the opportunity to expand existing group classes is readily available with evening training a viable option which would appeal to a new demographic in the area of targeted adult group fitness classes. The area of personal and targeted small group training is also an area that presents an immediate opportunity for both the new operator and the community.

2.5.2 Playing Surfaces

The facility has 2 multipurpose courts on a sprung floor in the main stadium with courts marked for basketball, netball, badminton, volleyball, indoor cricket and indoor soccer. There is 1 court in the old part of the stadium which is marked for basketball.

The precinct also has 5 fully fenced synthetic tennis courts at the southern end of the IRC. Two courts are under lights and 3 courts have only recently been resurfaced.

The facility has 2 separate squash courts.

The successful tenderer will be responsible for the upkeep and maintenance of these services, with the Principal responsible for court resurfacing as required/scheduled.

2.5.3 Sporting Club Usage

The following sporting clubs are based at the Irwin Recreation Centre

- Dongara Senior Football Club
- Dongara Junior Football Club
- Dongara Hockey Club
- Dongara Netball Club
- Breezes Netball Club
- Dongara Basketball Club
- Dongara Tennis Club
- Dongara Gymnastics Club

Annual charges are applied to the majority of these groups. The Contractor is to review these annual charges and any changes to the fee structure including CPI adjustments will require consultation and approval from the Principal.

2.5.4 Kiosk

Inside the Main Stadium is a small Kiosk area, located next to the gym and accessible to the internal multifunctional courts. Currently the Kiosk is only open when requested by current user groups, noting that these hours are not fixed and can be altered by the Contractor to suit their delivery model. It would be expected that any changes to the operation of the kiosk would be done in consultation with the user groups and the Principal. Should the Contractor determine that the

operation of the kiosk is not viable, community volunteering options shall be investigated in consultation with the user groups and the Principal.

2.5.5 Storage Shed

A Storage Shed is located at the Precinct, external to the main complex for use by Sporting Clubs. This is also included as part of their annual fee package. A storage area within the stadium is also available to sporting clubs using the indoor courts and is included in their annual fee package.

2.5.6 Creche

The IRC has a designated Creche facility with the successful Respondent required to detail their vision relating to the service and ultimately its viability.

2.5.7 Function Rooms

The IRC has two function rooms.

Irwin Function Centre

The main function room to the north of the building that is perfect for wedding receptions, corporate events, conferences, training sessions, seminars, workshops, meetings or any major celebrations. The Function Centre is fully air-conditioned and has the capacity to cater for 200 people for a sit-down meal. It has a full commercial kitchen, large cool room and modern bar and server area.

Ocean Room

Positioned at the southern end of the building with an outlook over the tennis courts, this facility offers a small kitchen and is utilised by the Tennis Club as a club house during the tennis season. The Ocean Room, with a capacity of up to 100 people, is ideal for meetings, conferences, workshops and seminars. It also has a large undercover outdoor area to take a break or entertain during a function.

A range of opportunities exist for the function rooms such as:

- Small conferences
- Business events
- Community events

2.5.8 Website and Social Media

The successful Respondent will be responsible for hosting the Centre's Website and Social Media interactions with the community. It would be expected that the successful Respondent liaise with the Shire of Irwin as to expectations and the Websites overall presentation, content and graphics.

Targeted social media and advertising would be employed to address to reverse a recent declining trend in participation through direct marketing in select areas including gym memberships, adult group fitness programs and participation in stadium visitations and programs.

2.5.9 Licensing/Service of Alcohol

For areas across the Centre where alcohol may be consumed but not sold for purchase, a small function exemption is applicable for events that host less than 70 people and for a duration of less

than four hours. Larger events such as after game presentations where alcohol is sold will require an occasional license to operate.

2.5.10 Dongara District High School

Dongara District High School currently utilise the facilities of the precinct to support its educational outcomes. It is expected that this relationship will continue with the successful Tenderer, who will liaise directly with the school to facilitate bookings and explore other positive outcomes for both parties.

2.5.11 Evacuation Centre

The IRC is a designated Evacuation Centre. In the event of an emergency the Shire of Irwin in conjunction with Emergency Services and the Department of Communities may take over the operations of the Centre for this necessary period. The Contractor may be required to work with the Shire during this time to assist or make changes regarding usual business practice.

2.6 Exclusions

2.6.1 Oval Maintenance and Repairs

Mowing, maintenance and repairs of the Oval including fencing, lighting and other related structures will be undertaken by the Shire at the Shire's cost, in accordance with the Asset Management Plan and budgetary provisions.

Capital works on these playing surfaces may be undertaken by the Shire throughout the Contract term, subject to the availability of funds in Council's annual budget.

The Sporting Clubs using these surfaces will be responsible for the line marking, moving equipment and removal of rubbish on training and fixtured game days.

An Annual Maintenance Plan will be developed by the Shire in consultation with the contractor to minimise any potential impact on programs and operations wherever possible. The Contractor will be responsible for informing the Principal of all bookings and events that may impact the Maintenance Plan.

2.6.2 Structural Maintenance, Upgrades, Capital Works & Scheduled Maintenance

Structural maintenance and annual scheduled/routine maintenance for the facility will be undertaken by the Shire at the Shire's cost, in accordance with the Shire's approved Asset Management Plan and budgetary provisions.

Capital Works on the facility may be undertaken by the Shire throughout the Contract Term, however these remain subject to Council's annual budget setting processes. Implementation of any such works will be undertaken in consultation with the Management Contractor to minimise impact on services.

An Annual Maintenance Plan will be developed by the Shire in consultation with the contractor to minimise any potential impact on programs and operations wherever possible. This will include optimum times of the day and calendar year for access and downtime. The plan will be developed to ensure building compliance and statutory requirements are adhered to at all times, with the scheduled delivery being subject to Shire contractor availability.

Requests for maintenance and repairs can be requested via MEX our Maintenance Software and will be subject to the availability of funds and at the discretion of the Principal.

2.6.3 Cleaning

There is a current contract in place for the Cleaning of all ablutions, function rooms and the main entry and concourse area. The cleaning does not include the Gym and playing court surface, this will be the responsibility of the Contractor.

2.6.4 IT systems

Current Security and alarm systems, Network Infrastructure (Access Points, Meraki Teleworker, Ubiquity Edge Router, 4G modem, network layer 3 switches with POE, patch panels with optic cable installation and UPS) will be maintained by the Shire, but it is the responsibility of the Contractor to obtain internet connection and the Shire may assist you with configuring the network gears. The Contractor needs to provide their own ICT equipment, including a Next Generation Firewall (Fortigate or Palo Alto preferred) desktops, laptops, monitors, printers, photocopiers, scanners, PBX, phones, POS terminals, barcode scanners and any other ICT peripherals which will be the sole responsibility of the contractor for the supply, install and maintenance. Software installation (GYM Memberships Management and Access, Courts Booking, Function Rooms Bookings, subscription), XDR, Cyber Security, Data Backup and Encryption, Disaster Recovery Plan will also be the responsibility of the contractor. The Principal will refer related charges to the Contractor.

Fixed ICT infrastructure including CCTV cameras and NVR, Meraki Teleworker, alarm system and security door will be managed and maintained by the Shire.

Wi-Fi Access Points will be ordered and installed subject to the 2023/24 budget.

2.6.5 External Maintenance

The Contractor will be required to maintain the general presentation of the Centre.

This would include (but may not be limited to):

- Removal of external debris creating safety issues
- Generation of MEX requests as required.
- MEX reporting of graffiti and other non-structural repairs.

The Shire will maintain the building exterior carpark areas, footpaths and other paved areas, external lighting, drainage systems and all landscaped and garden areas.

2.6.6 Utilities

Phone and internet charges will be charged to the Contractor.

Power usage will be charged to the Contractor.

Water usage will be charged to the Shire.

2.6.7 Canteen, Bar and Gate facilities for North Midlands Winter Sport season

The Dongara Senior Football Club, Junior Football Club, Hockey Club and Netball Club use the Canteen, Bar facilities and function room on the oval side of the complex, this access is currently part of their Annual package and is their main fundraiser. There is also a charge for access to the area on game days which is a general fee charged at all North Midland Association venues, this contributes to the costs of the seasonal package and generate operational income for the clubs involved. Any proposed changes to the Annual Packages shall be in consultation with the user groups and approved by the Principal.

2.7 Financial considerations

2.7.1 Furniture, Equipment and fixtures

A list of all non-fixed plant, furniture, fittings and equipment assets captured by our finance system and a recent internal Centre audit will be provided as a Furniture and Equipment Inventory in the Lease Agreement provided as a separate document. A full inventory and condition survey of the furniture, equipment and utensils will be conducted as part of the lease negotiations.

Non-fixed plant, furniture, fittings and equipment onsite at the Irwin Recreation Centre will be made available in an As-is condition to the Tenderer. Please note there may be minor variations to this by time of Contractor appointment.

You are at liberty to use the existing equipment or request the Shire to remove all or any part of the equipment:

- Any equipment retained on site shall be recorded in an inventory and included in the management contract requiring the management contractor to care for and maintain the equipment during the term of the contract.
- Any equipment requested to be removed will be deemed either:
    - Not required for the Tenderers operations; or
    - That provisions within the Operational budget have been made by the Tenderer for replacement.

All retained furniture and equipment on the inventory (or purchased throughout the Contract Term) shall be returned to the Shire at the end of the contract term in a similar condition save for fair wear and tear.

2.7.2 Insurance

The Shire will insure and absorb expenditure relating to the building and Shire owned contents for the term of the contract. The respondent will be responsible for all content insurances relating to equipment owned by the Contractor.

2.7.3 Lease Agreement

The successful respondent will enter into a ‘peppercorn’ lease agreement for the facility which will set down these and other conditions to ensure clarity around management of the site. The specific conditions will be negotiated with the successful respondent on acceptance of their offer and tailored to that offer. Continuation of the lease will be contingent upon the successful delivery of the management contract.

A Draft Copy of the Lease Agreement is provided in a separate document.

2.7.4 Staff Gym Memberships

The Shire currently offers gym membership at no cost for all its employees. The respondent is to provide a proposal to manage Shire staff membership for consideration by the Principal.

2.8 Reporting

The Respondent is to provide an annual audited financial report, monthly financial reports and quarterly reports. The quarterly reports are to address:

- Community outcomes supported
- New programs/uses identified and imbedded
- Usage statistics of each facility
- Income versus expenditure for all facilities
- Retention and attraction statistics for all facilities

2.9 KPI's

The Shire will work with the Contractor to develop a set of Key Performance Indicators (KPI's) to measure the IRC and Contractor's overall performance. The IRC KPI's will be focused on service provision, operating improvements and customer satisfaction levels, all components of the customer experience which the Shire rates highly as essential elements in delivering successful facility management. The below KPI's provide a guide as to the development of future performance indicators.

Key Performance Indicator	Measurement
Increased Gym Membership Numbers	Measure membership numbers each quarter and report on figures
Revenue/usage per head of population (based on 3,850 people, current figure as baseline)	Measure revenue generated by the IRC on a head per capita basis each quarter
Increased Bookings for Rooms	Record quarterly usage figures using existing room usage as a baseline figure
Levels of member usage and attendance	Number of member visits to gym
Increased diversity of members	Measure increased diversity in IRC membership i.e., age brackets and gender
Customer Satisfaction and Feedback	Conduct six monthly customer satisfaction surveys
Service Quality (Reliability, Quality of staff)	Align with customer satisfaction survey
Implementation of additional programs and services	Measure number of programs and services at IRC using previous program base as a guideline for measurement
Website Traffic /hits/ Marketing Initiatives	Monitor advertisements and website hits

The Shire of Irwin will also focus on the relationship built with the Contractor in efficiently operating the IRC. Emphasis will also be placed on the Contractors responsiveness to problem/requests, managing conflict resolution, maintaining ongoing dialogue and ensuring that communications are open and neutral.

2.10 Implementation Timetable

Activity	Indicative timeframe
Tenders Open	Mon 12 June 2023
Mandatory Site Inspection	Tuesday 20 June 2023

Tenders Close	Tuesday 4 July 2023
Council Meeting	Tuesday 25 July 2023
Commencement of Contract	TBC

In order to minimise disruption to patrons and services we do not anticipate an “in and out style” changeover scenario, instead favoring a planned and seamless transition from the current operation to the new contractor operations.

Tenderers are to nominate a commencement date and a date from which they will effectively take control of the Irwin Recreation Centre, for the Principal to consider and negotiate if necessary.

Please provide a description of the transition program you propose together with a timeline from the time of contract execution to completion of the handover. A Gantt chart or similar is preferred.

3 Conditions of Contract

3.1 General Conditions of Contract

The Contract Conditions for the Supply of Services will apply. These are provided in detail in separate attachment *Service Contract Conditions.*

3.2 Insurances

The successful Respondent and its Sub-contractor(s) (if any) will be required to effect (and submit copies of certificates of currency for:

(a) Public Liability Insurance in the sum of at least twenty million dollars (AUD$20,000,000) in respect to any one (1) claim and unlimited in the number of occurrences for all claims arising in any twelve (12) month period of insurance;

(b) Professional Indemnity Insurance in the sum of at least ten million dollars (AUD$10,000,000) in respect to any one (1) claim and in the aggregate for all claims arising in any twelve (12) month period of insurance; and

(c) Workers Compensation Insurance as required by law for the duration of the Contract or satisfy the Principal of its ability to meet obligations arising from the indemnity provisions of the Contract.

The successful Respondent and its Sub-contractor(s) (if any) shall lodge certificates of proof the required insurance policies with the Principal before the commencement of the services provision, where there is any alteration to the insurance policies, when insurance policies are renewed and at such other times as the Principal may require.

3.2 Period of Contract and Termination

The Contract will be in force for the period of five (5) years, with an initial three (3) year term and a possible two (2) year extension. However, in the event of the Contractor failing in any manner to carry out the Contract to the Principal's satisfaction, the Principal may forthwith determine the Contract by written notice to the Contractor.

3.3 Special Conditions of Contract

3.3.1 Advertisements and Promotions on Premises

The Contractor may erect on the premises or permit to be erected on Site only those signs:

(a) required by law;

(b) required to brand the Respondent's premises

(c) that adheres to the Shire's signage policy.

The Respondent shall not erect on Site, or permit to be erected on site, any other sign, advertisement, promotion or other display without the written approval of the Superintendent.

3.3.2 Publicity

The Respondent shall agree at the start up meeting which information, publication, document or article for publication in any media are allowable under the Contract without the written approval of the Principal.

3.3.3 Smoking on the Premises

Smoking is not allowed at any of the Principal's owned or managed facilities. The Contractor shall at all times ensure that all employees and visitors to the property comply with the smoking prohibition on site and any other requirements by law.

3.3.4 WHS Regulations

The Contractor shall comply with the Work Health and Safety Act 2020 (the "Act") and the Work Health and Safety Regulations 2020 (the "Regulations") and with any amendments that may be made to the Act and Regulation from time to time.

The Contractor shall be solely responsible for ensuring that wherever practicable, its employees and those of the Sub-contractors and employees of Separate Contractors, the Principal, Superintendents, and visitors to the premises, are not exposed to hazards.

Attention is drawn to the requirement to keep manufacturers/suppliers "Material Safety Data Sheets". These sheets should be consistent with the "Work Safe" information and format.
A copy of all "Material Safety Data Sheets" shall be kept on Site by the Contractor and made available to the Superintendent upon request.

3.3.5 Safety Audit Inspections

a) The Principal, under the WHS Act and Regulations, will from time to time inspect works and services carried out on site by the Contractor, to ensure that works are being completed in accordance with the relevant codes and regulations by carrying out a Safety Audit Inspection ("Inspection").

b) The Contractor's Representative will receive reasonable notice in writing of an Inspection. In the case of an emergency, the Principal need not give written notice, but must give oral notice prior to an Inspection.

c) At an Inspection, the Principal is to be given full access to the premises. The Contractor's Representative must produce records and documents upon a request from the Superintendent or, in the case of an emergency, the Principal.

d) Except in an emergency, the Principal must be accompanied by the Contractor's Representative on any Inspection.

e) All areas which are in the opinion of the Superintendent, or in an emergency the Principal, are a breach of the Contractor's occupational health and safety plan, provisions of the Contract relating to safety or which pose a risk to occupational health and safety, are to be addressed and resolved to the satisfaction of the Superintendent as a matter of urgency by the Contractor.

f) Where there:

    i. Has been a breach of the Contractor's occupational health and safety plan, provisions of the Contract relating to safety and there is a high risk to occupational health and safety; and

    ii. Is an imminent risk of injury or death as determined by the Superintendent, or in the case of an emergency the Principal, an instruction may be given to cease all works or services until the issue is resolved to the satisfaction of the Superintendent. The Superintendent or the Principal may notify WorkSafe WA where breaches in safety regulations and legislation exist.

    iii. If the Contractor is instructed to cease work, all costs resulting are to be borne by the Contractor. The Contractor will not be entitled to any damages. The Principal will not be liable for any additional cost, fee, charge or penalty as a result of this delay.

3.4 Chemical Information

The use of chemicals specified or required during the currency of this Contract shall comply with the requirements of the Act and associated Regulations concerning information on chemical substances.

The Contractor shall ensure manufacturers, importers and suppliers of chemical substances for use on the works, are responsible for providing information on those substances to be used, refer to Section 23(3) of the Act.

Copies of all information supplied shall be kept on the premises.
The Contractor is responsible for passing on information supplied by manufacturers; importers and suppliers of chemical substances to workers on premises refer to Section 19(1)(B) of the Act.

4 Respondents Offer

4.1 Offer Form

The Chief Executive Officer
Shire of Irwin
11-13 Waldeck Street
Dongara WA 6525

I/We (Registered Entity Name):			
Of (Registered Street Address):			
ABN:		**ACN (if applicable):**	
Phone No:		**Fax No:**	
Email:			

In response to Request for Quotation (RFQ)

RFT 01 of 2022/23 – Irwin Recreation Centre Management Services

I/We agree that I am/We are bound by and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Quotation contained in this Request signed and completed.

The quoted price is valid up to ninety (90) calendar days from the date of the RFQ closing or forty-five (45) days from the Council's resolution for determining the RFQ, whichever is the later unless extended on mutual agreement between the Principal and the Respondent in writing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Quotation irrespective of its outcome.

The quoted consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this RFQ.

Name of authorised signatory:			
Position:			
Email:			
Phone:		**Postal address:**	
Signature of authorised signatory of Respondent:			
Dated:			

4.2 Compliance Criteria

Please select with a "Yes" or "No" whether you comply with the following compliance criteria:

a) Respondents are to provide acknowledgment that your organisation has submitted in accordance with Part 1 Conditions of Tendering.	Yes / No
b) Respondents are to provide acknowledgment of completing and signing the Offer Form and provision of your pricing submitted in the format required by the Principal.	Yes / No
c) Respondents acknowledge that their Offer is conforming with Part 2 Statement of Requirements and if not meets the requirements under section 1.16 Alternative Tenders to supply an Alternative Tender.	Yes / No
d) Respondents are to provide any licenses and registrations required to perform the goods/services.	Yes / No
e) Respondents have provided acknowledge of any Addendums that have been issued.	Yes / No
f) Respondents are to provide acknowledgment that your organisation has submitted in accordance with the General Conditions of this RFT. If not, provide a list of departures from the proposed Conditions of Contract and any proposed amendments.	Yes / No
g) Respondents are to supply evidence of their insurance coverage in *Schedule 2* including, insurer, expiry date, value and type of insurance Including: Public Liability Insurance $20,000,000 Products Liability Insurance $20,000,000 Professional Indemnity Insurance $10,000,000 Vehicle, Plant & Machinery Insurance Workers Compensation Insurance	Provided Yes / No

Risk Assessment	**Yes or No**
Respondents must address the following information in an attachment and label it "Risk Assessment":	
1. If companies are involved, attach their current ASIC company extracts search including latest annual return.	Yes / No
2. Are you acting as an agent for another party? If Yes, attach details (including name and address) of your Principal.	Yes / No
3. Are you acting as a trustee of a trust? If Yes, give the name of the trust and include a copy of the trust deed (and any related documents); and if there is no trust deed, provide the names and addresses of beneficiaries.	Yes / No
4. Do you intend to subcontract any of the Requirements? If Yes provide details of the subcontractor(s) including the name, address and the number of people employed; and the Requirements that will be subcontracted.	Yes / No
5. Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with.	Yes / No
6. Are you presently able to pay all your debts in full as and when they fall due?	Yes / No
7. Are you currently engaged in litigation as a result of which you may be liable	Yes / No

for $50,000 or more? If Yes please provide details. 8. Provide a minimum of two referees that are relevant to the Contract requirements. 9. Respondents are required to provide a brief description on the Organisation, such as number of years in business, Directors/Owners, Organisational structure.	 Yes / No Yes / No
Workplace Health & Safety	
Compliance with the following WHS management System Requirements: *If answered Yes, evidence may be requested at a later stage.* <u>Policy & Management</u> 1. Is there a written company Health and Safety policy? 2. Is there a WHS Management System? 3. Is the WHS Management System audited or reviewed on a regular basis? 4. Is there a company WHS Organisation Chart? <u>Safe Workplace Practices & Operating Procedures</u> 1. Have you prepared safe operating procedures or specific safety instructions relevant to your operations? 2. Are safe operating procedures or specific safety instructions issued to Employees? 3. Does the company have any Permit to Work systems? 4. Do you provide safety induction programs and ongoing training to Employees? 5. Is a record maintained of all training and induction programs undertaken for employees/members in your company? 6. Are regular WHS Inspections conducted of the premises or work area? 7. Is there a procedure by which employee/ members can report hazards? Note: The Shire of Irwin is currently in the process of transitioning to WHS Monitor, as part of our compliance with the Workplace Health & Safety 2020 Act. As we progress Contractors may be required to use the program to prove their compliance and therefore we ask that you are familiar with the Act.	 Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No

4.3 Qualitive Criteria

Before responding to the following qualitative criteria, Respondents must note the following:

1. All information relevant to your answers to each criterion are to be contained within your Quotation.
2. Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience.
3. Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
4. Respondents are to address each issue outlined within a qualitative criterion.

Qualitative criteria	Weighting
A. Relevant Experience in providing Recreation Centre Management in a Regional Location Tenderers must address the following information in an attachment and label it **"Relevant Experience".** Please provide details of your Organisations relevant experience that demonstrates your ability to satisfy the requirements of this tender including, however not limited to: a) Provide details of your experience in providing Rec Centre Management services, preferably in a regional location under a contract arrangement. b) Demonstrate competency and proven track record of achieving outcomes including performance against KPI's. c) Provide details of how you intend to expand and develop services at the Centre. d) Provide details of issues that arose and how they were managed.	**15%**
B. Key Personnel Skills and Experience Tenderers must address the following information in an attachment and label it **"Key Personnel Skills and Experience"**: Please provide details of resourcing structure and provide as a minimum information of proposed personnel to be allocated to this contract, such as: a) Their role in the performance of the Contract; b) Their previous experience in a similar role including responsibilities of the role and duration in that role c) Curriculum Vitae; d) Membership to any professional or business association; e) Qualifications, and f) Any additional information. Where the intention is to recruit locally, state this and supply information about who will mentor and train the personnel and the experience of key staff (State Manager etc) who will support them to achieve the contract outcomes.	**25%**
C. Community Benefit & Local Knowledge Tenderers must address the following information in an attachment and label it **"Community Benefit & Local Knowledge"**: Please demonstrate the benefit to the community of their proposal including: a) Social inclusion b) Family friendly facility c) Engaging more people in recreation d) Contribution to club success/viability e) Supporting Dongara District High School outcomes	**15%**

D. Methodology & Transition Process Tenderers must address the following information in an attachment and label it "**Methodology & Transition Process**": Please demonstrate an appreciation of the Requirements, including: a) Strategies for improving performance b) Identification of new opportunities including demographic assessment for potential programs and services c) value adding through existing contacts/partnerships d) intended marketing plans e) customer service plans f) commencement date and transition timeline	**25%**
E. Price	**20%**

4.4 Pricing Consideration

The weighted price method has been used as price is considered to be crucial to the outcome of the contract. The price will be assessed alongside Qualitative Criteria.

4.5 Pricing Information

Respondents must complete the Price Schedule. Before completing the Price Schedule, Respondents should ensure they have read this entire Request for Tender.

All prices for goods/services offered under this Request are to be fixed for the term of the Contract. Tendered prices must include Goods and Services Tax (GST).

Unless otherwise indicated prices tendered must include delivery and any associated costs, and all applicable levies, duties, taxes and charges. Any charge not stated in the Response, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

4.5.1 Price Basis

Are you prepared to offer a fixed price? *If answered Yes, please complete Schedule 1 – Price Schedule.*	Yes / No
Are you eligible for the Regional Price Preference?	Yes / No

5 Schedules

5.1 Schedule 1- Price Schedule

Year	$ (ex GST)	$ (inc GST)
1		
2		
3		
Total -Years 1 to 3		
4		
5		
Total -Year 4 & 5		
Total		

5.2 Schedule 2 – Insurance

Type	Policy Number	Value	Expiry Date	Copies Provided
		$		☐
		$		☐
		$		☐
		$		☐

5.3 Schedule 3 – Subcontractor Details

Name of Subcontractor	Description of Works/Plant items proposed be Subcontracted	% of Total works which will be subcontracted

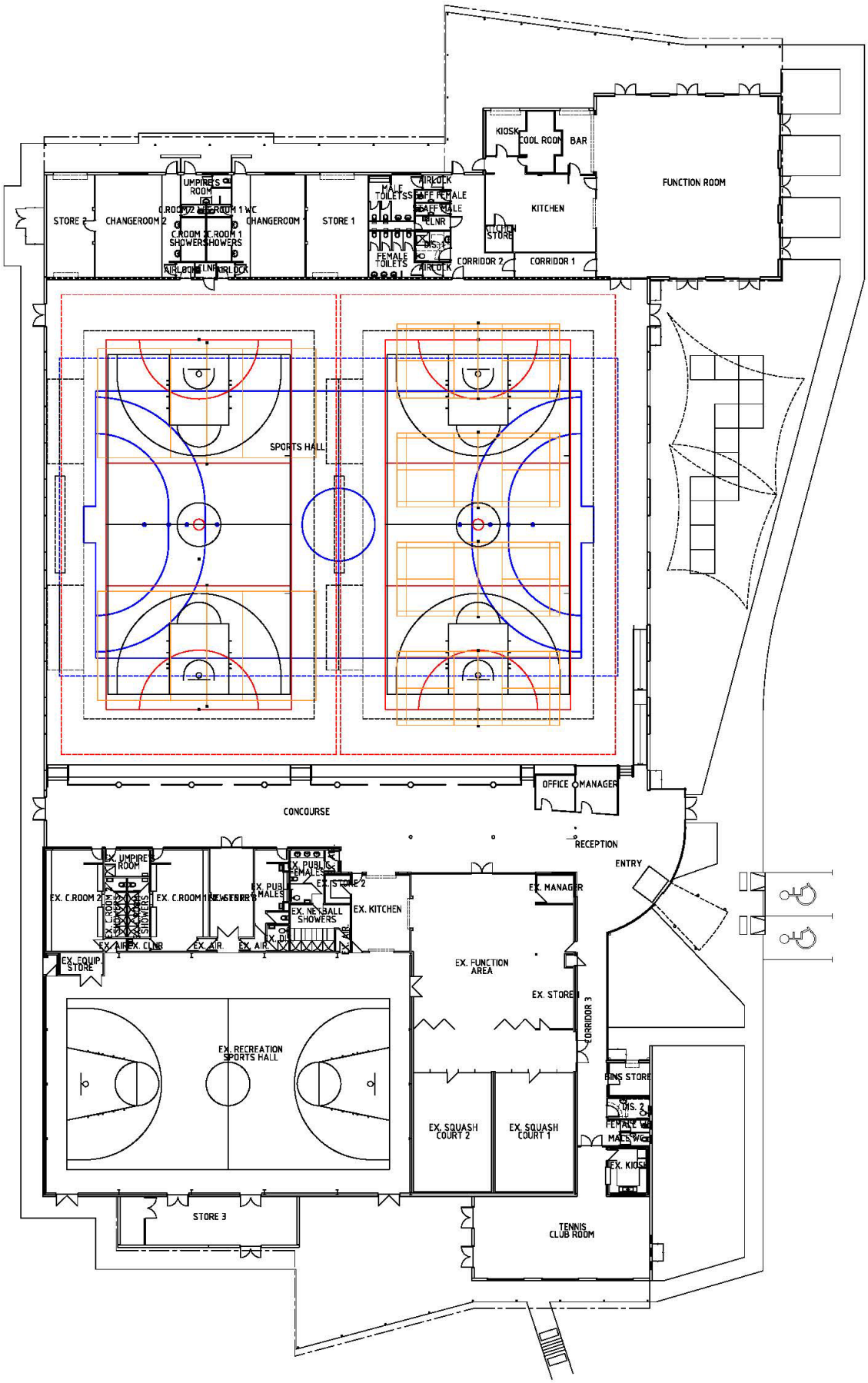
5.4 Schedule 4 – Demonstrated Experience

Please provide details of previous projects of a similar nature.

Project Description	Client	Value	Duration
	Name Phone Number	$	
	Name Phone Number	$	
	Name Phone Number	$	

6 Drawings & Plans

6.1 IRC Floor Plan



Lot 940



Lot 941



CEO01-07/23 ATTACHMENT 1

Correspondence WA Electoral Commission

14 FEB 2023

WESTERN AUSTRALIAN
Electoral Commission

LGE 028

Mr Shane Ivers
Chief Executive Officer
Shire of Irwin
PMB 21
DONGARA WA 6525

Dear Mr Ivers

Local Government Ordinary Election: 2023

The next local government ordinary elections are being held on 21 October 2023. While this is still some distance in the future, I have enclosed an estimate for your next ordinary election to assist in your 2023/2024 budget preparations.

The estimated cost for the 2023 election if conducted as a postal ballot is $28,000 inc GST, which has been based on the following assumptions:

- 2,850 electors
- response rate of approximately 55%
- 3 vacancies
- count to be conducted at the offices of the Shire of Irwin
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply for the lodgement of the election packages.

An additional amount of $625 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages.

179916

Level 2, 111 St Georges Terrace PERTH WA 6000
GPO Box F316 PERTH WA 6841
T | (08) 9214 0400
F | (08) 9226 0577
E | waec@waec.wa.gov.au
W | www.elections.wa.gov.au

BSI
ISO 9001
FS 520650

The Commission is required by the *Local Government Act* to conduct local government elections on a full cost recovery basis and you should note that this is an estimate only and may vary depending on a range of factors.

Costs not incorporated in this estimate include:

- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission incurred as part of an invalidity complaint lodged with the Court of Disputed Returns
- the cost of any casual staff to assist the Returning Officer on election day or night
- any unanticipated costs arising from public health requirements for the COVID-19 pandemic.

As you are aware, the Government is currently considering reforms to the *Local Government Act* 1995, which include how elections are to be conducted. In order to assist with your local government's budget planning, we have included, to the best of our knowledge, costs that will arise from the changes proposed in legislation. For example, if under the amendments your local government will be required to conduct a mayoral/presidential election this has been included.

Some local governments may also note an increase in costs from their 2021 ordinary costs. These include increases arising from inflation in recent years affecting salaries for Returning Officers and other staff, printing and packaging costs as well as the increase in postage announced by Australia Post. Additional costs from the Commission have been included arising from improved processing procedures and additional resources to supplement the Commission's education, complaints management, investigation and legal efforts.

In order for the Commission to be responsible for the conduct of your election, the first step required by the *Local Government Act 1995* is my written agreement to undertake the election.

As such, you may take this letter as my agreement to be responsible for the conduct of the ordinary elections in 2023 for the Shire of Irwin in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required.
My agreement is subject to the proviso that the Shire of Irwin also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

In order to achieve this, your council would need to pass the following two motions by absolute majority:

- Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2023 ordinary elections together with any other elections or polls which may be required
- Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

It would be greatly appreciated if this item was considered at your March council meeting, to enable the Commission to have sufficient time to work with you to effectively conduct the election.

I look forward to conducting this election for the Shire of Irwin in anticipation of an affirmative vote by Council. If you have any further queries please contact Shani Wood Director, Election Operations on 9214 0400.

Yours sincerely



Robert Kennedy
ELECTORAL COMMISSIONER

9 February 2023

ID01-07/23 ATTACHMENT 1:

Delegated Authority Report – Development, June 2023

Records of exercise of delegated powers or duties – Development, June 2023

Function	Officer	Date of decision	Decision	Description	Address
Grant a Building Permit	Manager Development	12 June 2023	Granted	Building Permit – Patio	Lot 43 (No. 49) Springfield Drive, Springfield
Grant a Building Permit	Manager Development	27 June 2023	Granted	Building Permit – Shed	Lot 289 (No. 27) Carnarvon Street, Port Denison
Grant a Building Permit	Manager Development	30 June 2023	Granted	Building Permit – Shed	Lot 100 (No. 39) Fane Road, Bonniefield
Local Planning Scheme No.5	Manager Development	13 June 2023	Granted	Development Approval – Single House (Outbuilding)	Lot 342 (No. 151) Fane Road, Bonniefield
Local Planning Scheme No.5	Manager Development	15 June 2023	Granted	Development Approval – Home Occupation (Beauty Therapy)	Lot 766 (No. 13) Abbot Terrace, Port Denison
Local Planning Scheme No.5	Manager Development	15 June 2023	Granted	Development Approval – Single House (Outbuilding)	Lot 44 (No. 14) Watson Place, Dongara
Local Planning Scheme No.5	Manager Development	15 June 2023	Granted	Development Approval – Single House (Outbuilding)	Lot 257 (No. 18) North Shore Drive, Dongara
Local Planning Scheme No.5	Manager Development	16 June 2023	Granted	Development Approval – Single House (Balcony)	Lot 54 (No. 7) Reeve Terrace, Port Denison
Local Planning Scheme No.5	Manager Development	16 June 2023	Granted	Development Approval – Building Envelope	Lot 28 (No. 31648) Brand Highway, Bookara
Local Planning Scheme No.5	Manager Development	20 June 2023	Granted	Development Approval – Grouped Dwelling x 2	Lot 18 (No. 9) Francis Street, Port Denison
Local Planning Scheme No.5	Manager Development	27 June 2023	Granted	Development Approval – Single House (Alterations/ Additions)	Lot 6 Calytrix View, Bonniefield
Local Planning Scheme No.5	Manager Development	30 June 2023	Granted	Development Approval – Single House (Front Fence)	Lot 1 (No. 92) Tulloch Drive, Dongara
Local Planning Scheme No.5	Manager Development	30 June 2023	Granted	Development Approval – Single House (Outbuilding)	Lot 239 (No. 18) Bayliss Road, Dongara

ATTACHMENT 1: Item 9.2.1

Audit Committee 2022/23 OAG Entrance Meeting

Shire of Irwin Audit Committee Meeting

to be held in the Council Chambers

Tuesday, 27 June 2023

at 4.00pm

Minutes

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Meeting was declared open at 4.20pm

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Members

Cr I Scott *(Chairperson)*	Shire of Irwin Councillor
Cr M Leonard *(Deputy Chairperson)*	Shire of Irwin Councillor – Via TEAMS
Cr G Eva	Shire of Irwin Councillor

Staff

Mr S D Ivers	Chief Executive Officer
Ms P Machaka	Manager Finance
Ms J Morgan	Minute Taker

Apologies

Cr G Eva

Guests

Mr Subha Gunalan	Office of the Auditor General
Mr Caden Manfield	Pitcher Partners
Michael Liprino	Pitcher Partners

3. CONFIRMATION OF MINUTES

3.1. Minutes of the Audit Committee Meeting held 3 May 2023

A copy of the minutes of the Audit Committee Meeting held 3 May 2023 have been provided to all Committee Members under separate cover.

COMMITTEE MOTION:

MOVED: Cr Leonard **SECONDED: Cr Scott**

That the Minutes of the Audit Committee Meeting, held 3 May 2023, be confirmed as a true and accurate recording of that meeting.

4. NEW BUSINESS ITEMS

4.1 Entrance Meeting for Audit 2022/23

Areas of Audit focus
FY23 – Low/high significance currently sits in high significance.
Revenue recognition is from rates, grants, fees and charges and we ask the following:

- What do I have to do? When? And how much

We look at control around that time and revenue testing over the past 9 months – no issues have been raised for revenue recognition, we have 3 months to complete to provide the full year's outcomes.

Property, Plant, Equipment and Infrastructure.
We can report, external and internal damage, conditions of assets and impairments, performers/changes in staff have all been recognised by the Finance Manager and all have been icked up and signed off and is signing off monthly. No concerns raised and no concerns from the Councillors noted.

Employee Benefits
Annual leave, long service leave estimation required and dependent on when they will be taken for accounting purposes.

You will need to consider their hourly rates, length of service, inflation rates, to be able to undertake and fully access the assumptions.

Final comments – the final report will be complete for the year, in 3 months' time. Further information is available from our presentation for further information and review and please contact us if you require further information. (attached Pitcher Partner Audit Plan dated 27 June 2023).

Accounts are received on a timely basis, estimates always considered and approved.

In the interim, nothing coming to us has raised any concerns at all, good work.

5. GENERAL BUSINESS

Nil.

6. URGENT BUSINESS APPROVED BY CHAIR OR BY COMMITTEE DECISION

Nil.

7. SETTING OF FUTURE MEETING DATES

26 September, 2023, prior to the Ordinary Council meeting.

8. CLOSURE

The meeting was declared closed at 4.55pm.

ATTACHMENT 1: Item 9.2.2

Audit Committee 2021/22 OAG Exit Meeting

Shire of Irwin Audit Committee Meeting

held in the Council Chambers

Wednesday 3 May 2023

at 4.00pm

Minutes

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Members

Cr I Scott *(Chairperson)*	Shire of Irwin Councillor
Cr M Leonard *(Deputy Chairperson)*	Shire of Irwin Councillor

Staff

Mr S D Ivers	Chief Executive Officer
Ms P Machaka	Manager Finance
Ms Jane Morgan	Executive Assistant to the Chief Executive Officer

Apologies

Cr G Eva	Shire of Irwin Councillor

Guests

Ms Caitlin McGowan	Office of the Auditor General
Mr Michael Fay	Pitcher Partners
Mr Caden Manfield	Pitcher Partners

3. CONFIRMATION OF MINUTES

3.1. Minutes of the Audit Committee Meeting held 13 February 2023

A copy of the minutes of the Audit Committee Meeting held 13 February 2023 have been provided to all Committee Members under separate cover.

COMMITTEE MOTION:

MOVED: Cr Scott **SECONDED: Cr Leonard**

That the Minutes of the Audit Committee Meeting, held 13 February 2023, be confirmed as a true and accurate recording of that meeting.

4. NEW BUSINESS ITEMS

4.1. Shire of Irwin Audit Plan – Pitcher Partners

The Shire of Irwin's audit for the year ended 30 June 2022 was completed by Pitcher Partners on behalf of the Office of the Auditor General (OAG) and identified matters that are significant. The purpose of the report (Attachment 4.3) is to comply with Section 7.12A(4) (5) of the Local Government Act 1995 which states that a local government must: *(a) prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*

(b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.

(5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

The Shire is required to prepare a report for the Audit & Risk Committee and seek Council's endorsement before forwarding a copy to the Department.

COMMITTEE MOTION:

MOVED: Cr Leonard **SECONDED: Cr Scott**

That the Shire of Irwin Audit Committee endorses the Office of the Auditor General (OAG) Performance Audit 2021-22 Report, provided as Attachment 4.1

5. GENERAL BUSINESS

Nil.

6. URGENT BUSINESS APPROVED BY CHAIR OR BY COMMITTEE DECISION

Nil.

7. SETTING OF FUTURE MEETING DATES

8. CLOSURE

Deputy Shire President, declared the meeting closed at 5.37pm with the next meeting date to be set.