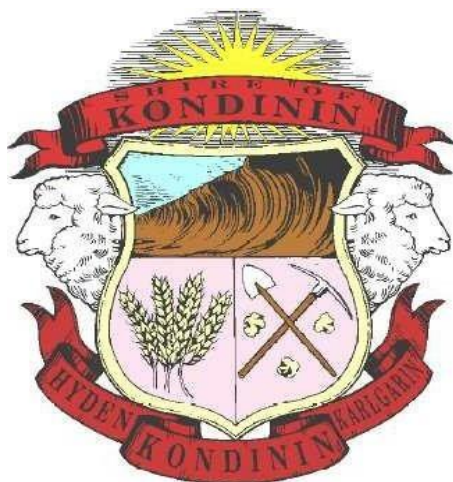




SHIRE OF KONDININ

MINUTES OF MEETING

held at the Hyden Community Resource Centre on 3rd October 2025

Order of Business

1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS

The Shire President Cr Mouritz read the Statement of Commitment to Indigenous Australians, welcomed those present and declared the meeting open at 8.01am.

2. RECORD OF ATTENDANCE/ APOLOGIES/ LEAVE OF ABSENCE

Councillors:	Cr Kent Mouritz (President) Cr Paul Green Cr Darren Pool (By video)	Cr Beverley Gangell (By video) Cr Kerrie Green Cr Bruce Browning (By video)
Staff:	Bruce Wright (CEO) Mark Burgess (MOW)	Vince Bugna (MCS) Ellen Valenta (ESO)
Apologies:	Cr Murray James	Cr Brett Smith

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

5. APPLICATION FOR LEAVE OF ABSENCE

6. PETITIONS/DEPUTATION/PRESENTATIONION FACILITY

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS/INFORMATION REPORTS

8. ANNOUCEMENTS BY PRESIDING MEMBERS WITHOUT DISCUSSION

9. CONFIDENTIAL ITEMS

RESOLUTION: #4636**Moved:** Cr P Green**Seconded:** Cr K Green

That Council moves behind closed doors for the confidential item

Carried: 6/0**For:** Cr K Mouritz, Cr P Green, Cr P Green, Cr B Gangell, Cr D Pool, Cr B Browning**Against:** Nil

CONFIDENTIAL REPORT

This report is confidential under the provisions of the Local Government Act 1995, Section 5.23(2)(c) and Section 5.23(2)(e)(ii)-(iii). The Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to public interest as it deals with:

- 1. A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and,*
- 2. A matter that if disclosed, would reveal:*
 - 1. information that has a commercial value to a person; and*

II. information about the business, professional, commercial or financial affairs of a person.

9.1.1 Award of RFT 01-25/26 – Provision of Medical Services to the Shire of Kondinin

Author:	Manager Planning & Assets
Authorising Officer:	Chief Executive Officer
Date:	29 September 2025
Disclosure of Interest:	Nil
Attachments:	1. Confidential Attachments

RESOLUTION: #4637

Moved: Cr K Green

Seconded: Cr P Green

That Council:

1. Endorses and approves the award of “RFT 01-25/26 – Provision of Medical Services to the Shire of Kondinin” to Livingston Medical Services for a period of five (5) years with an option to extend the contract for a further five (5) years upon completion of the initial period of performance.
2. Endorses and approves the budget allocation of operational funds of \$250,000 per annum, adjusted annually by the Perth CPI for the financial years: 2025-2026 to 2029-2030 (inclusive). Noting that pro-rata costs will apply for 2025-2026.
3. Authorises the Chief Executive Officer to execute the necessary administrative and legal instruments to enter a contract with Livingston Medical Services for the provision of Medical Services to the Shire of Kondinin.

For: Cr K Mouritz, Cr P Green, Cr P Green, Cr B Gangell, Cr D Pool, Cr B Browning

Against: Nil

Carried: 6/0

CONFIDENTIAL REPORT

This report is confidential under the provisions of the Local Government Act 1995, Section 5.23(2)(c) and Section 5.23(2)(e)(ii)-(iii). The Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to public interest as it deals with:

3. *A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and,*
4. *A matter that if disclosed, would reveal:*
 - III. information that has a commercial value to a person; and*
 - IV. information about the business, professional, commercial or financial affairs of a person.*

Summary

This report seeks Council endorsement and approval to award tender “*RFT 01-25/26 – Provision of Medical Services to the Shire of Kondinin*” to Livingston Medical under the terms and provisions of the tender and the tender response received from Livingston Medical.

The basis of the award is made following the evaluation of cost and non-cost considerations to determine value for money to the Shire. In so doing, it has been determined that Livingston Medical:

- Is duly qualified, experienced, insured and licensed to provide medical services to the Shire.
- Offers a comprehensive service that includes but is not limited to general medical services in both Kondinin (3 days) and Hyden (2 days), medical services to the aged and locum support to the Kondinin Hospital.
- Holds capacity to, with time, provide additional allied health support services.
- Provides operational contingency to support Shire medical services continuously and in accordance with the tender requirements.
- Offers an operating model of self-sufficiency and management expertise.
- Presents a considered commercial proposal that is considerate of all operating costs, management and staffing, and
- Holds the highest endorsement of clients in existing operating areas, translating to demonstrated past and current performance, service excellence and capacity.

Background

On 21 July 2025, RFT 01-25/26, a tender for the provision of medical services to the Shire of Kondinin was released. The scope of the tender is considered as being comprehensive and accordingly, a copy of the tender is attached for reference.

The tender criteria included a series of compliance, qualitative and quantitative criteria including:

Compliance

Respondents were required to meet 100% of the compliance criteria to qualify for evaluation.

Description of Compliance Criteria
a) Tenderers are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of Tender including completion of the Offer Form and provision of your pricing submitted in the format required by the principal.
a) Compliance with the Specification contained in the Request.
b) Compliance with attendance at any mandatory Tender briefing or site inspection.
c) Compliance with the Quality Assurance requirement for this Request.
d) Compliance with the Delivery Date.

Qualitative Criteria

Qualitative criteria held an overall total score weighting of 60%

Description of Qualitative Criteria
Relevant Experience in providing medical services in a Rural environment. (60%)
Similar professional experience.
Demonstrated competency and proven track record of achieving outcomes.
Contact details of at least 2 referees
Qualifications and professional memberships of key staff
Demonstrated ability and experience in medical support services in hospital or aged care facility environment.

Quantitative Criteria

Quantitative criteria held the balance of the total score weighting of 40%

Description of Quantitative Criteria
Price (40%)

The tender closed at 4pm, Friday 5 September 2025 and three responses were received from:

- St Lukes Medical
- Livingston Medical
- Olatwhaler Medical

These submissions are attached for reference.

On 4 September 2024, Western Australian local government entered a caretaker period for local government elections. Accordingly, representations were made to the Director General of the Department of Local Government, Sport and Cultural Industries for an exception to award this tender inside the caretaker period. Approval was subsequently granted on 26 September 2025, and a copy of the approval is attached for reference.

On Friday 12 September 2025, an evaluation panel was convened to undertake the evaluation of proposals. The panel included:

- Manager Planning & Assets – Shire of Kondinin
- Manager Corporate Services – Shire of Kondinin
- Rural Health Western Australia officers x 2.

The Rural Health officers were included on the panel in a specialist advisory capacity and were not authorised to participate in the evaluation process. The officers presented the panel with a summary overview of submissions for compliance. Conflict of interest declarations for both officers and the summary overview are attached for reference.

The evaluation panel determined that Livingston Medical presented the Shire with the greatest value for money considered against cost and non-cost considerations. These included:

- A strong demonstration of past and current experience in the provision of similar services.
- A strong demonstration of competency and proven past and current performance of achieving outcomes.
- Compliant qualifications, professional memberships and licensure.
- A strong demonstration in the provision of medical support services to hospitals and aged care.

The panel evaluation is attached for reference. Subsequent reference checks identified that Livingston Medical is very well regarded by existing Shire clients as a competent service provider that meets service and community expectations. Further, a senior officer with the Western Australian Country Health Services (WACHS) provided a strong endorsement for Livingston Medical. Copies of reference responses are attached for reference.

Livingston Medical presented a commercial proposal of \$250000 per annum with annualised Perth CPI adjustments. The commercial proposal sits within the mid-range of proponent submissions.

It is recommended that Livingston Medical be awarded a five (5) year contract for an initial period of performance with a further five (5) year option period to provide medical services to the Shire. A copy of the proposed model contract is attached for reference.

Comment

Regional local governments are increasingly being challenged by the attraction, retention and commercial consideration of retaining medical services on behalf of their constituents. The Shire has taken a responsible and a leading strategic position that has included the construction of a medical centre, aged accommodation facility and housing to support the provision of medical services in this region.

This tender and evaluation process identified three (3) strong medical services providers. Livingston Medical presented the most fit for purpose, compliant and performance-based proposal that offers the Shire significant value for money and a level of comfort that desired outcomes will be achieved for the community.

Statutory Environment

Local Government Act 1995.

WA Health legislative and regulatory requirements.

Policy Implications

Nil.

Financial Implications

The accompanying commercial proposal incorporates cash and non-cash components. The 2025-2026 Shire operating budget has considered the costs of this award, and it can be expected that significant savings will be achieved this year.

Non-Cash Items

Conservative estimates of non-cash items include:

Medical Clinic -	\$30,000 per annum
Office fit-out -	\$15,000
Residence -	\$20,000 per annum
Motor vehicle -	\$18,000 per annum

Cash Items

Fee for service -	\$250,000 per annum / \$20,833 per month (ex GST) 25-26 – November 2025 – June 2026 - \$166,664 pro-rata (Ex GST)
Motor vehicle operating expenses -	\$7,000 per annum
Residence (maintenance/operation) -	\$16,380 per annum
Maintenance costs -	\$12,000 per annum

Five Year Costs

The following provides an overview of estimated cash costs of this service based on an annualised increase of 4%.

Period	Service Fee	Operational	Total (ex GST)
2025-2026	\$166,664	\$35,830	\$238,324
2026-2027	\$260,000	\$37,263	\$297,263
2027-2028	\$270,400	\$38,753	\$309,154
2028-2029	\$281,216	\$40,303	\$321,519
2029-2030	\$292,465	\$41,915	\$334,380

Strategic Implications

Shire of Kondinin Strategic Community Plan 2022/2032

COMMUNITY

1.2 Facilitate and advocate for quality Health Services, Health Facilities and Programs in the Shire.

Voting Requirement

Simple Majority

RESOLUTION: #4638

Moved: Cr K Green

That Council comes out from behind closed doors.

Seconded: Cr P Green

Carried: 6/0

For: Cr K Mouritz, Cr P Green, Cr P Green, Cr B Gangell, Cr D Pool, Cr B Browning

Against: Nil

10. BUSINESS OF AN URGENT NATURE

11. CLOSURE

Being no further business, the meeting was closed at 8.24 am.