MINUTES
Corporate and Engineering Services Committee Meeting
Held on Tuesday, 4 December 2012 at 4:00pm
City of Rockingham Boardroom
## City of Rockingham

### Corporate and Engineering Services Committee Meeting Minutes

4:00pm Tuesday 4 December 2012

<table>
<thead>
<tr>
<th>CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Declaration of Opening</td>
</tr>
<tr>
<td>2. Record of Attendance/Apologies/Approved Leave of Absence</td>
</tr>
<tr>
<td>3. Responses to Previous Public Questions Taken on Notice</td>
</tr>
<tr>
<td>4. Public Question Time</td>
</tr>
<tr>
<td>5. Confirmation of Minutes of the Previous Meeting</td>
</tr>
<tr>
<td>6. Matters Arising from the Previous Minutes</td>
</tr>
<tr>
<td>7. Announcement by the Presiding Person without Discussion</td>
</tr>
<tr>
<td>8. Declaration of Member’s and Officer’s Interest</td>
</tr>
<tr>
<td>9. Petitions/Deputations/Presentations/Submissions</td>
</tr>
<tr>
<td>10. Matters for which the Meeting may be Closed</td>
</tr>
<tr>
<td>Corporate and General Management Services Information Bulletin – December 2012</td>
</tr>
<tr>
<td>Engineering and Parks Services Information Bulletin – December 2012</td>
</tr>
<tr>
<td>12. Agenda Items – Corporate and Engineering Committee</td>
</tr>
<tr>
<td>Corporate Services</td>
</tr>
<tr>
<td>CS-042/12 Monthly Financial Management Report for October 2012</td>
</tr>
<tr>
<td>Governance and Councillor Support</td>
</tr>
<tr>
<td>GCS-019/12 Recommendations from the Advisory and Occasional Committees - Review Committee Meeting held on 21 November 2012</td>
</tr>
<tr>
<td>Engineering and Parks Services</td>
</tr>
<tr>
<td>EP-083/12 Recommendation from the Marine Infrastructure Advisory Committee Meeting held on 25 October 2012</td>
</tr>
<tr>
<td>EP-084/12 Tender T12/13-52 Aqua Jetty – HVAC Upgrade</td>
</tr>
<tr>
<td>EP-085/12 Tender T12/13-50 – Supply and Delivery of One New Waste Compactor with Optional Trade-in of the City’s existing Used Waste Compactor OR Outright Purchase of the City’s existing used Waste Compactor</td>
</tr>
<tr>
<td>EP-086/12 Tender T12/13-53 – Construction of Landfill Cell 15 and Associated Works at the Millar Road Landfill</td>
</tr>
<tr>
<td>EP-087/12 Tender T12/13-40 – Renovation Works for the Baldivis Old School – Buildings 1 and 2 – 342 Baldivis Road, Baldivis and Budget Amendment</td>
</tr>
<tr>
<td>EP-088/12 Tender T12/13-49 – Construction of Baldivis Library and Community Centre</td>
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<tr>
<td><strong>13.</strong></td>
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<tr>
<td><strong>14.</strong></td>
</tr>
<tr>
<td><strong>Governance and Councillor Support</strong></td>
</tr>
<tr>
<td>GCS-020/12 Tender T12/13-54 – Period Provision of Catering Services</td>
</tr>
<tr>
<td><strong>15.</strong></td>
</tr>
<tr>
<td><strong>16.</strong></td>
</tr>
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<td><strong>17.</strong></td>
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<td><strong>18.</strong></td>
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<tr>
<td><strong>Governance and Councillor Support</strong></td>
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<tr>
<td>GCS-020/12 Tender T12/13-54 – Period Provision of Catering Services</td>
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<tr>
<td><strong>19.</strong></td>
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<tr>
<td><strong>20.</strong></td>
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</tbody>
</table>
City of Rockingham  
Corporate and Engineering Services Committee  
Meeting Minutes  
Tuesday 4 December 2012 - Council Boardroom

<table>
<thead>
<tr>
<th>1. Declaration of Opening</th>
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</thead>
<tbody>
<tr>
<td>The Chairperson declared the Corporate and Engineering Services Committee Meeting open at <strong>4:01pm</strong> and welcomed all present.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Record of Attendance/Apologies/Approved Leave of Absence</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2.1 Councillors</strong></td>
<td></td>
</tr>
<tr>
<td>Cr Barry Sammels</td>
<td>Chairperson</td>
</tr>
<tr>
<td>Cr Allan Hill</td>
<td></td>
</tr>
<tr>
<td>Cr Ron Pease</td>
<td></td>
</tr>
<tr>
<td>Cr Chris Elliott</td>
<td>Deputising for Cr Lorraine Dunkling</td>
</tr>
<tr>
<td><strong>2.2 Executive</strong></td>
<td></td>
</tr>
<tr>
<td>Mr Andrew Hammond (from 4:06pm)</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>Mr James Henson</td>
<td>A/Director Engineering and Parks Services</td>
</tr>
<tr>
<td>Mr John Pearson</td>
<td>Director Corporate Services</td>
</tr>
<tr>
<td>Mr John Woodhouse</td>
<td>Director Legal Services and General Counsel</td>
</tr>
<tr>
<td>Mr Scott Lambie</td>
<td>A/Manager Engineering Services</td>
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<tr>
<td>Mr Gary Rogers</td>
<td>Manager Procurement and Projects</td>
</tr>
<tr>
<td>Mr Ben Searcy</td>
<td>Manager Human Resource Development</td>
</tr>
<tr>
<td>Ms Karin Strachan</td>
<td>Manager Strategy Coordination</td>
</tr>
<tr>
<td>Mr Allan Moles</td>
<td>Manager Financial Services</td>
</tr>
<tr>
<td>Mr Peter Varris</td>
<td>Manager Governance and Councillor Support</td>
</tr>
<tr>
<td>Mrs Jelette Edwards</td>
<td>Governance Coordinator</td>
</tr>
<tr>
<td>Ms Nollaig Baker</td>
<td>Economic Development Officer</td>
</tr>
<tr>
<td>Ms Sue Langley</td>
<td>Secretary Governance and Councillor Support</td>
</tr>
<tr>
<td><strong>Members of the Public:</strong></td>
<td>Nil</td>
</tr>
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<td><strong>Press:</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>2.3 Apologies:</strong></td>
<td></td>
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<tr>
<td>Cr Lorraine Dunkling</td>
<td></td>
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<td><strong>2.4 Approved Leave of Absence:</strong></td>
<td>Nil</td>
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</tbody>
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<thead>
<tr>
<th>3. Responses to Previous Public Questions Taken on Notice</th>
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</thead>
<tbody>
<tr>
<td>Nil</td>
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</tbody>
</table>
4. Public Question Time

4:02pm The Chairperson invited members of the Public Gallery to ask questions. There were none.

5. Confirmation of Minutes of the Previous Corporate and Engineering Services Committee Meeting

Moved Cr Hill, seconded Cr Pease:
That Council **CONFIRM** the Minutes of the Corporate and Engineering Services Committee Meeting held on 20 November 2012, as a true and accurate record.

Committee Voting – 4/0

6. Matters Arising from the Previous Corporate and Engineering Services Committee Meeting Minutes

Nil

7. Announcement by the Presiding Person without Discussion

4:03pm The Chairperson announced to all present that decisions made at Committees of Council are recommendations only and may be adopted in full, amended or deferred when presented for consideration at the next Council meeting.

8. Declarations of Members and Officers Interests

4:03pm The Chairperson asked if there were any interests to declare. There were none.

9. Petitions/Deputations/Presentations/Submissions

Nil

10. Matters for which the Meeting may be Closed

Nil

11. Bulletin Items

**Corporate and General Management Services Information Bulletin – December 2012**

**Corporate Services**

1. Corporate Services Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Mobile Computing (AIM) Licensing Fees
   3.2 Minutes and Agenda Software
   3.3 Online Records Management Training
   3.4 Retention and Disposal Project
   3.5 Document Migration
   3.6 Telephone System Replacement
   3.7 GIS Developments – SLIP & Custodial Module
   3.8 Building Licence Software
   3.9 Civil Drainage Software
   3.10 Authority 4J’s Licence
3.11 VM Licencing
3.12 WiFi Installation
3.13 Electronic Meeting Papers
4. Information Items
   4.1 List of Payments

**Governance and Councillor Support**
1. Governance and Councillor Support Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Electronic Meeting Papers and Decision Making Process
4. Information Items
   4.1 National Sea Change Taskforce Newsletter

**Human Resources**
1. Human Resources Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Employee Wellness Programme
   3.2 Corporate Training Programme
   3.4 Leadership & Management Programme
   3.5 Values Programme
   3.6 Safety Achievement Program
4. Information Items

**Economic Development**
1. Economic Development Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Leadership Forum
   3.2 City Chronicle
   3.3 Social Media
   3.4 Global Friendship
4. Information Items
   4.1 Media Tracking

**Strategy Coordination**
1. Strategy Coordination Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Establishing linkages between the Community Plan, the Specific Purpose Plans and the Team Plans
   4.2 2012 Customer Satisfaction Survey
   4.3 Coordinating the development of a 10 year infrastructure plan
   4.4 Coordinating the development and implementation of a Development Contribution Scheme
   4.5 New Ideas Incentive Scheme
   4.6 City Scoreboard
   4.7 Climate Change Response Strategy
   4.9 Integrated Risk Management Framework for the City of Rockingham
   4.10 LGMA Challenge
   4.11 Other initiatives that the Strategy Coordination team is involved with
<table>
<thead>
<tr>
<th>Legal Services &amp; General Counsel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Legal Services &amp; General Counsel Team Overview</td>
</tr>
<tr>
<td>2. Human Resource Update</td>
</tr>
<tr>
<td>3. Project Status Reports</td>
</tr>
<tr>
<td>4. Information Items</td>
</tr>
<tr>
<td>4.1 Provision of Legal Advice</td>
</tr>
<tr>
<td>4.2 Oversight of Systems and Documentation</td>
</tr>
<tr>
<td>4.3 Legal Capacity Building</td>
</tr>
</tbody>
</table>

**Committee Recommendation**

That Councillors acknowledge having read the Corporate and General Management Services Information Bulletin – December 2012 and the contents be accepted.

Committee Voting – 4/0

<table>
<thead>
<tr>
<th>Engineering and Parks Services Information Bulletin – December 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engineering Services</strong></td>
</tr>
<tr>
<td>1. Engineering Services Team Overview</td>
</tr>
<tr>
<td>2. Human Resource Update</td>
</tr>
<tr>
<td>3. Project Status Reports</td>
</tr>
<tr>
<td>4. Information Items</td>
</tr>
<tr>
<td>4.1 Delegated Authority for approval of Directional Signage</td>
</tr>
<tr>
<td>4.2 Delegated Authority for Thoroughfare Closures</td>
</tr>
<tr>
<td>4.3 Local Area Traffic Management and Road Safety Design Projects 2012/13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Engineering Operations</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Engineering Operations Team Overview</td>
</tr>
<tr>
<td>2. Human Resource Update</td>
</tr>
<tr>
<td>3. Project Status Reports</td>
</tr>
<tr>
<td>4. Information Items</td>
</tr>
<tr>
<td>4.1 Road Construction Program Main Roads Direct Grant 2012/13</td>
</tr>
<tr>
<td>4.2 Road Construction Program Main Roads Grant 2012/13</td>
</tr>
<tr>
<td>4.3 Road Construction Program State Black Spot 2012/13</td>
</tr>
<tr>
<td>4.4 Road Renewal Program Municipal Works 2012/13</td>
</tr>
<tr>
<td>4.5 Road Resurfacing Program Municipal Works 2012/13</td>
</tr>
<tr>
<td>4.6 Road Maintenance Program 2012/13</td>
</tr>
<tr>
<td>4.7 Passenger Vehicle Fleet Program 2012/13</td>
</tr>
<tr>
<td>4.8 Light Commercial Vehicles Program 2012/13</td>
</tr>
<tr>
<td>4.9 Heavy Plant Program 2012/13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Parks Development</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Parks Services Team Overview</td>
</tr>
<tr>
<td>2. Human Resource Update</td>
</tr>
<tr>
<td>3. Project Status Reports</td>
</tr>
<tr>
<td>3.1 Greening Plan Review</td>
</tr>
<tr>
<td>3.2 Tamworth Swamp Management Plan Review</td>
</tr>
<tr>
<td>3.3 Feral Cat /Fish Control Implementation Strategy</td>
</tr>
<tr>
<td>4. Information Items</td>
</tr>
<tr>
<td>4.1 Groundwater Monitoring</td>
</tr>
<tr>
<td>4.2 Mundijong Road Environmental Offsets</td>
</tr>
<tr>
<td>4.3 Lake Richmond Heritage Listing</td>
</tr>
<tr>
<td>4.4</td>
</tr>
<tr>
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</tr>
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<td>4.5</td>
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<tr>
<td>4.6</td>
</tr>
</tbody>
</table>

**Asset Management**

1. Asset Management Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Levels of Service Customer Survey
   3.2 Access Audit
   3.3 Audit Public Scheme Water Facilities
4. Information Items
   4.1 Asset Management Improvement Strategy
   4.2 Asset Systems Management
   4.3 Lease Management
   4.4 Engineering & Parks Financial Control

**Building Maintenance**

1. Building Maintenance Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Singleton Street Lighting Replacement
   3.2 Churchill Park LED Lighting Installation
4. Information Items
   4.1 Building Maintenance
   4.2 Graffiti Removal
   4.3 Street Lighting Maintenance

**Procurement and Capital Projects**

1. Procurement and Capital Projects Team Overview
2. Human Resource Update
3. Project Status Reports
   3.1 Coastal Management Consultants (Sand Drift/Erosion Problems)
   3.2 Coastal Infrastructure Facilities Consultant (Jetties/Boat Ramp Planning)
   3.3 Lighting Consultants (Technical Planning/Design, Underground Power Program)
   3.4 Major Project Property Development Planning (Design Modifications/Tender Planning/Structural Testing)
4. Information Items
   4.1 Delegated Written Notification of Successful Tenders
   4.2 Delegated Release of Retention/Bank Guarantee’s
   4.3 Proposed Shoalwater North Underground Power Project
   4.4 2012 Public Area Lighting and Arterial Lighting
   4.5 Lark Hill Wind Turbine
   4.6 Bent Street Boat Launching Facility – Proposed Navigation Channel
   4.7 Point Peron Boat Launching Facility – Design, Demolition and Replacement
   4.8 Aqua Jetty – Replace/Upgrade HVAC Services
   4.9 Bell Park Toilet – Replacement including Curfew Lockout System
   4.10 Baldivis Library and Community Centre – Design
   4.11 Aqua Jetty – Solar Heating
   4.12 Baldivis Old School – Redevelopment
   4.13 Hymus Street Coastal Protection
   4.14 Repair Rock Armour at Various Boat Launching Facilities
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4.15</td>
<td>Challenger Court Electrical System Upgrade</td>
</tr>
<tr>
<td>4.16</td>
<td>Aqua Jetty Swimming Club Office</td>
</tr>
<tr>
<td>4.17</td>
<td>Secret Harbour Surf Life Saving Club – Renovation</td>
</tr>
<tr>
<td>4.18</td>
<td>Baldivis Oval – Floodlighting</td>
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<td>4.19</td>
<td>Kent Street Arts Facility</td>
</tr>
</tbody>
</table>

**Waste & Landfill Services**

1. Waste & Landfill Services Team Overview
2. Human Resource Update
3. Project Status Reports
4. Information Items
   4.1 Waste kerbside collection
   4.2 240 litre bin recycling service
   4.3 240 litre bin recycling participation statistics
   4.4 Destroyed and stolen refuse bins
   4.5 Landfill statistics
   4.6 Education and promotion
   4.7 Landfill power station
   4.8 T12/13-50 Supply and delivery of one new waste compactor with optional trade-in of Council’s existing used waste compactor OR outright purchase of Council’s existing used waste compactor
   4.9 T12/13-53 Construction of landfill cell 15 and associated works at the Millar Road Landfill Facility, Baldivis

**Committee Recommendation**

That Councillors acknowledge having read the Engineering and Parks Services Information Bulletin – December 2012 and the contents be accepted.

Committee Voting – 4/0
12. Agenda Items

Corporate Services

Corporate and Engineering Services

Corporate Services

Reference No & Subject: CS-042/12 Monthly Financial Management Report for October 2012

File No: FLM/88

Proponent/s: Ms Vanisha Govender, A/Manager Financial Services

Author: Ms Vanisha Govender, A/Manager Financial Services

Other Contributors: Ms Vanisha Govender, A/Manager Financial Services

Date of Committee Meeting: 4 December 2012

Previously before Council: 4 December 2012

Disclosure of Interest: Ms Vanisha Govender, A/Manager Financial Services

Nature of Council’s Role in this Matter: Executive Function

Site:

Lot Area:


Maps/Diagrams:

Purpose of Report

To receive the monthly Financial Management Report for October 2012.

Background

Nil

Details

The monthly Financial Management Report includes the following:

1. Statement of Financial Activity by Program
2. Statement of Net Current Assets
3. Other schedules and charts for management information purposes.
Implications to Consider

a. Consultation with the Community
   Not Applicable

b. Consultation with Government Agencies
   Not Applicable

c. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:

   **Aspiration 15:** Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.

d. Policy
   Nil

e. Financial
   Major variances (above $250,000) between budget estimates and actual results for the month to which the statement relates are shown in the supporting documentation.

f. Legal and Statutory

Comments
The numerous variances identified have been reviewed within the current budget review.

Voting Requirements
Simple Majority

Officer Recommendation

Committee Recommendation

Committee Voting – 4/0

The Committee’s Reason for Varying the Officer’s Recommendation
Not applicable

Implications of the Changes to the Officer’s Recommendation
Not applicable
Governance and Councillor Support

Corporate and Engineering Services
General Management Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GCS-019/12</th>
<th>Recommendations from the Advisory and Occasional Committees - Review Committee Meeting held on 21 November 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>GOV/39</td>
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</tr>
<tr>
<td>Author:</td>
<td>Mr Peter Varris, Manager Governance and Councillor Support</td>
<td></td>
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<tr>
<td>Other Contributors:</td>
<td></td>
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<tr>
<td>Date of Committee Meeting:</td>
<td>4 December 2012</td>
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<tr>
<td>Disclosure of Interest:</td>
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<tr>
<td>Nature of Council’s Role in this Matter:</td>
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<tr>
<td>Attachments:</td>
<td>Minutes of the Advisory and Occasional Committees – Review Committee meeting held on 21 November 2012</td>
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<tr>
<td>Maps/Diagrams:</td>
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Purpose of Report

To consider the recommendations arising from the Advisory and Occasional Committees – Review Committee held 21 November 2012.

Recommendations to the Corporate and Engineering Services Committee

Advisory Committee Recommendation 1:
Review – Committee Name and Terms of Reference

That Council:

1. **APPROVE** the renaming of the Advisory and Occasional Committees - Review Committee to the Governance Review Committee;

2. **AMEND** the Terms of Reference to read:  
   To provide advice to Council in respect to the good governance of the City of Rockingham including reviews of governance obligations and processes;

3. **APPOINT** Cr Sammels as Deputy Member of the Governance Review Committee; and

4. **AMEND** the Governance and Meeting Framework Policy accordingly.
Background

There is non-alignment between the current name of the Advisory and Occasional Committees – Review Committee (AOCRC) and its Terms of Reference, which appear to have been amended over time to encompass the Committee’s increasing portfolio of responsibilities. The role of the Committee has evolved over time to focus on the review of governance issues, including:

- Committee structure and effectiveness
- Policy structure
- Standing Orders (meeting rules and procedures)
- Business Papers (Reports, Agendas, Minutes)

All these elements are importance aspects of the governance process and underpin Council decision making.

The proposal is to rename the AOCRC to the Governance Review Committee. The change more accurately reflects the purpose of the committee which will continue to operate as an Occasional Committee in accordance with the City’s ‘Governance and Meeting Framework’ Policy.

It is proposed to alter the Terms of Reference to the following:

*To provide advice to Council in respect to the good governance of the City of Rockingham including reviews of governance obligations and process.*

It is not intended to change the current Committee composition from that of four (4) Councillors with the exception that the Mayor be included as a deputy member in the event of a member being unable to attend a meeting.

Implications to Consider

a. Strategic
   
   Community Plan
   
   This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-
   
   **Aspiration 15:** Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.

b. Policy
   
   The Governance and Meeting Framework Policy will require amendment as consequence of the change of name and Terms of Reference.

c. Financial
   
   There are not any financial implications evident as a consequence of the change of name and Terms of Reference.

d. Legal and Statutory
   
   Part 5, Division 2 of the Local Government Act 1995 stipulates the requirements for establishing and appointing membership to committees.

e. Voting Requirements
   
   Absolute Majority

Officer Recommendation if Different to Advisory Committee Recommendation

Nil

The Officer’s Reason for Varying the Advisory Committee Recommendation

Nil
Advisory Committee Recommendation 2: Standing Orders Review

That Council:

1. **FOREGO** the trial of the Draft Local Government (Council Meetings) Local Law 2011 for a period of three consecutive meetings and subsequent survey as previously resolved at its meeting held 27 September 2011; and

2. **IMPLEMENT** the local law adoption process for the draft Local Government (Council Meetings) Local Law 2011.

Background

Council at its meeting held 27 September 2011 resolved to:

- **ACCEPT** the current City of Rockingham Local Government (Council Meetings) Local Law 2011 as a draft working document.
- **CONDUCT** workshops and training for the Draft Local Government (Council Meetings) Local Law 2011 following Council Elections in October 2011;
- **SUSPEND** the Standing Orders Local Law 2001 and trial the Draft Local Government (Council Meetings) Local Law 2011 for a period of three consecutive meetings;
- Following the trial **CONDUCT** a survey to identify any issues relating to the Draft Local Government (Council Meetings) Local Law 2011; and
- **IMPLEMENT** to local law process.

Due to a number of operational issues the workshops/training, trial and subsequent survey have not been undertaken.

The major difference between the current Standing Orders and proposed (Council Meetings) Local Law is the provision for a Public Forum where members of the public may ask questions of make a statement.

It is not anticipated that many changes (if any) will arise through the implementation of a trial period. Notwithstanding this, the local law adoption process includes a six week public submission period. In considering submissions, the local government may make changes to the proposed local law provided those changes are not significantly different to the original proposal.

It is suggested that to expedite the promulgation of the Local Law, it be recommended to Council that the trial period (of three consecutive meetings) and subsequent survey be forgone.

The Governance and Councillor Support Team is preparing guidelines for the Public Forum in anticipation of the adoption of increased public participation at Council and Committee meetings (Community Development; Planning Services; Corporate and Engineering Services; and Audit).

The Team will present a workshop to Council on these proposed guidelines and any other significant changes to the Standing Orders. Subsequent training on the proposed Local Government (Council Meetings) Local Law 2011 will be offered to Councillors once the final decision to adopt is made by Council (post public submissions).

It is noted that Public Question and Submission Time is not proposed to be extended to Advisory and Occasional Committees unless required under legislation.

Implications to Consider

a. **Strategic**

   **Community Plan**

   This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-

   **Aspiration 15:** Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.
b. **Policy**

c. **Financial**
   The statutory process for adopting a Local Law involves community consultation, statutory advertising and publication in the *Government Gazette*. These costs will be met from Account 210018.1457 – Local Law Amendment Expense which has a budget of $5,800 for the 2012-2013 financial year.

d. **Legal and Statutory**
   Part 3, Division 2 of the Local Government Act 1995 stipulates the requirements for adopting or amending a Local Law.

e. **Voting requirements**
   Simple Majority

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**Officer Recommendation if Different to Advisory Committee Recommendation**

Nil

**The Officer’s Reason for Varying the Advisory Committee Recommendation**

Nil

**Advisory Committee Recommendation 3: Policy Framework**

That Council SUPPORT the preparation of a Policy Framework Policy with the following structure:

- Council Policy – Established by Council with the following structure –
  - Policy Name
  - Policy Objective
  - Policy Scope
  - Policy Statement
  - Definitions
  - Legislation
  - Other Relevant Policies/Key Documents

- Executive Policy – Established by the Executive Management Team with the following structure -
  - Policy Name
  - Policy Purpose
  - Policy Scope
  - Policy Detail
  - Definitions
  - Legislation
  - Other Relevant Policies/Key Documents

- Procedure, System and Guideline (PSG) Manuals - Established by each Directorate to ensure business continuity and high levels of customer service.
**Background**

One of the roles of Council is to determine local government policies for the district in accordance with section 2.7 of the Local Government Act 1995 and these policies are to be adopted by Council resolution (simple majority) and should be aligned with the City's Community plan.

The City's vision and values encapsulated in the Community Plan and Aspirations set the future desired state for the local government, whereas the City's Budget, Plans and Strategies provide the direction and means to achieve those aspirations.

In guiding the decision making for the City, Council (and the Executive) will establish delegations of authority and policies to ensure that there is a consistent approach in dealing with particular matters needing action.

A 'Council Policy' provides the Chief Executive Officer the broad 'rules of engagement' or limits / boundaries in respect a particular matter requiring action. A Council Policy establishes scope or guidelines for the City's actions and decision-making. A policy may be considered where there is a lack of clarity in a legislative requirement, industry standard, organisational standard, strategic objective or a community need or expectation.

A policy needs to be relevant, assist the decision making process, improve the efficiency and effectiveness of current practice and lead to improved customer and community outcomes.

A Policy is not City documents such as the Budget, Community Plan, Asset Management Plan, Business Plan, or Council Strategy. It is not a position statement or philosophy espoused by the Council or the City (such as a ‘nuclear-free zone, for example).

An ‘Executive Policy’ is one which is adopted at the administration level by the Executive Management Team to establish a whole of organisation approach to an issue. The policy may address several issues, for example:

- Establish a minimum standard to be adopted for the organisation, such as human resources and information technology issues, thereby establishing a consistent approach to these matters;
- It may provide specific detail how the City will carry out, apply and/or action a Council Policy at the operational level.
- It may establish guidelines or procedures on specific operational issues requiring a consistent approach.

Procedures, Systems and Guidelines (PSG) Manuals are a new initiative to formalise what is in the main already in place, however not in a coordinated manner. Each Director is responsible for ensuring that their Division establishes a PSG Manual with the primary aims of ensuring organisational continuity whilst providing a high level of customer service, legislative compliance and meeting community plan aspirations.

**Implications to Consider**

a. **Strategic**

   **Community Plan**

   This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-

   **Aspiration 15:** Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.

b. **Policy**

   A new Council Policy will be established which provides a framework for the City in respect to Policy development, adoption and review.
c. **Financial**
   
   It is not anticipated that there are any financial implications arising from the establishment of a Policy Framework Policy beyond that which will be undertaken within existing officer resourcing.

d. **Legal and Statutory**
   
   Section 2.7 of the Local Government Act 1995.

e. **Voting requirements**
   
   Simple Majority

<table>
<thead>
<tr>
<th>Officer Recommendation if Different to Advisory Committee Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The Officer’s Reason for Varying the Advisory Committee Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil</td>
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<tr>
<th>Advisory Committee Recommendation 4: Advisory Committee Review</th>
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</thead>
</table>

That Council **SUPPORT** the conduct of a survey of Advisory Committees in the first quarter of 2013 to assess the success of the Advisory Committee Members’ Guide and to gain feedback on areas requiring clarification and improvement.

**Background**

The Local Government Act 1995 and associated Regulations provide that a local government may establish committees of three (3) or more persons to assist the Council. The City’s ‘Governance and Meeting Framework’ Policy provides the structure for committees for the City of Rockingham and also specifies the rules regarding ‘Advisory Committees’.

The Policy stipulates that Advisory Committee Community Membership (non-elected member / officer) is to be reviewed between 1 July and 30 September in the intervening years of Council elections.

The Governance and Councillor Support Team has reviewed several aspects of Advisory Committee effectiveness in the City. The first focus was to streamline the manner in which Advisory Committees report to Council. Information only reports are no longer the subject of direct reports, with minutes now being received through the monthly Information Bulletins and only committee recommendations are directed to a Council meeting for consideration.

The Team also developed the process for reviewing Advisory Committee Community Membership, coordinating advertising across the organisation, and developing report and correspondence templates for officer use. This drew out a number of issues including the process for used ‘agency’ representatives and the need to develop a guide for both committee members and the officers undertaking the role of executive support.

The relevance of Advisory Committee Terms of Reference and membership composition were other issues that arose through the review process. It is acknowledged that each Advisory Committee should be given the opportunity to ensure that their Terms of Reference and membership composition are relevant and the committee continue to provide value to the Council’s decision making.

The development of the ‘Advisory Committee Members’ Guide’ has been undertaken in an endeavour to provide an induction to the Advisory Committees for Community (and other) Members. It is proposed to conduct a short survey of the Advisory Committees in the first quarter of 2013 to assess the success of the guide and seeking areas for improvement.
Implications to Consider

a. Strategic

Community Plan

This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-

Aspiration 15: Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.

b. Policy

The Governance and Meeting Framework Policy guides the establishment and review of the City’s Advisory Committees.

c. Financial

It is not anticipated that there are any financial implications arising from the survey beyond that which will be undertaken within existing officer resourcing.

d. Legal and Statutory

Part 5, Division 2 of the Local Government Act 1995 stipulates the requirements for establishing and appointing membership to committees.

e. Voting requirements

Simple Majority

Officer Recommendation if Different to Advisory Committee Recommendation

Nil

The Officer’s Reason for Varying the Advisory Committee Recommendation

Nil

Advisory Committee Recommendation 5:
Docs on Tap – Electronic Business Papers

That Council **INSTRUCT** the Chief Executive Officer to develop Policies that provide appropriate controls in regards the use of electronic tablet devices addressing issues such as:

- hardware and software support;
- support accounts (iTunes, etc);
- communication allowances; and
- device and information security.

Background

The City has been trialling an iPad application called ‘*Docs on Tap*’ for the electronic distribution of documents such as agendas, bulletins and minutes. The trial has primarily been undertaken with members of the Executive Management Team, but has also included Cr Smith and Mayor Sammels.

The trial has proved to be very successful and the product providers, Casalar Software Solutions Pty Ltd have been very amenable towards developing the application in a direction that meets the City’s requirements. *Docs on Tap* currently addressed much of the needs at an officer level; however the Governance and Councillor Support Team now need to progress the product further with a view of transitioning Councillors from hardcopy documents to electronic documents delivered via an iPad.
The Governance and Councillor Support Team have scoped out the project which includes the following stages:

1. Trial Period – Completed.
2. Installation – Set up Administration for *Docs on Tap* including officer training.
3. Folder Structure – Refine *Docs on Tap* folder structure and permissions for access/administration.
4. User Manuals – Develop User Manuals for Administrator, officer and Councillor end user.
5. Policy Development –
   a. Use Policy for Councillors.
   b. Use Policy for Employees.
6. Councillor Roll-out –
   a. Acquire iPads.
   b. Prepare iPads for users including accounts (iTunes/email).
   c. Develop Councillor training programme – iPad and *Docs on Tap*.
   d. Trial usage (mock Committee/Council Meeting).
7. Project Review

The timeframe is predicated on a roll-out of iPads to elected members mid December 2012 to early January 2013 to allow Councillors a familiarisation period with the iPad. Basic user training for the iPad will be provided initially, followed up with specific *Docs on Tap* training. Training will be provided in both group and individual (one-on-one) settings. It is planned to conduct mock Committee and Council meetings in early February to develop confidence with using the iPad and *Docs on Tap* in a meeting environment.

Secure wireless internet access will be provided to Boardroom, Committee Room and Councillors’ Lounge and also Council Chambers to facilitate access to documents. This is currently being planned by the Information Systems Team.

A key issue is developing a Policy that guides the usage of iPads for Councillors and Employees. It is anticipated that the iPad will remain the property of the City of Rockingham and Councillors will establish their personal iTunes accounts for App store purposes.

Should Councillors wish to access 3G mobile data access, they will need to undertake this through their existing Communication Allowance. Support for the iPad for ‘Docs on Tap’ will be through the Governance and Councillor Support Team.

## Implications to Consider

### a. Strategic

#### Community Plan

This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:

**Aspiration 15**: Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.

### b. Policy

Policies will be developed to provide appropriate controls in respect to the use of electronic tablet devices.

### c. Financial

It is not anticipated that there are any financial implications arising from the survey beyond that which will be undertaken within existing officer resourcing.

### d. Legal and Statutory

Section 2.7 of the Local Government Act 1995.
e. Voting requirements

Simple Majority

Officer Recommendation if Different to Advisory Committee Recommendation

Nil

The Officer’s Reason for Varying the Advisory Committee Recommendation

Nil

Committee Recommendation

That Council:

1. **APPROVE** the renaming of the Advisory and Occasional Committees - Review Committee to the Governance Review Committee;

2. **AMEND** the Terms of Reference to read: *To provide advice to Council in respect to the good governance of the City of Rockingham including reviews of governance obligations and process;*

3. **APPOINT** Cr Sammels as Deputy Member of the Governance Review Committee; and

4. **AMEND** the Governance and Meeting Framework Policy accordingly.

5. **FOREGO** the trial of the Draft Local Government (Council Meetings) Local Law 2011 for a period of three consecutive meetings and subsequent survey as previously resolved at its meeting held 27 September 2011; and

6. **IMPLEMENT** the local law adoption process for the draft Local Government (Council Meetings) Local Law 2011.

7. **SUPPORT** the preparation of a Policy Framework Policy with the following structure:
   - Council Policy – Established by Council with the following structure –
     - Policy Name
     - Policy Objective
     - Policy Scope
     - Policy Statement
     - Definitions
     - Legislation
     - Other Relevant Policies/Key Documents
   - Executive Policy – Established by the Executive Management Team with the following structure -
     - Policy Name
     - Policy Purpose
     - Policy Scope
     - Policy Detail
     - Definitions
     - Legislation
     - Other Relevant Policies/Key Documents
   - Procedure, System and Guideline (PSG) Manuals - Established by each Directorate to ensure business continuity and high levels of customer service.

8. **SUPPORT** the conduct of a survey of Advisory Committees in the first quarter of 2013 to assess the success of the Advisory Committee Members’ Guide and to gain feedback on areas requiring clarification and improvement.
9. **INSTRUCT** the Chief Executive Officer to develop Policies that provide appropriate controls in regards the use of electronic tablet devices addressing issues such as:

- hardware and software support;
- support accounts (iTunes, etc);
- communication allowances; and
- device and information security.

**Committee Voting – 4/0**

<table>
<thead>
<tr>
<th>The Committee’s Reason for Varying the Officer’s Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not applicable</td>
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</table>

<table>
<thead>
<tr>
<th>Implications of the Changes to the Officer’s Recommendation</th>
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</thead>
<tbody>
<tr>
<td>Not applicable</td>
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</table>
**Engineering and Parks Services**

<table>
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<th></th>
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<tbody>
<tr>
<td>File No:</td>
<td>EOI12/13-42</td>
<td></td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mr Chris Thompson, Director Engineering and Parks Services</td>
<td></td>
</tr>
<tr>
<td>Author:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>4 December 2012</td>
<td></td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
<td></td>
</tr>
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<td>Nature of Council’s Role in this Matter:</td>
<td>Executive Function</td>
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<td>Site:</td>
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<tr>
<td>Lot Area:</td>
<td></td>
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<tr>
<td>Attachments:</td>
<td></td>
<td></td>
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<tr>
<td>Maps/Diagrams:</td>
<td></td>
<td></td>
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</tbody>
</table>

**Purpose of Report**


**Background**

The Expression of Interest EOI 12/13-42 – Provision of a Waste to Energy Solution for the City’s Generated Waste was advertised in the West Australian on Wednesday 5 September 2012. The Expression of Interest (EOI) closed at 2.00pm, Wednesday 26 September 2012 and was publicly opened immediately after the closing time.

The EOI is the first stage of a two stage process. Following the close of the EOI the City may proceed to the calling of a restricted Request for Tender (RFT).

**Details**

The scope of the Expression of Interest is for proposals that can demonstrate the financial, logistical, environmental and legal feasibility of disposing of municipal solid waste under its ownership, control and responsibility by way of using “waste to energy” systems and processes on a fee for service basis within the next 5 years.
“Waste to Energy” is defined as the generation of clean renewable energy from waste diverted from landfill.

The outcome of the EOI process and any subsequent negotiations held between the Principal and those individuals/companies short listed through this EOI process will inform the future business planning for the City’s waste service and provide the basis for the tender process and possible heads of agreement contract.

Tender submissions were received from:

<table>
<thead>
<tr>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Energy Corporation Pty Ltd</td>
</tr>
<tr>
<td>Bioverse Energy Pty Ltd</td>
</tr>
<tr>
<td>Phoenix Energy Australia Pty Ltd</td>
</tr>
</tbody>
</table>

A panel comprising of the City’s Director Engineering & Parks Services, Manager Financial Services, Manager Strategy Co-ordination with support from Manager Procurement & Projects undertook Expression of Interest evaluation.

Evaluation of the Expression of Interest, in accordance with the advertised assessment criteria, produced the following weighted scores:

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Max. Points</th>
<th>New Energy</th>
<th>Bioverse</th>
<th>Phoenix Energy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevant Experience</td>
<td>30%</td>
<td>17.5%</td>
<td>10.5%</td>
<td>13%</td>
</tr>
<tr>
<td>Key Personnel Skills &amp; Experience</td>
<td>5%</td>
<td>4%</td>
<td>2.5%</td>
<td>3%</td>
</tr>
<tr>
<td>Demonstrated Understanding</td>
<td>55%</td>
<td>38%</td>
<td>20%</td>
<td>37.5%</td>
</tr>
<tr>
<td>Company Details</td>
<td>10%</td>
<td>5%</td>
<td>3.5%</td>
<td>4%</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>64.5%</td>
<td>36.5%</td>
<td>57.5%</td>
</tr>
</tbody>
</table>

Implications to Consider

a. **Consultation with the Community**

   The City’s Waste Strategy was adopted by Council in April 2011 and has been available through its website. Each submission outlined liaisons they had with the community to date in respect to their proposed facility.

b. **Consultation with Government Agencies**

   The City’s Waste Strategy was adopted by Council in April 2011 and has been available through its website. Each submission outlined liaisons they had with Government Agencies to date in respect to their proposed facility.

c. **Strategic Community Plan**

   This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-

   **Aspiration 12:** Carbon footprint reduction and waste minimisation programs centred upon public awareness and the use of new technologies.
d. Policy


e. Financial

The financial information included in the Expressions of Interests is only preliminary in nature and a full financial analysis will be undertaken following receipt of the restricted tender submissions received.

f. Legal and Statutory


Comments

In March 2012 the Western Australian Waste Authority released the Western Australian Waste strategy “Creating the Right Environment” and included in the vision, “The primary goal of sustainable waste management strategies is to reduce the environmental impact of waste and maximise conservation of natural resources through reduced overall material use and increased materials and energy recovery”.

In April 2012 the Hon Bill Marmion, Minister for Environment; Water, announced “a comprehensive review of the way waste to energy facilities operate around the world that will provide the State Government with the most up-to date information on waste to energy technologies”. In his media statement the Minister said that “waste to energy facilities were an important way of ensuring waste was used for a social and economic purpose rather than being dumped in landfill”.

The City of Rockingham adopted its Waste Strategy in April 2011 with the vision to “Optimise the City’s waste management delivery to its residents and the region through leadership and fit for purpose, best practise and low-risk facilities and services, developed in collaboration with community, Local and State Governments, private and industrial sectors”.

One of the strategic actions contained in the Waste Strategy is the “Development of Emerging Waste Technologies in WA”.

Another strategic action contained in the Waste Strategy is the “Working Group on Proposed Waste to Energy Plant”. The strategic aim is to “seek to participate in any working group that reviews potential economic, technical, environmental, and social aspects of proposed waste to energy plants in the region” and includes the following action plan,

1. Seek to participate in any waste to energy working group that reviews the potential of proposed waste to energy plants in the region.
2. Undertake pre-feasibility study on the City’s potential involvement in waste to energy plants, covering economic, environmental, social and technical implications.
3. Identify and review the City’s waste streams to potentially supply waste to energy plants.
4. Review business opportunities for the City emerging from waste to energy plants (eg. Pre-treatment of selected waste streams).

Following consideration of the submissions and in accordance with the EOI criteria, two companies demonstrated potential future capacity to best provide a Waste to Energy solution of the scale required. Submissions received from New Energy & Phoenix Energy were considered to best demonstrate the financial, logistical, environmental and legal feasibility of disposing of municipal solid waste on land under its control, by way of using their proposed Waste to Energy Systems and processes on a fee for service basis.
### Voting Requirements

Simple Majority

### Officer Recommendation

That Council ACCEPT the Expressions of Interest received from New Energy Corporation Pty Ltd of Unit 1/12 Parliament Place, West Perth and Phoenix Energy Australia Pty Ltd (for and on behalf of Kwinana WTE Pty Ltd) of 34 Sutton Grange Road, Elphinstone Victoria as acceptable tenderers and proceed to the calling of a Request for Tender.

### Committee Recommendation

That Council ACCEPT the Expressions of Interest received from New Energy Corporation Pty Ltd of Unit 1/12 Parliament Place, West Perth and Phoenix Energy Australia Pty Ltd (for and on behalf of Kwinana WTE Pty Ltd) of 34 Sutton Grange Road, Elphinstone Victoria as acceptable tenderers and proceed to the calling of a Request for Tender.

Committee Voting – 4/0

### The Committee's Reason for Varying the Officer's Recommendation

Not applicable

### Implications of the Changes to the Officer’s Recommendation

Not applicable
Corporate and Engineering Services
Engineering and Parks Services

Reference No & Subject: EP-083/12 Recommendation from the Marine Infrastructure Advisory Committee Meeting held on 25 October 2012

File No: COM/71
Author: Mr Matthew Donaldson, Coastal Engineering Officer
Other Contributors: Mr Gary Rogers, Manager Procurement and Projects
Date of Committee Meeting: 4 December 2012
Disclosure of Interest:
Nature of Council’s Role in this Matter:
Attachments: Minutes of the Marine Infrastructure Advisory Committee Meeting held on 25 October 2012
Maps/Diagrams:

Purpose of Report
That Council consider the recommendation arising from the 25 October 2012 Marine Infrastructure Advisory Committee meeting.

Recommendations to the Corporate and Engineering Services Committee

Advisory Committee Recommendation 1:
Appointment of additional representative to the Marine Infrastructure Advisory Committee

That Council
1. **APPOINT** Mr A Saw, Commodore, Safety Bay Yacht Club (SBYC) representative to the Marine Infrastructure Advisory Committee for a two-year term of office commencing 27 November 2012.
2. **AMEND** the Marine Infrastructure Advisory Committee composition by increasing the number of Local Marine Group Members on the Marine Infrastructure Advisory Committee from 7 to 8.

Background
The Committee was established with members having direct experience or responsibility in marine related activities. It is necessary for representatives on the committee to discuss and consider such matters based on their own marine related expertise.

The City received a nomination from the Commodore of the Safety Bay Yacht Club (SBYC), Mr Anthony Saw on 10 October 2012 to represent on the Marine Infrastructure Advisory Committee (MIAC).

The nomination was tabled as an agenda item at the last MIAC meeting held 25 October 2012.
Members of the MIAC viewed the nomination as an opportunity to include a common interest group with suitable background knowledge and to provide further representation for the waters of Warnbro Sound. The SBYC has not had representation on the MIAC since 2007.

Following consideration of the Safety Bay Yacht Club nomination received it was determined that the nomination from Mr Anthony Saw demonstrated a high level of relevant experience and knowledge with respect to local coastal infrastructure, and recreational boating.

**Implications to Consider**

a. **Strategic**

   **Community Plan**
   
   The item addresses the Community's vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-

   **Aspiration 15:** Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant;

   **Aspiration 16:** A Council which engages with all elements of the community in order to make decisions that respect Rockingham's unique sense of place whilst positively contributing to its future prosperity.

b. **Policy**

   Council Policy 'Governance and Meeting Framework' underpins the review and appointment of community membership of Advisory Committees.

c. **Financial**

   There are no financial implications

d. **Legal and Statutory**

   Sections 5.8, 5.9 and 5.10 of the Local Government act 1995 specifies legislative matters in respect to committees and the appointment of committee members.

e. **Voting Requirements**

   Absolute Majority

**Officer Recommendation if Different to Advisory Committee Recommendation**

That Council

1. **AMEND** the Marine Infrastructure Advisory Committee composition by increasing the number of Local Marine Group Members on the Marine Infrastructure Advisory Committee from 7 to 8.

2. **APPOINT** Mr A Saw, Commodore, Safety Bay Yacht Club (SBYC) representative to the Marine Infrastructure Advisory Committee for a two-year term of office commencing 27 November 2012.

3. **AMEND** the Governance and Meeting Framework Policy accordingly.

**The Officer's Reason for Varying the Advisory Committee Recommendation**

The Advisory Committee Recommendation has been modified for procedural correctness.

**Committee Recommendation**

That Council

1. **AMEND** the Marine Infrastructure Advisory Committee composition by increasing the number of Local Marine Group Members on the Marine Infrastructure Advisory Committee from 7 to 8.
2. **APPOINT** Mr A Saw, Commodore, Safety Bay Yacht Club (SBYC) representative to the Marine Infrastructure Advisory Committee for a two-year term of office commencing 27 November 2012.

3. **AMEND** the Governance and Meeting Framework Policy accordingly.

Committee Voting – 4/0

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### The Committee's Reason for Varying the Officer's Recommendation

Not applicable

### Implications of the Changes to the Officer’s Recommendation

Not applicable
## Purpose of Report

To provide Council with details of the Tenders received for T12/13-52 – Aqua Jetty Heating Ventilation and Air Conditioning (HVAC) Upgrade, document the results of the Tender Assessment and make recommendations regarding the award of the Tender.

## Background

The tender T12/13-52 – Aqua Jetty HVAC Upgrade was advertised in the West Australian on Saturday 20 October 2012. Tenders closed at 2.00pm Wednesday 7 November 2012 and were publicly opened immediately after the closing time.

The objective of these works is the upgrade of the HVAC system of the Aqua Jetty, replacing plant that has reached the end of its economic life, the improvement of air quality within the facility and improvements to the efficiency of the system.

## Details

Tenders were received as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jako Industries</td>
<td>$1,828,450</td>
</tr>
<tr>
<td>Ductworks Australia</td>
<td>$1,878,170</td>
</tr>
</tbody>
</table>
A panel comprising the City’s Manager Procurement and Projects, Project Coordinator and Manager of Asset Services undertook Tender evaluations.

Evaluation of Tenders, in accordance with the advertised Tender assessment criteria, produced the following weighted scores:

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Jako Industries</th>
<th>Ductworks Australia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance and Experience of Tenderer</td>
<td>25%</td>
<td>19%</td>
</tr>
<tr>
<td>Level of Service</td>
<td>23%</td>
<td>15%</td>
</tr>
<tr>
<td>Tenderers Resources &amp; Delivery</td>
<td>8%</td>
<td>8%</td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>30%</td>
<td>29%</td>
</tr>
</tbody>
</table>

**Weighted Scores**

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Max. Points</th>
<th>Jako Industries</th>
<th>Ductworks Australia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>86%</td>
<td>71%</td>
</tr>
</tbody>
</table>

**Implications to Consider**

a. **Consultation with the Community**
   Consultation was undertaken with various user groups and stakeholders of the Aqua Jetty prior to development of the scope of works and release of the tender.

b. **Consultation with Government Agencies**
   Submissions received outlined an approval process required with Western Power.

c. **Strategic**
   **Community Plan**
   This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-

   **Aspiration 6:** Civic buildings, public places and transport infrastructure of contemporary design, constructed and maintained using best practice principles.

d. **Policy**

e. **Financial**
   Funds of $2,119,125 are allocated in the 2012/13 Budget under Work Order number 22070.

f. **Legal and Statutory**

**Comments**

The assessment panel considered the tender applications and found all tenderers provided evidence of having the capacity and experience to undertake the works. Two submissions were received, the prices received were extremely competitive, and within the pre tender estimates. The assessment panel considered that the submission from Jako Industries demonstrated a high level of resources and experience doing similar work and are therefore considered to provide best value to the City.
**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council **ACCEPT** the tender submitted by Jako Industries, 12 Sabre Crescent, Jandakot, WA 6164 for T12/13-52 – Aqua Jetty HVAC Upgrade, for the Lump Sum Tender Price of $1,828,450 excluding GST, in accordance with the tender documentation.

**Committee Recommendation**

That Council **ACCEPT** the tender submitted by Jako Industries, 12 Sabre Crescent, Jandakot, WA 6164 for T12/13-52 – Aqua Jetty HVAC Upgrade, for the Lump Sum Tender Price of $1,828,450 excluding GST, in accordance with the tender documentation.

Committee Voting – 4/0

**The Committee’s Reason for Varying the Officer’s Recommendation**

Not applicable

**Implications of the Changes to the Officer’s Recommendation**

Not applicable
### Purpose of Report

Provide Council with details of the tenders received for Tender T12/13-50 – Supply and delivery of one new waste compactor with optional Trade-in of the City’s existing used waste compactor or outright purchase of the City’s existing used waste compactor and document the results of the tender assessment and make recommendations regarding award of the tender.

### Background

The tender T12/13-50 – Supply and delivery of one new waste compactor with optional Trade-in of the City’s existing used waste compactor or outright purchase of the City’s existing used waste compactor was advertised in the West Australian on Saturday, 20 October 2012. The tender closed at 2.00pm, Wednesday, 7 November 2012 and was publicly opened immediately after the closing time.
Details

Tender submissions were received from:

<table>
<thead>
<tr>
<th>Company</th>
<th>Model No.</th>
<th>Supply &amp; Delivery of One New Waste Compactor</th>
<th>Optional trade in of the City’s existing waste compactor</th>
<th>Outright purchase of the City’s existing Waste Compactor</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCM Enviro Pty Ltd</td>
<td>Tana – E380</td>
<td>$ 743,000 (plus $10,000 for Fire Suppression System)</td>
<td>$ 140,000</td>
<td></td>
</tr>
<tr>
<td>Tutt Bryant Equipment</td>
<td>Bomag – CBC772RB-2</td>
<td>$ 770,000</td>
<td>$ 180,000</td>
<td></td>
</tr>
<tr>
<td>Westrac Pty Ltd</td>
<td>Caterpillar – 826H</td>
<td>$ 880,000</td>
<td>$ 85,000</td>
<td></td>
</tr>
<tr>
<td>Shire of Plantagenet</td>
<td></td>
<td>$ 190,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A panel comprising A/Manager Waste and Landfill Services, Landfill Services Coordinator and Manager Engineering Operations undertook the tender evaluations.

Evaluation of the tender, in accordance with the advertised tender assessment criteria, produced the following weighted scores:

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Max. Points</th>
<th>GCM Enviro Pty Ltd</th>
<th>Tutt Bryant Equipment</th>
<th>Westrac Pty Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service</td>
<td>20%</td>
<td>13%</td>
<td>13%</td>
<td>11%</td>
</tr>
<tr>
<td>Performance and Experience of Tenderer</td>
<td>40%</td>
<td>18%</td>
<td>23%</td>
<td>18%</td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>40%</td>
<td>40%</td>
<td>39%</td>
<td>34%</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>71%</td>
<td>75%</td>
<td>63%</td>
</tr>
</tbody>
</table>

Implications to Consider

a. Consultation with the Community
   Not Applicable

b. Consultation with Government Agencies
   Not Applicable

c. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-

   **Aspiration 12:** Carbon footprint reduction and waste minimisation programs centred upon public awareness and the use of new technologies.
d. Policy

e. Financial
The budget includes $860,000 for the purchase of the new compactor and $150,000 as an anticipated trade in, giving a net budget changeover of $710,000. The panel's recommendation results in a net changeover of $580,000 an overall saving of $130,000.

f. Legal and Statutory

Comments
Following consideration of the tender submissions in accordance with the tender assessment criteria, the submission received from Tutt Bryant Equipment for a Bomag BC772RB-2 is considered to represent the best value to the City and is therefore recommended as the preferred tenderer for the supply and delivery of the new waste compactor.

The tender documentation also provided for an optional service agreement or full maintenance agreement however it is not considered advantageous for the City to take up this option.

One submission was received for the outright purchase of the existing used waste compactor and as this value is higher than the tendered trade in it is recommended to accept the offer from the Shire of Plantagenet.

It should be noted that the existing Bomag can not be released until the City has taken delivery of the New Bomag.

Voting Requirements
Simple Majority

Officer Recommendation
That Council ACCEPT the tender submitted from Tutt Bryant Equipment, 50 Great Eastern Highway South Guilford, for Tender T12/13-50 – Supply and Delivery of one new waste compactor for a total cost of $770,000 excluding GST, and Shire of Plantagenet, 22-24 Lowood Road Mount Barker, for the outright purchase of the City's existing used waste compactor for $190,000 excluding GST, in accordance with the tender documentation.

Committee Recommendation
That Council ACCEPT the tender submitted from Tutt Bryant Equipment, 50 Great Eastern Highway South Guilford, for Tender T12/13-50 – Supply and Delivery of one new waste compactor for a total cost of $770,000 excluding GST, and Shire of Plantagenet, 22-24 Lowood Road Mount Barker, for the outright purchase of the City's existing used waste compactor for $190,000 excluding GST, in accordance with the tender documentation.

Committee Voting – 4/0

The Committee's Reason for Varying the Officer's Recommendation
Not applicable

Implications of the Changes to the Officer's Recommendation
Not applicable
Purpose of Report

Provide Council with details of the tenders received for Tender T12/13-53 – Construction of Landfill Cell 15 and Associated Works at the Millar Road Landfill and document the results of the tender assessment and make recommendations regarding award of the tender.

Background

The Tender T12/13-53 – Construction of Landfill Cell 15 and Associated Works at the Millar Road Landfill was advertised in the West Australian on Saturday, 27 October 2012. The Tender closed at 2.00pm, Wednesday, 14 November 2012 and was publicly opened immediately after the closing time.

Details

Tender submissions were received from:

<table>
<thead>
<tr>
<th>Company</th>
<th>Schedule of Rates Price – Excl GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.J. MacCormick Contractors Pty Ltd</td>
<td>$1,400,217</td>
</tr>
<tr>
<td>VDM Construction (Western Operations) Pty Ltd</td>
<td>$2,017,040</td>
</tr>
<tr>
<td>Ertech Pty Ltd</td>
<td>$1,799,148</td>
</tr>
</tbody>
</table>
Watpac Civil and Mining Pty Ltd $1,867,956
WBHO Civil Pty Ltd $1,778,074
Tracc Civil Pty Ltd $1,610,825

The City issued an Addendum to the Tender Documents to delete a clause relating to perimeter fencing, as the City intends to reuse the existing fencing where possible. The above prices have been amended where necessary to reflect this change.

A panel comprising Manager Waste and Landfill Services, Manager Financial Services and Project Manager Mundijong Road undertook tender evaluations.

Evaluation of the tender, in accordance with the advertised tender assessment criteria, produced the following weighted scores:

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Max. Points</th>
<th>D.J. MacCormick Contractors</th>
<th>VDM Construction</th>
<th>Ertech</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance and Experience of Tenderer</td>
<td>30%</td>
<td>18%</td>
<td>15%</td>
<td>24%</td>
</tr>
<tr>
<td>Level of Service</td>
<td>30%</td>
<td>15%</td>
<td>22%</td>
<td>15%</td>
</tr>
<tr>
<td>Tenders Resources &amp; Delivery/Availability to Supply and Sustain /works required</td>
<td>10%</td>
<td>5%</td>
<td>8%</td>
<td></td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>30%</td>
<td>21%</td>
<td>23%</td>
<td></td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>59%</td>
<td>85%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Max. Points</th>
<th>Watpac Civil and Mining</th>
<th>WBHO Civil</th>
<th>Tracc Civil</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance and Experience of Tenderer</td>
<td>30%</td>
<td>24%</td>
<td>24%</td>
<td>16%</td>
</tr>
<tr>
<td>Level of Service</td>
<td>30%</td>
<td>15%</td>
<td>22%</td>
<td>15%</td>
</tr>
<tr>
<td>Tenders Resources &amp; Delivery/Availability to Supply and Sustain /works required</td>
<td>10%</td>
<td>6%</td>
<td>8%</td>
<td>8%</td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>30%</td>
<td>22%</td>
<td>24%</td>
<td>26%</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>67%</td>
<td>78%</td>
<td>65%</td>
</tr>
</tbody>
</table>

**Implications to Consider**

a. Consultation with the Community
   Not Applicable
b. Consultation with Government Agencies
   Not Applicable

c. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-

   Aspiration 12: Carbon footprint reduction and waste minimisation programs centred upon public awareness and the use of new technologies.

d. Policy

e. Financial
   The City’s Cell Construction account has a total budget of $2,160,000. To date $281,147 has been committed on preparatory works for this contract which leaves $1,878,853 available.

f. Legal and Statutory

Comments

Following consideration of the submissions in accordance with the tender assessment criteria the panel agreed that Ertech Pty Ltd demonstrated a greater experience, knowledge and capacity necessary to undertake this project within the timeframes required. Whilst many of the other Tenderers’ were also able to demonstrate their abilities, Ertech’s previous experience in undertaking similar works, in-depth methodology statement, construction timelines, capacity to resource the works and contingency measures means that they have been considered the best value to the City and are therefore recommended as the preferred tenderer.

Voting Requirements

Simple Majority

Officer Recommendation

That Council ACCEPT the tender submitted from Ertech Pty Ltd, 108 Motivation Drive, Wangara, WA, for Tender T12/13-53 – Construction of Landfill Cell 15 and Associated Works at the Millar Road Landfill in accordance with the tender documentation for a lump sum value of $1,799,148.

Committee Recommendation

That Council ACCEPT the tender submitted from Ertech Pty Ltd, 108 Motivation Drive, Wangara, WA, for Tender T12/13-53 – Construction of Landfill Cell 15 and Associated Works at the Millar Road Landfill in accordance with the tender documentation for a lump sum value of $1,799,148.

Committee Voting – 4/0

The Committee’s Reason for Varying the Officer’s Recommendation

Not applicable

Implications of the Changes to the Officer’s Recommendation

Not applicable
**Corporate and Engineering Services**  
**Engineering and Parks Services**

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>EP-087/12 Tender T12/13-40 – Renovation Works for the Baldivis Old School – Buildings 1 and 2 – 342 Baldivis Road, Baldivis and Budget Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>File No:</td>
<td>T12/13-40</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mr Gary Rogers, Manager Procurement and Projects</td>
</tr>
<tr>
<td>Author:</td>
<td>Mr Bruce Foster, Procurement Coordinator</td>
</tr>
<tr>
<td>Other Contributors:</td>
<td>Mr Andrew Davidson, Project Coordinator</td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>4 December 2012</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td>Executive Function</td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
<td></td>
</tr>
<tr>
<td>Site:</td>
<td>342 Baldivis Road, Baldivis</td>
</tr>
<tr>
<td>Lot Area:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
</tbody>
</table>
**Purpose of Report**

To request Council amend the 2012/13 Budget to meet costs associated with the renovation works for the Baldivis Old School buildings, and provide Council with details of the tenders received for Tender T12/13-40 – Renovation Works for the Baldivis Old School – Buildings 1 and 2, 342 Baldivis Road, Baldivis and document the results of the tender assessment and make recommendations regarding award of the tender.

**Background**

Tender T12/13-40 Renovation Works for the Baldivis Old School Buildings 1 and 2 – 342 Baldivis Road Baldivis was advertised in the West Australian on Saturday, 8 September 2012. Tenders closed at 2:00pm, Wednesday, 26 September 2012 and were publicly opened immediately after closing time.

The objective of this work is the renovation of the Baldivis Old School buildings, which are included on the City of Rockingham’s Municipal Inventory (place No. 002) and on the Heritage Council of Western Australia’s Assessment Program (Place ID P3127).

**Details**

Tender submissions were received from:

<table>
<thead>
<tr>
<th>Company</th>
<th>Lump Sum Price (Excl GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPD Group Pty Ltd</td>
<td>$250,320</td>
</tr>
<tr>
<td>Arrange Building</td>
<td>$286,584</td>
</tr>
<tr>
<td>Westplan Design &amp; Construction</td>
<td>$305,926</td>
</tr>
<tr>
<td>D&amp;L Building Services</td>
<td>$430,124</td>
</tr>
<tr>
<td>Northerly Property Services</td>
<td>$656,201</td>
</tr>
</tbody>
</table>

A panel comprising Manager Procurement and Capital Projects, Project Coordinator and Procurement Coordinator undertook tender evaluations.

Evaluation of the tenders, in accordance with the advertised tender assessment criteria, produced the following weighted scores:

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Max. Points</th>
<th>CPD Group Pty Ltd</th>
<th>Arrange Building</th>
<th>Westplan</th>
<th>D&amp;L Building</th>
<th>Northerly Property Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance and Experience of Tenderer</td>
<td>30%</td>
<td>27%</td>
<td>25%</td>
<td>24%</td>
<td>23%</td>
<td>25%</td>
</tr>
<tr>
<td>Level of Service</td>
<td>15%</td>
<td>12%</td>
<td>12%</td>
<td>10%</td>
<td>8%</td>
<td>11%</td>
</tr>
<tr>
<td>Tenders Resources &amp; Delivery/Availability to</td>
<td>15%</td>
<td>13%</td>
<td>12%</td>
<td>11%</td>
<td>8%</td>
<td>9%</td>
</tr>
<tr>
<td>Supply and Sustain/works required</td>
<td>40%</td>
<td>40%</td>
<td>35%</td>
<td>33%</td>
<td>23%</td>
<td>15%</td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>100%</td>
<td>92%</td>
<td>84%</td>
<td>80%</td>
<td>64%</td>
<td>60%</td>
</tr>
</tbody>
</table>

A Construction Management Plan addressing the heritage requirements of the works and a pre tender estimate was received prior to the tender being advertised.
The Assessment Panel considered the tender applications and found all tenderers provided evidence of having the capacity and experience to undertake the works.

The original funding request to Lotterywest was for significantly more than was granted, thus causing a short fall in the budget. Lotterywest funding was initially linked to building 1, however, they have agreed to allow the transfer of the funds to work on building 2, given the degradation of building 2.

Subject to the proposed budget amendment being approved all the works as proposed in the tender will be undertaken.

### Implications to Consider

**a. Consultation with the Community**

Consultation was undertaken with various user groups, stakeholders and a Heritage Consultant prior to the development of the scope of works and release of the tender.

**b. Consultation with Government Agencies**

Consultation was undertaken by the Heritage Consultant with the Heritage Council of Western Australia during the development of the Conservation Plan which was utilised to develop the scope of works.

**c. Strategic**

**Community Plan**

This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-

**Aspiration 6:** Civic buildings, public places and transport infrastructure of contemporary design; constructed and maintained using best practice principles.

**d. Policy**


Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than $100,000 unless sub-regulation (2) states otherwise.

**e. Financial**

The following funds are allocated in the 2012/13 Budget under the following work order numbers;

- W/O 20980 – Municipal Funding - $157,002 (excluding on costs)
- Lotterywest funding - $48,126
- Total funding - $205,128

A budget amendment of $55,000 (excluding on-costs) is required to enable the project budget to meet the full scope of works as outlined in the tender documentation.

Savings in the following accounts have been identified WO 22545 (Hillman Hall Flooring) and in WO 20680 (Council Admin Operating expenses).

**f. Legal and Statutory**


Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than $100,000 unless sub-regulation (2) states otherwise.
Comments

Following consideration of the submissions in accordance with the tender assessment criteria all companies demonstrated experience and capacity to undertake the works, however, the submission received from CPD Group Pty Ltd, demonstrated heritage project experience, and are therefore recommended as the preferred tenderer.

With the current budget allocation and the tender outcome it is not possible to complete all the works proposed within the tender without a budget amendment being approved.

The budget amendment is sought to enable all works to be completed with both buildings being restored and operational to the community. Completion of these works at the same time has practical and financial advantages over staging of the works.

Voting Requirements

Simple Majority; Absolute Majority to amend the 2012/13 budget

Officer Recommendation

That Council

1. **AMEND** the 2012/13 Budget to meet costs associated with the renovation works for the Baldivis Old School buildings as follows:

<table>
<thead>
<tr>
<th>GL Account</th>
<th>Work Order</th>
<th>Account Description</th>
<th>Adopted Budget</th>
<th>Current Budget</th>
<th>Amend</th>
<th>New Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>413447.022.066</td>
<td>W22545.9995.066</td>
<td>Hillman Hall Flooring</td>
<td>$0</td>
<td>$38,000</td>
<td>-$38,000</td>
<td>$0</td>
</tr>
<tr>
<td>410165.001.066</td>
<td>W20980.9995.066</td>
<td>Baldivis Old School Redevelopment</td>
<td>$157,002</td>
<td>$157,002</td>
<td>$55,000</td>
<td>$212,002</td>
</tr>
<tr>
<td>210046.1238.066</td>
<td>W20680.1238.066</td>
<td>Council Admin Centre – Operating Expenses</td>
<td>$794,777</td>
<td>$794,777</td>
<td>-$17,000</td>
<td>$777,777</td>
</tr>
</tbody>
</table>

2. **ACCEPT** the tender submitted from CPD Group Pty Ltd, 113 Kew Street, Welshpool WA 6100, for Tender T12/13-40 – Renovation Works for the Baldivis Old School – Buildings 1 and 2, 342 Baldivis Road, Baldivis for the Lump Sum tender price of $250,320 excluding GST, in accordance with the tender documentation.

Committee Recommendation

That Council

1. **AMEND** the 2012/13 Budget to meet costs associated with the renovation works for the Baldivis Old School buildings as follows:

<table>
<thead>
<tr>
<th>GL Account</th>
<th>Work Order</th>
<th>Account Description</th>
<th>Adopted Budget</th>
<th>Current Budget</th>
<th>Amend</th>
<th>New Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>413447.022.066</td>
<td>W22545.9995.066</td>
<td>Hillman Hall Flooring</td>
<td>$0</td>
<td>$38,000</td>
<td>-$38,000</td>
<td>$0</td>
</tr>
<tr>
<td>410165.001.066</td>
<td>W20980.9995.066</td>
<td>Baldivis Old School Redevelopment</td>
<td>$157,002</td>
<td>$157,002</td>
<td>$55,000</td>
<td>$212,002</td>
</tr>
<tr>
<td>210046.1238.066</td>
<td>W20680.1238.066</td>
<td>Council Admin Centre – Operating Expenses</td>
<td>$794,777</td>
<td>$794,777</td>
<td>-$17,000</td>
<td>$777,777</td>
</tr>
</tbody>
</table>
2. **ACCEPT** the tender submitted from CPD Group Pty Ltd, 113 Kew Street, Welshpool WA 6100, for Tender T12/13-40 – Renovation Works for the Baldivis Old School – Buildings 1 and 2, 342 Baldivis Road, Baldivis for the Lump Sum tender price of $250,320 excluding GST, in accordance with the tender documentation.

Committee Voting – 4/0

<table>
<thead>
<tr>
<th>The Committee’s Reason for Varying the Officer’s Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not applicable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Implications of the Changes to the Officer’s Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not applicable</td>
</tr>
</tbody>
</table>
Purpose of Report

Provide Council with details of the tenders received for Tender T12/13-49 – Construction of Baldivis Library and Community Centre and document the results of the tender assessment and make recommendations regarding award of the tender.

Background

The Tender T12/13-49 – Construction of Baldivis Library and Community Centre was advertised in the West Australian on Saturday, 20 October 2012. The Tender closed at 2.00pm, Wednesday, 14 November 2012 and was publicly opened immediately after the closing time.

Details

Tender submissions were received from:

<table>
<thead>
<tr>
<th>Company</th>
<th>Lump Sum Price (Excl GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badge Construction</td>
<td>$ 8,874,294</td>
</tr>
<tr>
<td>Smith Constructions Bunbury</td>
<td>$ 8,907,420</td>
</tr>
<tr>
<td>McCorkell Constructions</td>
<td>$ 8,988,850</td>
</tr>
<tr>
<td>PACT Construction</td>
<td>$ 9,169,707</td>
</tr>
</tbody>
</table>
CONFIRMED AT A CORPORATE & ENGINEERING SERVICES MEETING HELD ON TUESDAY, 19 FEBRUARY 2013  

PAGE 44

<table>
<thead>
<tr>
<th>Company</th>
<th>Lump Sum Price (Excl GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBM Construction</td>
<td>$ 9,278,000</td>
</tr>
<tr>
<td>PS Structures</td>
<td>$ 9,560,554</td>
</tr>
<tr>
<td>Cooper and Oxley Builders Pty Ltd</td>
<td>$ 9,875,000</td>
</tr>
<tr>
<td>Gavin Construction</td>
<td>$ 10,431,909</td>
</tr>
<tr>
<td>Northerly Group</td>
<td>$ 10,710,730</td>
</tr>
</tbody>
</table>

A panel comprising Manager Procurement and Capital Projects, Project Engineer and the Project Architect undertook the tender evaluations.

Evaluation of the tender, in accordance with the advertised tender assessment criteria, produced the following weighted scores:

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Max. Points</th>
<th>Badge Const</th>
<th>Smith Const</th>
<th>McCorkell Const</th>
<th>PACT Const</th>
<th>DBM Const</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service</td>
<td>25%</td>
<td>14%</td>
<td>11%</td>
<td>13%</td>
<td>20%</td>
<td>15.5%</td>
</tr>
<tr>
<td>Performance and Experience of Tenderer</td>
<td>30%</td>
<td>25%</td>
<td>19%</td>
<td>19%</td>
<td>25%</td>
<td>20%</td>
</tr>
<tr>
<td>Methodology Statement (Maximum 2 pages) and timeline</td>
<td>5%</td>
<td>4%</td>
<td>3%</td>
<td>3%</td>
<td>4%</td>
<td>4%</td>
</tr>
<tr>
<td>Tenders Resources &amp; Delivery/Availability to Supply and Sustain /works required</td>
<td>5%</td>
<td>4%</td>
<td>3%</td>
<td>2%</td>
<td>4.5%</td>
<td>2.5%</td>
</tr>
<tr>
<td>Tendered Price/s</td>
<td>35%</td>
<td>35%</td>
<td>34.5%</td>
<td>33.5%</td>
<td>31.5%</td>
<td>30.5%</td>
</tr>
<tr>
<td>Total Weighted Scores</td>
<td>100%</td>
<td>82%</td>
<td>70.5%</td>
<td>70.5%</td>
<td>84.5%</td>
<td>72.5%</td>
</tr>
</tbody>
</table>
Implications to Consider

a. Consultation with the Community

A feasibility study was undertaken in 2009 which involved community forums and discussions with the creating community groups. A project reference group (PRG) was established by Council in 2011 including community representatives. The PRG was responsible for the review and assessment of the concept and detailed design elements of the project.

b. Consultation with Government Agencies

Preliminary investigations and discussions have taken place with the Water Authority, Western Power and Department of Fire and Emergency Services (DFES) regarding design for service and building permit requirements.

c. Strategic

Community Plan

This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-

Aspiration 6: Civic buildings, public places and transport infrastructure of contemporary design, constructed and maintained using best practice principles.

d. Policy


e. Financial

Capital works expenditure will be in accordance with City Business Plan as presented to Council and in accordance with the Engineering and Parks Services 2012/13 budget, Work Order W22422.

The recommended construction tender costs together with the landscaping, professional fees and fit-out result in the project currently meeting budget estimates, despite the inclusion of the Town Square works. These additional works do however restrict the project in meeting all Information Technology (IT) and Audio Visual (AV) equipment demands which are valued at approximately $500,000.

The project budget will be managed throughout the construction period and reviews of the fit-out schedule will be undertaken in order for the overall project costs to remain within budget and also include the additional IT and AV requests.

f. Legal and Statutory


Comments

Following consideration of the submissions in accordance with the tender assessment criteria a number of the companies demonstrated the ability to undertake the library and community centre construction. The submission received from PACT Construction however demonstrates a more highly skilled and experienced team and therefore the panel members considering that overall this submission represented best value to the City.

Voting Requirements

Simple Majority
Officer Recommendation

That Council ACCEPT the tender submitted from PACT Construction, Unit 4/12 Cowcher Place, Belmont, for Tender T12/13-49 – Construction of Baldivis Library and Community Centre in accordance with the tender documentation for a lump sum value of $9,169,707 excluding GST.

Committee Recommendation

That Council ACCEPT the tender submitted from PACT Construction, Unit 4/12 Cowcher Place, Belmont, for Tender T12/13-49 – Construction of Baldivis Library and Community Centre in accordance with the tender documentation for a lump sum value of $9,169,707 excluding GST.

Committee Voting – 4/0

The Committee’s Reason for Varying the Officer’s Recommendation

Not applicable

Implications of the Changes to the Officer’s Recommendation

Not applicable
Corporate and Engineering Services Committee Minutes
Tuesday 4 December 2012

13. Reports of Councillors

Nil

14. Addendum Agenda

Governance and Councillor Support

Corporate and Engineering Services
General Management Services

Reference No & Subject: GCS-020/12

Tender T12/13-54 – Period Provision of Catering Services

File No: T12/13-54

Proponent/s: Mr Peter Varris, Manager Governance and Councillor Support

Author: 4 December 2012

Other Contributors: Executive Function

Date of Committee Meeting: 4 December 2012

Previously before Council:

Disclosure of Interest:

Nature of Council’s Role in this Matter:

Site:

Lot Area:

Attachments:

Maps/Diagrams:

Due to a request by a Committee Member to ask a question which may relate to confidential information in accordance to section 5.23(2)(c) of the Local Government Act 1995 – a contract entered into, or which may be entered into, by the local government and which may relates to a matter to be discussed at the meeting, the Chairperson deferred consideration of Item GCS-020/12 – Tender T12/13-54 – Period Provision of Catering Services, to be dealt with behind closed doors at the end of Item 12 - Agenda Items.
15. Motions of which Previous Notice has been given
Nil

16. Notices of motion for Consideration at the Following Meeting
Nil

17. Urgent Business Approved by the Person Presiding or by Decision of the Committee
Nil

18. Matters Behind Closed Doors
Prior to going behind closed doors the Mayor extended his appreciation to all staff within the Corporate and Engineering departments for their efforts over the past year.

Governance and Councillor Support

Corporate and Engineering Services
General Management Services

<table>
<thead>
<tr>
<th>Reference No &amp; Subject:</th>
<th>GCS-020/12 Tender T12/13-54 – Period Provision of Catering Services</th>
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<td>File No:</td>
<td>T12/13-54</td>
</tr>
<tr>
<td>Proponent/s:</td>
<td>Mr Peter Varris, Manager Governance and Councillor Support</td>
</tr>
<tr>
<td>Author:</td>
<td></td>
</tr>
<tr>
<td>Other Contributors:</td>
<td></td>
</tr>
<tr>
<td>Date of Committee Meeting:</td>
<td>4 December 2012</td>
</tr>
<tr>
<td>Previously before Council:</td>
<td></td>
</tr>
<tr>
<td>Disclosure of Interest:</td>
<td></td>
</tr>
<tr>
<td>Nature of Council’s Role in this Matter:</td>
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</tr>
<tr>
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<td></td>
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<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>Maps/Diagrams:</td>
<td></td>
</tr>
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</table>
Purpose of Report

To provide Council with details of the tenders received for Tender T12/13-54 Period Provision of Catering Services, document the results of the tender assessment and make recommendations regarding award of the tender.

Background

Tender T12/13-54 was advertised in the West Australian on Saturday, 27 October 2012 and in the Sound Telegraph on Wednesday, 31 October 2012. The tender closed at 2:00pm, Wednesday 14 November 2012 and was publicly opened immediately after the closing time. The tenders have been assessed and Council consideration is now sought.

Details

Tender Summary:

The type of works to be undertaken under Contract shall include:

Formal Dining (Council Meetings or Similar)

- Buffet Style Meals – Cooked on-site at the City of Rockingham Administration Building.
- Buffet Style Meals – Cooked off-site and delivered to the Administration Building.
- Buffet Style meal – Cooked off-site and delivered to a nominated venue in the City.

Informal Catering (Workshops and Meetings)

- Cooked and delivered to a nominated venue in the City;
  - Supply and Deliver of Hot Finger Food
  - Supply and Delivery of Cold Finger Food
  - Supply and Deliver of Afternoon/Morning Tea
  - Supply and Deliver of Sandwich Platter
  - Supply and Delivery of Fruit Platter
  - Supply and Delivery of Pastries / Muffin Platter
- Provision of Trained Bar Personnel
- Provision of Kitchen / Wait personnel
- The Contract excludes major functions such as the Christmas Cocktail Function, Sportstar Awards Dinner, Pioneers’ Luncheon and like formal dining arrangements where a call for quotations shall be made.

The period of the Contract shall be 24 months from the date of award.

At the time of closing two tenders had been received:

Andiamo (WA) Pty Ltd
S & Y Catering Plus

A panel comprising the Manager Governance and Councillor Support, Manager Economic Development and Acting Director Engineering and Parks Services undertook tender evaluations.

Evaluation of the tender, in accordance with the advertised tender assessment criteria, produced the following weighted scores:

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Max. Points</th>
<th>Andiamo (WA) P/L</th>
<th>S &amp; Y Catering Plus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance and Experience</td>
<td>25</td>
<td>18.7</td>
<td>16.0</td>
</tr>
<tr>
<td>Level of Service</td>
<td>30</td>
<td>25.3</td>
<td>21.0</td>
</tr>
<tr>
<td>Resources and Availability</td>
<td>15</td>
<td>13.0</td>
<td>10.0</td>
</tr>
<tr>
<td>Price</td>
<td>30</td>
<td>23.0</td>
<td>28.0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100</td>
<td>80.0</td>
<td>75.0</td>
</tr>
</tbody>
</table>
Both tenderers have been assessed as being capable of providing the catering services sought under the tender. Clarification was sought from Andiamo (WA) Pty Ltd in respect to the pricing structure of their tender submission and the meal options provided. This has not been assessed as additional information in respect to their submission.

Andiamo (WA) Pty Ltd provided the best response to three of the four assessment criteria and has recorded the highest overall score.

A key aspect of the tender contract is the review of the services provided by the successful tenderer. Food quality and variety will be assessed at least six monthly via feedback from survey. The City will arrange surveys of guests attending individual functions and dining events to gather feedback. The following survey questions and assessment will be incorporated in the survey:

- Variety of Menu
- Quantity of Food
- Temperature of Food
- Presentation of Food
- Quality of Food including ‘Healthy Choices’
- Quality of Service (Staff)


Criteria rated as ‘Average’ (or below) or otherwise requiring improvement will be discussed with the caterer who shall outline how these performance issues are to be rectified. Unsatisfactory performance over a period may constitute a cause to terminate the contract.

Implications to Consider

a. Consultation with the Community
   Not Applicable

b. Consultation with Government Agencies
   Not Applicable

c. Strategic
   Community Plan
   This item addresses the Community’s Vision for the future and specifically the following Aspiration/s contained in the Community Plan 2011:-

   **Aspiration 15:** Governance systems that ensure decision making and resource allocation is accountable, participative and legally and ethically compliant.

d. Policy
   Purchasing Policy and Procurement Standard applies to the process of tendering for goods and services. The Policy and Standards are compliant with legislative requirements and represent contemporary industry practice.

e. Financial
   The acquisition of catering services is provided for in a variety of budget areas across the organisation, including Account 210010.1542 Refreshments and Receptions with a budget of $151,424 for 2012/2013. The pricing in the tender submissions will be accommodated within the existing budget allowances.

f. Legal and Statutory
   The tender has been undertaken in accordance with section 3.57 of the Local Government Act 1995 and regulation 11(1) of the Local Government (Functions and General) Regulations 1996 which specify the legislative requirements in respect to tenders.
Comments

Following consideration of the tender submissions and in accordance with the tender criteria, both businesses demonstrated a capacity to undertake the requirements of the contract, however the submission from Andiamo (WA) Pty Ltd was considered to present best value to the City in respect to the selection criteria and is therefore recommended as the preferred tenderer.

Voting Requirements

Simple Majority

Officer Recommendation

That Council ACCEPT the tender submitted from Andiamo (WA) Pty Ltd of 18 Civic Boulevard, Rockingham, WA 6168 for Tender T12/13-54 Period Provision of Catering Services in accordance with the tender documentation for the contract period of 24 months from date of award.

4:27pm Moved Cr Hill, seconded Cr Pease:
That the meeting go behind closed doors.
Carried – 4/0

The meeting resumed behind closed doors with Councillors Sammels, Hill, Pease and Elliott and Messrs Hammond, Woodhouse and Varris in attendance

4:38pm Moved Cr Elliott, seconded Cr Hill:
That the meeting be reopened to the public.
Carried – 4/0

Committee Recommendation

That Council ACCEPT the tender submitted from Andiamo (WA) Pty Ltd of 18 Civic Boulevard, Rockingham, WA 6168 for Tender T12/13-54 Period Provision of Catering Services in accordance with the tender documentation for the contract period of 24 months from date of award.

Committee Voting – 4/0

The Committee’s Reason for Varying the Officer’s Recommendation

Not applicable

Implications of the Changes to the Officer’s Recommendation

Not applicable
## 19. Date and Time of Next Meeting

The next Corporate and Engineering Services Committee Meeting will be held on **Tuesday, 19 February 2013** in the Council Boardroom, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4:00pm.

## 20. Closure

There being no further business, the Chairperson thanked those persons present for attending the Corporate and Engineering Services Committee meeting, and declared the meeting closed at **4:39pm**.