



MINUTES

Special Council Meeting

Monday, 2 October 2017 at 6.40pm

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CONTENTS

1.	OFFICIAL OPENING	1
2.	ACKNOWLEDGEMENT OF COUNTRY	1
3.	RECORD OF ATTENDANCE	1
3.1	Attendance	1
3.2	Apologies	1
3.3	Approved Leave of Absence	1
4.	DISCLOSURES OF INTEREST	1
4.1	Financial	1
4.2	Proximity	1
4.3	Impartiality	1
5.	PUBLIC QUESTION TIME	1
5.1	Responses to previous questions from members of the public taken on notice	1
5.2	Public Question Time	2
6.	PRESENTATIONS/DEPUTATIONS	2
6.1	Presentations	2
6.2	Deputations	2
7.	BUSINESS	3
7.1	Road Resurfacing Program 2017/18 – Tender Acceptance	3
7.2	Footpath Resurfacing Program 2017/18 – Tender Acceptance	6
8.	CLOSURE	Error! Bookmark not defined.

MINUTES OF A SPECIAL MEETING OF COUNCIL HELD AT THE EAST FREMANTLE YACHT CLUB (RIVER ROOM), PETRA STREET EAST FREMANTLE ON MONDAY, 2 OCTOBER 2017.

1. OFFICIAL OPENING

The Presiding Member opened the meeting at 6.40pm.

2. ACKNOWLEDGEMENT OF COUNTRY

"On behalf of the Council I would like to acknowledge the Nyoongar people as the traditional custodians of the land on which this meeting is taking place."

3. RECORD OF ATTENDANCE

3.1 Attendance

The following members were in attendance:

Mayor J O'Neill	Presiding Member
Cr C Collinson	
Cr J Harrington	
Cr A McPhail	
Cr M McPhail	
Cr D Nardi	
Cr T Watkins	
Cr A White	

The following staff were in attendance:

Mr G Tuffin	Chief Executive Officer
Mr D Taylor	Executive Manager Corporate & Community Services
Mr S Gallagher	Operations Manager

There was one member of the public in the gallery

3.2 Apologies

Nil.

3.3 Approved Leave of Absence

Nil.

4. DISCLOSURES OF INTEREST

4.1 Financial

Nil.

4.2 Proximity

Nil.

4.3 Impartiality

Nil.

5. PUBLIC QUESTION TIME

5.1 Responses to previous questions from members of the public taken on notice

N/A

5.2 Public Question Time
Nil.

6. PRESENTATIONS/DEPUTATIONS

6.1 Presentations
Nil.

6.2 Deputations
Nil.

7. BUSINESS

7.1 Road Resurfacing Program 2017/18 – Tender Acceptance

Applicant:	Town of East Fremantle
File ref:	RFT03-17/18
Prepared by:	Stephen Gallagher, Operations Manager
Supervised by:	Gary Tuffin, Chief Executive Officer
Voting requirements:	Absolute Majority
Documents table:	Nil
Attachments:	Confidential – Elevation Sheet (RTF03-17-18)

Purpose

To advise Council on the evaluation of the Request for Tender submissions received for the Road Resurfacing Program 2017/18 and to award the contract.

Executive Summary

This Tender has been undertaken as part of the Capital Works Program that was approved by Council in this financial year's budget. As per last year's tender to attract lower prices from economies of scale the Town has this year bundled all of the individual roadworks into one contract in lieu of awarding separate smaller contracts for individual roads. The works are scheduled to be completed during November 2017.

The Tender was advertised with nine (9) submissions received. A more detailed assessment was done on the lowest four priced Tenders in accordance with Sections 1.6 Evaluation Process and 1.7 Selection Criteria.

Background

As part of the Town's 2017-18 Capital Works program, Tender RFT03/17-18 was advertised in the West Australian newspaper on 26 August 2017 for road resurfacing services on various roads around the Town.

Tenders closed at 4:00pm Friday 15 September and there were nine (9) submissions received from the following tenderers.

1. LTC Asphalt
2. Industrial Road Pavers
3. Kee Asphalt
4. Fulton Hogan
5. Roads 2000
6. Adventeering
7. Pothole Masters
8. Asphaltech
9. Dowsing

Consultation

Gary Tuffin, Chief Executive Officer
Dave Burke, Operations Supervisor

Interviews were held with the shortlisted tenderers to clarify details of the submissions and better assess the applicants. Also as part of the tender assessment process Tenderer referees were contacted for details on previous work performance.

Prior to commencement of any works, the successful tenderer (contractor) will on behalf of Council distribute a letter to all affected properties.

Statutory Environment

State: *Local Government Act 1995 s3.57 – Tenders for providing goods or services*

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.*

Regulations 1996 require that tenders be publicly invited for such contracts where the estimated cost of providing the total service exceeds \$150,000.

Policy Implications

Purchasing Policy

Financial Implications

Council has allowed for the road resurfacing projects in the 2017/18 Budget.

Strategic Implications

Nil

Site Inspection

Yes

Comment

The tenders submitted must fulfill the requirements of the Tender Criteria, namely the Compliance and Selection Criteria.

Qualitative Criteria	Weighting
Service Delivery Plan	
Relevant Experience <ul style="list-style-type: none"> • In delivering services of the nature of this tender • Demonstrated successful completion works of a similar nature for the Town of East Fremantle or other Local Government Authorities 	35%
Capacity to Deliver the Services <ul style="list-style-type: none"> • Professional Skills • Key personnel • Support facilities • Plant, equipment and materials; and • Any contingency measures or back up of resources including personnel (where applicable) 	25%
Service Delivery Plans <ul style="list-style-type: none"> • Methodology for providing the services and • Timetable for delivering the services 	20%
Reports from Referees <ul style="list-style-type: none"> • Provide written references 	5%

Tenderer Resources	
<ul style="list-style-type: none">• Plant, equipment and materials: and• Any contingency measures or back up of resources including personnel (where applicable).	15%
Total	100%

The shortlisted tenderers have demonstrated satisfactory experience and were assessed against the requirements of the Tender Criteria, namely the Compliance and Selection Criteria. The details of this assessment are provided under confidential cover.

Based on the evaluation results it is recommended that the Tender be awarded to LTC Asphalt for the 2017/18 Roadworks program.

OFFICER RECOMMENDATION

That Council

1. accept the Tender submitted by LTC Asphalt for \$242,764.00 (Ex GST) to complete the Road Reconstruction and Resurfacing Program 2017/18.
2. authorise the Mayor and Chief Executive Officer to sign and affix the Town's Common Seal to the tender contract with LTC Asphalt.

Following a query regarding the calculation of the tender from LTC Asphalt, it was agreed that the company's tender price was in fact \$237,874 (Ex GST).

7.1 COUNCIL RESOLUTION 011017

Moved Cr M McPhail, seconded Cr Nardi

That Council

1. **accept the Tender submitted by LTC Asphalt for \$237,874 (Ex GST) to complete the Road Reconstruction and Resurfacing Program 2017/18.**
2. **authorise the Mayor and Chief Executive Officer to sign and affix the Town's Common Seal to the tender contract with LTC Asphalt.**

(CARRIED UNANIMOUSLY)

7.2 Footpath Resurfacing Program 2017/18 – Tender Acceptance

Applicant:	Town of East Fremantle
File ref:	RFT04-17/18
Prepared by:	Stephen Gallagher, Operations Manager
Supervised by:	Gary Tuffin, Chief Executive Officer
Voting requirements:	Absolute Majority
Documents table:	Nil
Attachments:	Confidential – Evaluation Sheet (RFT04-17-18)

Purpose

To advise Council on the evaluation of the Request for Tender submissions received for the Footpath Resurfacing Program 2017/18 and to award the contract.

Executive Summary

This Tender has been undertaken as part of the Capital Works Program that was approved by Council in this financial year's budget. As per last year's tender to attract lower prices from economies of scale the Town has this year bundled all of the individual footpath works into one contract in lieu of awarding separate smaller contracts for individual footpaths. The works are scheduled to be completed during November 2017.

The Tender was advertised with five (5) submissions received. A more detailed assessment was done on the tenders in accordance with Sections 1.6 Evaluation Process and 1.7 Selection Criteria.

Background

As part of the Towns 2017-18 Capital Works program, Tender RFT04/17-18 was advertised in the West Australian newspaper on 26 August 2017 to select a contractor to provide footpath resurfacing services on various footpaths around the Town.

Tenders closed at 4:00pm Friday 15 September and there were five (5) submissions received from the following tenderers;

1. Vera Builders
2. GMF Contractors
3. J&M Asphalt
4. Pothole Masters
5. Dowsing

Consultation

Gary Tuffin, Chief Executive Officer
Dave Burke, Operations Supervisor

Interviews were held to clarify details of the submissions and better assess the applicants. Also as part of the tender assessment process Tenderer referees were contacted for details on previous work performance.

Prior to commencement of works, the successful tenderer (contractor) will on behalf of Council distribute a letter to all affected properties.

Statutory Environment

State: *Local Government Act 1995 s3.57 – Tenders for providing goods or services*

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.*

Regulations 1996 require that tenders be publicly invited for such contracts where the estimated cost of providing the total service exceeds \$150,000.

Policy Implications

Purchasing Policy

Financial Implications

Council has allowed for the road resurfacing in their 2017/18 Budget.

Strategic Implications

Nil

Site Inspection

Site inspection undertaken: Yes

Comment

The tenders submitted must fulfill the requirements of the Tender Criteria, namely the Compliance and Selection Criteria:

Qualitative Criteria	Weighting
Service Delivery Plan	
Relevant Experience <ul style="list-style-type: none"> • In delivering services of the nature of this tender • Demonstrated successful completion works of a similar nature for the Town of East Fremantle or other Local Government Authorities 	35%
Capacity to Deliver the Services <ul style="list-style-type: none"> • Professional Skills • Key personnel • Support facilities • Plant, equipment and materials; and • Any contingency measures or back up of resources including personnel (where applicable) 	25%
Service Delivery Plans <ul style="list-style-type: none"> • Methodology for providing the services and • Timetable for delivering the services 	20%
Reports from Referees <ul style="list-style-type: none"> • Provide written references 	5%
Tenderer Resources <ul style="list-style-type: none"> • Plant, equipment and materials: and • Any contingency measures or back up of resources including personnel (where applicable). 	15%
Total	100%

The tenderers have been assessed against the requirements of the Tender Criteria, namely the Compliance and Selection Criteria. The details of this assessment are provided under confidential cover.

Based on the evaluation results it is recommended that the Tender be awarded to J & M Asphalt for the 2017/18 Footpath program.

7.2 OFFICER RECOMMENDATION/COUNCIL RESOLUTION 021017

Moved Cr Watkins, seconded Cr Nardi

That Council

1. accept the Tender submitted by J&M Asphalt for \$277,038.38 (Ex GST) to complete the Footpath Resurfacing Program 2017/18.
2. authorise the Mayor and Chief Executive Officer to sign and affix the Town's Common Seal to the tender contract with J&M Asphalt.

(CARRIED UNANIMOUSLY)

8. CLOSURE

There being no further business, the Presiding member declared the meeting closed at 6.59pm.

I hereby certify that the Minutes of the special meeting of the Council of the Town of East Fremantle, held on 2 October 2017, Minute Book reference 1. to 8. were confirmed at the meeting of the Council on

17 OCTOBER 2017



Presiding Member