



# AGENDA

## Special Council Meeting

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Tuesday, 5 November 2019 at 5.30pm

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## NOTICE OF MEETING

Elected Members

A Special Meeting of the Council will be held on Tuesday, 5 November 2019 in the Council Chamber, 135 Canning Highway East Fremantle commencing at 5.30pm and your attendance is requested.

GARY TUFFIN  
Chief Executive Officer

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## AGENDA

1. **OFFICIAL OPENING**
2. **ACKNOWLEDGEMENT OF COUNTRY**  
*“On behalf of the Council I would like to acknowledge the Whadjuk Nyoongar people as the traditional custodians of the land on which this meeting is taking place and pay my respects to Elders past, present and emerging.”*
3. **RECORD OF ATTENDANCE**
  - 3.1 **Attendance**
  - 3.2 **Apologies**  
Cr M McPhail
  - 3.3 **Approved**  
Nil.
4. **DISCLOSURES OF INTEREST**
  - 4.1 **Financial**
  - 4.2 **Proximity**
  - 4.3 **Impartiality**
5. **PUBLIC QUESTION TIME**
  - 5.1 **Responses to previous questions from members of the public taken on notice**  
Nil.
  - 5.2 **Public Question Time**

## 6. BUSINESS

### 6.1 Carpark Works 2019/20 – Tender Acceptance

<b>Applicant:</b>	Town of East Fremantle
<b>File ref:</b>	RFT01-19/20
<b>Prepared by:</b>	Stephen Gallagher, Operations Manager
<b>Supervised by:</b>	Gary Tuffin, Chief Executive Officer
<b>Voting requirements:</b>	Simple Majority
<b>Documents table:</b>	Nil
<b>Attachments:</b>	1. Confidential Tender Evaluation RFT01-19/20

#### **Purpose**

To advise Council on the evaluation of the Request for Tender submissions received for the Carpark Works 2019/20 and to endorse the most suitable contractor.

#### **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. The works are scheduled to be completed in November and December 2019.

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

Interviews were held to clarify details of the submissions and better assess the applicants. Accordingly the following is recommended:

*It is recommended that Council:*

1. *accept the Tender submitted by Prime Civil Pty Ltd for \$184,330.20 (excl. GST) to complete the Carpark Works 2019/20.*
2. *authorise the Chief Executive Officer to sign and affix the Town's Common Seal to the tender contract with Prime Civil Pty Ltd.*

#### **Background**

As part of the Towns 2019-20 Capital Works program, tender RFT01/19-20 was advertised in the West Australian newspaper on 5 October 2019 to select a contractor to provide carpark works at both Wauhop Park and John Tonkin Park (carpark turn around) within the Town.

Tenders closed at 4:00pm Friday 25 October 2019 and there were nine (9) submissions received.

#### **Consultation**

Chief Executive Officer  
Operations Supervisor

Tender interviews were held with the assessed top three tenderers.

Reference checks in relation to previous works was undertaken for the preferred (recommended) tenderer, and positive feedback was provided by the referees in relation to their capability and quality.

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

### **Statutory Environment**

*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 2.1.3

### **Financial Implications**

Council has allowed for the carpark works in their 2019/20 Budget.

### **Strategic Implications**

Nil

### **Site Inspection**

Site inspection undertaken: Yes

### **Comment**

A table assessment of all nine tenders was carried out resulting in three being selected for further consideration. The table attached indicates the results given to each of those submissions based on the tender prices and the qualitative selection criteria with a summarised ranking.

Confidential Attachment 1 outlines that assessment and contains confidential information in accordance with s5.23(2)(e)(iii) of the Local Government Act 1995.

In this respect it is recommended that the Tender be awarded to Prime Civil Pty Ltd.

### **6.1 OFFICER RECOMMENDATION**

#### **That Council**

- 1. accept the Tender submitted by Prime Civil Pty Ltd for \$184,330.20 (Ex GST) to complete the Carpark Works 2019/20.**
- 2. authorise the Chief Executive Officer to sign and affix the Town's Common Seal to the tender contract with Prime Civil Pty Ltd.**

**6.2 Cr T Natale – Appointment to Town Planning Committee**

At the Special Meeting held on 22 October 2019 the following elected members were appointed as members of the Town Planning Committee:

- Mayor O’Neill
- Cr Collinson
- Cr Harrington
- Cr Nardi
- Cr Watkins

Subsequent to this meeting, Cr Natale had sought membership to this Committee.

**6.2 RECOMMENDATION**

**That Cr Natale be appointed to the Town Planning Committee.**

(Absolute Majority Required)

**7. CLOSURE**