

Reports of the City Works Committee Meeting held at 7.30pm on Tuesday, 26 June 2012.

APOLOGIES

ACKNOWLEDGEMENT OF LAND

DECLARATIONS OF INTEREST

Pecuniary Interests

Non Pecuniary – Significant Interests

Non Pecuniary – Less than Significant Interests

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Minutes of the City Works Committee held on 26 June 2012

Present His Worship the Mayor, Councillor A Chanthivong
Councillor P Lake (Chairperson)
Councillor F Borg
Councillor W Glynn
Councillor A Rule
Director Business Services - Mr M Sewell
Director Community Services - Mrs L Deitz
Acting Director City Works - Mr G Mitchell
Acting Manager Assets and Supply Services - Mr W Miller
Acting Manager Compliance Services - Mr P Curley
Manager Financial Services – Mrs C Mears
Manager Governance and Administration - Ms D Bourke
Manager Healthy Lifestyles - Mr M Berriman
Manager Information Management and Technology - Mr S McIlhatton
Manager Library Services - Mr G White
Manager Operations - Mr A Davies
Manager Property Services - Mr J Milicic
Manager Executive Services - N Smolonogov
Manager Technical Services - Mr K Lynch
Contracts Coordinator - Kate Stares
Executive Assistant - Mrs J Worden

Apology (Rule/Glynn)
That the apologies from Councillors Rowell, Thomas and Dobson be received and accepted.

CARRIED

Acknowledgement of Land

An Acknowledgement of Land was presented by the Chairperson Councillor Lake.

DECLARATIONS OF INTEREST

There were no Declarations of Interest at this meeting.

1. TECHNICAL SERVICES

1.1 Traffic Committee

Reporting Officer

Manager Technical Services

Attachments

1. Minutes of the Local Traffic Committee Meeting held on 7 June 2012.
2. Minutes of the Campbelltown Traffic Committee Meeting held on 7 June 2012.

Purpose

To seek Council's endorsement of the recommendations arising from the Local Traffic Committee and Campbelltown Traffic Committee held on 7 June 2012.

Report

RECOMMENDATIONS OF THE LOCAL TRAFFIC COMMITTEE 7 JUNE 2012 **Reports Listed for Consideration**

LTC 12/22 Kiss and Ride Indent Bay - Hurley Street, Campbelltown

- 1 That in Hurley Street, Campbelltown, Council replaces the existing 18.5m No Parking restriction at the end of the 'kiss and ride' indent bay at the head of the stairs to the interchange with No Stopping restriction.
- 2 That in addition to recommendation 1 a further 11.5m No Stopping be extended in Lane 1 replacing a section of No Parking ¼P.
- 3 That in conjunction with No Stopping restrictions, a pedestrian fence be installed.
- 4 That Council raise the issue of enforcement at this site with NSW Police Force.

LTC 12/23 Waterloo Place, Glenfield - School Zone Traffic Congestion

1. That Council commence a trial of parking restriction changes in Waterloo Place as discussed in the body of the report.
 2. That Council consult with the school and local residents at the end of the trial with the view of a reporting the matter back to the Committee.
-

LTC 12/24 Broughton Street, Campbelltown - Sight obstruction at Scout's Driveway

That a 'No Parking' restriction be provided across the driveway of No. 46 Broughton Street, Campbelltown, extending from 6 metres on its approach to 6 metres on the departure side of the driveway.

LTC 12/25 Raby Road, Raby - Disabled parking spaces in the Raby Sporting Complex

That Council provides two parking spaces for use by people with disabilities.

LTC 12/26 Proposed Pedestrian Crossing- Rudd Road, Leumeah

That Council undertake a traffic survey along Rudd Road, Leumeah, and forward to the Roads and Maritime Services for their review and consideration.

LTC 12/27 Glenfield Junction Alliance - Update of Road Works

That the information be noted.

LTC 12/28 Median Strip - Fields Road, Macquarie Fields

That the NSW Police undertake tasking on Fields Road and Harold Street, Macquarie Fields near Macquarie Fields Public School and Macquarie Fields High School and report the matter back to the Local Traffic Committee.

LTC 12/29 Installation of Art Work Boards - Campbelltown Bus Interchange

That the information be noted.

LTC 12/30 Update on Construction of Bus Shelter - Queen Street, Campbelltown

That the information be noted.

LTC 12/31 Traffic Lights - Cumberland Road, Ingleburn

1. That Council be requested to write a letter to the Member for Campbelltown, Mr Bryan Doyle MP informing Council will investigate the matter further.
 2. This item be resubmitted to the Local Traffic Committee Meeting at a later date.
-

LTC 12/32 Pedestrian Crossing at Intersection of Gilchrist Drive, Campbelltown

1. That Council be requested to write a letter to the Member for Campbelltown, Mr Bryan Doyle MP informing Council will investigate the matter further.
2. This item be resubmitted to the Local Traffic Committee Meeting at a later date.

**RECOMMENDATIONS OF THE CAMPBELLTOWN TRAFFIC COMMITTEE 7 JUNE 2012
Reports Listed for Consideration**

CTC 12/15 Campbelltown Road, Plough Inn Road and Harbord Road, Leumeah

That the information be noted.

CTC 12/16 Campbelltown and Ingleburn CBDs - Public Parking Review

On completion of the parking review a further report be presented to the Traffic Committee.

CTC 12/17 Pembroke Road and Onslow Place intersection, Leumeah

That information in the body of the report is referred to Roads and Maritime Services for their consideration.

CTC 12/18 Review of Kiss and Ride provisions at the Ingleburn Station frontage, Ingleburn Road, Ingleburn

That the information be noted.

CTC 12/19 Intersection Concerns - Macleay Street, Bradbury

That Council be asked to investigate if any accidents have occurred at this location.

CTC 12/20 Random Breath Testing - Moore Oxley Bypass, Campbelltown

1. That NSW Police write to the Roads and Maritime Services requesting that they review the signage in this location in order to allow NSW Police to undertake RBT while still restricting parking.
 2. That Council investigate the lopping of overhanging trees.
 3. That Roads and Maritime Services consider the removal of the existing Bus Zone.
-

CTC 12/21 Illegal Parking - Macarthur Square Bus Interchange

That Council Rangers be requested to patrol the area and apply any necessary enforcement notices.

Officer's Recommendation

That the recommendations of the Local Traffic Committee and Campbelltown Traffic Committee as detailed in the Minutes of the meeting held on 7 June 2012 be adopted.

Committee's Recommendation: (Borg/Rule)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 3 July 2012 (Lake/Rule)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

1.2 Nation Building Blackspot Program - 2012-2013

Reporting Officer

Manager Technical Services

Attachments

Project details to be tabled

Purpose

To accept a grant offer under the 2012-2013 Nation Blackspot Program.

Report

Council has made an application to the Nation Blackspot Program for the improvement of Peter Meadows Road, Kentlyn.

The improvements are to extend the existing w-beam guardrails on the north side; install profile edge lines, Raised Reflector Pavement Markers (RRPMs) on centre and edge lines; install Curb Alignment Markers (CAMs) and guideposts.

Council has received advice from the Roads and Maritime Services that its application under the Nation Building Blackspot Project as part of the Federal Government's, Department of Infrastructure and Transport has been successful in the amount of \$105,125. This grant does not require any matching funding from Council.

The project is to be completed no later than 30 June 2013 with detailed design and costing currently being prepared.

It is recommended that Council accept the grant offer and associated conditions.

Officer's Recommendation

1. That Council accept the grant offer of \$105,125 and associated grant conditions, for the improvements to Peter Meadows Road, Kentlyn as part of the 2012-2013 Nation Blackspot Program.
2. That Council advise the Roads and Maritime Services of its acceptance of the grant funding for road safety improvements in Peter Meadows Road, Kentlyn.

Committee's Recommendation: (Rule/Glynn)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 3 July 2012 (Lake/Rule)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

**Attachment for Nation Building Blackspot
Program is available under separate document**

1.3 Minutes of the Community Safety Sub Committee Meeting held on 17 May 2012

Reporting Officer

Manager Technical Services

Attachments

Minutes of the Community Safety Sub Committee Meeting held on 17 May 2012

Purpose

To seek Council's endorsement of the Minutes of the Community Safety Sub Committee meeting held on 17 May 2012.

Report

Detailed below are the recommendations of the Community Safety Sub Committee Meeting. Council officers have reviewed the recommendations and they are now presented for Council' consideration. There are no recommendations that require an individual resolution of Council.

Recommendations of the Community Safety Sub Committee

Reports listed for consideration

7.1 NSW Ministry of Health Emergency Preparation Activities

That the information be noted.

7.2 Summary of Crime Statistics for the LGA

That the information be noted.

7.3 Mawson Park Lighting

That the information be noted.

7.4 Flood Studies Program

That the information be noted.

7.5 Koshigaya Park Drainage Works

That the information be noted.

7.6 Community Education - Emergency Preparation

That the information be noted.

8.1 Safety Fencing - Moore Oxley Bypass

That the information be noted.

Officer's Recommendation

That the Minutes be noted.

Committee's Recommendation: (Rule/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 3 July 2012 (Lake/Rule)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

ATTACHMENT 1

Minutes of the Community Safety Sub Committee

**Held Thursday 17 May 2012
in Committee Room 2.01**

Meeting commenced at 12.37pm

1. Acknowledgement of Land

An Acknowledgement of Land was presented by the Chairperson, Councillor Hawker.

2. Attendance and Apologies

Attendance: Councillor Paul Hawker (Chairperson) - Campbelltown City Council
Councillor Mollie Thomas - Campbelltown City Council
Keith Kent - Community Representative
Sean Gersbach - Commander - Macquarie Fields Police
Julian Griffiths - Inspector - Campbelltown Police

Also in attendance: Bryan Doyle - State Member for Campbelltown
Inspector George Psaroudis - Campbelltown Police
Maureen Fairless - Main Street Association
Vanessa South - Campbelltown City Council
Lindy Deitz - Director Community Services - Campbelltown City Council
Kevin Lynch - Manager Technical Services, Campbelltown City Council
David Behrens - Road Safety Officer, Campbelltown City Council
Bruce McCausland - Manager Community Resources and Development - Campbelltown City Council
Steve Christou - Representing Member for Werriwa, Laurie Ferguson MP
Dr Denys Cato - NSW Ministry of Health
Kristy Peters - Executive Support, Campbelltown City Council

Apologies: Russell Matheson - Federal Member for Macarthur
Laurie Ferguson - Member for Werriwa
John Hely - Director City Works
Greg Rolph - Commander - Campbelltown Police
Sharynne Freeman - Community Representative
Gary Potts - Representative of the Aboriginal Advisory Sub Committee

Welcome and Introduction

Councillor Hawker welcomed all those attending and particularly Dr Denys Cato, NSW Ministry of Health to the Community Safety Sub Committee.

3. Declarations of Interest

There were no Declarations of Interest made at this meeting.

4. Minutes of the Previous Meeting

The minutes of the Community Safety Sub Committee meeting held on 24 November 2011 copies of which have been circulated to each Sub Committee member will be presented to Council at its meeting to be held on 13 March 2012.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation (Gersbach/Thomas)

That the information be noted.

CARRIED

5. Business Arising from Previous Minutes - Nil.

6. Correspondence

Nil

7. Reports

7.1 NSW Ministry of Health Emergency Preparation Activities

Dr Denys Cato provided a presentation to the Sub Committee on NSW Ministry of Health emergency preparation activities.

Sub Committee's Recommendation (Thomas/Kent)

That the information be noted.

CARRIED

7.2 Summary of Crime Statistics for the LGA

Purpose

To provide the Community Safety Sub Committee with an update of crime trends or issues that may be of concern.

Report

Representatives from the Local Area Commands will present a summary of crime trends for the LGA.

- (a) Campbelltown LAC
- (b) Macquarie Fields LAC

Officer's Recommendation

That the information be noted.

Sub Committee Note: The Sub Committee was presented with a summary of crime statistic results for the Campbelltown and Macquarie Fields Local Area Commands.

The majority of key crime statistics show a decrease in reported incidents as compared to the same period for the previous year.

Sub Committee's Recommendation (Gersbach/Kent)

That the information be noted.

CARRIED

7.3 Mawson Park Lighting

Purpose

To provide the Committee with an update on the upgrading of the lighting system within Mawson Park.

Report

Council is due to commence the upgrade of the park lighting system within Mawson Park.

The new system will provide LED lighting to all the existing pathways within the park. At key areas such as the play equipment area, flood lighting will also be provided. This floodlighting will not be on all of the time but will be activated by movement sensors. During the construction work temporary lights will be provided within the park.

Once the lighting works are completed, the pathways throughout the park will be reconstructed to remove the irregular surface that exists.

These works are scheduled to commence in June 2012 and will be completed by mid August 2012.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation (Kent/Thomas)

That the information be noted.

CARRIED

7.4 Flood Studies Program

Report

The majority of the urban area in the Campbelltown Local Government area is bounded by two rivers, the Nepean River in the south and the Georges River in the east, in addition to numerous creeks and streams traversing the area. These watercourses have varying impact on flooding events in the Local Government area.

A number of flood studies are currently being finalised. The studies will assist both Police, SES and Council to identify areas where flooding may occur and therefore allow early preventative measures to be put in place. The results of the flood studies will also provide Council with the ability to identify physical works that can be carried out to alleviate the extent of flooding that may occur.

The review by Council officers of the current flood studies will be completed in late 2012. Following the flood studies a community education and consultation program will be established to provide the community with an opportunity to better understand flood mitigation within the area.

Council staff also provide advice in response to individual requests regarding flood impacts and guidance for development proposals to ensure flood impacts are minimised.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation (Thomas/Gersbach)

That the information be noted.

CARRIED

7.5 Koshigaya Park Drainage Works

Report

Council as part of the Better Towns Program is modifying the drainage system at the southern end of Koshigaya Park adjacent to Camden Road.

Currently the stormwater flows under Camden Road into the park. Within the park there is an underground drainage system that conveys the water for minor storm events (low flow system) to the northern end of the park and then beyond. In a large storm event the water is conveyed overland through the grass lined drain within the park. Council has identified a potential safety issue with park users playing near the low flow inlet structure.

In order to alleviate this safety concern, Council proposes to extend the existing culverts under Camden Road further into the park and fence off from the culverts past the low flow inlet structure. These works will not only provide increased protection from the drainage system but will also remove the steep slopes in this area of the park.

The works are due to commence in mid June 2012 and take approximately four weeks to complete.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation (Gersbach/Kent)

That the information be noted.

CARRIED

7.6 Community Education - Emergency Preparation

Report

At this year's Riverfest to be held on 25 August 2012 a stall will be established for the purpose of providing community education on emergency preparedness. The education will be aimed at various types of emergency events such as flooding, windstorm, bushfire etc.

The stall will be manned by NSW Police, NSW Fire Brigade, Rural Fire Services, SES and Council. Members of the public will be encouraged to talk with the various agencies who will provide advice and information on how they can best prepare themselves for emergency situations.

The stall was a great success in 2011 and it is hoped once again to raise the awareness level of the community. There will be various displays and handouts on the day.

An evaluation of the success of the event will be undertaken with further modifications being made to ensure this stall is targeted to address the needs of the community.

Officer's Recommendation

That the information be noted.

Sub Committee's Recommendation (Kent/Thomas)

That the information be noted.

CARRIED

8. General Business

8.1 Safety Fencing - Moore Oxley Bypass

The Manager Technical Services advised the Sub Committee that Council had erected a fence to discourage people crossing Moore Oxley Bypass using the road pavement instead of the Overhead bridge. It was noted that the fence was vandalised two days after it was installed. Council will be reinstalling the fence and monitoring the situation.

Sub Committee's Recommendation (Thomas/Gersbach)

That the information be noted.

CARRIED

Next meeting of the committee will be held on Thursday 12 July 2012 at 12.30pm in Committee Room 3, Level 3.

Councillor Hawker

Chairperson

Meeting concluded at 1.27pm

2. OPERATIONAL SERVICES

No reports this round

3. ASSETS AND SUPPLY SERVICES

3.1 T12/05 Bulk Materials

Reporting Officer

Manager Assets and Supply Services and Manager Operational Services

Attachments

The following confidential attachments have been distributed to Councillors under separate cover as numerous tenderers have indicated that the contents of their tender are commercial-in-confidence:

Evaluation and Pricing Matrices

Purpose

To advise Council of the tenders received for the supply, delivery and spreading (if required) of bulk materials and recommend that Council accept the tenders submitted by a number of organisations across the range of required services as a panel contract arrangement.

History

Council has a contract for the provision of bulk materials which is due to expire. As Council continues to utilise these services and the expenditure over the term of the contract historically exceeds the legislative threshold, Council invited tenders for the new contract.

Report

The services required under this contract were divided into ten components as follows:

- 20mm road base
 - 20mm road sub-base
 - 3% cement stabilised
 - Crushed slag
 - Washed sand
 - Filling sand
 - 80:20 topsoil
-

- Garden mix soil
- Sportsfield mix – fowl manure
- Compost

Legislation

This tender process was conducted in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* and Council's Procurement Policy and Contract Management Plan.

Contract Expenditure

It is anticipated that works under this contract will be approximately \$150,000 per annum. Funds for these works are allocated in Council's budget.

Contract Term

The term for this contract will be for a period of two years with an option for extension of 12 months exercisable at Council's absolute discretion.

Advertising of Tenders

Tenders were advertised in The Sydney Morning Herald, The Macarthur Advertiser and The Macarthur Chronicle in the weeks commencing 5 and 12 March 2012. Tenders were also advertised on Tenderlink and Council's website. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified.

Tenders Received

Tenders closed on Tuesday 27 March 2012. Seven on time responses were received from the following organisations:

- Australian Native Landscapes Pty Ltd
- Benedict Pty Ltd t/as Benedict Sand & Gravel
- Earth Civil (NSW) Pty Ltd
- Hi-Quality Recycling Services Pty Ltd
- M. Collins & Sons (Contractors) Pty Ltd
- Manoeuvre Mow Pty Ltd
- SITA Australia Pty Ltd

Tender Document

Organisations were requested to submit the following information with their tender response:

- Experience of the company
 - Product list and specification
 - Equipment and plant
 - Delivery time
 - Price
 - Insurances
 - Work Health and Safety Management Systems
-

-
- Environmental practices
 - Details of any subcontractors and their experience
 - Conflict of interest declaration
 - Additional terms of contract protecting the tenderers' business requirements

Evaluation Process

The Evaluation Panel, consisting of officers from Assets and Supply Services and Operational Services evaluated the tenders against the following weighted assessment criteria:

- Experience of the company
- Product list and specification
- Equipment and plant
- Delivery time
- Price
- Work Health and Safety
- Environmental commitment

The Evaluation Panel used Council's standard zero-five scoring system for all non-pricing criteria with 5 being the highest score.

The Work Health and Safety and Environmental Practices criteria were assessed on the basis of unsatisfactory, satisfactory or exceptional.

The scoring of tendered prices was determined based on a the price per tonne for each component.

Recommendation of the Evaluation Panel

Benedict Pty Ltd t/as Benedict Sand & Gravel is recommended for the supply, deliver and spread (if required) of 80:20 topsoil, garden mix soil, sportsfield mix – fowl manure, 20mm road sub-base, 20mm road base, 3% cement stabilised and washed sand as they:

- demonstrated considerable experience in the provision of similar works
- provided sufficient details of their product list and specifications
- provided satisfactory details on their equipment and plant
- tendered a satisfactory delivery time
- provided sufficient details on their environmental systems
- provided satisfactory/exceptional work health and safety documentation
- offered the most competitive price for these components

Earth Civil (NSW) Pty Ltd is recommended for the supply, deliver and spread (if required) of compost and crushed slag as they:

- provided satisfactory details of their experience in the provision of similar works
 - provided sufficient details of their product list and specifications
 - tendered a satisfactory delivery time
 - provided sufficient details on their environmental systems
 - provided satisfactory/exceptional work health and safety documentation
 - offered the most competitive price for these components
-

Hi-Quality Recycling Services Pty Ltd is recommended for the supply, deliver and spread (if required) of filling sand as they:

- provided sufficient details of their product list and specifications
- provided satisfactory details on their equipment and plant
- tendered a satisfactory delivery time
- provided sufficient details on their environmental systems
- provided satisfactory/exceptional work health and safety documentation
- offered the most competitive price for this components

Tenders Not Recommended

Australian Native Landscapes Pty Ltd was deemed non-conforming by the evaluation panel as they did not offer a delivery service.

Benedict Pty Ltd t/as Benedict Sand & Gravel provided a satisfactory response for the Compost and Filling Sand, however, are not recommended as their tendered pricing was more expensive than the recommended tenderer. The evaluation panel considered there to be no additional benefit to the increased cost.

Earth Civil (NSW) Pty Ltd provided a satisfactory response for the 80:20 topsoil, garden mix soil, sportsfield mix – fowl manure, 20mm road sub-base, 20mm road base, 3% cement stabilised, washed sand and filling sand, however, are not recommended as their tendered pricing was more expensive than the recommended tenderer. The evaluation panel considered there to be no additional benefit to the increased cost.

Hi-Quality Recycling Services Pty Ltd provided a satisfactory response for the 80:20 topsoil, 20mm road base and washed sand, however, are not recommended as their tendered pricing was more expensive than the recommended tenderer. The evaluation panel considered there to be no additional benefit to the increased cost.

M. Collins & Sons (Contractors) Pty Ltd provided a satisfactory response for the 80:20 topsoil, garden mix soil, compost, sportsfield mix – fowl manure, 20mm road sub-base, 20mm road base, washed sand and filling sand, however, are not recommended as their tendered pricing was more expensive than the recommended tenderer. The evaluation panel considered there to be no additional benefit to the increased cost.

Manoeuvre Mow Pty Ltd provided a satisfactory response for the 80:20 topsoil and sportsfield mix – fowl manure, however, are not recommended as their tendered pricing was more expensive than the recommended tenderer. The evaluation panel considered there to be no additional benefit to the increased cost.

SITA Australia Pty Ltd (SITA) submitted a tender conforming to the requirements of the request for tender. The Request for Tender allowed tenderers to submit an alternative offer if they meet the conditions set out within the Request for Tender. SITA submitted an alternative offer in this manner.

SITA's alternative offer contained additional terms of contract which was considered to expose Council to an unacceptable level of risk, and therefore was not considered.

SITA provided a satisfactory response in their conforming tender for the 80:20 topsoil, garden mix soil, compost, sportsfield mix – fowl manure, washed sand and filling sand, however, are not recommended as their tendered pricing was more expensive than the recommended tenderer. The evaluation panel considered there to be no additional benefit to the increased cost.

Management of Proposed Contract

The contractors will be subject to contract management and safety reviews throughout the duration of the contract in accordance with Council's contract management requirements.

Officer's Recommendation

1. That Council accept the offer of Benedict Pty Ltd t/as Benedict Sand & Gravel for the provision of supply, deliver and spread (if required) of 80:20 Topsoil, garden mix soil, sportsfield mix – fowl manure, 20mm road sub-base, 20mm road base, 3% cement stabilised and washed sand for a period of two years with an option for extension of 12 months.
2. That Council accept the offer of Earth Civil (NSW) Pty Ltd for the provision of supply, deliver and spread (if required) of compost and crushed slag for a period of two years with an option for extension of 12 months.
3. That Council accept the offer of Hi-Quality Recycling Services Pty Ltd for the provision of supply, deliver and spread (if required) of Filling Sand for a period of two years with an option for extension of 12 months.
4. That the Contract documents be executed under the Common Seal of Council.
5. That the unsuccessful tenderers be notified of the results of tender process.

Committee's Recommendation: (Borg/Rule)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 3 July 2012 (Lake/Rule)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

3.2 T12/06 In Home Care Related Services

Reporting Officer

Manager Assets and Supply Services and Manager Community Resources and Development

Attachments

The following confidential attachments have been distributed to Councillors under separate cover as numerous tenderers have indicated that the contents of their tender are commercial-in-confidence:

Evaluation and Pricing Matrix

Purpose

To advise Council of the tenders received for in-home care related services and recommend that Council accepts all tenders submitted as a panel of contractors.

History

Council's Macarthur Community Options (MCOP) requires services from organisations with suitably qualified staff to provide in-home care related services to frail aged and younger people with disabilities, and their carers, within the Macarthur District Local Government Area's of Campbelltown City Council, Camden Council, Wollondilly Shire Council and Wingecarribee Shire Council. The services are currently provided by a panel of contractors.

Report

Legislation

This tender process was conducted in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* and Council's Procurement Policy and Contract Management Plan.

Contract Expenditure

Funds for these works are allocated in Council's budget.

Contract Term

The term for this contract will be for a period of two years with one 12 month option to be exercised at Council's discretion.

Advertising of Tenders

Tenders were advertised in The Sydney Morning Herald, The Macarthur Advertiser, The Macarthur Chronicle, Illawarra Mercury, Liverpool Leader, Southern Highlands News, Camden Advertiser, Wollondilly Advertiser and Penrith Press in the weeks commencing 12 and 19 March 2012. Tenders were also advertised on Tenderlink and Council's website. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified.

Tenders Received

Tenders closed on Tuesday 3 April 2012. 12 on-time responses were received from the following organisations:

- All Parental Care Pty Ltd
- Alliance Health Services Group Pty Ltd
- Australian Home Care Services Pty Ltd as trustee for the Australian Home Care Services Unit Trust
- Australian Unity Retirement Living Management Pty Ltd
- B.C.D Aged Care Pty Ltd t/as B.C.D Community Care
- First Aid & Safety Training Macarthur Pty Ltd t/as Macarthur Respite Care
- The Haven Respite Service
- Just Better Care Australia Pty Ltd as trustee for the Just Better Care Australia Trust
- Network Nursing Agency Pty Ltd
- SCC Health Pty Ltd t/as First Call Nursing Agency
- Warrigal Care
- Your Choice Trust t/as Your Choice HomeCare.

Tender Document

Organisations were requested to submit the following information with their tender response:

- Nominated area/s within the Macarthur District Local Government Area
 - Company details
 - Company experience
 - References
 - Details of nominated staff who will undertake work on this contract including position/role, experience, understanding and commitment to a Person Centred approach, qualifications, training records, other languages spoken and current Australian Federal Police and Working with Children clearances.
 - Details of staff placement procedures, recruitment, complaints handling procedures and storage and security of client's personal information.
 - Response time
 - Price
 - Insurances
 - Work Health and Safety management systems
 - Environmental practices
 - Details of any subcontractors and their experience and insurances
 - Conflict of interest declaration
 - Additional terms of contract protecting the tenderer's business requirements.
-

Evaluation Process

Council currently has in place a panel contract of 10 contractors for the provision of in-home care related services. Based on the high demand for services, the extensive coverage needed over the four Local Government areas and the need for rapid response the Evaluation Panel determined that a similarly large panel of companies with suitable levels of experience and staff would be appropriate.

The Evaluation Panel, consisting of officers from Community Resources and Development, Macarthur Community Options and MACROC, evaluated the tenders against the following weighted assessment criteria:

- Experience of the company
- Suitability and experience of nominated staff
- Response time
- Suitability of pricing
- Work Health and Safety
- Environmental commitment

The Evaluation Panel used Council's standard zero-five scoring system for all non-pricing criteria with 5 being the highest score.

The Work Health and Safety and Environmental Practices criteria were assessed on the basis of unsatisfactory, satisfactory or exceptional.

The scoring of tendered prices was determined based on a comparison of a basket of commonly used services.

Recommendation of the Evaluation Panel

The following 12 companies are recommended to provide in-home care related services across all Macarthur District Local Government Area's of Campbelltown City Council, Camden Council, Wollondilly Shire Council and Wingecarribee Shire Council:

- All Parental Care Pty Ltd
 - Alliance Health Services Group Pty Ltd
 - Australian Home Care Services Pty Ltd as trustee for the Australian Home Care Services Unit Trust
 - Australian Unity Retirement Living Management Pty Ltd
 - B.C.D Aged Care Pty Ltd t/as B.C.D Community Care
 - First Aid & Safety Training Macarthur t/as Macarthur Respite Care
 - The Haven Respite Service
 - Just Better Care Australia Pty Ltd as trustee for the Just Better Care Australia Trust
 - Network Nursing Agency Pty Ltd
 - SCC Health Pty Ltd t/as First Call Nursing Agency
 - Warrigal Care
 - Your Choice Trust t/as Your Choice HomeCare.
-

Each of the above companies:

- detailed sufficient experience in the provision of similar services to a number of government and non-government organisations
- provided sufficient details of their nominated staff including experience, qualifications, training records, other languages spoken and current Australian Federal Police and Working with Children clearances
- provided an appropriate response time
- provided competitive pricing
- achieved an overall satisfactory weighted score across all criterion.

All Parental Care Pty Australia Ltd (All Parental) tendered a non conforming tender in addition to their conforming submission.

Based on All Parental's non conforming pricing and capability to provide a Grade 3 Attendant Carer the Evaluation Panel agreed to accept All Parental's non conforming tender due to the capability to provide high level care services in addition to the Services Council requested.

Management of Proposed Contract

The Contractor will be subject to contract management and safety reviews throughout the duration of the contract in accordance with Council's contract management requirements.

Officer's Recommendation

1. That Council accept the non conforming offer of All Parental Care Australia Pty Ltd for the provision of in-home care related services for a period of two years with an option of extension for a further one year.
 2. That Council accept the offer of Alliance Health Service Group Pty Ltd for the provision of in-home care related services for a period of two years with an option of extension for a further one year.
 3. That Council accept the offer of Australian Home Care Services Pty Ltd as trustee for the Australian Home Care Service Unit Trust for the provision of in-home care related services for a period of two years with an option of extension for a further one year.
 4. That Council accept the offer of Australian Unity Retirement Living Management Pty Ltd for the provision of in-home care related services for a period of two years with an option of extension for a further one year.
 5. That Council accept the offer of B.C.D Aged Care Pty Ltd t/as B.C.D Community Care for the provision of in-home care related services for a period of two years with an option of extension for a further one year.
 6. That Council accept the offer of First Aid & Safety Training Macarthur Pty Ltd t/as Macarthur Respite Care for the provision of in-home care related services for a period of two years with an option of extension for a further one year.
 7. That Council accept the offer of The Haven Respite Service for the provision of in-home care related services for a period of two years with an option of extension for a further one year.
-

8. That Council accept the offer of Just Better Care Australia Pty Ltd as trustee for the Just Better Care Australia Trust for the provision of in-home care related services for a period of two years with an option of extension for a further one year.
9. That Council accept the offer of Network Nursing Agency Pty Ltd for the provision of in-home care related services for a period of two years with an option of extension for a further one year.
10. That Council accept the offer of SCC Health Pty Ltd t/as First Call Nursing Agency for the provision of in-home care related services for a period of two years with an option of extension for a further one year.
11. That Council accept the offer of Warrigal Care for the provision of in-home care related services for a period of two years with an option of extension for a further one year.
12. That Council accept the offer of Your Choice Trust t/as Your Choice HomeCare for the provision of in-home care related services for a period of two years with an option of extension for a further one year.
13. That the Contract documents be executed under the Common Seal of Council.

Committee's Recommendation: (Glynn/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 3 July 2012 (Lake/Rule)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

3.3 T12/10 Multifunction Device Replacement

Reporting Officer

Manager Assets and Supply Services and Manager Information Management and Technology

Attachments

The following confidential attachment has been distributed to Councillors under separate cover as numerous tenderers have indicated that the contents of their tender are commercial-in-confidence:

Evaluation and Pricing Matrix

Purpose

To advise Council of the tenders received for printers and multifunctional device replacement and recommend that Council accept the tender submitted by Toshiba (Australia) Pty Ltd.

History

Council has a contract for the provision of printers and multifunction devices which is due to expire. As Council continues to utilise these services and expenditure over the term of the contract historically exceeds the legislative threshold, Council invited tenders for the new contract.

Report

Legislation

This tender process was conducted in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* and Council's Procurement Policy and Contract Management Plan.

Contract Expenditure

Funds for these works are allocated in Council's budget.

Contract Term

The term of the contract is for five years. The contract includes the installation and ongoing maintenance of Council's printers and multifunction device fleet as well as the print plan for the five year period.

Advertising of Tenders

Tenders were advertised in The Sydney Morning Herald, The Macarthur Advertiser and The Macarthur Chronicle in the weeks commencing 2 April 2012 and 9 April 2012. Tenders were also advertised on Tenderlink and Council's website. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified.

Tenders Received

Tenders closed on Tuesday 1 May 2012. Ten on-time responses were received from the following organisations:

- Canon Australia Pty Ltd
- Convergent Resources Pty Ltd
- CSG Limited
- Enigma Business Products
- Fuji Xerox Australia Pty Ltd
- Konica Minolta Business Solutions Australia Pty Ltd
- Kyocera Document Solutions Australia Pty Ltd
- Mediaform Computer Supplies Pty Ltd
- Ricoh Australia Pty Ltd
- Toshiba (Australia) Pty Ltd

Tender Document

Organisations were requested to submit the following information with their tender response:

- Company details
- References
- Company experience
- Details of proposed devices, implementation plan and operational proposal
- Details of their service proposal
- Warranty
- Price for proposed devices, print plan and maintenance
- Trade In prices (if applicable)
- Insurances
- WH&S Management Systems
- Environmental Practices
- Details of any subcontractors and their experience and insurances
- Conflict of interest declaration
- Additional terms of contract protecting the tenderer's business requirements.

Evaluation Process

The Evaluation Panel, consisting of officers from Assets and Supply Services, Governance and Administration, Environmental Services and Information Management and Technology evaluated the tenders against the following weighted assessment criteria:

- Experience of the company
 - Devices, Implementation and Operational Proposal
 - Services Proposal
-

- Warranty
- Price
- Work Health and Safety
- Environmental commitment

The Evaluation Panel used Council's standard zero-five scoring system for all non-pricing criteria with 5 being the highest score.

The Work Health and Safety and Environmental Practices criteria were assessed on the basis of unsatisfactory, satisfactory or exceptional.

The scoring of tendered prices was determined on the whole of life costs on a basket of goods and the print plan and maintenance costs over the 5 year contract period.

Short Listing

The Request for Tender allowed for a short listing process to occur at Council's discretion, excluding a Tender from further consideration at any stage of the tender process if it is evaluated as not achieving a satisfactory standard.

The Tender Evaluation Panel deemed it appropriate to undertake a short listing process based on the total score and each criteria score. Tenderers evaluated as achieving a satisfactory standard on these criteria were shortlisted.

Organisations Not Shortlisted

Convergent Resources Pty Ltd was not shortlisted as they:

- did not provide satisfactory details of their company experience
- did not provide satisfactory details of their proposed devices, implementation and operational proposal
- did not provide satisfactory details of their service proposal

CSG Limited was not shortlisted as they:

- did not provide satisfactory details of their company experience
- did not provide satisfactory details of their proposed devices, implementation and operational proposal
- did not provide satisfactory details of their service proposal

Enigma Business Products was not shortlisted as they:

- did not provide satisfactory details of their company experience
- did not provide satisfactory details of their proposed devices, implementation and operational proposal
- did not provide satisfactory details of their service proposal

Konica Minolta Business Solutions Australia Pty Ltd was not shortlisted as they:

- did not meet a satisfactory total score.

Mediaform Computer Supplies Pty Ltd was deemed non-conforming as their proposed devices did not meet Council's requirements.

Ricoh Australia Pty Ltd was not shortlisted as they:

- did not provide satisfactory details of their proposed devices, implementation and operational proposal

Shortlisted Organisations

The Evaluation Panel considered that Canon Australia Pty Ltd, Fuji Xerox Australia Pty Ltd, Kyocera Document Solutions Australia Pty Ltd and Toshiba (Australia) Pty Ltd met a satisfactory level response to all criterion.

A Consultative Team consisting of Council Officers from Communications and Marketing, Financial Services, Education and Care Services and Information Management and Technology together with the Tender Evaluation Panel attended demonstrations from the four shortlisted Tenderers to confirm the suitability of the proposed devices and service proposal.

Recommendation of the Evaluation Panel

Toshiba (Australia) Pty Ltd is recommended for the provision of printers and multifunction devices replacement as they:

- provided satisfactory details of their company experience
- demonstrated satisfactory devices, implementation and operational proposal
- confirmed a satisfactory service proposal
- provided satisfactory work health and safety and environmental documentation
- tendered a competitive price
- had satisfactory service levels and capabilities confirmed by reference checks.

Tenders Not Recommended

- Canon Australia Pty Ltd was not recommended as their proposed devices, implementation and operational proposal and their service proposal was not as satisfactory as the recommended tenderer.
 - Fuji Xerox Australia Pty Ltd (Fuji) was not recommended as their proposed devices, implementation and operational proposal and their service proposal was not as satisfactory as the recommended tenderer. Fuji tendered a price that was more expensive than the recommended tenderer.
 - Kyocera Document Solutions Australia Pty Ltd (Kyocera) was not recommended as their proposed devices, implementation and operational proposal and their service proposal was not as satisfactory as the recommended tenderer.
-

Management of Proposed Contract

The Contractor will be subject to contract management and safety reviews throughout the duration of the contract in accordance with Council's contract management requirements.

Officer's Recommendation

1. That Council accept the offer of Toshiba (Australia) Pty Ltd for the provision of printers and multifunction device replacement for a period of five years.
2. That the Contract documents be executed under the Common Seal of Council.
3. That the unsuccessful Tenderers be notified of the results of tender process.

Committee's Recommendation: (Rule/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 3 July 2012 (Lake/Rule)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

3.4 T12/13 Road Pavement Program 2012-2013

Reporting Officer

Manager Assets and Supply Services and Manager Operational Services

Attachments

The following confidential attachments have been distributed to Councillors under separate cover as numerous tenderers have indicated that the contents of their tender are commercial-in-confidence:

1. Evaluation and Pricing Matrix – Sealing Program
2. Evaluation and Pricing Matrix – Insitu Stabilisation Program
3. Evaluation and Pricing Matrix – Seal with Asphalt Program

Purpose

To advise Council of the tenders received for 2012-2013 annual Road Pavement Maintenance Program and recommend that Council accept the tenders submitted by a number of organisations across the range of required services as a panel contract arrangement.

History

Council has a range of road pavement treatments that are satisfied either through a periodic three year contract or a specific annual program. The reason for this is that in previous years the specific program contract has resulted in savings of approximately 10% to 20%.

The periodic contract provides square metre rates for road pavement treatments that satisfy Council's requirements during the term of the contract.

The specific annual program contract provides lump sum rates for combined treatments to fulfil the rehabilitation of specific road locations identified for this financial year.

This specific 2012-2013 Road Pavement Program is to exist alongside the current T11/02 Road Pavement Works periodic contract.

Report

The services required under this contract were divided into three components:

- Group A – Sealing program
 - Group B – Insitu stabilisation program
 - Group C – Seal with asphalt program
-

Legislation

This tender process was conducted in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* and Council's Procurement Policy and Contract Management Plan.

Contract Expenditure

Funds for these works are allocated in Council's budget.

Contract Term

The term for this contract will be from the date of acceptance until completion of the program, including any defects liability and/or warranty periods. All works must be completed by end of May 2013.

Advertising of Tenders

Tenders were advertised in The Sydney Morning Herald, The Macarthur Advertiser and The Macarthur Chronicle in the weeks commencing 16 and 23 April 2012. Tenders were also advertised on Tenderlink and Council's website. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified.

Tenders Received

Tenders closed on Tuesday 8 May 2012. Nine on-time responses were received from the following organisations:

- Accurate Asphalt & Road Repairs Pty Ltd
- Bitupave Limited
- Borthwick & Pengilly Asphalts Pty Ltd
- Downer EDI Works Pty Ltd
- Fulton Hogan Industries Pty Ltd
- Roadworx Surfacing Pty Ltd
- SRS Roads Pty Ltd
- Stabilised Pavements of Australia Pty Ltd
- State Asphalt Services Pty Ltd

Tender Document

Organisations were requested to submit the following information with their tender response:

- Nomination of requirements
 - Experience
 - Capability to complete the works
 - Response time for repair works
 - Price
 - Insurances
 - WHS Management Systems
 - Environmental practices
-

- Details of any subcontractors and their experience
- Conflict of interest declaration
- Additional terms of contract protecting the tenderers' business requirements

Evaluation Process

The Evaluation Panel, consisting of officers from Assets and Supply Services and Operational Services evaluated the tenders against the following weighted assessment criteria:

- Experience of the company
- Response time
- Financial stability
- Scenario response
- Suitability of quoted prices/scenarios
- Suitability of standard pricing
- Occupational Health and Safety
- Environmental commitment

The Evaluation Panel used Council's standard zero-five scoring system for all non-pricing criteria with 5 being the highest score.

The Occupational Health and Safety and Environmental Practices criteria were assessed on the basis of unsatisfactory, satisfactory or exceptional.

The scoring of tendered prices was determined based on the total price for each Program Group (A, B and C).

Tender Evaluation

Group A – Sealing Program

Four tenders were received for this component:

- Borthwick & Pengilly Asphalts Pty Ltd
- Fulton Hogan Industries Pty Ltd
- SRS Roads Pty Ltd
- State Asphalt Services Pty Ltd

Borthwick & Pengilly Asphalts Pty Ltd provided the best response to Council for Group A – Sealing Program and is recommended for the provision of this component as they:

- detailed their extensive industry experience confirmed through satisfactory reference checks
- provided satisfactory WHS documentation
- tendered the cheapest price for provision of the Group A - Sealing Program.

Fulton Hogan Industries Pty Ltd and State Asphalt Services Pty Ltd tendered a more expensive price than the recommended tenderer. The Evaluation Panel did not consider there to be any advantage to Council for the increased cost, and therefore not considered any further.

SRS Roads Pty Ltd did not complete the pricing schedule as required in the Request for Tender for Group A – Sealing Program.

Group B – Insitu Stabilisation Program

Five tenders were received for this component:

- Accurate Asphalt & Road Repairs Pty Ltd
- Downer EDI Works Pty Ltd
- Roadworx Surfacing Pty Ltd
- SRS Roads Pty Ltd
- Stabilised Pavements of Australia Pty Ltd

Downer EDI Works Pty Ltd provided the best response to Council for Group B – Insitu Stabilisation Program and is recommended for the provision of this component as they:

- detailed satisfactory experience in the provision of similar works
- demonstrated a capability to complete the works to Council's standard
- provided satisfactory work health, safety and environmental documentation
- tendered the cheapest price for Group B – Insitu Stabilisation Program

Roadworx Surfacing Pty Ltd, Stabilised Pavements of Australia Pty Ltd, Accurate Asphalt & Road Repairs Pty Ltd tendered a more expensive price than the recommended tenderer. The Evaluation Panel did not consider there to be any advantage to Council for the increased cost, and therefore not considered any further.

SRS Roads Pty Ltd did not complete the pricing schedule as required in the Request for Tender for Group B – Insitu Stabilisation Program.

Group C – Seal with Asphalt Program

Six tenders were received for this component:

- Bitupave Limited
- Borthwick & Pengilly Asphalts Pty Ltd
- Downer EDI Works Pty Ltd
- Fulton Hogan Industries Pty Ltd
- SRS Roads Pty Ltd
- State Asphalt Services Pty Ltd

Borthwick and Pengilly Asphalts Pty Ltd scored best overall, however, Council's Tender Review Panel (established to assure the evaluation process) considered that the response time should not have outweighed the significant difference in the suitability of all other criteria, including price.

Therefore, State Asphalt Services are recommended for the provision of Group C – Seal with Asphaltic Program as they:

- demonstrated satisfactory experience in the provision of similar works
 - were assessed to have sufficient capability to complete the works
 - tendered the lowest price to Council
 - provided satisfactory work health, safety and environmental documentation.
-

Fulton Hogan Industries Pty Ltd, Bitupave Limited, SRS Roads Pty Ltd and Downer EDI Works Pty Ltd are not recommended as their tendered price was more expensive than the recommended tenderer.

Recommendation of the Evaluation Panel

In summary the Evaluation Panel recommends that Council accepts the following tenders:

Component	Recommended Tenderer
Group A – Sealing Program	Borthwick & Pengilly Asphalts Pty Ltd
Group B – Insitu Stabilisation Program	Downer EDI Works Pty Ltd
Group C – Seal with Asphalt Program	State Asphalt Pty Ltd

Management of Proposed Contract

The contractors will be subject to contract management and safety reviews throughout the duration of the contract in accordance with Council's contract management requirements.

Officer's Recommendation

1. That Council accept the offer of Borthwick & Pengilly Asphalts Pty Ltd for the provision of the sealing program component of the Road Pavement Program 2012-2013.
2. That Council accept the offer of Downer EDI Works Pty Ltd for the provision of the insitu stabilisation program component of the Road Pavement Program 2012-2013.
3. That Council accept the offer of State Asphalt Pty Ltd for the provision of the seal with asphalt program component of the Road Pavement Program 2012-2013.
4. That the Contract documents be executed under the Common Seal of Council.
5. That the unsuccessful tenderers be notified of the results of tender process.

Committee's Recommendation: (Rule/Glynn)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 3 July 2012 (Lake/Rule)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

3.5 T12/14 Concrete Works Reconstruction Program 2012-2013

Reporting Officer

Manager Assets and Supply Services and Manager Operational Services

Attachments

The following confidential attachments have been distributed to Councillors under separate cover as numerous tenderers have indicated that the contents of their tender are commercial-in-confidence:

1. Evaluation Pricing Matrix – Kerb and gutter reconstruction part 1
2. Evaluation Pricing Matrix – Kerb and gutter reconstruction part 2
3. Evaluation Pricing Matrix – Footpath reconstruction
4. Evaluation Pricing Matrix – Drainage services

Purpose

To advise Council of the tenders received for the Concrete Works Reconstruction Program 2012-2013 and recommend that Council accept the tenders submitted by MSA Civil and Communications Pty Ltd for kerb and gutter (parts 1 and 2) and I.W Contracting Pty Ltd for footpath reconstruction and drainage services.

History

Council has a range of concrete works that are satisfied either through a periodic three year contract or a specific program. The reason for this is that in previous years the specific program contract has resulted in savings of approximately 10% to 20%.

The periodic contract provides per item (eg. lineal or square metre rates) for ad-hoc concrete works during the term of the contract.

The specific program contract provides lump sum rates for completion of works at specific locations identified for the financial year.

This specific Concrete Works Reconstruction Program 2012-2013 is to exist alongside the current T11/01 Concrete Works for Civil Assets contract.

Report

The services required under this contract were divided into four components as follows:

- Kerb and gutter reconstruction part 1 (road related works to be completed by 30 September 2012)
- Kerb and gutter reconstruction part 2 (works to be completed by 31 May 2013)
- Footpath reconstruction
- Drainage services (pits lintels, grates, lids and frames).

Legislation

This tender process was conducted in accordance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* and Council's Procurement Policy and Contract Management Plan.

Contract Expenditure

Funds for these works are allocated in Council's budget.

Contract Term

The term for this contract will be from the date of acceptance until completion of the program, including any defects liability and/or warranty periods. Kerb and gutter part 1 (road related works) must be completed by 30 September 2012. All other works must be completed by 31 May 2013.

Advertising of Tenders

Tenders were advertised in The Sydney Morning Herald, The Macarthur Advertiser and The Macarthur Chronicle in the weeks commencing 16 and 23 April 2012. Tenders were also advertised on Tenderlink and Council's website. The Ingleburn and Campbelltown Chambers of Commerce and Industry were notified.

Tenders Received

Tenders closed on Tuesday 8 May 2012 at 2.30pm. Five on-time responses were received from the following organisations:

- C W Concrete Pty Ltd
 - I.W Contracting Pty Ltd
 - J&L Smith t/as JAK Concreting and Excavation Pty Ltd
 - Kodi Civil Pty Ltd
 - MSA Civil and Communications Pty Ltd.
-

Tender Document

Organisations were requested to submit the following information with their tender response:

- Experience
- Response time
- Capability to complete works and similar works
- Price
- Insurances
- Work Health and Safety Management Systems
- Environmental practices
- Details of any subcontractors and their experience
- Conflict of interest declaration
- Additional terms of contract protecting the tenderer's business requirements.

Evaluation Process

The Evaluation Panel, consisting of officers from Assets and Supply Services and Operational Services evaluated the tenders against the following weighted assessment criteria:

- Experience
- Response time
- Capability to complete works and similar works
- Price
- Work Health and Safety Management Systems
- Environmental practices.

The Evaluation Panel used Council's standard zero-five scoring system for all non-pricing criteria with 5 being the highest score.

The Work Health and Safety and Environmental Practices criteria were assessed on the basis of unsatisfactory, satisfactory or exceptional.

The scoring of tendered prices was based on the program price.

Tender Evaluation

Kerb and Gutter Reconstruction Parts 1 and 2

Five tenders were received for this component:

- C W Concrete Pty Ltd
 - I.W. Contracting Pty Ltd
 - J&L Smith t/as JAK Concreting and Excavation Pty Ltd
 - Kodi Civil Pty Ltd
 - MSA Civil and Communications Pty Ltd.
-

MSA Civil and Communications Pty Ltd provided the best overall response to Council and is recommended for the kerb and gutter parts 1 and 2 components as they provided:

- the lowest price to Council
- a satisfactory response time
- sufficient details on company experience
- sufficient details on their capability to perform works and similar works

I.W Contracting Pty Ltd and C.W Concreting Pty Ltd are not recommended as they provided:

- pricing which was not as competitive as the recommended tender

Kodi Civil Pty Ltd are not recommended as they provided:

- an unsatisfactory response time
- pricing which was not as competitive as the recommended tender

J&L Smith t/as JAK Concreting and Excavation Pty Ltd are not recommended as they provided:

- unsatisfactory response time
- insufficient details on their capability to perform works and similar works
- pricing which was not as competitive as the recommended tender

Footpath Reconstruction

Five tenders were received for this component:

- C W Concrete Pty Ltd
- I.W Contracting Pty Ltd
- J&L Smith t/as JAK Concreting and Excavation Pty Ltd
- Kodi Civil Pty Ltd
- MSA Civil and Communications Pty Ltd.

I.W Contracting Pty Ltd offered the best overall response to Council and is recommended for the footpath reconstruction component as they provided:

- the lowest price to Council
- the best response time
- sufficient details on company experience
- sufficient details on their capability to perform works and similar works

MSA Civil and Communications Pty Ltd and C.W Concreting Pty Ltd are not recommended as they provided:

- pricing which was not as competitive as the recommended tender
-

Kodi Civil Pty Ltd are not recommended as they provided:

- an unsatisfactory response time
- pricing which was not as competitive as the recommended tender

J&L Smith t/as JAK Concreting and Excavation Pty Ltd are not recommended as they provided:

- an unsatisfactory response time
- insufficient details on their capability to perform works and similar works
- pricing which was not as competitive as the recommended tender

Drainage Services

Three tenders were received for this component:

- C W Concrete Pty Ltd
- I.W Contracting Pty Ltd
- MSA Civil and Communications Pty Ltd.

I.W Contracting Pty Ltd offered the best overall response to Council and is recommended for the drainage services component as they provided:

- the lowest program price to Council
- the best response time
- sufficient details on company experience
- sufficient details on their capability to perform works and similar works

MSA Civil and Communications Pty Ltd and C.W Concreting Pty Ltd are not recommended as they provided:

- pricing which was not as competitive as the recommended tender

Recommendation of the Evaluation Panel

In summary the Evaluation Panel recommends that Council accepts the following tenders:

Component	Recommended Tenderer
Kerb and gutter reconstruction part 1 (road related works to be completed by 30 September 2012)	MSA Civil and Communications Pty Ltd
Kerb and gutter reconstruction part 2 (works to be completed by 31 May 2013)	MSA Civil and Communications Pty Ltd
Footpath reconstruction	I.W Contracting Pty Ltd
Drainage services	I.W Contracting Pty Ltd

Management of Proposed Contract

In order to satisfy Council's contract management requirement and due to the WHS exposure of the works required in this contract, the contractor will be subject to regular performance and safety management reviews.

Council staff will be responsible for ensuring that the contractor is adhering to the required safety and risk management procedures throughout the term of the contract.

Officer's Recommendation

1. That Council accept the offer of MSA Civil and Communications Pty Ltd for the provision of kerb and gutter reconstruction parts 1 and 2 components of the concrete works reconstruction program 2012-2013.
2. That Council accept the offer of I.W Contracting Pty Ltd for the provision of footpath reconstruction and drainage services components of the concrete works reconstruction program 2012-2013.
3. That the Contract documents be executed under the Common Seal of Council.
4. That the unsuccessful Tenderers be notified of the results of tender process.

Committee's Recommendation: (Glynn/Rule)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 3 July 2012 (Lake/Rule)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

4. EMERGENCY SERVICES

4.1 Campbelltown Local Emergency Management Committee

Reporting Officer

Manager Emergency Management

Attachments

Minutes of the Campbelltown Local Emergency Management Committee held on 17 May 2012 (to be tabled).

Purpose

To advise Council of the outcome of the Campbelltown Local Emergency Management Committee (LEMC) meeting held on 17 May 2012.

Report

This meeting was the Campbelltown Local Emergency Management Committee which included Council representatives, NSW Health, SW Police, NSW Fire and Rescue, State Emergency Service (SES) and Rural Fire Service (RFS) representatives.

The key issues that were discussed included:

- The finalisation of the Standard Operating Guidelines for the LEMC
- The management of Cambridge Avenue Causeway during flood operations
- The development of a Community Protection Plan for Wedderburn
- The upgrading of Council's website to include a range of information for the community on being better prepared to deal with emergencies which includes an emergency banner to provide information to the community in emergencies
- Planning for this year's Riverfest as the key focus for the emergency preparedness information for the community by the emergency agencies.
- Discussion on the infrastructure developments that are occurring in the area and their impact on emergency planning.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Rule/Borg)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 3 July 2012 (Lake/Rule)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

4.2 Macarthur Zone Bushfire Management Committee

Reporting Officer

Manager Emergency Management

Attachments

Minutes of Meeting held 4 June 2012 (distributed under separate cover)

Purpose

To advise Council of the outcome of the Macarthur Zone Bushfire Management Committee held on 4 June 2012.

Report

The Macarthur Bushfire Management Committee (BFMC) is coordinated by the Rural Fire Service (RFS) and covers the bushfire management planning of the Local Government Areas of Camden, Campbelltown and Liverpool and includes all major land holders in its membership. The Committee meets quarterly and reports on activity over the previous three months operation.

A number of key operational and planning issues were considered and dealt with at the Committee including:

Bush Fire Risk Management Plan Review

The revised Bushfire Risk Management Plan public submissions closed on the 20 April 2012 with three submissions received. The plan will be current for five years or until the need for a further review is determined.

Fire Trail Sub Committee

A Fire Trail Sub Committee will now be established to coordinate the maintenance of fire trails with multiple ownership by the major land holders.

Evacuation Plans

The requirements of the Bush Fire coordinating Committee policy on residential development was discussed and the identification of high risk residential areas will be identified at the next BFMC.

Operations Report

The agencies reported no significant events for the reporting period.

General Business

The committee was advised of the widening of the M5 to commence in September 2012 with a works program to be tabled at the next BFMC.

Officer's Recommendation

That the information be noted.

Committee's Recommendation: (Rule/Glynn)

That the Officer's Recommendation be adopted.

CARRIED

Council Meeting 3 July 2012 (Lake/Rule)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

4.3 New Policy - Bush Fire Management

Reporting Officer

Manager Emergency Management

Attachments

Draft Bush Fire Management Policy.

Purpose

To submit a proposed Bush Fire Management Policy that consolidates the range of activities Council undertakes to provide bush fire protection to the city.

Report

The Policy seeks to consolidate all the Council activities that make up our bush fire prevention strategy. These activities include:

Bush Fire Prone Lands – mapped based on vegetation types and the basis of development approval for new and refurbished dwellings on bush fire prone land.

Council's Annual Hazard Reduction Program – Maintenance and development of Asset Protection Zones (APZ), roadside vegetation, fire gates, signs and fire trails across the city on Council owned or managed land.

Community Education – including the publication of emergency preparedness information in Compass, Emergency Management page on Council's website as well as funding projects such as the Home Emergency Kit Project with the Local Emergency Management Committee.

Officer's Recommendation

1. That the Bush Fire Management Policy as attached to this report be adopted.
2. That the Policy review date be set at 31 July 2014.

Committee's Recommendation: (Borg/Rule)

That the Officer's Recommendation be adopted.

CARRIED


Council Meeting 3 July 2012 (Lake/Rule)

That the Officer's Recommendation be adopted.

Council Resolution Minute Number 122

That the Officer's Recommendation be adopted.

ATTACHMENT 1

		POLICY
Policy Title	Bushfire Management	
Related Documentation	Macarthur Bushfire Risk Management Plan	
Relevant Legislation/Corporate Plan	<i>Rural Fires Act 1997</i> <i>Bushfire Environmental Assessment Code 2006</i>	
Responsible Officer	Manager Emergency Management	

Policy details may change prior to review date due to legislative changes, therefore this document is uncontrolled when printed.

Objectives

The objectives of this Policy are:

- To provide direction for assessing and managing bushfire risk on Council owned or managed land;
- To minimise the risk to life and property in the event of a fire on Council controlled land;
- To minimise the risk to fire fighting crews in the event of a fire on Council controlled land;
- To preserve and manage existing bush land areas while maintaining or improving their ecological health during and after works are completed.

Policy Statement

Scope

This Policy applies to all land that is managed by Council either directly or under care and control for other agencies.

Definitions

Asset Protection Zone (APZ) – a fuel reduced area around or adjacent to a built asset or structure. It can also be for the protection of aboriginal, or other cultural heritage, or significant environmental areas.

Bush Fire Risk – is the chance of a bush fire igniting, spreading and causing damage to assets of value to the community. It is determined dependent on fuel hazard levels, ground slope, aspect and typical weather patterns, ignition risk and the assets needing protection.

Fire Interval – the length of time between successive fires on an area of land.

Land Management Zone (LMZ) – to meet relevant land management objectives in areas where Asset Protection or Strategic Fire Advantage Zones are not appropriate.

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Overall Fuel Hazard (OFH) – is the sum of the influences of Bark Hazard+ Elevated Fuel Hazard+ Surface Fine Fuel Hazard, often expressed as tonnes per hectare.

Strategic Fire Advantage Zone (SFAZ) – these are strategically located areas which help reduce the speed and intensity of bush fires, and reduce the potential for spot fire development.

Vegetation Formation – groups of vegetation classes with related structural and functional features.

Legislative Context

- Macarthur Bush Fire Risk Management Plan 2009-2014 or as amended
- *Rural Fires Act 1997*
- *Rural Fires Regulation 2008*
- *Bushfire Environmental Assessment Code 2006*
- *Local Government Act 1993*
- *Environmental Planning and Assessment Act 1979*
- *Crown Lands Act 1989*
- *Planning for Bushfire Protection 2006*
- *Threatened Species Conservation Act 1995*
- *Australian Standard AS4373 Pruning of Amenity trees*
- *Work Cover Code of Practice Amenity Tree Industry*
- *Protection of the Environment Operations Act 1997*
- *Protection of the Environment (Clean Air) Regulation 2010*

Principles

Bushfire Management on Council Land

1. Develop and maintain a fire management database for recording and monitoring hazard reduction works, fire trails and gates, fire history, area burnt, type of fire, date, season, intensity and any other relevant information.
2. Follow the Fire Management Guidelines as developed by Council for all fire management activities within Council reserves and roadsides.
3. Prepare detailed fire management plans for all bushland areas under Council's control which include provisions for the protection of life and property, fire hazard reduction, protection of threatened species and their habitats, and conservation of biodiversity.
4. Facilitate control and suppression of wildfires on Council property through provision of adequate resources for the construction, inspection and maintenance of fire trails, gates & locks, fire breaks, water supply points, and asset protection zones.
5. Monitor Council managed bushland areas during periods of High and Extreme fire danger to quickly detect wildfires, notify the appropriate fire service (NSW Fire & Rescue or Rural Fire Service) through the "000" emergency system, and provide assistance in containing and suppressing the fire (assistance would not include active fire fighting as Council has neither the resources or appropriately trained personnel).
6. Close Council's bushland reserves to the public on days of Extreme fire danger or Total Fire Ban.
7. On days of Extreme and Catastrophic fire danger, activate the Emergency Operations Centre (EOC) so it is immediately available for emergency bushfire coordination.
8. Support bush fire suppression with co-operation between the major land managers, Council, and Fire & Rescue NSW and the NSW Rural Fire Service.
9. Consult with the Rural Fire Service and Fire & Rescue NSW during development of fire management plans, and assessment and reduction of fire hazards

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10. Consult with affected landowners and the wider community during the development of bushfire management plans, and education of the community about bushfire management practices, procedures and future directions.
11. Conduct ongoing public education and publicity programs about reducing the risk of bush fire and the relevant prevention measures to aid in the protection of life, property and the environment.
12. In the case of existing development, maintenance of Asset Protection Zones by adjoining property owners on Council's natural area reserves (including bushland roadside areas) will not be encouraged of by Council.
13. Unauthorised clearing or mowing of native vegetation in a natural area reserve or bushland roadside area is not permitted. In accordance with section 629 of the *Local Government Act 1993* a person who, without lawful excuse, wilfully or negligently injures or unnecessarily disturbs any plant or animal in a public place is guilty of an offence with a maximum penalty of five penalty points.

Bushfire Prone Land Mapping

14. Maintain up-to-date maps of bushfire prone areas within the LGA to provide a basis for planning, and to ensure that development and building applications incorporate fire protection measures appropriate to the level of bushfire risk.
15. Undertake regular reviews of maps identifying Bushfire Prone Land in accordance with section 146 of the *Environmental Planning and Assessment Act 1979*.
16. Ensure the Bushfire prone land map is to be available for public inspection.

Bushfire Planning and Development Controls

17. Consult with the Rural Fire Service where required during assessment of development applications in bushfire prone areas.
18. Inform affected property owners via a section 149 certificate message that land is bushfire prone.
19. Identify areas of land which are at significant risk from bush fire and ensure that no new areas are developed in a manner which will expose buildings to an unacceptable risk from a bush fire event.
20. Ensure that subdivision and development applications, for properties identified on bushfire prone land, provide for and accommodate adequate bushfire protection measures within the boundaries of the private land. These bushfire protection measures:
 - a. are not to encroach on the natural area reserves, and
 - b. shall not use Council owned/managed land for Asset Protection Zones to accommodate new development. Refer to Section 3.3 Part B page 13 of Planning for Bushfire Protection 2006.
21. Ensure that any residential or infill development that does not comply with the 'acceptable solutions' outlined in Section 4.2 of "Planning for Bushfire Protection 2006", are referred to the NSW Rural Fire Service prior to granting approval.
22. Ensure new buildings and building additions proposed to be constructed within bush-fire prone areas comply with the construction standards and requirements of "Planning for Bush Fire Protection 2006" (or its legislative equivalent) and "AS 3959-2009 Construction of buildings in bushfire-prone areas" (or its legislative equivalent).
23. Ensure an acceptable level of construction for industrial, commercial and agricultural buildings as specified by the "Building Code of Australia", "AS 3959-2009 Construction of buildings in bushfire-prone areas" and "Planning for Bushfire Protection 2006" (or their legislative equivalents).

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24. Council shall comply with the provisions of Sections 79BA, 79C, 91, 96 and 146 of the *Environmental Planning and Assessment Act 1979* and Section 100B of the *Rural Fires Act 1997* that relate to development within bushfire prone areas.

Responsibility

This Policy is provided for consideration and implementation by all Council employees. The Manager of Emergency Management is responsible for its monitoring and review.

Effectiveness of this Policy

This policy will be reviewed in accordance with Council's adopted procedure for Policy development.

END OF POLICY STATEMENT

5. GENERAL BUSINESS

Nil.

Confidentiality Motion: (Borg/Rule)

That the Committee in accordance with Section 10 of the *Local Government Act 1993*, move to exclude the public from the meeting during discussions on the items in the Confidential Agenda, due to the confidential nature of the business and the Committee's opinion that the public proceedings of the Committee would be prejudicial to the public interest.

CARRIED

19. CONFIDENTIAL ITEMS

19.1 Confidential Report Directors of Companies

Reason for Confidentiality

This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following: -

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

There being no further business the meeting closed at 7.35pm.

P Lake
CHAIRPERSON
