



MELTON CITY COUNCIL

Notice is hereby given that the Special Meeting of the Melton City Council will be held in the Council Chamber, Civic Centre, 232 High Street, Melton on 15 May 2017 at 7.30pm.

**THIS AGENDA CONTAINS A CONFIDENTIAL
ATTACHMENT**

Kelvin Tori
CHIEF EXECUTIVE

Visitors to the Gallery please note:

Proceedings at Council meetings are controlled by the Chairperson. The Chairperson is empowered to enforce the provision of Council's Local Law, which includes the following aspects:

- **Silence** must be maintained by members of the public in the gallery at all times. A visitor to the gallery must not interject or take part in the debate that occurs in the Chamber.
- Members of the public in the gallery must not operate **recording equipment** at a Council or Special Committee Meeting without the prior written consent of Council.
- **Question time** is available at every Ordinary Meeting to enable members of the public to address questions to Council. All questions must be received by the Chief Executive Officer or other person nominated for this purpose no later than:
 - i) 5 pm on the day of the Ordinary Meeting if questions are submitted into the receptacle designated for public questions outside the Council Chamber
 - ii) 5pm on the day of the Ordinary Meeting if questions are submitted by electronic medium as per Council website directions.

A person must not submit more than two (2) individual questions at a meeting, inclusive of all parts and variants as interpreted by the Chairperson or other person authorised for this purpose by the Chairperson. The person directing the question must be present in the gallery at the time the question is to be dealt with for it to be valid.

- It is an offence for any person, not being a Councillor, who is guilty of any improper or disorderly conduct to not leave the meeting when requested by the Chairperson to do so.
Penalty: 20 Penalty Units
- It is an offence for any person to fail to obey a direction of the Chairperson relating to the conduct of the meeting and the maintenance of order.
Penalty: 20 Penalty Units

A penalty unit for a Local Law made under Part 5 of the *Local Government Act 1989* is \$100 in accordance with s110(2) of the *Sentencing Act 1991*.

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1. APOLOGIES AND LEAVE OF ABSENCE

The Mayor will call for any apologies received from any Councillors who are unable to attend this meeting.

2. DECLARATION OF ANY PECUNIARY INTEREST, OTHER INTEREST OR CONFLICT OF INTEREST OF ANY COUNCILLOR

Pursuant to Section 77A, 77B, 78 and 79 of the Local Government Act 1989, any Councillor must declare any direct or indirect interest, and any conflict of interest, in any items contained within the Notice Paper.

3. PRESENTATION OF STAFF REPORTS

3.1 CONTRACT No.17/032 FOR THE MELTON WAVES LEISURE CENTRE AMENITIES RENEWAL AND ANCILLARY WORKS

Author: Darren Gray - Property Services Coordinator
Presenter: Luke Shannon - General Manager Planning & Development

PURPOSE OF REPORT

To seek approval from Council to award Contract No.17/032 for the Melton Waves Leisure Centre Amenities Renewal and Ancillary Works.

RECOMMENDATION:

That Council:

1. award Contract No.17/032 for the Melton Waves Leisure Centre Amenities Renewal and Ancillary Works to FNG Group Pty Ltd for the amount of \$595,099.00 excluding GST.
2. delegate the Chief Executive Officer the task of execution of all relevant contract documentation.

REPORT

1. Executive Summary

Council committed to a Building Component Renewal Program in 2016/2017, this program includes the renewal of elements of the Melton Waves Leisure Centre as well as other building assets across Council.

This contract is for the provision of refurbishment works including, but not limited to:

- Replacement of wall and floor tiles in the shower and change rooms
- Replacement of sanitary fixtures and fittings
- Painting of ceiling linings and non tiled walls
- Replacement of existing light fittings
- Rust rectification works to steel columns
- Installation of stainless steel balustrade
- Improvements to the internal garden beds.

It is recommended that Council award the Melton Waves Leisure Centre Amenities Renewal and Ancillary Works to FNG Group Pty Ltd for the amount of \$595,099.00 excluding GST.

Works are planned to start immediately and the require facility shutdown has been planned with the operator and extensive consultation undertaken with users of the site. In order to expendite these required works and fit in with the Operators preferred timelines, Council Officers have utilised the Construction Suppliers Register (CSR) to source adequately qualified and resourced contractors for the project.

2. Background/Issues

The key outcomes of this contract evaluation are shown in **Appendix 1**.

The selection panel for the assessment of tenders consisted of the officers outlined in table 1.0. The selection panel determined the selection criteria and weighting prior to the specification being provided to potential contractors sourced from the Construction Supplier Register. The selection criteria and weighting are listed in table 2.0.

Table 1.0: Selection Panel

Panel member	Position
Darren Gray	Property Services Coordinator
Les Tabone	Programmed Maintenance Officer
Joe Tulino	Project Officer

Table 2.0: Selection Criteria and Weighting

Selection Criteria	Weighting
Project teams relevant experience	15%
Organisational capability, skills and qualifications of project team	10%
Understanding of project requirements, program and ability to meet Council time frame.	25%
Cost to Council	50%
Quality Assurance, Risk Management & Insurances	Yes / No
OH&S Accreditation	Yes / No

Three submissions were received and are shown in table 3.0 below. All of the submissions received were assessed in detail to clarify a variety of exclusions, contract conditions and contract departures.

Table 3.0: Tender Submissions received

Tenderer
FNG Group Pty Ltd
Domain Builders Pty Ltd
Chippa Constructions Pty Ltd

An interview was conducted with the 2 shortlisted companies and referee checks carried out. The selection panel were comfortable with the capacity for either of the short-listed companies to be awarded the contract. The selection panel recommends FNG Group be awarded the Contract and the results of the assessment are included in **Appendix 1**.

3. Council Plan Reference and Policy Reference

The Melton City Council 2013-2017 Council Plan references:

1. Managing our Growth: A clear vision to connect and develop a sustainable City

1.1 Strategically plan for a well designed and built City

4. Financial Considerations

Council's Building Component Renewal Program for 16/17 has a total value of \$1,208,000. This element of the program was originally budgeted to cost \$545,000. Due to favourable outcomes of other projects within the building component renewal program, there is sufficient scope to absorb the additional \$50,099 required to deliver this project without having an adverse impact on Council's budget.

5. Consultation/Public Submissions

The scope of works have been developed in consultation with the Melton Waves Reference group, the facility managers Belgravia Leisure (feedback received from Patrons) and Council's facility condition audits.

Extensive public notice is being given regarding the temporary disruption to elements of the operator of the facility.

6. Risk Analysis

The following measures have been put in place to reduce or eliminate the risk to Council for this project.

Engagement of a pre-qualified Building Contractor.

- The Construction Supplier Register is maintained by State Government Department of Treasury and Finance. Contractors applying for inclusion on the register must demonstrate their competency against a range of management, technical and financial pre-qualification criteria to ensure they meet the high standards required of Government suppliers. Pre-qualification is then reviewed on a regular basis.
- Contractors are specifically required to comply with a total of 12 OHS criteria, these are equivalent to Councils requirement for third party accreditation of Contractor's OHS management systems.

7. Options

The maintenance and renewal works are required and accordingly they need to be undertaken. Council has the option of either awarding the works to the recommended contractor, or alternatively to one of the other two submitting contractors.

LIST OF APPENDICES

1. Tender Evaluation Report Contract No.17/032 Melton Waves Leisure Centre - undated - **CONFIDENTIAL**

4. CLOSE OF BUSINESS