



Corporate & Works Committee

Agenda: *Corporate & Works Committee*

Date: *Monday 2 June 2008*

Time: *6.00pm*

Outline of Meeting Protocol & Procedure:

- The Chairperson will call the Meeting to order and ask the Committee/Staff to present apologies or late correspondence.
- The Chairperson will commence the Order of Business as shown in the Index to the Agenda.
- At the beginning of each item the Chairperson will ask whether a member(s) of the public wish to address the Committee.
- If person(s) wish to address the Committee, they are allowed four (4) minutes in which to do so. Please direct comments to the issues at hand.
- If there are persons representing both sides of a matter (eg applicant/objector), the person(s) against the recommendation speak first.
- At the conclusion of the allotted four (4) minutes, the speaker resumes his/her seat and takes no further part in the debate unless specifically called to do so by the Chairperson.
- If there is more than one (1) person wishing to address the Committee from the same side of the debate, the Chairperson will request that where possible a spokesperson be nominated to represent the parties.
- The Chairperson has the discretion whether to continue to accept speakers from the floor.
- After considering any submissions the Committee will debate the matter (if necessary), and arrive at a recommendation (R items which proceed to Full Council) or a resolution (D items for which the Committee has delegated authority).

Delegated Authority (“D” Items):

- General financial and corporate management of the Council, except those specifically excluded by statute, by Council direction or delegated specifically to another Committee.
- Note: This not to limit the discretions of nominated staff members exercising Delegated Authorities granted by the Council.
- Quarterly review of Council's Management Plan.
- Finance Regulations, including:-
 - Authorisation of expenditures within budgetary provisions where not delegated;
 - Quarterly review of Budget Review Statements;
 - Quarterly and other reports on Works and Services provision; and
 - Writing off of rates, fees and charges because of non-rateability, bad debts, and impracticality of collection.
- Auditing.
- Property Management.
- Asset Management.
- Traffic Management - Works Implementation.
- Works and Services - Monitoring and Implementations.
- Legal Matters and Legal Register.
- Parks and Reserves Management.
- Infrastructure Management, Design and Investigation.
- To require such investigations, reports or actions as considered necessary in respect of matters contained within the Business Agenda (and as may be limited by specific Council resolution).
- Confirmation of Minutes of its Meeting.
- Any other matter falling within the responsibility of the Corporate and Works Committee and not restricted by the Local Government Act or required to be a Recommendation to Full Council as listed below.

Recommendation only to the Full Council (“R” Items):

- Such matters as are specified in Section 377 and within the ambit of the Committee considerations.
- The voting of money for expenditure on works, services and operations.
- Rates, Fees and Charges.
- Donations
- Matters which involve broad strategic or policy initiatives within responsibilities of the Committee.
- Matters not within the specified functions of the Committee.
- Asset Rationalisation.
- Corporate Operations:-
 - Statutory Reporting; - Delegations.
 - Adoption of Council's Management Plans; - Policies.
 - Quality Service/Communications; - Tenders as per Regulation requirements.
 - Leases.
 - Matters reserved by individual Councillors in accordance with any Council policy on "safeguards" and substantive changes

Committee Membership:

7 Councillors

Quorum:

The quorum for a Committee meeting is 4 Councillors.

WOOLLAHRA MUNICIPAL COUNCIL

Notice of Meeting

29 May 2008

To: His Worship The Mayor, Councillor Rundle, ex-officio
Councillors Andrew Petrie (Chair)
Anthony Boskovitz
John Comino (Deputy Chair)
Claudia Cullen
Marcus Ehrlich
Fiona Sinclair King
John Walker

Dear Councillors

Corporate & Works Committee Meeting – 2 June 2008

In accordance with the provisions of the Local Government Act 1993, I request your attendance at a Meeting of the Council's **Corporate and Works Committee** to be held in the **Council Chambers, 536 New South Head Road, Double Bay, on Monday 2 June 2008 at 6.00pm.**

Gary James
General Manager

Additional Information Relating to Committee Matters

Site Inspection

Other Matters

Meeting Agenda

Item	Subject	Pages
1	Leave of Absence and Apologies	
2	Late Correspondence	
3	Declarations of Interest	

Items to be Decided by this Committee using its Delegated Authority

D1	Confirmation of Minutes of Meeting held on 19 May 2008	1
D2	CDO Update – 389.G	2
D3	790 New South Head Road, Rose Bay – Proposed Road Closure & Sale – 329.790	3

Items to be Submitted to the Council for Decision with Recommendations from this Committee

R1	Relocation of Watsons Bay Library from Dunbar House to the Watsons Bay Tea Rooms – 307.8	6
R2	Double Bay Streetscape Improvement Works – Bay Street – Tender No. 08/08	28

Item No: D1 Delegated to Committee
Subject: **Confirmation of minutes of meeting held on 19 May 2008**
Author: Les Windle, Manager – Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 19 May 2008 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.

Recommendation:

That the Minutes of the Corporate and Works Committee Meeting of 19 May 2008 be taken as read and confirmed.

Les Windle
Manager - Governance

Item No: D2 Delegated to Committee
Subject: CDO Update
Author: Michelle Phair, Team Leader Financial Services
File No: 389.G
Reason for Report: To update the Committee on Council's CDO investments.

Recommendation:

That the report be received and noted

Background:

At the Extraordinary Council meeting held on 17 September 2007 a confidential resolution was adopted. In open session, the Mayor advised:

That the Council has resolved to embark upon a course of action to continue the monitoring and reviewing of Council's investments and that the Council's decisions made in closed session are to remain confidential.

An update report will come to each meeting of the Corporate & Works Committee as a result of this resolution.

Discussion:

Updates:

The latest CDO bid updates and any additional confidential information regarding Council's investments will be tabled at the meeting.

Conclusion:

Council will continue to monitor and review its investments and provide an update report to each meeting of the Corporate & Works Committee.

Michelle Phair
Team Leader Financial Services

Don Johnston
Manager Finance

Annexures: Nil.

Item No: D3 Delegated to Committee
Subject: **790 New South Head Road, Rose Bay - Proposed Road Closure and Sale**
Author: Anthony Sheedy, Property Officer
File No: 329.790
Reason for Report: To give consideration to the closure and sale of unmade roadway adjoining the property.

Recommendation:

- A. That the proposal to sell a portion of unmade road reserve adjoining 790 New South Head Rd, Rose Bay be valued for its market sale price.
- B. That a further report be submitted, following part A above.

Background:

The Corporate and Works Committee considered this proposal on 7 April 2008, where it was resolved:

- A. *That the proposal to sell a portion of unmade road reserve adjoining 790 New South Head Road, noting a change in the boundary alignment to now run from the construction joint of the proposed driveway to the street end of the existing boundary wall, be advertised and notified to adjoining properties.*
- B. *That a further report be submitted, following part A above.*
- C. *That a street tree to Council's specification be planted in the footpath reservation adjoining the frontage of the property at the southern end.*

Pursuant to Council's resolution an advertisement was placed in the Wentworth Courier of 16 April 2008 calling for any submissions to be made within 28 days of the date of public notice. Adjoining neighbours within 50 metres of the subject land were also sent a letter of Notice, including a plan which detailed Council's proposal to close and sell the unmade road portion to the adjoining owner of 590 New South Head Road, Rose Bay.

No letters were received from the public in regard to the advertisement.

As there has not been any objection received to the proposed road closure and sale; the next step in this process would be to have the subject land valued. Following the property valuation by Council, a letter will be sent to the purchaser advising them of Council's sale price.

A written agreement will be sought from the purchaser to proceed with the sale at the land valuation price; and upon obtaining agreement a further report brought back to Council advising of the purchaser's intention.

The owners of 790 New South Head Rd have provided written agreement to parts A & C of the Council's 7 April 2008 resolution. In a letter received by Council on 10 April 2008 the owners agreed to the minor truncation of the road reserve, and planting of a street tree to Council's specification. They also agreed to pay any related fees and charges that such process may require.

I note that the change in the boundary alignment in accordance with part A of Council's resolution has resulted in a minimal reduction of some 0.6 square metres in the land for sale. This unmade road reserve area now proposed for sale is an estimated 37.4 square metres in size, subject to final survey (Annexure 1).

The owners have agreed to accept payment of all Council's costs in this matter as confirmed in their letter received by Council 14 February 2008.

Conclusion:

No letters were received in response to the public advertisement of 7 April 2008 and Notice given to adjoining neighbours of Council's intention to close and sell a portion of the subject unmade road. It can be concluded that the public have no objection to this proposed action of Council.

Council's sale of this triangular shaped portion of the unmade road reserve will enable the purchaser to have safer motor vehicle access and egress from the property; in an area of high motor vehicle traffic count. It is therefore beneficial for them to purchase the said portion, consolidating it with their existing land title.

There is also community benefit to the Council from the proceeds of the sale of a portion of road; which is not required for road purposes.

It is therefore recommended that Council now proceed with obtaining a market valuation of the subject unmade road portion, and a further report be submitted.

Anthony Sheedy
Property Officer

Warwick Hatton
Director, Technical Services

ANNEXURES:

1. Copy of the amended Survey Plan in accordance with Council's resolution 7 April 2008.

Item No: R1 Recommendation to Council
Subject: **Relocation of Watsons Bay Library from Dunbar House to the Watsons Bay Tea Rooms**
Author: Vicki Munro, Manager, Library and Information Services and Zubin Marolia, Manager, Property & Projects
File No: 307.8
Reason for Report: To advise Council on the outcome of the public exhibition of the proposal to relocate the Watsons Bay Library from Dunbar House to the Watsons Bay Tea Rooms.

Recommendation:

- A. That Council proceed with the relocation of the Watsons Bay Library from Dunbar House to the Watsons Bay Tea Rooms.
- B. That all renovation works necessary to relocate the library be completed prior to the summer season.

Background:

Council considered a report at its Corporate and Works Committee meeting on the 3 March 2008, on the proposed relocation of the Watsons Bay Library from Dunbar House to the area adjacent to the Watsons Bay Tea Rooms. (see Annexure 1). At the Council meeting of 10 March 2008, the following was resolved:

That Council advertise and invite submissions on the proposal for the relocation of Watsons Bay Library from Dunbar House to the area adjacent to the Watsons Bay Tea Rooms. The proposal includes:

- i) Upgrade one existing toilet/change room wing to provide male and female toilet and change room facilities including disabled facilities.*
- ii) Convert the other toilet/change room wing to the Watsons Bay Library.*

The following action was taken to place the proposal on public exhibition from Friday 14 March 2008 to Monday 28 April 2008:

- Letters were distributed on 14 March 2008 to all Watsons Bay residents / businesses located within the Watsons Bay postcode district. (approx. 300);
- Signage outlining the proposal was placed at all Library service points with copies of the Council report of 3 March 2008;
- Council's website was updated under the "Have your say – public notices" section; and
- An article was placed on the notification page in the Wentworth Courier on 26 March 2008.

Proposal:

The aim of the proposal to relocate the Watsons Bay Branch Library is to provide a larger library facility, which is both accessible and functional for the local residents. Currently the Library is open for eleven hours per week, Monday and Friday 3-5pm and Wednesday 12-7pm. It is intended to review and extend the hours of operation.

An examination of the current Watsons Bay Branch Library collection and borrowers is as follows:

Watson Bay borrowers by borrower group (Active borrowers for the last 2 years)	Age range	Number of borrowers
Preschool	0-4	22
Primary School	5-11	79
High School	12-17	20
Young Adult	18-24	11
Adults	25-54	126
Mature Adults	55-74	67
Older persons	75+	59
Total		384

Please note that borrowers that become members at other library service points also use Watsons Bay Branch Library and are not shown in the above figures.

Currently Watsons Bay Branch holds 5% of the library's total collection which is 182,200 (12/02/08).

Collection Type	Number of Items
Adult Fiction	2,546
Adult Non-Fiction	1,150
Adult Reference	116
Adult Music (Cassettes & CDs)	40
Junior Music Compact Disc	11
Adult Talking Books	101
DVDs - Adult & Junior	392
Easies (picture books)	1,200
Large Print	45
Junior Fiction	1,734
Junior Non Fiction	1,034
Junior Reference	39
Junior Talking Books	69
Magazines- Lending / Reference/ Junior	254
Videos	83
Young Adult	226
Total	9,042

Watsons Bay circulation January 2007 –December 2007 is as follows:

Collection Type	Watsons Bay	% of Total
Adult Fiction	7,273	32.6%
Adult Non-Fiction	2,650	11.9%
Audiovisual	4,108	18.4%
Junior Fiction	770	3.4%
Junior Non-Fiction	3,084	13.8%
Picture books	3,409	15.3%
Periodicals	839	3.8%
Toys	6	0.0%
Young Adult	196	0.8%
TOTAL	22,335	100.00%

As stated in the Library's annual report submitted to the Community and Environment Committee on 27 August 2007, Watsons Bay Library usage has been increasing in recent years, with a 21% increase over the twelve month period, 2006/07. The significant increase in Watsons Bay Branch usage is due to the excellent customer service, an increase in audio visual stock and the commencement of a school holiday children's engagement programme at the branch.

Consultation:

Originally twelve submissions were received in relation to the proposal, one in support and eleven against the proposed relocation. However, as of Friday 16 May 2008, one of the submissions against the proposal has been withdrawn. A summary of the issues raised by each submission have been listed in Annexure 2 with a full copy of each letter / distributed under separate cover.

Verbal comments have also been received by Library staff, both in support and against the proposal. The arguments against repeat those listed in the submissions received, but comments in support included:

- the need for additional space especially when hosting activities / events for children;
- at the special Easter story time, staff reported that they had received public comments acknowledging that a larger library would be beneficial for such events;
- the need for an extension of Library opening hours;
- more space to house the Adult fiction / recreational collections; and
- mothers with prams requiring easier access to the library, a safer environment for their children and a request for regular story telling sessions.

The main concerns raised verbally and in the submissions are summarised below.

1. Expansion to the Library facility

During the consultation for the development of the Library Strategic Plan, there was strong support for improvements in accommodation at all library service points. The consultation involved both a 400 telephone survey and numerous targeted focus groups. Currently, the existing branch library fails to meet the NSW Public Library standards for the adequate size of a library service point. Based on a population catchment of 2,610 residents, the recommended Library branch would be a minimum of 139sqm. Currently the Library is 44.18sqm and the proposed internal area of the library at the Tea Gardens site is approx.70sqm, excluding amenities and sufficient adjoining open space. Whilst this is still below NSW Public Library standards, it is a great improvement on the current size and also allows for more flexibility in layout.

Further, there has been strong attendance of children at the special children's holiday activities with parents / carers asking for a weekly storytelling programme. To provide this extended service, a larger facility would be required.

2. "Community Lounge Room"

A number of submissions raised concern over the proposed 'community lounge room'. The term 'community lounge' should not be confused with a community centre, it is a term used in the library context to define a type of collection and style of service provided in the library. This is a technical term used to describe a library and does not result in a community meeting room or any change in use.

The term 'Community Lounge Room' was used in a key recommendation in the Library Strategic Plan:

“The Watsons Bay Library be converted into a Community Lounge Room with collections tailored to the needs of local residents with an emphasis on younger children and recreational material for older residents.”

AEC Group, the consultants of the Library’s Strategic Plan, defines the concept on page 7 of Appendix 2, Library Strategic Plan, “The Way Forward” as:

“The concept of a community lounge room is based on the premise that libraries can add significant value through the provision of opportunities for interaction in smaller spaces providing a point of presence and just in time service delivery. The key elements are: popular library and magazine collections targeted to specific groups, themed collections similar to bookshop format, lounge areas and meeting spaces, compact exhibition space and access to technology and proximity to café spaces.”

Whilst the term ‘community lounge room’ was not used or expressly requested by library users or residents, the key elements were requested during the consultation stage of the Library Strategic Plan. Requests were made for improved community meeting spaces, improved access to recreational and learning opportunities and access to a coffee shop.

In many ways, the Watsons Bay branch has already started this process, due to existing space limitations; the library staff have tailored the collections to meet the local informational and recreational needs. To continue this approach requires additional space and an improved configuration of the collection and areas for relaxation.

3. Location options

A number of other options have been suggested for the Watsons Bay branch including the Gunyah, (old Scout Hall), Vacluse Bowling Club and the Pilot Station. None of these are seen as appropriate or practical solutions. The Vacluse Bowling Club is not preferred as it is subleased by Council. With the lease due to expire in 2011 there is a risk that this facility may not be in Council’s management after this point. The Gunyah is also not a preferred site as it is isolated and not located in an active community area, with these being important criteria for the location of a public library. The future of the Pilot Station is unknown, and it is not a practical solution to provide improved library space until deliberations are completed by Maritime NSW.

4. Combined toilets and changing rooms

Concern over the adequacy of the proposed toilets and changing rooms at the Tea Gardens was raised in the submissions. The Tea Rooms building currently has two large change rooms, including showers and toilets for male and female users on either side of the Tea Rooms. These change rooms were historically used for large sporting groups using the Baths; however these are too large for the current needs of Baths users and are poorly planned and equipped. The current toilets/change rooms do not comply with current standards. It is proposed to convert the current male change room wing, to separate male and female change rooms/toilets, including facilities for people with a disability, with new cubicles, fittings and fixtures. The new improved separate male and female toilet and change room facilities will comply with the current standards and have improved facilities for the less able users. The space has been efficiently designed to provide more facilities than are currently available.

5. Building Issues

A number of issues were raised regarding the adequacy of the Tea Gardens building for the purpose proposed. The library in its current location does not enable Council to provide for disability access as the internal areas are too small to install ramps as the already small space would be further reduced. The nature and size of the rooms in Dunbar House also do not allow the library to be upgraded (e.g. for shelving to be relocated). Additional and more appropriate facilities that comply with current standards are being proposed in the Tea Gardens.

The change rooms and toilets will provide upgraded accommodation for all, including people with a disability. The Tea Gardens building is structurally sound and can be converted to the proposed uses without major structural alterations to the fabric of the building. The current damp problems are mainly due to the age and use of the building and these issues will be remedied while the renovation works are underway. Natural ventilation, capping off old water pipes, improving the external drainage along the rear and sealing the current floors will further reduce any risk of moisture. The adjacent shrubs that have overgrown due to the recent rains will be pruned back and unsuitable growth removed.

6. Co- location of the library and café

A number of submissions raised potential conflict that could occur due to the proposed co-location of the library and café. In response, it is believed that many customers of the café and the Library are the same and customers may choose to visit / use both facilities when going to the Watson Bay Tea Gardens. If the proposal is implemented, the Library staff would work closely with the Tea Rooms staff in organising events / activities and it is anticipated that both services would receive increased patronage and the local community would be better served. It should be noted that many new libraries are now being built in partnership with cafés to meet the requirements of library users. In support of the co-location, the market research undertaken for the Library Strategic Plan also identified that a significant proportion of library users and non-users would access the services more often if there was a coffee shop near the library. This should convert to increased patronage for both services.

7. Cost estimates

Questions over the cost estimates for the proposed works were raised. The proposed budget allocation for the library is \$100,000. The cost estimates have recently been reviewed and updated. Conversion of the current female change room wing into a space that can be used for branch library purposes, involves minor structural alterations, new windows, doors and ceiling is estimated to cost \$48,849. The library will also need new furniture and fit out such as shelving, seats, circulation desk etc. It is considered the budget is adequate.

Conversion of the current male change room wing to create separate male and female change rooms/toilets, with new cubicles, fittings and fixtures, including separate male and female facilities for people with disabilities, and works required to provide fire separation from the Café and minor works in the Café, are estimated to cost \$209,414.

This is an extended scope of works from the previously costed scheme. The sum of \$75,610 has been allocated in the current capital works budget for the refurbishment of the toilet and change room facility, and an allocation of \$15,000 is proposed for disability access works in the 2008-09 budget. An estimated additional \$119,000 is therefore required to carry out the toilet and change room upgrade and associated works. It is proposed to include the funding for the change-rooms with the overall budget for the Watsons Bay Baths (see below). This will be the subject of a report to Council once the tenders have been received.

8. Bar in Dunbar House

Many submissions raised a concern that a bar will be located in the vacated space at Dunbar House. Dunbar House is to remain as a restaurant and no change of use is being proposed, apart from providing additional space of 44 m². This additional space will be too small and unsuitable for a bar. It should be noted that there is already a space for a bar on the ground floor in Dunbar House but should the lessee propose any change this will require a Development Application and the Council will have to consider this as a separate matter. No proposal for a hotel has been proposed to date by the lessee and no provision for such a use has been considered.

Options:

Council could decide not to relocate Watsons Bay Library to the Tea Gardens and to retain the library service in its existing space. This is not recommended as the existing location limits the services that can be provided to this part of the Municipality, resulting in limited access for residents to local information services and programs. The existing library site cannot house any more books or audiovisual material as the shelves are full, neither does it have adequate disabled access and provides little space for conducting children's activities / storytelling. There is only one PC in the facility and no dedicated sitting area for the public. All these services / programmes could be fulfilled in the proposal to relocate the Library to the Watsons Bay Tea Rooms.

Identification of Income & Expenditure:

A sum of \$100,000 for the Library relocation and fit out has been included in the 2008/09 draft capital budget.

Due to the extended scope of works, entailing more toilets, showers and change rooms than originally envisaged, as well as works to comply with fire separation requirements, the estimated cost for carrying out these works exceeds the current and proposed budget allocation. It is proposed to include the funding for the change-rooms with the current budget for the Watsons Bay Baths (estimated cost \$1.58m). The change rooms upgrade is an integral part of the baths upgrade which is to be funded by a loan to be repaid from the infrastructure levy, and the benefits to baths users will far outweigh the funding required. It is also anticipated that the cost of this refurbishment will be offset by the increased income from Dunbar House and the Tea Rooms in approximately three years.

Conclusion:

Notwithstanding the concerns of some residents, it is believed that the proposal to relocate the Watsons Bay Library from Dunbar House to the Watsons Bay Tea Rooms would provide Council with the opportunity to improve the level of library and information service to the local community. It will not only provide for a larger facility, but will provide improved access to the library, an area for children's activities / programmes, a space to sit and study and more technology.

Vicki Munro
Manager, Library and Information Services
Kylie Walshe
Director Community Services

Zubin Marolia
Manager, Property & Projects
Warwick Hatton
Director Technical Services

ANNEXURES:

Annexure 1 – Report to the Corporate & Works Committee, 3 March 2008
Annexure 2 – Summary of submissions received
Annexure 3 – Preliminary drawing

Item No: R2 Recommendation to Council
Subject: Double Bay Streetscape Improvement Works – Bay Street
Author: Mark Ramsay - Manager Depot & Waste Services
File No: Tender No 08/08
Reason for Report: To recommend to Council the acceptance of a Tender

Recommendation:

- A. That, (subject to the results of a financial capability check), Council enter into a Lump Sum contract for \$697,421.80 (excl GST) with Sam The Paving Man for the footpath, kerb and gutter reconstruction along Bay Street, Double Bay
- B. That successful and unsuccessful tenderers be advised accordingly.

Background

The required works to be carried out under this Contract comprise the footpath reconstruction works in Bay Street from New South Head Road to Cross Street. Works include: Construction of new modular footpath; Reconstruction of concrete and kerb and gutter; Construction and reconstruction of kerb access ramps; Reconstruction of drainage pits; Construction of blisters at the Cross Street / Bay Street intersection. These works are the first stage of the paving for the Double Bay business centre.



Location map of proposed streetscape improvement works.

Invitation to Tender

The tender for the Double Bay Streetscape Improvement Works, Bay Street was advertised in the Sydney Morning Herald on Tuesday 29 April 2008 and the Wentworth Courier on Wednesday 30 April 2008.

Tenders closed at 3:00pm on Tuesday 20 May 2008. A total of seven tenders were received prior to the closing date and time.

During the tender period a pre-tender meeting was held. Questions raised by tenderers were answered and a record of the questions and answers was circulated to all tenderers who attended, or who were unable to attend but registered their interest to receive information.

All the tenders received by the closing date and time are listed in Table 1:

Table 1

TENDERER
1. AYZ Landscapes and Civil Construction Pty Ltd
2. Berem Construction Pty Ltd
3. Illawarra Civil Contracting Pty Ltd
4. Kingston Civil Constructions
5. Sam the Paving Man Pty Ltd
6. Sydney Civil Pty Ltd
3. Transfield Services (Australia) Pty Ltd

Tender Assessment

The tenders were assessed in accordance with the agreed selection criteria stated in the tender documents. The tender panel comprised:

The tender assessment panel comprised Mr Mark Ramsay, Manager Depot & Waste Services, as the convenor and independent member of the tender panel, Trent Scrivener Project Engineer – Streetscapes, as the Commissioning Officer, Mr Peter Cassilles, as the Project Manager for the delivery of the Project.

Council has resolved that a probity adviser should be included during the tender assessment stage for high risk, high value or sensitive projects. Although this may be regarded as a high value project, it is a relatively straightforward paving project and as such was considered by the tender evaluation panel not to be sensitive or high risk. Therefore, it was agreed by the panel that a probity adviser was not necessary.

Prior to the closing date the tender panel agreed on the weightings that would be used against the published selection criteria.

The tender panel carried out an initial evaluation of the tenders and deemed all tenders to be conforming. The tenders were assessed in accordance with the selection criteria stated in the tender documents. The tenders were given a score on each item of the selection criteria, which resulted in a total score out of 100. Tenderers were ranked in accordance with their scores. The assessed tenderers' scores can be found in Table 2.

The tenders deemed conforming and their lump sum prices are listed in Table 2:

Table 2

TENDERER	Lump sum tender price (excl GST)
1. AYZ Landscapes and Civil Construction Pty Ltd	\$ 872,750.00
2. Berem Construction Pty Ltd	\$ 1,214,000.00
3. Illawarra Civil Contracting Pty Ltd	\$ 789,673.00
4. Kingston Civil Constructions	\$ 871,427.00
5. Sam the Paving Man Pty Ltd	\$697,421.80
6. Sydney Civil Pty Ltd	\$710,437.00
3. Transfield Services (Australia) Pty Ltd	\$ 856,048.16

Post-Tender Interviews were conducted with the two highest ranked tenderers. The purpose of the interviews was to review and test the information provided by the tenderers with regard to the published selection criteria, and where necessary to raise concerns which the panel may have had with any aspect of a tender. Following the interviews, where necessary, the panel amended tenderers' scores, and reviewed rankings. Final scores and rankings are shown in Table 3.

Assessment of Tenders

Berem Construction -Ranked No 7

Berem Construction has limited experience in the type of works that this project requires. The visual examples provided with their tender submission and relevant to the Bay Street project showed only one kerb upgrade.

No CVs were provided with the Berem Construction tender submission therefore their key personnel could not be evaluated.

Berem Construction indicated they had access to a wide variety of plant to complete the project. Their program, taking 22 weeks, which is protracted when compared with other tenderers, lacked detail such as kerb & gutter reconstruction, rubber matting installation, landscaping, etc.

Berem Construction is not ISO 9001 compliant and did not provide evidence of a comprehensive company OH&S system or environmental policies and procedures within their tender submission. Berem Construction had no Lost Time Injuries in the past 3 years.

Berem Construction's lump sum price was the highest at \$1,214,000.

Illawarra Civil Contracting – Ranked No 6

Illawarra Civil Contracting has completed some projects of this type, size and complexity in the past for this council (e.g. Knox Lane) and other municipal councils. No visual examples were provided with their tender submission.

No CVs were provided with the Illawarra Civil Contracting tender submission therefore their key personnel could not be evaluated.

Illawarra Civil Contracting own limited plant, however, the size and type of plant are sufficient to undertake the works. They had stated that the duration of the works would take eight weeks, however they did not provide a detailed program of works.

Illawarra Civil Contracting is not ISO 9001 compliant and did not provide evidence of QA or OH&S management systems. They included a very basic example of an environmental management plan but did not include examples of environmental policies or procedures. Illawarra Civil Contracting had no Lost Time Injuries in the past three years.

Illawarra Civil Contracting's lump sum price was the third lowest at \$789,673.

AYZ Landscapes and Civil – Ranked No 5

AYZ Landscapes & Civil have completed many projects of this type, size and complexity in the past, mostly for construction companies. Satisfactory visual examples were provided with their tender submission showing paving works with most of the elements that are relative to the Bay Street pavement reconstruction.

No CVs were provided with the AYZ Landscapes & Civil tender submission therefore their key personnel could not be evaluated.

AYZ Landscapes & Civil own limited plant, however, the size and type of plant are sufficient to undertake the works. Their proposed program runs for 36 weeks which is extremely protracted when compared with the other tenderers. Their program showed detail such as staging of repaving works, however did not include such detail as rubber matting installation and kerb & gutter reconstruction.

AYZ Landscapes & Civil did provide evidence of comprehensive OH&S systems containing Job Safety Assessments (JSA), hazard reporting and toolbox talks. AYZ Landscapes & Civil did not provide evidence of a QA system for installation and materials. Environmental policies and procedures were also submitted with their submission which was considered to be acceptable for this type of project. AYZ Landscapes & Civil have not suffered any Lost Time Injuries in their past four contracts.

AYZ Landscapes & Civil's lump sum price was the second highest at \$872,750.

Transfield Services – Ranked No 4

Transfield Services have completed many complex road and highway projects for the RTA, however they appear to have had minimal footpath repaving experience. The visual examples submitted with their tender submission showed a number of road and kerb & gutter works, but no paving works with elements that are relevant to the Bay Street pavement reconstruction.

Transfield Service's key personnel have over 10 years experience in the civil engineering industry.

Transfield Services own limited plant, however, the size and type of plant are sufficient to undertake the works. Their proposed program runs for 14 weeks, which is the fourth shortest duration of the tenders submitted. Their program showed detail such as drainage works and landscaping, but did not indicate how each section of the repaving works would be staged.

Transfield Services are ISO 9001 and ISO 14001 compliant. They did provide evidence of a comprehensive OH&S system containing SWMS, hazard control plans, incident reporting and training register. Comprehensive QA and environmental policies and procedures were also submitted with their tender.

From the information provided with their tender submission it was difficult to ascertain exactly how many Lost Time Injuries Transfield Services had suffered in the past three years. The tender panel decided it was unnecessary to seek clarification on this issue as their overall tender score was much lower when compared with the top two tenderers.

Transfield Service's lump sum price was the fourth highest at \$856,048.

Kingston Civil Construction – Ranked No 3

Kingston Civil have completed many projects of this size and complexity in the past, however they appear to have had minimal footpath repaving experience. No visual examples were provided with their tender submission showing paving works. The tender panel decided it was unnecessary to seek clarification on this issue as their overall tender score was much lower when compared with the top two tenderers.

Kingston Civil's key personnel have over 10 years experience in the civil and landscaping industry.

Kingston Civil owns most of their plant, which is considered to be adequate to complete the project. Their proposed program runs for 20 weeks, which is considered protracted when compared to the other tender programs. The program showed some detail such as kerb works and drainage pit adjustments, but did not indicate how each section of the repaving works would be staged.

Although not yet ISO 9001 compliant Kingston Civil did provide evidence of a comprehensive OH&S system containing SWMS, hazard control plans, incident reporting and training register. Comprehensive QA and environmental policies and procedures were also submitted with their tender. Kingston Civil indicated that they had suffered zero Lost Time Injuries during the past three years.

Kingston Civil's lump sum price was the third highest at \$871,427.

Sydney Civil Pty Ltd – Ranked No 2

Sydney Civil have completed many projects of this type, size and complexity in the past for other municipal councils. Excellent visual examples were provided with their tender submission showing paving works with all the elements that are relative to the Bay Street pavement reconstruction.

CVs were provided by Sydney Civil. Key personnel have over 10 years experience in the civil construction industry.

Sydney Civil own all of their plant, which will be adequate to complete the project. Their proposed program runs for 12 weeks, which is second equal shortest duration out of all the programs submitted. Their program showed comprehensive detail such as staging of repaving works, rubber matting installation and kerb & gutter reconstruction.

Although not ISO 9001 compliant Sydney Civil did provide evidence of a comprehensive OH&S system containing SWMS, incident reporting and training register, QA policies and procedures. Sydney Civil had not suffered any Lost Time Injuries in the past 3 years.

Sydney Civil's lump sum price was the second lowest at \$710,437.

The following information is based on the tenderer interview with Sydney Civil.

Sydney Civil has sufficient capacity to undertake the works. They had a good understanding of traffic and pedestrian management required for these works. Sydney Civil outlined a detailed consultation process to incorporate the business owners and residents. Particular attention was paid to the potential impact on outdoor eating areas.

Sam The Paving Man – Ranked No 1

Sam The Paving Man has completed many projects of this type, size and complexity in the past for other municipal councils. Excellent visual examples were provided with their tender submission showing paving works with all the elements that are relative to the Bay Street pavement reconstruction.

CVs were provided by Sam The Paving Man. Key personnel have over 10 years experience in the civil and landscaping industry.

Sam The Paving Man own all of their plant, which will be adequate to complete the project. Their proposed program runs for 12 weeks, which is the second equal shortest duration out of the tenders submitted. Their program showed detail such as staging of repaving works and included such detail as drainage installation and kerb & gutter reconstruction.

Although not ISO 9001 compliant Sam The Paving Man did provide evidence of a comprehensive OH&S system containing SWMS, incident reporting and training register, QA policies and procedures. Sam The Paving Man had suffered only one Lost Time Injury in the past 3 years.

Sam The Paving Man's lump sum price was the lowest at \$697,421.

The following information is based on the tenderer interview with Sam The Paving Man.

Sam The Paving Man has sufficient capacity to undertake the works. They had a good understanding of traffic and pedestrian management required for these works and mentioned that they would have a full-time resource dedicated to public liaison. Sam The Paving Man mentioned that they would have full-time quality control onsite and outlined a detailed consultation process to incorporate the business owners and residents.

Assessed Tenderer Scores and Rankings

Table 3 shows the scores and rankings of all tenders considered:

Table 3

TENDERER	Tender & Business Requirements <i>Weighting: 5</i>	Demonstrated Experience <i>Weighting: 15</i>	Company Resources <i>Weighting: 5</i>	Program <i>Weighting: 15</i>	Quality Management <i>Weighting: 10</i>	OHS & Environmental Capabilities <i>Weighting: 5</i>	Price Components <i>Weighting: 45</i>	Total Score <i>Weighting: 100</i>	Ranking
Berem Construction	4.17	1.88	1.88	3.75	0.00	2.50	25.48	39.65	7
Illawarra Civil Contracting	5.00	5.63	1.25	0.00	0.00	2.81	40.33	55.01	6
AYZ Landscapes & Civil	5.00	9.38	1.25	3.75	7.50	4.38	36.96	68.21	5
Transfield Services	5.00	7.50	3.13	7.50	10.00	3.75	32.59	69.46	4
Kingston Civil	5.00	7.50	4.38	7.50	10.00	5.00	37.01	76.39	3
Sydney Civil Pty Ltd	5.00	15.00	3.75	11.25	7.50	4.38	44.27	91.14	2
Sam The Paving Man	5.00	15.00	4.38	11.25	7.50	3.75	45.00	91.88	1

1. **Tender & Business Requirements:** Tenderers were asked to provide fundamental tender information in the form of Response to Tender, collusive tendering & conflict of interest declarations, GST particulars and insurance information.
2. **Demonstrated Experience:** Tenderers were asked to provide details of past works including description and size of contracts and visual examples in the form of photos.
3. **Company Resources:** Tenderers were asked to provide details of key personnel, proposed subcontractors and plant and equipment available to this project.
4. **Program:** Information was requested from the tenderer demonstrating their understanding of staging the works, work activities required to complete the project and timeframe over which those work activities and stages would be carried out.
5. **Quality Management:** Information was requested from the tenderer demonstrating quality systems and any accreditations in this area.
6. **OHS & Environmental Capabilities:** Information was requested from the tenderer pertaining to OH&S and environmental systems and any accreditations in these areas. Statistics for lost time injuries were also assessed.
7. **Price Components:** The panel assessed the risk of qualifications, all rates provided and the apparent risk of any claims. Any additional prices excluded from the tenderer's lump sum, but considered as probable variations to complete the contract works as described in the scope of works, were included in the price evaluation. The lowest evaluated tender price is allocated 100% for that weighting. Other tenderers' prices are then ranked by a percentage fraction of the lowest price.

Tender Assessment Panel Opinion

The tender panel is of the opinion that the tender of Sam The Paving Man is the most advantageous to Council in terms of value for money, quality of work and the ability to complete the works within an acceptable time frame.

Identification of Income and Expenditure:

Council has allocated \$3,167,000 in its capital expenditure budget for 2007/2008 for the Double Bay streetscape improvement works.

The area of repaving works for Bay Street is approximately 20% of the total business centre repaving works area. Twenty percent of the total budget available for this area would be \$633,400.

EnergyAustralia are obliged to reimburse Council for the restoration of recent trenching works throughout the Double Bay business centre. An estimate of EnergyAustralia reinstatement costs for the Bay Street trenching works based on Council's adopted fees and charges is \$126,000. (This estimated price is based on reinstated areas that have yet to be measured and confirmed by Council and EnergyAustralia.) Therefore, the total estimated budget available to Council for the Bay Street repaving works is \$633,400 + \$126,000 = \$759,400.

Table 4 sets out the estimated cost breakdown for the Bay Street repaving works, subject to Council's approval, in favour of the recommended tenderer, Sam The Paving Man.

Table 4

Project Component – Bay Street	Cost
Design Costs (Complete Urban Solutions)	+ \$ 86,553
Paver Supply Costs (Sam The Paving Man)	+ \$ 176,567
Construction Costs (Sydney Civil Pty Ltd)	+ \$ 697,422
EA Reimbursement Cost (to be confirmed)	- \$ 126,000
TOTAL ESTIMATED PROJECT COST (ex GST)	+ \$ 834,542

The recommended tender for the Bay Street repaving works is \$834,542, therefore, there is a notional shortfall in the budget (\$75,142) which will be addressed by identifying savings or reduced scope of work in future stages.

Conclusion:

The tender panel recommends that the Double Bay Streetscape Improvement Works – Bay Street contract be let to Sam The Paving Man for a lump sum of \$697,421.80 (excluding GST).

Mark Ramsay
Manager Depot & Waste Services

Warwick Hatton
Director Technical Services