

Works & Services

REPORTS

WORKS & SERVICES REPORTS

- R E P O R T S -

13.1 CITY ASSETS - ASSET MANAGEMENT

Nil

13.2 CITY SERVICES – WASTE MANAGEMENT

Nil

13.3 CITY SERVICES – AIRPORT MANAGEMENT

Nil

WORKS & SERVICES REPORTS

13.4 CITY SERVICES – CONTRACT MANAGEMENT

13.4.1 Contract C07005 – Provision of Hygiene Services

File/Ward	:	C07005 (All Wards)
Proposal/Issue	:	Provision of Hygiene Services for City Facilities and Public Conveniences
Subject Land/Locality	:	Nil
Proponent	:	Nil
Owner	:	Nil
Reporting Officer(s)	:	Contracts Administrator (W Male)
Disclosure of Interest	:	Nil
Previous Reference	:	Nil
Summary Recommendation	:	That Council accepts tender C07005 from G & M Detergents for Provision of Hygiene Services Biennial 2007/09
Bulletin Attachment	:	Nil
Locality Plan	:	Nil

BACKGROUND

1. Council's current Hygiene Service contract expires September 2007. To ensure adequate industry representation was provided, and to ensure industry standards and costs are comparable, it was decided to re-tender the service. Works are to be carried out on a regular scheduled basis.

STATUTORY REQUIREMENTS

2. Regulation 11 of the Local Government (Functions and General) Regulations 1996 requires Council to publicly tender if the contract is, or is expected to be, more, or worth more, than \$100,000.
3. Regulation 18 of the Local Government (Functions and General) Regulations 1996 outlines a number of requirements relating to choice of tender. Council is to decide which of the acceptable tenders is the most advantageous to Council. It may also decline to accept any tender.
4. Regulation 19 requires the CEO to advise each tenderer in writing the result of Council's decision.

POLICY IMPLICATIONS

5. The City of Albany's Regional Price Preference Policy applies to this Item.

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Item 13.4.1 continued

FINANCIAL IMPLICATIONS

6. The service is carried out at individual locations occupied by City of Albany staff, i.e. Library, Day Care, North Road Administration etc as well as public conveniences managed by the City of Albany. Each staff location maintains individual budgets for cleaning purposes with accounts being signed off by the relevant managers and Public Conveniences are budgeted for and managed by the Manager City Services.

STRATEGIC IMPLICATIONS

7. This item directly relates to the following elements from the City of Albany 3D Corporate Plan...

“Community Vision:

A Thriving City: Albany’s community will enjoy economic growth and outstanding opportunities for our youth through innovative development complementing Albany’s unique character, natural environment and heritage.

Mission Statement:

The City of Albany is committed to sustainable managing Albany’s municipal assets: and at all times we will respect the Community’s aspirations and resources.

Priority Projects:

Nil.”

COMMENT/DISCUSSION

8. A request for tenders was published in the West Australian on 25th July 2007, the Albany Advertiser on 26th and the Albany Extra on 27th July 2007.
9. The tender documents included tender evaluation criteria using the weighted attribute method. This method scores the evaluation criteria and weights their importance to determine an overall point score for each tender. The criteria used for this tender is documented below.

Criteria	Weight
Cost	50
Technical Compliance & Experience	20
Reliability	20
Safety Management	10
Total	100

10. A total of eight documents were issued with four submissions received at the close of tenders. Two tenders claimed against the Regional Price Preference Policy, those were Cannon Hygiene Australia Pty Ltd and G & M Detergents and Hygiene Services Albany.

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Item 13.4.1 continued

11. The following table summarizes the evaluated scores from submissions received from prospective tender applicants using the above weightings.

Tenderer	Total Lump Sum Price	Score
Pink Healthcare Services	\$62,938.08	240
ISS Facility Services	\$27,001.44	732.5
G & M Detergents & Hygiene Services Albany	\$33,425.10	816.5
Cannon Hygiene Australia Pty Ltd	\$27,233.26	765

12. Although other tenderers offered a lesser lump sum price, they did not effectively demonstrate that a quality, safe service could be delivered. One tenderer was proposing to sub-contract all the services, and the evaluation panel expressed concern regarding access to company direction. The other did not specify how the services were to be delivered.
13. G & M Detergents are the City’s current contractors. They have provided an excellent service over the duration of the past contract, and have presented a good submission as part of this tendering process, addressing all area of the evaluation. Their tendered costs are shown to be reasonable and there does not appear to be any reason not to continue with this company.

RECOMMENDATION

THAT Council accept the tender from G & M Detergents for Contract C07005 - Provision of Hygiene Services at a total Biennial cost of \$33,425.10 for the 2007/09 period.

Voting Requirement Simple Majority

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**MOVED COUNCILLOR WOLFE
SECONDED COUNCILLOR WALKER**

THAT Council accept the tender from G & M Detergents for Contract C07005 - Provision of Hygiene Services at a total Biennial cost of \$33,425.10 for the 2007/09 period.

CARRIED 13-1

WORKS & SERVICES REPORTS

13.4.2 Contract C07006 – Provision of Window Cleaning Services

File/Ward	:	C07006 (All Wards)
Proposal/Issue	:	Provision of Window Cleaning Services Biennial for all Council buildings
Subject Land/Locality	:	Nil
Proponent	:	Nil
Owner	:	Nil
Reporting Officer(s)	:	Contracts Administrator (W Male)
Disclosure of Interest	:	Nil
Previous Reference	:	Nil
Summary Recommendation	:	That Council accepts tender C07006 from Albany City Cleaners for Window Cleaning Services Biennial 2007/09
Bulletin Attachment	:	Nil
Locality Plan	:	Nil

BACKGROUND

1. Council's current window cleaning contract expired in September 2007. In order for Council to maintain the current level of service and to ensure adequate industry interest and representation was provided, it was decided to re-tender the service. Works are to be carried out on a regular scheduled basis.

STATUTORY REQUIREMENTS

2. Regulation 11 of the Local Government (Functions and General) Regulations 1996 requires Council to publicly tender if the contract is, or is expected to be, more, or worth more, than \$100,000.
3. Regulation 18 of the Local Government (Functions and General) Regulations 1996 outlines a number of requirements relating to choice of tender. Council is to decide which of the acceptable tenders is the most advantageous to Council. It may also decline to accept any tender.
4. Regulation 19 requires the CEO to advise each tenderer in writing the result of Council's decision.

POLICY IMPLICATIONS

5. The City of Albany's Regional Price Preference Policy applies to this Item.

WORKS & SERVICES REPORTS

Item 13.4.2 continued

FINANCIAL IMPLICATIONS

6. Cleaning is carried out at individual locations occupied by City of Albany staff, i.e. Library, Day Care, North Road Administration etc. Each location maintains individual budgets for cleaning purposes with accounts being signed off by the relevant managers.

STRATEGIC IMPLICATIONS

7. This item directly relates to the following elements from the City of Albany 3D Corporate Plan...

“Community Vision:

A Thriving City: Albany’s community will enjoy economic growth and outstanding opportunities for our youth through innovative development complementing Albany’s unique character, natural environment and heritage.

Mission Statement:

The City of Albany is committed to sustainable managing Albany’s municipal assets: and at all times we will respect the Community’s aspirations and resources.

Priority Projects:

Nil.”

COMMENT/DISCUSSION

8. A request for tenders was published in the West Australian on 25th July 2007, the Albany Advertiser on 26th July and Albany Extra on 27th July 2007.
9. The tender documents included tender evaluation criteria using the weighted attribute method. This method scores the evaluation criteria and weights their importance to determine an overall point score for each tender. The criteria used for this tender is documented below.

Criteria	Weight
Cost	45
Technical Compliance & Experience	15
Safety Management	20
Reliability	20
Total	100

10. A total of two documents were issued with two submissions received at the close of tenders. Both submissions claimed against the Regional Price Preference Policy.
11. The following table summarizes the evaluated scores from submissions received from prospective tender applicants using the above weightings.

Tenderer	Lump Sum Total	Score
Albany City Cleaners	\$48,786.60	544.05
Peechy Clean Commercial Cleaners	\$44,931.69	535.95

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Item 13.4.2 continued

12. The Evaluation Team considered all aspects of the two submissions including checking references and asking the tenderers for further information. After reviewing the feedback, the evaluation team decided to recommend Albany City Cleaners. Albany City Cleaners are the current providers of this service to Council; the company has shown itself to be reliable and competent.

RECOMMENDATION

THAT Council accept the tender from Albany City Cleaners for Contract C07006 for provision of Window Cleaning Services Biennial 2007/09 for a total cost of \$48,786.60.

Voting Requirement Simple Majority

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**MOVED COUNCILLOR WATERMAN
SECONDED COUNCILLOR BOJCUN**

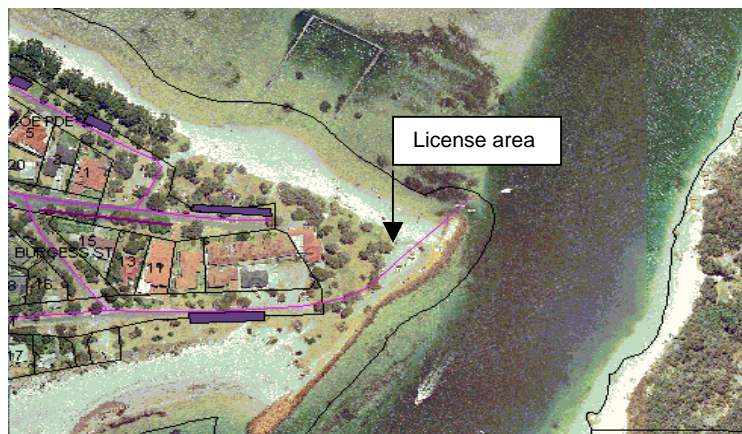
THAT Council accept the tender from Albany City Cleaners for Contract C07006 for provision of Window Cleaning Services Biennial 2007/09 for a total cost of \$48,786.60.

CARRIED 12-2

13.5 CITY SERVICES – PROPERTY MANAGEMENT

13.5.1 New License for Emu Point

File/Ward	:	PRO050 (Breaksea Ward)
Proposal/Issue	:	New License
Subject Land/Locality	:	Reserve 22698 – Emu Point
Proponent	:	Ronald William Black, Kathleen Lorraine Black & Kevin Alan Black
Owner	:	Crown Land
Reporting Officer(s)	:	Property Officer (H Tasker)
Disclosure of Interest	:	Nil
Previous Reference	:	Nil
Summary Recommendation	:	To agree to a license to allow for short-term boat hire at Emu Point, subject to conditions outlined below.
Bulletin Attachment	:	Nil
Locality Plan	:	



BACKGROUND

1. Since 1st August 1995, Messrs RW, KL & KA Black have held a license to operate a business on an area of the Emu Point foreshore for the purpose of Boat Hire, during holiday periods and the summer months.
2. The business hires dinghies, canoes, pedal boats, surf cats, windsurfers and a children's merry-go-round available to visitors and tourists for short term, half hourly/hourly rate.

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Item 13.5.1 continued

3. The license does not give exclusive use of the area to the licensee but allows for public use of the area, however it provides the licensee with security of tenure at the site to enable the operation of the business.

STATUTORY REQUIREMENTS

4. Section 3.58 of the Local Government Act 1995 deals with the disposal of property, including leased property.
5. This Section requires there to be public notice of the proposal for a period of 2 weeks inviting submissions from the public. Any submissions are to be considered by Council and its decision with regard to those submissions, to be recorded in the minutes.

POLICY IMPLICATIONS

6. There are no Policy implications relating to this Item.

FINANCIAL IMPLICATIONS

7. There will be no costs to Council. All costs associated with the development of this license will be borne by the Licensee.

STRATEGIC IMPLICATIONS

8. This item directly relates to the following elements from the City of Albany 3D Corporate Plan...

Community Vision:

Albany's community will enjoy healthy, fulfilling lifestyles and a flourishing natural environment through diverse and affordable cultural, recreational and sporting opportunities.

Mission Statement:

The City of Albany will at all times respect the Community's aspirations and resources.

Priority Projects:

Nil."

COMMENT/DISCUSSION

9. The current license is due to expire on 31st September 2007, and the Messrs Black are keen to ensure the business is allowed to continue at the current location.
10. The business, located on Crown Land Reserve 22698, will require Ministerial Approval.
11. The business, being located on the Emu Point foreshore, provides a service to tourists and visitors to the area looking for a more versatile and active beach visit. The business provides recreational facilities for both children and adults in a locality considered to be sheltered and relatively safe.

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Item 13.5.1 continued

12. It is proposed that the license be for a period of 6 years, commencing on 1st October 2007, with an option of a further 6 years if mutually agreed to by the City.
13. The previous license fee was set by an independent valuation carried out at the commencement of the license and any further option, with CPI increases annually for the term of the license. It is proposed that this method of rental calculation remain.
14. The Licensee will be required to provide all necessary insurances, including Public Liability.

RECOMMENDATION

THAT Council agree to license a portion of the Emu Point foreshore, to Ronald William Black, Kathleen Lorraine Black and Kevin Alan Black, for the purpose of short-term boat hire, subject to the following conditions:

- The approval of the Minister for Planning & Infrastructure;
- No submissions being received as a result of the advertising period as determined by Section 3.58 of the Local Government Act 1995;
- Rental to be set by an independent valuer prior to the commencement of the lease, with CPI increases appropriate for October annually; and
- The Licensee being responsible for all costs incurred as a result of this request, including advertising, solicitor's fees and any other fees and charges incurred.

Voting Requirement Simple Majority

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Item 13.5.1 continued

**MOVED COUNCILLOR WISEMAN
SECONDED COUNCILLOR MARSHALL**

THAT Council agree to license a portion of the Emu Point foreshore, to Ronald William Black, Kathleen Lorraine Black and Kevin Alan Black, for the purpose of short-term boat hire, subject to the following conditions:

- **The approval of the Minister for Planning & Infrastructure;**
- **No submissions being received as a result of the advertising period as determined by Section 3.58 of the Local Government Act 1995;**
- **Rental to be set by an independent valuer prior to the commencement of the lease, with CPI increases appropriate for October annually; and**

The Licensee being responsible for all costs incurred as a result of this request, including advertising, solicitor's fees and any other fees and charges incurred.

CARRIED 14-0

13.6 CITY WORKS – CAPITAL WORKS

Nil

13.7 CITY WORKS – RESERVES, PLANNING & MANAGEMENT

Nil

WORKS & SERVICES REPORTS**13.8 WORKS & SERVICES COMMITTEES**

Councillor Marshall declared a financial interest to Item 13.8.1 as he derives an income from the Timber industry. Councillor Marshall left the chamber at 8.35pm.

13.8.1 Nomination to Join The National Timber Councils Taskforce

File/Ward	:	GOV089 (All Wards)
Proposal/Issue	:	Nomination to join the National Timber Councils Taskforce
Subject Land/Locality	:	Nil
Proponent	:	Nil
Owner	:	Nil
Reporting Officer(s)	:	Executive Director of Works & Services (L Hewer)
Disclosure of Interest	:	Nil
Previous Reference	:	Nil
Summary Recommendation	:	That Council accept the invitation to join the National Timber Councils Taskforce
Bulletin Attachment	:	Nil
Locality Plan	:	Nil

BACKGROUND

1. The Council along with the Shire of Plantagenet, Denmark and Cranbrook in association with the Main Roads and Great Southern Development Commission and DPI, as well as the major Timber producers formed a committee as a result of increased timber plantations in the district.
2. The Timber Industry Road Evaluation Strategy (TIRES) committee's objective is to discuss local road issues and to lobby State and Federal Governments for additional funding of these roads.
3. TIRES have been successful in securing \$900K per year for improvement of roads affected by the timber industry carting campaign.

STATUTORY REQUIREMENTS

4. There are no statutory requirements relating to this item.

POLICY IMPLICATIONS

5. There are no policy requirements relating to this item.

WORKS & SERVICES REPORTS

Item 13.8.1 continued

FINANCIAL IMPLICATIONS

6. The costs associated with attendance at the National Timber Councils Taskforce meetings would be sourced from the Works & Services roads budget.

STRATEGIC IMPLICATIONS

7. This item directly relates to the following elements from the City of Albany 3D Corporate Plan...

“Community Vision:

A Learning City: Albany will be Western Australia’s premier Learning City, through strong links with knowledge-based organizations.

Mission Statement:

The City of Albany is committed to sustainably managing Albany’s municipal assets.

Priority Projects:

Nil.”

COMMENT/DISCUSSION

8. Timber Towns Victoria has a similar organisation to TIRES and has been lobbying for additional funds for their roads in Timber Town areas.
9. At the last National Roads Congress an inaugural meeting was held to bring together all Councils from all states that have a timber industry as a major contributor to road network transport traffic.
10. At this meeting it was agreed to form a new association - National Timber Councils Taskforce. The City of Albany has been invited along with other Councils from WA to join the association.
11. The main objective for the Taskforce is to lobby Federal Government for additional funds for road infrastructure affected by the Timber Industry transporters.
12. It is intended that the Taskforce meet twice a year - one at the National Roads congress and another time at the end of spring.
13. Any cost associated with this can be allocated from existing roads budgets in light of the benefits provided.

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Item 13.8.1 continued

RECOMMENDATION

THAT Council;

- i) accept the invitation to join the National Timber Councils Taskforce;
- ii) nominate a Councillor to attend the meeting on an as required basis; and
- iii) allocate the necessary funds from the Works & Services roads budget.

Voting Requirement Absolute Majority

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Councillor Walker nominated himself to be on the taskforce and made the following statement:

“Point of Explanation - Item 13.8.1 National Timber Councils Task Force

Some people have indicated and believe that I have a financial interest in this item.

While it is true I lease land to a timber company, however the main objective of the taskforce is to lobby the federal government for additional funds for road infrastructure affected by the timber industry transporters.

I have no financial involvement, and can neither benefit financially nor be financially disadvantaged by the City nominating to join the National Timber Councils Taskforce.

I therefore have no financial interest in this item.

Nor do I have an impartiality interest, as the main benefactor from such lobbying for funds, would be the City of Albany.

I request that this explanation be included in the minutes.” Councillor John Walker

WORKS & SERVICES REPORTS

Item 13.8.1 continued

**MOVED COUNCILLOR WALKER
SECONDED COUNCILLOR WOLFE**

THAT Council;

- i) accept the invitation to join the National Timber Councils Taskforce;**
- ii) nominate Councillor John Walker to attend the meeting on an as required basis; and**
- iii) allocate the necessary funds from the Works & Services roads budget.**

CARRIED 12-1

Councillor Marshall returned to the Chamber at 8.46pm.