



# MELTON CITY COUNCIL

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**Minutes of the Special Meeting of the  
Melton City Council**

**15 May 2017**

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**THESE MINUTES CONTAIN A CONFIDENTIAL  
ATTACHMENT**



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## **MELTON CITY COUNCIL**

### **MINUTES OF THE SPECIAL MEETING OF THE MELTON CITY COUNCIL HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, 232 HIGH STREET, MELTON ON 15 MAY 2017 AT 7.30PM**

**Present:** Cr S Ramsey (Mayor)  
Cr B Turner (Deputy Mayor)  
Cr S Abboushi  
Cr L Carli  
Cr M De Santis (7.31pm)  
Cr K Hardy  
Cr G Kesic  
Cr K Majdlik  
Cr M Mendes

Mr K Tori, Chief Executive Officer  
Mr P Bean, General Manager Corporate Services  
Mr M Heaney, General Manager Community Services  
Mr L Shannon, General Manager Planning and Development  
Ms C Denyer, Manager Legal and Governance

#### **1. APOLOGIES AND LEAVE OF ABSENCE**

Nil.

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

Nil.

### 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 to the Chief Executive Officer the task of execution of all relevant contract documentation.

Crs Hardy/De Santis. That the recommendation be adopted.

CARRIED

Cr Ramsey called for a division thereby setting aside the vote.

#### For:

Crs Abboushi, Carli, De Santis, Hardy, Kesic, Majdlik, Mendes, Ramsey and Turner.

#### Against:

Nil.

The Mayor declared the Motion CARRIED

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## 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**

The meeting closed at 7.47pm.

Confirmed

Dated this

.....CHAIRPERSON