



***CONTRACTS APPROVAL
DELEGATED COMMITTEE***

MINUTES

7 April 2021

**MINUTES OF THE MEETING OF THE SPECIAL CONTRACTS APPROVAL DELEGATED
COMMITTEE OF THE BALLARAT CITY COUNCIL, HELD BY A VIRTUAL MEETING
ON WEDNESDAY 7 APRIL 2021 AT 12:30PM**

**Evan King
(Chief Executive Officer)**

MINUTES

ORDER OF BUSINESS:

PRESENT

Cr Ben Taylor (Chair)
Cr Mark Harris
Cr Tracey Hargreaves

IN ATTENDANCE

Mr Evan King (Chief Executive Officer)
Mr Stephen Bigarelli (Acting Director Corporate Services)
Ms Bridget Wetherall (Director Infrastructure and Environment)
Ms Natalie Robertson (Director Development and Growth)
Mr Vaughn Notting (Acting Executive Manager Environment)
Mr Trevor Harris (Procurement Co-ordinator)
Ms Lorraine Sendall (Minutes)

APOLOGIES

Nil

DECLARATIONS OF INTEREST

No conflicts of interest were recorded.

CONFIRMATION OF MINUTES

RESOLUTION:

That the minutes of the Contracts meeting held on 10 March, 2021 as circulated, be confirmed.

Moved Cr Mark Harris
Seconded Cr Tracey Hargreaves

CARRIED

SECTION 66 MATTERS

RESOLUTION:

That the Committee resolves, pursuant to Section 66 of the Local Government Act 2020, that the meeting be closed to members of the public, whilst the Committee is dealing with the following matters, that may include matters that are Commercial in Confidence that may prejudice Council: -

Moved Cr Tracey Hargreaves
Seconded Cr Mark Harris

CARRIED

TABLE OF CONTENTS

	PAGE(S)
5.1 CONTRACT 2020/21-257 VETERINARY SERVICES FOR BALLARAT ANIMAL SHELTER (RO NATALIE ROBERTSON / CLARE DOUGLAS-HAYNES)	4
5.2 CONTRACT 2020/21-394 PEEL STREET RECONSTRUCTION (RO BRIDGET WETHERALL / ROBIN HAND)	5
5.3 CONTRACT 2020/21-441 LEITH STREET RECONSTRUCTION (RO BRIDGET WETHERALL / ROBIN HAND)	6
5.4 CONTRACT 2020/21-449 COGHILLS CREEK AND ORCHARD LANE RECONSTRUCTION (RO BRIDGET WETHERALL / ROBIN HAND)	8
5.5 CONTRACT 2020/21-467 SHOULDER CONSTRUCTION AND SEALING – SOLDIERS HILL (RO NATALIE ROBERTSON / ROBIN HAND)	10

5.1 CONTRACT 2020/21-257 VETERINARY SERVICES FOR BALLARAT ANIMAL SHELTER
(RO – Natalie Robertson / Clare Douglas-Haynes)

SUMMARY

This report recommended that the Contracts Approval Delegated Committee approves the awarding of a contract for the provision of Veterinary Services at the Ballarat Animal Shelter.

This contract will ensure the continued health management of the animals in the care of the Ballarat Animal Shelter as prescribed under the *Domestic Animals Act 1994* and Code of Practice for the operation and management of Shelters and Pounds.

BACKGROUND

The Ballarat Animal Shelter impounds up to 3000-3500 animals per year. Generally, 55% of these are not reclaimed and require an initial health check, vaccination, desexing and microchipping. Currently, there is no capacity to facilitate an in-house veterinarian and clinic, therefore, Council is required to maintain a vet contract which is outsourced to a local clinic.

The tender was advertised in The Ballarat Times News Group, Council's Website and eProcure from 19 November, 2020. Tenders closed on 23 December, 2020 with one tenderer submitting a response.

KEY MATTERS

The Evaluation Panel met on 5 February, 2021 to review the initial scoring of the tender by evaluation panel members. The weighted score of each panel member for each submission was added in aggregate.

Council has previously had a contract with Pet and Farm Vets to deliver veterinary services to the Ballarat Animal Shelter, who have demonstrated during this time that they have satisfactorily met the requirements of the tender.

RESOLUTION

That the Contracts Approval Delegated Committee:

- 1. Resolves to enter into Contract Number 2020/21 - 257 for the provision of Veterinary Services for the Ballarat Animal Shelter & Repairs with Jahaps Pty Ltd atf Jahaps Unit Trust t/a Ballarat Pet and Farm Vet for the estimated annual price of \$160,000.00 (ex GST).**
- 2 The contract term is for 12 months with the provision of an extension of a further two (2) years plus two (2) years upon review at the sole discretion of Council.**
- 3 Delegate to the Chief Executive Officer the authority to execute the associated contract on behalf of Council.**

Moved Cr Mark Harris
Seconded Cr Ben Taylor

CARRIED

5.2 **CONTRACT 2020/21-394 PEEL STREET RECONSTRUCTION** (RO – Bridget Wetherall / Robin Hand)

SUMMARY

This report recommended that the Contracts Approval Delegated Committee approves the awarding of a Contract for road reconstruction and associated works in Peel Street (between Curtis and Mair Streets).

This project will see Peel Street between Curtis Street and Mair Street reconstructed with a new pavement wearing course, new concrete kerb and channel and new asphalt footpath. The approximate total length of works is 140 metres.

BACKGROUND

Peel Street is a highly trafficked link road in the Central Business District (CBD) providing connection from Black Hill and Golden Point to the Bridge Mall with an approx. length of 2.5kms and is frequently used by motorists, cyclists and pedestrians.

This section of Peel Street is set for major works to be completed by Central Highlands Water (CHW) with the installation of a new sewer main. The intention of timing of this project is to see the works commence immediately after the completion of the sewer main works in early May 2021.

The extent of works to be undertaken includes:

- earthworks;
- kerb & channel works;
- asphalt road renewal;
- asphalt footpath renewal;
- line marking;
- raised pavement markers;
- construction of tree surrounds;
- signage, and ancillary works.

The prioritisation of this project and the extent of works was determined by using a weighted scoring methodology for the road reconstruction. This weighting is based on specific scoring criteria as set out below:

- Sustainable Service - Asset Management Plan requirement (whole of life), requirement for urgent treatment, service level not up to standard for application;
- Safety - Safety hazard reduction;
- Financial Benefit - Reduced costs, return on investment, generates revenue;
- Hierarchy Level - Level of Importance in network;
- Community Benefit - Improved local community equity, promotes sustainable economic benefit for the community, satisfies ratepayer initiative, enhances streetscape.

Three tender responses were received with all submissions being considered as conforming tenders and being evaluated by panel members.

RESOLUTION

The Contracts Approval Delegated Committee resolves to:

1. **Award Contract 2020/21-394 for the provision of road reconstruction and associated works – Peel Street (Curtis – Mair Streets) to Fulton Hogan Industries Pty Ltd for the total tendered price of \$434,560.58 (GST exclusive).**
2. **Delegate to the Chief Executive Officer authority to execute the associated Contract on behalf of Council.**

Moved Cr Mark Harris

Seconded Cr Tracey Hargreaves

5.3 CONTRACT 2020/21-441 LEITH STREET RECONSTRUCTION (RO – Bridget Wetherall / Robin Hand)

SUMMARY

This report recommended that the Contracts Approval Delegated Committee approves the awarding of a Contract for the provision of Leith Street reconstruction (Ripon Street to Talbot Street).

This project will see construction of a new roundabout at the intersection of Talbot Street and Leith Street with an altered intersection layout at Ripon Street with asphalt re-surfacing works.

BACKGROUND

Leith Street is a highly trafficked Collector road in Redan providing connection from Pleasant Street South to Skipton Street frequently used by motorists, cyclists and pedestrians.

This section of Leith Street serves as a main access route for users of St Aloysius Primary School which abuts Leith Street and Ripon Street South.

The extent of works to be undertaken includes:

- earthworks;
- pipe and pit drainage construction;
- kerb & channel construction;
- gravel road shoulder reinstatement;
- pavement construction;
- asphalt road renewal;
- asphalt footpath and vehicle crossing renewal;
- concrete footpath and kerb ramp construction;
- wombat pedestrian crossing construction;
- roundabout centre island annulus construction;
- concrete footbridge construction;
- line marking;
- raised pavement markers;
- lawn nature strip reinstatement;
- signage, and ancillary works.

The prioritisation of this project and the extent of works was determined by recent years crash statistics for the intersection treatments and by using a weighted scoring methodology for the reconstruction between Ripon Street and Talbot Street. This weighting is based off specific scoring criteria as set out below:

- Sustainable Service - Asset Management Plan requirement (whole of life), requirement for urgent treatment, service level fallen below intervention level.
- Safety - Hazard reduction.
- Financial benefit - Reduced costs, return on investment, revenue generation.
- Hierarchy Level - Level of Importance in network.
- Community Benefit - Improved local community equity, promotes sustainable economic benefit for the community, satisfies ratepayer initiative, enhances streetscape amenity.

This project was one of many that received high weightings and as such was placed on the 2020/21 Capital Works Program.

KEY MATTERS

The tender was advertised in The Ballarat Times News Group, Council's Website and eProcure from 18 February, 2021. The invitation period closed on the 10 March, 2021, with 4 tenderers submitting responses.

Tenders were firstly evaluated by the panel members individually against the nominated evaluation criteria to ensure that tender submissions achieved the required standard to successfully deliver the project. The evaluation panel noted that of the four tender responses received, one submission was awarded a fail in the mandatory criteria. There were three tender submissions evaluated in full.

RESOLUTION

The Contracts Approval Delegated Committee resolves to:

- 1. Enter into Contract Number 2020/21 - 441, for the provision of Leith Street reconstruction (Ripon Street to Talbot Street) with Enoch Civil Pty Ltd for the total tendered price of \$747,153.00 (excluding GST).**
- 2. Delegate to the Chief Executive Officer authority to execute the associated Contract on behalf of Council.**

Moved Cr Mark Harris
Seconded Cr Tracey Hargreaves

CARRIED

5.4 **CONTRACT 2020/21-449 COGHILLS CREEK AND ORCHARD LANE RECONSTRUCTION**

(RO – Bridget Wetherall / Robin Hand)

SUMMARY

This report recommended that the Contracts Approval Delegated Committee approves the awarding of a Contract for the provision of road reconstruction Coghills Creek Road, Glendaruel and Orchard Lane, Brown Hill.

This project will see construction of two sets of roads at different locations. The design for reconstruction has been completed to incorporate the use of an untried project called Terra-3000, a liquid based road stabilising agent.

BACKGROUND

Coghills Creek Road is a Collector Road with an approximate length of 16 km serving as a main access route from Miners Rest to the north-west boundary of the municipality. This section of road to be reconstructed has an approximate length of 260 metres with a narrowed carriageway with unformed road shoulders.

The scope of works includes the widening of the road to allow safe passage of two vehicles simultaneously and the formation of road shoulders.

Orchard Lane is an unconstructed Local Access Road in Brown Hill servicing 13 rural properties which has recurrent issues with water ponding and an unstable wearing course during periods of wet weather which create safety concerns for motorists. The length of road to be constructed is approximately 320 metres.

The project involves several components of work which were identified during the design stage including the following:

- earthworks;
- gravel road shoulder construction;
- sub grade stabilisation;
- pavement construction;
- pavement sealing;
- tree removal;
- Wire Rope Safety Barrier installation;
- line marking;
- raised pavement markers;
- crushed rock driveway reconstruction;
- open drain maintenance works;
- lawn nature strip reinstatement; and
- signage, and ancillary works.

The prioritisation of this project and the extent of works was determined by using a weighted scoring methodology for the road reconstruction. This weighting is based on specific scoring criteria as set out below:

- Sustainable Service - Asset Management Plan requirement (whole of life), requirement for urgent treatment, service level falling below intervention levels.
- Safety - Hazard reduction.
- Financial Benefit - Reduced costs, return on investment, revenue generation.
- Hierarchy Level - Level of Importance in network.
- Community Benefit - Improved local community equity, promotes sustainable economic benefit for the community, satisfies ratepayer initiative, enhances streetscape amenity.

This project was one of many that received high weightings and as such was placed on the 2020/21 Capital Works Program.

KEY MATTERS

The tender was advertised in The Ballarat Times News Group, Council's Website and eProcure from 25 February, 2021. The invitation period closed on the 17 March, 2021, with 4 tenderers submitting responses. One submission was awarded a fail in the OH&S criteria. There were three tender submissions evaluated in full.

This project incorporates the use of an alternative pavement stabilisation project and subsequently marks this project as a trial for potential incorporation into future projects should it be successful.

RESOLUTION

The Contracts Approval Delegated Committee resolves to:

- 1. Enter into Contract Number 2020/21 - 449, for the provision of road reconstruction Coghills Creek Road, Glendaruel and Orchard Lane, Brown Hill with Fulton Hogan Industries Pty Ltd for the total tendered price of \$399,435.14 (excluding GST).**
- 2. Delegate to the Chief Executive Officer authority to execute the associated Contract on behalf of Council.**

Moved Cr Mark Harris
Seconded Cr Tracey Hargreaves

CARRIED

5.5 CONTRACT 2020/21-467 SHOULDER CONSTRUCTION AND SEALING – SOLDIERS HILL

(RO – Bridget Wetherall / Robin Hand)

SUMMARY

This report recommended that the Contracts Approval Delegated Committee approves the awarding of a Contract for the provision of shoulder construction and sealing for car parks at various locations in Soldiers Hill.

This project will see the construction and sealing of shoulders and car parking across several local access roads throughout Soldiers Hill to create formalised car parking and tree protection.

BACKGROUND

The City of Ballarat entered into a funding agreement with the Victorian State Government for the provision of 1000 car parks within a 500m radius of GovHub which is currently under construction. To date this agreement has funded the construction of a car park in Creswick Road and also at the Eastern Oval, along with formalisation of additional car parks within the Creswick Road service road. The works in Soldiers Hill will see the completion of the funding agreement, with all works funded by the grant.

The extent of works to be undertaken includes:

- earthworks;
- shoulder pavement construction;
- sealing of unsealed shoulders;
- cleaning of bluestone channels;
- construction of tree surrounds;
- parking bay delineation;
- installation of bollards
- installation of wheel stops, and ancillary works.

KEY MATTERS

The tender was advertised in The Ballarat Times News Group, Council's Website and eProcure from 25 February, 2021. The invitation period closed on the 17 March, 2021, with 3 tenderers submitting responses.

RESOLUTION

The Contracts Approval Delegated Committee resolves to:

- 1. Enter into Contract Number 2020/21 - 467, for the provision of Shoulder Reconstruction and Sealing for Car Parks at various locations in Soldiers Hill with Streebson Pty Ltd t/a Ballarat Excavation and Transport for the total tendered price of \$595,029.35 (excluding GST).**
- 2. Delegate to the Chief Executive Officer authority to execute the associated Contract on behalf of Council.**

Moved Cr Mark Harris
Seconded Cr Tracey Hargreaves

CARRIED

SECTION 66 MATTERS

RESOLUTION:

That the Committee resolves to come out of Section 66 and adopt the resolutions made therein.

Moved Cr Tracey Hargreaves

Seconded Cr Mark Harris

CARRIED

There being no further business, the Chairperson declared the meeting closed at 12:44pm

Confirmed this 21st day of April, 2021

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**Cr Ben Taylor
Chairperson**