



***CONTRACTS APPROVAL
DELEGATED COMMITTEE***

MINUTES

13 January 2021

**MINUTES OF THE MEETING OF THE SPECIAL CONTRACTS APPROVAL DELEGATED
COMMITTEE OF THE BALLARAT CITY COUNCIL, HELD BY A VIRTUAL MEETING
ON WEDNESDAY 13 JANUARY 2021 AT 4:30PM**

**Janet Dore
(Chief Executive Officer)**

<i>MINUTES</i>

ORDER OF BUSINESS:

PRESENT

Cr Ben Taylor (Chair)
Cr Tracey Hargreaves
Cr Daniel Moloney

IN ATTENDANCE

Mr Sean Portelli (Director Corporate Services)
Mr Vaughn Notting (Acting Director Infrastructure and Environment)
Mr Matthew Wilson (Director Community Wellbeing)
Mr Trevor Harris (Procurement Co-ordinator)
Ms Lorraine Sendall (Minutes)

APOLOGIES

Ms Janet Dore (Chief Executive Officer)

DECLARATIONS OF INTEREST

No conflicts of interest were recorded.

CONFIRMATION OF MINUTES

RESOLUTION:

That the minutes of the Contracts meeting held on 16 December, 2020 as circulated, be confirmed.

Moved Cr Tracey Hargreaves
Seconded Cr Ben Taylor

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 Ben Taylor
Seconded Cr Tracey Hargreaves

CARRIED

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Cr Maloney left the meeting.

**5.1 CONTRACT 2020/21-222 HER MAJESTY'S THEATRE STAGE 3
ARCHITECTURAL SERVICES**
(RO – Matthew Wilson / David Ash)

SUMMARY

This report recommends that the Contracts Approval Delegated Committee approves the awarding of a Contract for the provision of all design service requirements, including engagement of all sub-consultants, Heritage Victoria consultation and stakeholder engagement for Her Majesty's Theatre. This will ensure that Stage 3 design meets as many key deliverables as strategically possible from the compliance, facilities and operational feasibility report as the funding allows.

RESOLUTION

The Contracts Approval Delegated Committee resolves to:

1. **Award Contract 2020/21-222 for the Design Services, Her Majesty's Theatre Stage 3 to Conservation Studio Australia Pty Ltd for the total tendered price of \$830,250.00 (GST exclusive).**
2. **Delegate to the Chief Executive Officer authority to execute the associated Contract on behalf of Council.**

Moved Cr Ben Taylor
Seconded Cr Tracey Hargreaves

CARRIED

**5.2 CONTRACT 2020/21-260 FOOTBALL CHANGEROOM REFURBISHMENT
- MARTY BUSCH RESERVE**
(RO – Natalie Robertson/ Mark Powell)

SUMMARY

This report recommends that the Contracts Approval Delegated Committee approves the awarding of a Contract for the provision of Football Changeroom Refurbishment at the Marty Busch Reserve. This involves the refurbishment of the existing ground floor changerroom building and supporting areas. The project will also encompass the upgrade of the first floor male and female amenities.

RESOLUTION

The Contracts Approval Delegated Committee resolves to:

1. **Award Contract 2020/21-260 for the provision of Football Changeroom Refurbishment – Marty Busch Reserve to S.J. Weir (Ballarat) Pty Ltd for the total tendered price of \$637,593.00 (GST exclusive).**
2. **Delegate to the Chief Executive Officer authority to execute the associated Contract on behalf of Council.**

Moved Cr Tracey Hargreaves
Seconded Cr Ben Taylor

CARRIED

**5.3 CONTRACT 2020/21-261 SOCCER CHANGEROOM REFURBISHMENT
TREKARDO PARK RESERVE**
(RO – Natalie Robertson / Mark Powell)

SUMMARY

This report recommends that the Contracts Approval Delegated Committee approves the awarding of a Contract for the provision of soccer changeroom refurbishment at Trekardo Park Reserve. The scope of this contract involves the refurbishment of soccer change rooms to Football Victoria (FV) standard as well as additional storage areas and public toilets.

RESOLUTION

The Contracts Approval Delegated Committee resolves to:

- 1. Award Contract 2020/21-261 for the provision of Soccer Changeroom Refurbishment – Trekardo Park Reserve to Masterson Builders Pty Ltd for the total tendered price of \$610,915.00 (GST exclusive).**
- 2. Delegate to the Chief Executive Officer authority to execute the associated Contract on behalf of Council.**

Moved Cr Ben Taylor
Seconded Cr Tracey Hargreaves

CARRIED

5.4 CONTRACT 2020/21-105 PANEL APPROVED SUPPLIERS – DIGITAL MARKETING
(RO – Matthew Wilson / Alicia Thomas)

SUMMARY

This report recommends that the Contracts Approval Delegated Committee approves the awarding of a panel of approved suppliers for digital marketing to undertake tasks on an as-needs basis to support the marketing, communications and creative department.

RESOLUTION

The Contracts Approval Delegated Committee resolves to:

- 1. Enter into Contract 2020/21-105 for the provision of Panel Approved Suppliers – Digital Marketing with the following fourteen (14) agencies for the estimated total annual spend of \$150,000 (excluding GST). The contract term is for twelve (12) months with the provision of a further two (2) year extension at the City of Ballarat’s sole discretion:-**
 - AKA Promotions Pty Ltd**
 - The Trustee for Bossman Media Unit Trust t/a BossMan Media Pty Ltd**
 - Cyclone Communications Pty Ltd t/a/ Cyclone Creative**
 - R K Media Pty Ltd t/a/ Leonards Digital**
 - Mass Motion**
 - The Trustee for the Stratham Family t/a/ Media Mortar Pty Ltd**
 - ROEMIN Creative Technology Pty Ltd**

- **Ruck Agency Pty Ltd**
 - **Collaborative Solutions and Design Pty Ltd**
 - **Town Square Agency Pty Ltd**
 - **TOFU Agency Pty Ltd**
 - **We The People Agency Pty Ltd**
 - **HP Deane and AE Deane t/a We are Purpose**
 - **Firemark Promotions Pty Ltd Firemark Promotions Unit Trust t/a Yoke**
- 2. Delegate to the Chief Executive Officer authority to execute the associated Contract on behalf of Council.**

Moved Cr Ben Taylor
Seconded Cr Tracey Hargreaves

CARRIED

Cr Maloney re-entered the meeting

**5.5 CONTRACT 2020/21-303 WENDOUREE WEST RECREATION RESERVE
100 LUX LED SPORTS LIGHTING AND ELECTRICAL INFRASTRUCTURE
SERVICES FOOTBALL (SOCCER)
(RO – Vaughn Notting / Trent Bursill)**

SUMMARY

This report recommends that the Contracts Approval Delegated Committee approves the awarding of a Contract for the provision of sports lighting and electrical infrastructure services football/soccer. The scope of this contract involves the supply and installation of 6 x light poles and electrical infrastructure services to deliver a 100 Lux LED Sports Lighting upgrade at the Wendouree West Recreation Reserve to support the soon to be completed Soccer Pitch redevelopment.

RESOLUTION

The Contracts Approval Delegated Committee resolves to:

- 1. Award Contract 2020/21-303 for the provision of Wendouree West Recreation Reserve 100 Lux LED Sports Lighting and Electrical Infrastructure Services Football (Soccer) to DeAraugo and Lea Electrical Contractors (VIC) Pty Ltd for the total tendered price of \$512,500.00 (GST exclusive).**
- 2. Delegate to the Chief Executive Officer authority to execute the associated Contract on behalf of Council.**

Moved Cr Daniel Moloney
Seconded Cr Tracey Hargreaves

CARRIED

5.6 MAV CONTRACT VP210575 ROAD MAINTENANCE TRUCK PURCHASE
(RO – Sean Portelli/ Adrian Smith)

SUMMARY

This report recommends that the Contracts Approval Delegated Committee approves the awarding of a tender for the supply of one Road Maintenance Truck to replace existing truck, fleet number 7571 which has been in service since 2010.

RESOLUTION

The Contracts Approval Delegated Committee resolves to:

- 1. Award through MAV Contract VP210575 the purchase of one Hino 500 Series FE 1426 Cab Chassis Road Maintenance Truck fitted with Flocon Road Maintenance Body to Ballarat Hino for the total tendered price of \$304,050.30 (GST inclusive).**
- 2. Delegate to the Chief Executive Officer authority to execute the associated Contract on behalf of Council.**

Moved Cr Daniel Moloney
Seconded Cr Tracey Hargreaves

CARRIED

Move out of Section 66

RESOLUTION:

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

Moved Cr Ben Taylor
Seconded Cr Daniel Moloney

CARRIED

There being no further business, the Chairperson declared the meeting closed at 4.52pm

Confirmed this day of 10th day of February, 2021

**Cr Ben Taylor
Chairperson**