

AGENDA

Meeting of the Strategic Planning
Committee of Council

To be held at the

Civic Centre

511 Burwood Highway

Wantirna South

On

Tuesday 10 March 2020 at 7:00 pm



Order of Business

- 1 Apologies And Requests For Leave Of Absence.....3
- 2 Declarations Of Conflict Of Interest.....3
- 3 Confirmation Of Minutes3
- 4 Considering And Ordering Upon Officers’ Reports4
 - 4.1 Tender Report for Contract 2566 – Templeton Reserve Tennis Court Renewal and
Associated Works.....4
 - 4.2 Recreation and Leisure Committee Annual Report10
- 5 Motions For Which Notice Has Previously Been Given15
- 6 Supplementary Items.....15
- 7 Urgent Business15
 - 7.1 Urgent Business15
 - 7.2 Call Up Items.....15
- 8 Confidential Items.....15
 - 8.1 Aged Care Reform Commonwealth Home Support Program15

Tony Doyle
Chief Executive Officer

1 Apologies and Requests for Leave of Absence

2 Declarations of Conflict of Interest

3 Confirmation of Minutes

Confirmation of Minutes of Strategic Planning Committee Meeting on Monday 10 February 2020

4 Considering and Ordering Upon Officers' Reports

4.1 Tender Report for Contract 2566 – Templeton Reserve Tennis Court Renewal and Associated Works

SUMMARY: Coordinator – Project Delivery, Hans Pelgrim

This report considers and recommends the appointment of a tenderer for Contract No. 2566 - Templeton Reserve Tennis Court Renewal.

RECOMMENDATION

That Council:

- 1. Accepts the adjusted tender submitted by Contek Construction Pty Ltd for the Lump Sum Price of \$1,208,612.13 including GST (\$1,098,738.30 excl. GST) for Contract 2566 – Templeton Reserve Tennis Court Renewal;**
- 2. Approves the provision of \$700,000 to complete Project No. 1120 Templeton Reserve Tennis Courts from 1008 - Active Open Space Renewal Program, in the 2020/21 Capital Works Program;**
- 3. Authorises the Chief Executive Officer to formalise the contract documentation under delegated authority; and**
- 4. Advises all tenderers accordingly.**

1. INTRODUCTION

This contract is for a renewal of the tennis courts and related infrastructure for Templeton Reserve Tennis Courts, Wantirna, including three separate banks of courts (Courts 1 – 3, Courts 4 – 6, & Courts 7 – 8), along with associated infrastructure.

This project includes the following:

- Removal and replacement of fencing.
- Resurfacing of courts, including extension of dimensions to current day standards.
- Reconstructing concrete access areas between banks of courts.
- Design and installation of new tennis court lighting.
- Associated civil works including minor retaining walls and drainage.

A detailed design for the entire package of tennis courts was completed in the one process. This provided Council with an opportunity to look at an efficient way to deliver this project, in line with Council's Lean principles.

It is possible that this project can be delivered in separate stages. However, a more economical way to deliver this project is to combine the stages into a single contract using funds from overlapping years and delivering the total works within the limits of funding available over the two financial years. That is, commencing the works this financial year and completing the works, subject to Council approval of the 2020/21 Budget, next financial year. This particular style of contract enables a much more efficient process and, at the same time, provides the potential for economy of scale and a more seamless and flowing construction program.

This project is identified for construction within the 2019/20 financial year for the first stage of courts – listed on the CWP program as Project No. 1008-1120 – Templeton Reserve, Tennis Court Renewals, with an available budget of \$583,550. A business case has also been prepared for submission to the 2020/21 CWP budget for the final stage of works at this site with a proposed adjusted budget of \$700,000, following results of this tender.

This project is an integral part of the Active Open Space renewal program for 2020/21, with funding limits within the 1008 Active Open Space Renewal program recognised within the Long-Term Financial Forecast. As this part of the CWP budget is not discretionary expenditure, it is recommended that the funds bridge two financial years and should be combined for this project. As such, a contract was advertised as one single Lump-Sum contract over two financial years, with the understanding that the stage related to the 2020/21 CWP budget remains subject to Council approval of the 2020/21 Budget.

It is recommended that this contract be awarded as a single Lump Sum contract, subject to Council approval of the 2020/21 Budget.

It is further recommended that the tender submitted by Contek Constructions Pty Ltd for the Price of \$1,208,612.13 including GST (\$1,098,738.30 excluding GST) be accepted for Contract No. 2566 – Templeton Reserve Tennis Court Renewal.

2. DISCUSSION

The purpose of the renewal was principally to resurface the court surfaces.

However, a Condition & Compliance Audit report undertaken in 2015 looked at all aspects of the facility. It was deemed an opportune time to bring the tennis courts and surrounding assets up to current day standards.

Improvements required, as highlighted by the report, include court dimension extension and resurfacing, drainage, retaining structures, fencing replacement, upgrade of tennis court lighting, seating, and adjoining paved areas.

2.1 Tenders Received

The contract was advertised in The Age on Saturday, 7 & 14 December 2019 and in the Leader on Tuesday 10 December 2019, as a Lump Sum, Quality Assured contract.

Three tenderers submitted tenders electronically via Council's e-tendering portal.

Tenders were received from the following contractors:

- Contek Constructions Pty Ltd
- Grassports Australia Pty Ltd
- JMac Constructions Pty Ltd

Pre-evaluation checks on tenderers were carried out which included documentation conformance and a check of submitted tender amounts to identify errors that needed correction or clarification.

All tenderers were asked to clarify unusual individual item sub-totals, correct arithmetical errors and clarify submission conditions. Tenderers responded and re-submitted their tender accordingly.

Financial checks were obtained for all tenderers with varying results.

All tenderers are mostly known to Council, and all are reasonably well experienced.

It appears that, while tenders are reasonably competitive, the tender rates and prices overall are considerably higher (of the order of 25%) than they were some 12-24 months ago for similar projects. This same issue appears to be happening for similar tenders within other parts of the organization.

This is most likely due to a very high demand from industry for supply of civil products and labour and an extraordinary abundance of infrastructure projects occurring at both the Local Government, State and Federal levels creating that demand.

Another contributing factor is the fact that this project requires staging of the three (3) separate banks of courts due to requirements of the club not to have too many courts unavailable at any one time.

2.2 Tender Evaluation Panel

The Tender Evaluation Panel consisted of members experienced in the evaluation and award of major capital works projects.

All members of the Panel signed Conflict of Interest and Confidentiality Agreements that they had no conflict of interest or association with any of the submitting tenderers.

2.3 Tender Evaluation Results

Tender submissions were analysed in detail and compared to the Engineer's Estimate and to other corresponding bids.

The Tender Evaluation Panel determined to assess each of the bids in detail, as the three bids were all relatively close in price. All tenderers were asked to clarify unusual individual item sub-totals, correct arithmetical errors and clarify submission conditions. Tenderers responded and re-submitted their tender accordingly.

The Tender Evaluation Panel subsequently arrived at the following summary rating results:

Preference Order (Rating)	Tenderer
1	Contek Constructions Pty Ltd
2	JMac Constructions Pty Ltd
3	Grassports Australia Pty Ltd

2.4 Preferred Tenderer

Contek Constructions Pty Ltd is the preferred and recommended tenderer, with an adjusted tender price of \$1,208,612.13 (including GST).

Contek Construction Pty Ltd scored highly in regards to the stated criteria.

Contek Construction Pty Ltd have successfully completed a number of similarly type of contracts with Council in recent years, including Knox Gardens Tennis Club renewal. They have also successfully undertaken similarly sized contracts including Quarry Reserve Boardwalk and pathway, Golden Grove, The Basin, road and embankment rehabilitation and various award winning Stormwater improvement projects.

They have successfully delivered a number of similar projects for other Councils and are very experienced and highly regarded with a pro-active and partnership approach to working with

Council. Contek Construction Pty Ltd's Works Program indicates a staged programming of works with a seamless and continual progress from one stage to the next.

3. CONSULTATION

The Leisure and Project Delivery teams have consulted extensively with the Templeton Reserve Tennis Club in the scoping and detailed design of the works and subsequently provided Council officers with their support of the project.

The Club are indeed keen to see this project approved and completed this calendar year if possible. Consultation with the club will be ongoing throughout the construction phase of the project.

4. ENVIRONMENTAL/AMENITY ISSUES

Existing significant trees will be maintained and require protection throughout the construction process and the storage of building materials under existing trees will be banned. The submission of an Environment Management Plan (EMP) will be required as part of the tender submission.

The successful tenderer will be fully aware that precautions need to be taken to ensure that the disposal of all materials from site are done in a safe and environmentally responsible manner.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The projected project costs and funds available for this project are summarized as follows:

Projected Costs:

<u>Description</u>	<u>Cost (excluding GST)</u>
Adjusted Contract Lump Sum Price	\$1,098,738.30
Project Management Fee (TBC)	\$96,850
Advertising and Tender Documentation	\$1,500
Contingencies	\$86,461.70
Total Estimated Project Costs	\$1,283,550

It is recommended that the project be initiated this financial year with a view to reaching its completion early next financial year by the use of over-lapping funds, committing Active Open Space Renewal Program funding for the 2020/21 CWP, subject to Council approval.

Funds available:

The allocated funding totals for Project No. 1008-1120, Templeton Reserve, Wantirna, Tennis Court Renewals within the Capital Works Program, subject to budget approval, are expected to be:

<u>Program</u>	<u>Budget</u>
2019/20 CWP Project No. 1008-1120 Templeton Res. Tennis Courts	\$583,500
2020/21 CWP Project No. 1008-1120 Templeton Res. Tennis Courts	\$700,000
Note: (subject to Council budget approval)	
Total Funding available:	\$1,283,550

The total funding available therefore adequately meets the contract sum of the preferred tenderer, plus associated costs, if the works are awarded under the terms of Contract No. 2566.

6. SOCIAL IMPLICATIONS

This project will have social implications during construction in terms of temporary inconvenience and access restrictions. This issue was resolved by having discussions with the Club about a temporary alternative venue during the duration of the works. The Club agreed and also supports the agreed staging of proposed works, which will assist in minimizing inconvenience.

The works, once completed, will improve the amenity and sporting access for the Knox community generally and the Templeton Reserve Tennis Club specifically.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

Goal 1 – We value our natural and built environment

Strategy 1.3 – Ensure the Knox local character is protected and enhanced through the design and location of urban development and infrastructure.

8. CONFLICT OF INTEREST

All members of the Panel signed Conflict of Interest and Confidentiality Agreements that they had no conflict of interest or association with any of the submitting tenderers.

Under section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author - Coordinator – Project Delivery, Hans Pelgrim - In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – David Yeouart – Manager – Community Infrastructure - In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

The tender representing best value was presented by Contek Constructions Pty Ltd for the adjusted lump sum price of \$1,098,738.30 excluding GST (\$1,208,612.13 including GST).

The company is adequately resourced and available to successfully undertake this contract within the constraints of time, quality and cost as detailed in the contract documentation.

10. CONFIDENTIALITY

Confidential information is contained in the attachments in the confidential agenda, in accordance with Section 89(2) of the Local Government Act 1989, as the information relates to contractual matters; and premature disclosure of the information could be prejudicial to the interests of Council or other persons.

Report Prepared By: Coordinator – Project Delivery, Hans Pelgrim

Report Authorised By: Manager – Community Infrastructure, David Yeouart

Attachments

A confidential attachment has been circulated under separate cover.

4.2 Recreation and Leisure Committee Annual Report

SUMMARY: Leisure Services Officer, Suranga Dissakarunaratne

Council's Recreation and Leisure Committee is an Advisory Committee that assists Council to facilitate stakeholder engagement and provides valuable information and advice to support Council's commitment to acknowledge the critical role recreation, sport and leisure plays in the community of Knox.

This annual report provides an update on the topics covered and activities undertaken by the Recreation and Leisure Committee throughout the 2019 calendar year.

RECOMMENDATION

That Council:

- 1. Note this annual report for 2019 on Council's Recreation and Leisure Committee.**
- 2. Thank the current members of the Recreation and Leisure Committee for their contribution in 2019.**

1. INTRODUCTION

The Recreation and Leisure Committee (RLC) provides feedback and recommendations to Council on a variety of sport and leisure issues within the City of Knox.

The purpose of the RLC is to assist Council with its community engagement process and to provide valuable information and advice to support Council's decision-making process. The establishment of the RLC supports Council's commitment to engage with its community and to acknowledge the critical role sport and leisure plays in the health and wellbeing of the community. It assists in promoting greater awareness and understanding of leisure services in Knox and provides Council with a greater understanding of the local needs and interests.

The RLC acts in an advisory capacity only and does not represent Council nor does it have delegated authority to make decisions on behalf of Council.

2. DISCUSSION

2.1 Group Overview

The objectives of the RLC are to:

- Provide strategic advice and input relating to the development of Council's leisure plans and policies;
- Engage in discussion regarding 'special interest' sport and leisure topics as determined by Council;
- Participate in the ongoing consultation, review and implementation of sporting and recreational strategic documents; and
- Provide input into Council's processes relating to sport where requested.

Council, at its Strategic Planning Committee Meeting held on 11 February 2019 appointed the Committee for the period of 12 February 2019 until 31 December 2020.

The Committee comprises three Councillors as follows:

- Councillor Jake Keogh (Chair);
- Councillor Tony Holland; and
- Councillor Marcia Timmers-Leitch.

The current Committee members are as follows:

- Bob McLachlan – Upper Ferntree Gully Junior Football Club;
- Jane Barbanti – Knox Football Netball Club;
- Mark Tyrrell – Knox City Football Club;
- Rhonda Snijders – Football Victoria;
- Gary Saultry – Ferntree Gully and District Cricket Association;
- Faizan Ali – General Community Representative;
- John Souness – Wantirna Squash;
- Karen Butler - Knox Little Athletics Club;
- Gary Leech – Knox City Tennis Club;
- Nicky Hamilton-Morris – Knox Roadrunners;
- Clive Savory – Wantirna South Netball Club;
- Margaretha Hovens – Knox Obedience Dog Club; and
- Reeve Marsh – Victorian Model Aeronautical Association.

The RLC has delivered on the above objectives successfully, with members contributing to a range of reviews, policies and improvements.

The current committee comprises of a skilled and diverse community and sporting club representatives who are strong advocates for sport and leisure. Membership attendance has been consistently high at meetings, with actively engaged participation from all members during the meetings.

Two committee members have resigned in late 2019 due to changes in work and personal commitments. Rhonda Snijders ceased employment at Football Victoria (FV) after the initial three RLC meetings. Football Victoria have already expressed their inability to nominate an ongoing substitute to represent Football Victoria at the RLC.

Jane Barbanti ceased her position on the RLC after the RLC's second meeting due to personal reasons.

Council Officers have taken the necessary actions (in line with the terms of reference) to fill the vacancies created in the RLC with the resignations of Rhonda Snijders and Jane Barbanti and will be welcoming Jon Philpott (Knox Road Car Club) and Karen Mawson (Knox Churches Soccer Club) this year.

Throughout 2019, the RLC convened on three occasions being 6 March, 5 June and 4 September. The final meeting for the year scheduled on 4 December was cancelled due to the unavailability of members and hence, a quorum.

2.2 Content

During 2019, the following topics were discussed:

2.2.1 Council Policies and Plans

- **Knox Community and Council Plan**
Council Officers provided an overview of the Knox Community and Council Plan and how the Recreation and Leisure Committee is guided by the 8eight key goals of the Plan.
- **Casual Use of Active Reserves Policy**
Changes to the new Policy, which included, pre-season football training to be included, all bookings to be online, and the amalgamation of the Guidelines for Use of Active Reserves and Public Open Space by Personal Trainers were discussed.
- **Use of Active Reserves and Public Open Space by Personal Trainers**
Casual booking process for personal trainers being made online, their requirements, responsibilities and the fees and charges were discussed.
- **Breach of Seasonal Licence Agreements with Sporting Clubs**
Council Officers presented and discussed the changes to the Breach of Tenancy Policy. It was highlighted that majority of the sporting clubs adhere to Council guidelines and the policy is applied only a few times over the year. It was also recommended that clubs to be kept informed of their responsibilities and restrictions via newsletters and seasonal presentations.

2.2.2 Special Interest Sport and Leisure Topics

- **Capital Works and Grants**
Committee was kept informed current and newly completed capital works programs. Sport and Recreation Victoria Grants, structured sporting facility projects, application and the selection process was discussed.
- **Knox Young Sporting Leaders Program**
Council Officers discussed the new initiative with the Committee and the feedback included lowering the age group to accommodate more teenagers as there is a drop out of teenager participation in sport between 15 and 18 years of age.
- **Crime Prevention Through Environmental Design**
Council Officers discussed with the committee how environmental design could minimise crime in sporting facilities and the measures clubs and Council do to assist lowering crime in the community.
- **Council's Role in the Provision of Leisure Services**

- **Knox Sport and Leisure Awards**
Council Officers discussed the Knox Sport and Leisure Awards and sourced the views of the Committee. Suggestions to promote the event, clarity of selection criteria, encouraging junior nominations were discussed.
- **Leisure Minor Capital Works Grant Scheme Policy and Application Process**
Application process, eligibility criteria, assessment process and the pain points for the clubs were discussed.
- **Liquor and Gambling Responsibilities of Sporting Clubs**
Victorian Commission for Gambling and Liquor Regulation presented and discussed Club responsibilities, current regulations, guidelines and possible penalties with the committee.

2.2.3 Other Discussion Topics

- Group induction.

3. CONSULTATION

Given the structure of the meetings, all members of the RLC were provided with the opportunity to discuss and provide feedback on the topics listed in section 2.2.1, 2.2.2 and 2.2.3 of this report. The feedback received from the RLLG on the aforementioned topics was invaluable and greatly contributed to the development of Council's Policies, Plans and Strategies as well as Council's operational programs.

4. ENVIRONMENTAL/AMENITY ISSUES

The RLC considers matters that may affect the health and wellbeing of the Knox community and assists in the progression of key environmental and amenity improvements facing Council (e.g., sustainability of sporting facilities).

5. FINANCIAL & ECONOMIC IMPLICATIONS

The cost to Council to support the RLC is approximately \$4,300 per annum and is funded within Council's annual budget. This sum is made up of costs for catering as well as Council officers' time to support the RLC, with the total officer time equating to approximately 0.03 EFT. RLC members contribute their time voluntarily.

6. SOCIAL IMPLICATIONS

The RLC will continue to provide advice to Council concerning the social implications associated with the development of leisure, sport and recreational policies and strategic plans.

7. RELEVANCE TO KNOX COMMUNITY AND COUNCIL PLAN 2017-2021

Goal 6 - We are healthy, happy and well

Strategy 6.2 - Support the community to enable positive physical and mental health

Goal 7 - We are inclusive, feel a sense of belonging and value our identity

Strategy 7.3 - Strengthen community connections

Goal 8 - We have confidence in decision making

Strategy 8.1 - Build, strengthen and promote good governance practices across government and community organisations

Strategy 8.2 - Enable the community to participate in a wide range of engagement activities

8. CONFLICT OF INTEREST

Under Section 80c of the Local Government Act 1989 officers providing advice to Council must disclose any interests, including the type of interest.

Author – Leisure Services Officer, Suranga Dissakarunaratne – In providing this advice as the Author, I have no disclosable interests in this report.

Officer Responsible – Acting Manager Youth, Leisure and Cultural Services, Nicole Columbine – In providing this advice as the Officer Responsible, I have no disclosable interests in this report.

9. CONCLUSION

The RLC is an effective mechanism for community consultation and enables Council to achieve positive opportunities for collaboration with the community. This collaboration assists with the development of strategic plans and policies, which are particularly relevant to recreation and leisure programs and facilities in Knox.

The current Terms of Reference will sunset on 31 December 2020, which represents the end of the current committee's term.

10. CONFIDENTIALITY

There are no items of a confidential nature in this report.

Report Prepared By: Leisure Services Officer, Suranga Dissakarunaratne

Report Authorised By: Director Community Services, Tanya Scicluna

Attachments

Nil

5 Motions for Which Notice has Previously Been Given

6 Supplementary Items

7 Urgent Business

7.1 Urgent Business

7.2 Call Up Items

8 Confidential Items

8.1 Aged Care Reform Commonwealth Home Support Program

A confidential report has been circulated under separate cover