



**SPECIAL MEETING
OF COUNCIL**

**AGENDA
OPEN MEETING**

3 April 2023

30 March 2023

Notice of Meeting – Special Meeting of Council

In accordance with the *Local Government (Meeting Procedures) Regulations 2015* NOTICE is hereby given that the next Special Meeting of the Waratah-Wynyard Council will be held at the Council Chambers, 21 Saunders Street, Wynyard on Monday 3 April 2023 with the Business of the meeting to be in accordance with the following agenda paper.

General Manager's Certification

PURSUANT to Section 65 of the *Local Government Act 1993* I hereby certify, with respect to the advice, information and/or recommendation provided for the guidance of Council in this Agenda, that:

1. Such advice, information and/or recommendation has been given by a person who has the qualifications or experience necessary to give such advice; and
2. Where any advice is given by a person who does not have the required qualifications or experience, that person has obtained and taken into account the advice from an appropriately qualified or experienced person.



Shane Crawford
GENERAL MANAGER

Enquiries: Mayor Duniam
Phone: (03) 6443 8311
Our Ref: 004.01

30 March 2023

Mr Shane Crawford
General Manager
Waratah-Wynyard Council
PO Box 168
WYNYARD TAS 7325

Dear Shane,

COUNCIL MEETING

In accordance with regulation 4 of the *Local Government (Meeting Regulations) 2015* which states:

4. *Convening meetings of council*
 - (1) *The mayor of a council may convene council meetings.*

I request that you make the necessary arrangements for a Special Meeting of Council to be convened on Monday 3 April 2023 commencing at 6.00pm at the Council Chambers, 21 Saunders Street, Wynyard.

Yours sincerely



Cr Mary Duniam
MAYOR

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THE PUBLIC IS ADVISED THAT IT IS COUNCIL POLICY TO RECORD THE PROCEEDINGS OF MEETINGS OF COUNCIL ON DIGITAL MEDIA TO ASSIST IN THE PREPARATION OF MINUTES AND TO ENSURE THAT A TRUE AND ACCURATE ACCOUNT OF DEBATE AND DISCUSSION OF MEETINGS IS AVAILABLE. THIS AUDIO RECORDING IS AUTHORISED BY THE *LOCAL GOVERNMENT (MEETING PROCEDURES) REGULATIONS 2015*

AGENDA OF A SPECIAL MEETING OF THE WARATAH-WYNYARD COUNCIL TO BE HELD AT THE COUNCIL CHAMBERS, 21 SAUNDERS STREET, WYNYARD ON MONDAY 3 APRIL 2023, COMMENCING AT 6.00PM

	From	To	Time Occupied
Open Council			
Planning Authority			
Open Council			
Closed Council			
Open Council			
TOTAL TIME OCCUPIED			

DIGITAL RECORDING OF COUNCIL MEETINGS POLICY

The Chairman is to declare the meeting open (time), welcome those present in attendance and advise that the meeting will be digitally recorded, in accordance with the Council Policy **GOV.017 – Digital Recording of Council Meetings** to “record meetings of Council to assist in the preparation of minutes and to allow live streaming of Council Meetings.

ACKNOWLEDGEMENT OF COUNTRY

I would like to begin by acknowledging the traditional owners and custodians of the land on which we meet today, the Tommeginne people, and to pay our respect to those that have passed before us, their history and their culture.

1.0 RECORD OF ATTENDANCE

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2005; Regulation 8(2)(a)

The agenda of a special meeting of a council is to provide for, but is not limited to, the following items:

(a) attendance and apologies.

1.1 ATTENDANCE

1.2 APOLOGIES

1.3 LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil received.

2.0 DECLARATIONS OF INTEREST

Legislative Reference:

Local Government (Meeting Procedures) Regulations 2015, Regulation 8(7)

(7) The chairperson is to request Councillors to indicate whether they have, or are likely to have, a pecuniary (or conflict of) interest in any item on the agenda.

Councillor and Agenda Item Number

Staff and Agenda Item Number

3.0 REPORTS OF OFFICERS AND COMMITTEES

3.1 AWARD OF CONTRACT 802 - DESIGN AND CONSTRUCT LITTLE SAUNDERS STREET SURFACE REPLACEMENT

To: Council
Reporting Officer: Manager Engineering Services
Responsible Manager: Director Infrastructure and Development Services
Report Date: 24 March 2023
File Reference: .
Enclosures: Nil

RECOMMENDATION

That Council award contract 802 – Design and Construct Little Saunders Street Surface Replacement to Hardings Hotmix

PURPOSE

To determine Council's position in relation to tender submissions received for the design and construction of Little Saunders Street surface replacement.

BACKGROUND

During delivery of the 2022/23 Capital works program efficiencies have been found in the gravel road resheeting program and in the joint tender contract award for the provision of bridge replacements. Council, as a recipient of Federal Roads to Recovery funding, has an own source expenditure target to meet in order to comply with this funding program. The budget efficiencies in delivery of identified projects has generated a need to consider further work in order to meet the Roads to Recovery own source expenditure target for 2022/23.

Little Saunders Street, Wynyard has a forecast resurfacing requirement in 2024/25. Bringing this project forward to complete during the 2022/23 budget cycle using budget savings made would enable Council to meet its own source expenditure target for the Roads to Recovery program.

Little Saunders Street provides a critical link to servicing business and operations in the CBD of Wynyard and also serves as the main point of access provision for the Tasmanian Police Station. Engaging a suitably qualified civil construction contractor to undertake these replacement works will ensure an efficiently delivered project with limited impact to the amenity of adjoining road users.

DETAILS

The contract operates as a Lump Sum contract, based upon the estimated quantities to deliver the scope of the project. Tender price comparison and assessment of each individual tender, based upon pre-defined tender criteria, defines the recommendation to Council to award the Contract.

At the close of tenders on 29 March 2023, seven (7) contractors had accessed the tender documents via Tenderlink and one (1) contractor submitted tenders for the works.

Tender submissions were received from only one contractor being Hardings Hotmix.

Hardings Hotmix have demonstrated experience within the industry, have established safety and management systems in place and have been assessed as competent and capable in the performance of the works for which they have tendered. Hardings Hotmix have and continue to provide the services associated with this contract to other Councils within Tasmania.

The weighted tender assessment criteria was assigned to this contract per below, however as only one tender was received and deemed to be conforming with the tender requirements a tender assessment committee was not convened to score tender submissions.

- Criteria A – The tendered total amount – Weighting 40%
- Criteria B – The tenderer’s project understanding including quality and completeness of submission – Weighting 15%
- Criteria C – The tenderer’s capacity and resources, materials, plant and equipment to complete the works including financial viability – Weighting 20%
- Criteria D – The tenderer’s capability and relevant experience of personnel and management – Weighting 20%
- Criteria E – The tenderer’s quality management systems, including WHS, traffic, risk and environmental – Weighting 5%

The past services provided to the Local Government sector by Hardings Hotmix has been considered satisfactory, and they have a clear understanding of the established industry requirements associated with the performance of the works under the contract.

Hardings Hotmix has provided sufficient evidence to demonstrate their competence and capability to perform the works generally within the timeframes and to the quality required. Accordingly, there are no concerns with this tender submission and the consideration to award contract is primarily to be a matter of price in this instance.

Hardings Hotmix have submitted a tender option with a calculated overall price of \$208,135.52. Whilst noting that this total price is an estimate based upon identified areas, the relativity of pricing is not anticipated to vary to any degree of significance should the final area be marginally different and is consistent with the forecast future resurfacing costs.

STATUTORY IMPLICATIONS

Statutory Requirements

There are no statutory implications as a result of this report.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 6: Transport and Access
Desired Outcomes
6.2 Our transport and access network is sustainable, affordable and fit for purpose.
Our Priorities
6.2.2 Plan for all movements and modes of transport with a fit-for-purpose network.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Access and infrastructure	Local, regional and global transport and infrastructure access – Safe and efficient access alternatives, growing freight capacity, renewable energy, water management and contemporary communications. Community infrastructure that supports economic development.

POLICY IMPLICATIONS

There are no policy implications as a result of this report.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications as a result of this report.

FINANCIAL IMPLICATIONS

This project seeks to redirect funding from other project underspends within the current 2022/23 budget allocation to achieve compliance with Roads to Recovery expenditure. The under budget result on bridge replacements and the gravel resheeting program equates to in excess of \$400,000 which sufficiently covers the estimated total project cost of the tender proposal of \$208,135.52 plus contingency and overheads totalling \$243,517.

RISK IMPLICATIONS

In the conduct of any contract there are risks to Council, including time delays and poor quality of work. The use of experienced contractors coupled with contract documents will minimise the potential risks to Council.

The broader tender assessment, beyond just price, is intended to mitigate risk.

In regard to compliance with Roads to recovery funding conditions, the risk of not bringing forward this additional expenditure in 2022/23 is losing the annual allocation of \$564,684.

Council officers have in the past written to the Federal funding body responsible for administering the Roads to Recovery funding program to seek review of the funding compliance requirements to be more closely aligned to modern asset management practice rather than be based on the current own source expenditure basis.

CONSULTATION PROCESS

Initial feedback has been sought from businesses who have access provisions from Little Saunders Street. Further public notification will be provided to advise of any traffic and pedestrian impacts during the works.

CONCLUSION

The tender submission by Hardings Hotmix for bringing forward planned renewal of the Little Saunders Street surface is considered the best option available to Council to meet its own source expenditure requirements for Road to Recovery for 2022/23. The need for considering additional road expenditure in 2022/23 has been generated by below budget results on other roads projects, primarily the contracted bridge replacements.

It is therefore recommended that contract #802 be awarded accordingly.

3.2 AWARD OF CONTRACT 799 - ARCHITECTURAL SERVICES BOAT HARBOUR BEACH SLSC NEW CLUB ROOMS

To: Council
Reporting Officer: Contracts and Administration Officer
Responsible Manager: Director Infrastructure and Development Services
Report Date: 28 March 2023
File Reference:
Enclosures: 1. Tender Evaluation Sheet - Confidential

RECOMMENDATION

That Council award Contract 799 – Architectural Services Boat Harbour Beach SLSC New Club Rooms to Licht Architecture.

PURPOSE

To seek a decision from Council in relation to the award of Contract 799 for the Design and Documentation of the Boat Harbour Beach SLSC Club Rooms and Café.

BACKGROUND

The Boat Harbour Beach Master Plan was adopted unanimously in August 2019. Work has progressed over the last year in translating the Master Plan into a Precinct Plan.

The Precinct Plan has three elements:

- New roading, parking and pedestrian facilities.
- Public open space development
- Surf club / Community building incorporating café and public amenities.

These project elements have been progressed to a detailed concept stage. A development application for the precinct development has been lodged with the Planning Authority.

It is anticipated that the development application will be considered by the Planning Authority at the April 2023 meeting.

A commitment of \$4.5M in funding to the project has been made by the Australian Government.

Progressing the detailed design of the Precinct Plan to a tender ready stage will support funding discussions with the State Government, demonstrate Council's ongoing commitment to the project to the Australian Government and support Council in its forward budgeting and planning processes through having a fully designed and costed project.

Tenders have previously been awarded to progress the detailed design and documentation of:

- New roading, parking and pedestrian facilities. (*CSE Consulting Engineers*)
- Public open space development (*Playstreet*)

This tender will finalise the detailed design and documentation of the new Surf club / community building incorporating café and public amenities.

A suitable Architect and subconsultant team needed to be secured to:

- Coordinate an integrated design approach to the design and documentation of the Boat Harbour Beach Precinct Plan including Council engaged consultants;
- Design and document the new building consistent with the intent of the agreed concept plans;
- Prepare tender documentation and project costs estimates; and
- Secure necessary approvals for the project (Building)

A formal call for tenders for that scope of works was made through Councils electronic tendering portal "TenderLink" by public notice on 10 February 2023.

At the close of the tender period on 17 March 2023, four (4) tenders were received.

DETAILS

A Consultant Services Brief was prepared for the Design and Documentation of the project including the provision of all disciplines required for full development of detailed design and documentation.

The Architect will be responsible for the provision of all resources necessary to deliver a tender ready package for the integrated construction of the three precinct elements:

- New BHBSLSC building.
- New Civil Works: road, carparking, stormwater, sewer pump stations relocation and ancillary works. This will include demolition of the existing public amenities and BHBSLSC club rooms.
- Foreshore landscaping including play spaces and support infrastructure including signage/ interpretative signage.
- Plans, specifications, schedules etc. for the new civil works and foreshore landscaping will be provided by those consultants engaged by Council for integration in tender documents.

The tender submissions were required to address the following six sections:

- A. Project Investigation, Site Assessment and Design Response
- B. Detailed Design
- C. Consultation with Council
- D. Tender Documentation
- E. Tender process and award of tender
- F. Technical Support through project construction.

The Consultant Services Brief required that a lump sum price be submitted for the proposed scope of works (A to D).

Hourly rates for the Architects and subconsultants were required to be provided to inform any potential cost variations or changes in the project scope. Note that the services for activities E and F (if required) are to be priced on the hourly rates provided.

In preparing their submissions Architects were required to assess the resources necessary to deliver the project elements noted in the background section of this report.

Tenders were received from :-

Architect
Starbox Architecture
DWP
Licht Architecture
Heliotope

It is noted that Licht Architecture developed the building concept plans as submitted with the development application for the precinct project.

To guide the assessment of submissions, the selection criteria as detailed in the Consultant Services Brief (attached) were applied. An assessment panel was convened to undertake the assessment of the submissions.

The tender evaluation sheet has been provided separately to Councillors as a confidential attachment.

During the assessment process clarifications were sought from three of the tenderers.

The clarifications provided resolved some uncertainties for the panel, however the answers did not impact on the tender assessment scores.

Discussion on Submission Assessment

All four (4) submissions were of good quality and met the submission requirements.

Licht Architecture scored highest in the combined qualitative and quantitative criteria scoring with an 81 out of a possible 100.

Observations regarding points of difference in the Licht Architecture submission are:

- A detailed project methodology and project understanding were provided, which aligned very clearly with the desired design outcomes. The submission more fully discussed and embraced approaches to key design criteria including design for a coastal environment, understanding of form and function of the building (within the local context) and sustainable building design and operation.
- The submission more fully met the qualitative criteria in respect to providing the expected level of information to demonstrate systems and process, resource management and like governance systems including example documents.

STATUTORY IMPLICATIONS

Statutory Requirements

The tender process has been complied in accordance with Council's procurement policy.

STRATEGIC IMPLICATIONS

Strategic Plan Reference

GOAL 1: Leadership and Governance
Desired Outcomes
1.1 We make publicly transparent decisions on spending and future directions while encouraging community feedback.
Our Priorities
1.1.1 Commit to best practice in community engagement.

GOAL 3: Connected Communities
Desired Outcomes
3.3 Our natural and built environment aids the community with an active and healthy lifestyle.
Our Priorities
3.3.1 Provide high quality shared and multi-use community hubs that combine a range of recreational, sporting and educational uses.

GOAL 4: Community Recreation and Wellbeing
Desired Outcomes
4.3 We provide recreational opportunities to the community for all ages and abilities.
4.4 Our community enjoys access to visually appealing safe spaces and facilities for recreation.
Our Priorities
4.3.1 Commit to ongoing recreation and open space planning to ensure evidence-based decisions are made about the role of Council and its partners in recreation.
4.4.2 Provide and maintain quality and safe places and spaces for physical, social and cultural activities, including shared and multi-use facilities where possible.

GOAL 7: Environment
Desired Outcomes
7.3 Our natural environment, unique surroundings and community assets are future ready in a changing climate.
Our Priorities
7.3.2 Embed environmental considerations and potential climate impacts in Council's infrastructure planning and decision making.
7.3.3 Innovative and sustainable design is encouraged through forward thinking and planning.

Sustainable Murchison Community Plan 2040

Community Future Direction Theme	Key Challenges & Opportunities:
Tourism	Memorable visitor experiences all year round – The must see destination, quality product, easy access, popular events and festivals with coordinated marketing. A longer season with increasing yields.
Strong communities and social capital	Enduring community capital – Growing, proud, self-reliant communities that are inclusive and engaged with volunteers and shared facilities.
Place making and liveability	Liveable places for all ages – Liveable attractive townships, relaxed lifestyles and community pride attract people to Murchison. Communities have history and character that drive their place-making strategies. Sport and recreation is widely supported especially by young people. Multi-purpose recreational and cultural facilities are well utilised.

POLICY IMPLICATIONS

There are no policy implications as a result of this report.

ENVIRONMENTAL IMPLICATIONS

The design of the Boat Harbour Beach precinct including the building will consider a range of environmental matters including:

- Use of native and endemic species in planting,
- A green roof for the café,
- Use of appropriate natural and locally sourced materials, and
- Design for climate change.

FINANCIAL IMPLICATIONS

Council has allocated \$150,000 in the 22/23 capital works budget to progress approvals and concept design for the Boat Harbour Beach precinct. To date some \$105,000 of these funds has been expended.

The balance of funding will be used to partly fund the works under Contract 799 and the other consultant engagements, with additional funding to be considered in the 23/24 capital works budget.

The recommended tender price is **\$282,998 excluding GST** submitted by Licht Architecture.

Delivery of the Boat Harbour Beach Precinct plan is conditional upon external funding being secured to fund the construction of the three precinct elements.

RISK IMPLICATIONS

Critical to project success is designing and constructing a precinct which meet the needs of the Boat Harbour Beach Community.

Council established a working group to guide the development of the Precinct concept including the building design.

Ensuring the final building and broader precinct design meets community expectations and appropriate engagement occurs should modification be required, will be important risk management strategies.

Licht Architecture have had previous involvement in this project and have demonstrated a willingness to work cooperatively, listen to Stakeholders and have demonstrated a clear vision for the project, aligned with Council and the community vision, in their submission.

In any contract there are risks to Council. The Consultant Services Brief, general conditions of engagement etc provide a framework to manage matters as they arise.

CONSULTATION PROCESS

The Boat Harbour Beach Masterplan was endorsed by Council and was informed by a community consultation process in May and June 2019

Community engagement activities included:

- (a) Planning engagement workshops,

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- (b) Councillor workshop,
 - (c) Community workshop,
 - (d) Online survey, and
 - (e) One on One consultation.

Feedback from the engagement activities shaping the final proposal.

A Working Group consisting of members of the Boat Harbour Surf Life Saving Club, the Community and Council was then established. The Working Group has informed the community at each stage of development of the plans to date.

In developing the Consultant Services Brief, internal consultation occurred with Officers.

The Boat Harbour Beach Master Plan Working Group also provided feedback on the Consultant Services Brief.

In respect to the form and function of the new building, the BHBSLSC have been involved in the design from the initial concept stage.

CONCLUSION

It is therefore recommended that Council award Contract 799 - Architectural Services Boat Harbour Beach SLSC New Club Rooms to Licht Architecture as the preferred tenderer to undertake the work detailed in the Consultant Services Brief.

4.0 MATTERS PROPOSED FOR CONSIDERATION IN CLOSED MEETING

No items in this agenda have been recommended for consideration in Closed Session.

THERE BEING NO FURTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED
AT pm.