



City of Nedlands

Agenda

Council Committee Meeting

9 June 2015

Dear Council Member

The next meeting of the Council Committee will be held on 9 June 2015 in the Council Chambers at the City of Nedlands Council Chambers located at 71 Stirling Highway, Nedlands commencing at 7.00pm.

Greg Trevaskis
CHIEF EXECUTIVE OFFICER
3 June 2015

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City of Nedlands

Notice of a meeting of the Council Committee to be held in the Council Chambers on Tuesday 9 June 2015 at 7.00pm.

Council Committee Agenda

Declaration of Opening

The Presiding Member will declare the meeting open at 7.00pm and will draw your attention to the disclaimer below:

(Note: At the Ordinary Meeting held on 24 August 2014, Council resolved that should the meeting time reach 11.00pm, the meeting is to consider an adjournment motion to reconvene the next day).

Leave of Absence

(previously approved)

None at distribution of this agenda.

Apologies

None at distribution of this agenda

Disclaimer:

Members of the public who attend Council meetings should not act immediately on anything they hear at the meetings, without first seeking clarification of a Council's position. For example, by reference to the Confirmed Minutes of a Council Meeting. Members of the public are also advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.

Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

1. Public Question Time

A member of the public wishing to ask a question should register their interest by notification in writing to the Chief Executive Officer in advance, setting out the text or substance of the question.

The order in which the Chief Executive Officer receives registrations of interest shall determine the order of questions, unless the Mayor determines otherwise. Questions must relate to a matter affecting the City of Nedlands.

2. Address by Members of the Public (only items listed on the Agenda)

Addresses by members of the public who have completed the Intention to Address Council Forms will be invited to address Council as their item is discussed by the Committee.

3. Disclosures of Financial Interest

The Presiding Member will remind Councillors and Staff of the requirements of Section 5.65 of the *Local Government Act (1995)* to disclose any interest during the meeting when the matter is discussed.

A declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who had made a declaration must not preside, participate in or be present during any discussion making procedure relating to the subject of the declaration.

However, other members may allow participation of the declarant if the further discloses the extent of the interest. Any such declarant who wished to participate in the meeting on the matter, shall leave the meeting after making their declaration and request to participate while other members consider and decide upon whether the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.

4. Disclosures of Interests Affecting Impartiality

The Presiding Member is to remind Councillors and Staff of the requirements of the Council's *Code of Conduct* in accordance with Section 5.103 of the *Local Government Act (1995)*.

Councillors and Staff are required, in addition to declaring any financial interests to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making process.

The following pro forma declaration is provided to assist in making a disclosure:

'With regard to item, I disclose that I have an association with As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.'

The member or employee is encouraged to disclose the nature of the association.

5. Declarations by Members That They Have Not Given Due Consideration

Members who have not read the agenda papers to make declarations at this point.

6. Confirmation of Minutes

6.1 Committee Meeting 12 May 2015

The minutes of the Council Committee held on 12 May 2015 are to be confirmed.

7. Matters for Which the Meeting May Be Closed

In accordance with Standing Order Local Law and for the convenience of the public, the Committee is to identify any matter which is to be discussed behind closed doors.

8. Divisional Reports

Note:

Regulation 11(da) of the *Local Government Act (Administration) Regulations (1996)* requires written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a Committee or an employee as defined in Section 5.70. Not a decision to only note the matter or to return the recommendation for further consideration.

8.1 Planning and Development Report No's PD30.15 to PD32.15

Planning and Development Reports PD30.15 to PD32.15 to be dealt with at this point (yellow cover sheet attached)

PD30.15 Scheme Amendment 206 – Initiation Report

PD31.15 Draft Local Planning Policy – Advertising Signs

PD32.15 (Lot 730) No. 85 Florence Road, Nedlands – Additions to Dwelling,
Carport, Front Fence, Gate House and Outbuilding

8.2 Technical Services

Nil Reports.

8.3 Community & Organisational Development Report No's CM04.15 to CM05.15

Report NoCM04.15 to CM05.15 to be dealt with at this point (pink cover sheet attached)

CM04.15 Dalkeith Nedlands Bowling Club Refurbishment – Approval of Additional Funds

CM05.15 All Abilities Play Space Project

8.4 Corporate & Strategy's Report No's CPS13.15 to CPS16.15

Report No's CPS13.15 to CPS16.15 to be dealt with at this point (green cover sheet attached)

CPS13.15 List of Accounts Paid – April 2015

CPS14.15 Policy Review

CPS15.15 Corporate Business Plan – Quarter 3 2014/15

CPS16.15 Review of Council's Delegated Authorities

9. Reports by the Chief Executive Officer

9.1 Conference Attendance Request – Mayor Hipkins to Attend the 2015 Asia Pacific Cities Summit & Mayor’s Forum in Brisbane from 5 - 8 July 2015

Committee	9 June 2015
Council	23 June 2015
Applicant	Mayor Max Hipkins
CEO	Greg Trevaskis – Chief Executive Officer
CEO Signature	
File Reference	CEO-00
Previous Item	Nil.

Executive Summary

The purpose of this report is to seek Council approval for the Mayor to attend the 2015 Asia Pacific Cities Summit and Mayor’s Forum being held in Brisbane from 5 to 8 July 2015. All conference attendance by Elected Members costing more than \$2,000 requires Council approval.

Recommendation to Committee or Council

Council:

1. Approves the Mayor’s request to attend the 2015 Asia Pacific Cities Summit and Mayor’s Forum being held in Brisbane from 5 to 8 July 2015; and
2. Pays for the 2015 Asia Pacific Cities Summit & Mayor’s Forum registration, airfares and accommodation costs.

Strategic Plan

KFA: Governance and Civic Leadership

By requiring approval by Council prior to elected members attending conferences costing more than \$2,000, the City can ensure that it is being fair and equitable with the distribution of training amongst elected members, as well as transparent and accountable to its ratepayers.

Background

At the Ordinary Meeting of Council held on 27 May 2014, Council approved Mayor Hipkins to attend the 2014 World Cities Summit that was held in Singapore as follows:

“Council reimburses the Mayor for his attendance at the World Cities Summit being held from 1 to 4 June 2014 in Singapore up to an amount of \$5,050 and that a report be submitted on return.”

Key Relevant Previous Council Decisions:

Nil.

Consultation

Required by legislation: Yes No
Required by City of Nedlands policy: Yes No

No public consultation required.

Legislation / Policy

Elected Member Entitlements and Equipment Policy:

Elected Member training and conference attendance. The City of Nedlands recognises the importance of Elected Members participating in relevant training and development opportunities.

If funds have been specifically provided in the budget for an Elected Member to attend a particular training course or conference then the Chief Executive Officer may approve attendance and make any necessary arrangements.

If an Elected Member requests approval to attend a training course or conference for which no specific budget allocation has been made and there are sufficient unallocated funds within the budget the following can be applied:

- Where the total cost is no more than \$1000, Chief Executive Officer can approve;
- Where the total cost is between \$1001 and \$2000 then the Chief Executive Officer in consultation with the Mayor may approve attendance if there are sufficient unallocated funds within the budget;
- Where training or conferences cost more than \$2000, they must be referred to Council for its deliberation.

Budget/Financial Implications

Within current approved budget: Yes No
Requires further budget consideration: Yes No

The 2014/15 budget for Members of Council Conferences & Meetings was \$23,000. At 2 June 2015, \$15,700 had been allocated. The Mayor's request to attend the World Cities Summit is within the current approved budget.

Risk Management

Not applicable.

Discussion

The Mayor would like to attend the 2015 Asia Pacific Cities Summit and Mayor's Forum being held in Brisbane from 5 to 8 July 2015. The Mayor values getting together with other Mayor's to discuss issues of common interest. It is intended that the Mayor will provide a full report on the Conference upon his return.

It is not envisaged that there will be any further inter-state funding request this year.

The approximate costs for the Mayor attending the Conference are:

Conference registration	\$1,450 (before 23 June 2015)
Economy airfare Qantas	\$850 (approx.)
Hotel, 3 nights – Rydges South banks	\$852 (approx.)
TOTAL	\$3,152

The Mayor requests that Council pay for the registration, accommodation and flight costs for the Summit as indicated as an approximation of costs above.

Conclusion

In accordance with Council's policy, all conference attendance by elected members costing more than \$2,000 requires prior Council approval. The Mayor has requested consideration for his attendance at the 2015 Asia Pacific Summit and Mayor's Forum in July 2015 at an approximate cost to Council of \$3,152 or part thereof. It should be noted that the program attached is only preliminary at this stage and has not indicated that extra workshops attended will incur a fee.

Attachments

Nil.

9.2 Tender No. 2014/15.07 – Production, Booking and Placing Advertising and Other Media for the City of Nedlands

Committee	9 June 2015
Council	23 June 2015
Applicant	City of Nedlands
Officer	Brid Ni Mhuineachain – Community Engagement Coordinator
Director	Greg Trevaskis – Chief Executive Officer
Director Signature	
File Reference	COM-P-00014
Previous Item	Not Applicable

Executive Summary

The purpose of this report is to award the term contract for the provision of production, booking and placing of advertising and other media for the City of Nedlands to Marketforce.

Recommendation to Committee

Council:

- 1. Agrees to award tender no. 2014/15.07 to Marketforce as per the schedule of rates submitted; and**
- 2. Authorises the Chief Executive Officer to sign an acceptance of offer for this tender.**

Strategic Plan

KFA: Governance and Civic Leadership

Award of this tender enables the City to ensure that the community is informed and engaged in council activity

Background

The City of Nedlands is seeking a service provider that will design, book, place advertisements and other related media in the City's local newspapers (Western Suburbs Weekly and the Post Newspaper), the West Australian and other newspapers as required.

Expenditure on this contract will exceed \$100,000 over three years. Therefore to comply with legislative requirements outlined in the *Local Government Act 1995* and ensure the best value for money for the City, this service must be tendered.

Tender documents were advertised on Saturday 21 February 2015 in the West Australian Newspaper. Tenders opened on Monday 23 February 2015 and submissions closed at 15:00 pm Wednesday 18 March 2015.

A total of 4 conforming tender submissions were received from the following tenderers:

1. Ad Capital,
2. Brand One Group,
3. Marketforce and
4. Reagent Employer.

Key Relevant Previous Council Decisions

Nil.

Consultation

Required by legislation: Yes No
Required by City of Nedlands policy: Yes No

Legislation / Policy

Local Government Act 1995, section 3.57

Local Government (Functions and General) Regulations 1996, Part 4

City of Nedlands Policy – ‘Purchasing of Goods and Services’

Budget/Financial Implications

Within current approved budget: Yes No
Requires further budget consideration: Yes No

Risk Management

Failing to appoint the contract will impact on the City’s ability to deliver advertising of the city’s projects, events, tenders and employment advertising

Advertising is a legal requirement in some cases (eg tenders).

Discussion

The tender was independently evaluated by three City Officers in accordance with the qualitative criteria specified in the tender documentation, as set out in the below table extract from 2014/15.07.

Qualitative Selection Criteria	Weighting
<p>Value for Money</p> <p>Tenderers must, as a minimum, address the following information in an attachment and label it “Value for Money”</p> <p>The tendered price(s) will be considered along with related factors affecting total cost to the Client. Early settlement discounts, lifetime costs, the major components to be utilised, the Client’s contract management costs may also be considered in assessing the best value for money outcome.</p>	<p>40%</p>
<p>Key Personnel, Skills and Experience</p> <p>Tenderers must, as a minimum, address the following information in an attachment and label it “Key Personnel”:</p> <ul style="list-style-type: none"> a) Nominate key personnel to be involved in this contract and provide relevant industry experience, current qualifications and registrations of the key personnel. 	<p>25%</p>
<p>Performance</p> <p>A Tenderer must as a minimum, address the following information in an attachment and label it “Performance”</p> <ul style="list-style-type: none"> a) The ability to supply and sustain the necessary technical resources, staff and equipment; b) Demonstrate ability to provide high quality and standard of work; c) Demonstrated ability to meet specifications of this request 	<p>25%</p>
<p>Organisation Capabilities</p> <p>A Tenderer must as a minimum, address the following information in an attachment and label it “Organisation Capabilities”.</p> <ul style="list-style-type: none"> a) Organisations to demonstrate industry-recognised qualifications and recent experience with contracts of a similar size and scope; b) Provide examples of work 	<p>10%</p>

The priced items were compiled into a spreadsheet for analysis of value comparison. A price criteria score was allocated based on the best value being scored at 100% and other values scored proportionally against this price.

The value for money was weighted at 40% of the assessment with the remaining 60% being allocated to the qualitative section criteria.

Evaluation

The tenderer who scored the highest in the evaluation was Marketforce with 86%.

All final evaluation scores are published in Attachment 1.

Conclusion

After an assessment of the submitted tenders it is proposed that Council agrees to award tender no. **2013/15.07** to Marketforce.

Marketforce attained the highest score in the evaluation, and is assessed accordingly as providing the most cost efficient outcome and best overall value for the service tendered for.

Marketforce also demonstrated that they have a large highly skilled and experienced team that is equipped to provide the City with the services required for the tender.

Marketforce also demonstrated that they have significant experience in working with local government in providing the services required for the tender.

Attachments

1. Confidential Tender Assessment (not to be published).
2. Comparison of costing sheet (not to be published)

10. Confidential Items

Nil.

Declaration of Closure

There being no further business, the Presiding Member will declare the meeting closed.

Greg Trevaskis
Chief Executive Officer