



CITY of SWAN

MINUTES

TENDER REVIEW COMMITTEE

15 DECEMBER 2021

CONFIRMED MINUTES

These minutes were confirmed as a true and accurate record of the meeting at the Tender Review Committee held on 13 April 2022.

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1. OPENING

The Presiding Member opened the meeting at 5.00pm.

2. ATTENDANCE AND APOLOGIES

Councillors:	Cr C McCullough	Pearce Ward (Presiding Member)
	Cr A Bowman	Pearce Ward
	Cr A Kiely	Altone Ward
	Cr M Congerton	Whiteman Ward
	Cr B Parry	Whiteman Ward
	Cr R Henderson	Swan Valley/Gidgegannup Ward (Deputising)
Staff:	Mr J Coten	Executive Manager Operations
	Ms A Albrecht	Manager Governance
	Ms C Donegan	Contracts and Procurement Manager
	Ms M Callus	Procurement Planning Specialist
	Ms A Widjaja	Manager Construction and Maintenance
	Mr K Amos	Manager Project Management
	Ms D Cuming	Governance Officer (Minutes)
Leave of Absence:	Nil	
Apologies:	Cr P Jones	Pearce Ward

3. DECLARATIONS OF FINANCIAL INTERESTS AND INTERESTS AFFECTING IMPARTIALITY

Nil

4. PUBLIC QUESTION TIME

Nil

5. CONFIRMATION OF PREVIOUS MINUTES

Confirmation of the minutes of the Tender Review Committee held on 18 November 2021.

RESOLVED UNANIMOUSLY that the Minutes of the Tender Review Committee meeting held on 18 November 2021 be confirmed.

(Cr Kiely - Cr Parry)

6. REPORTS

6.1 RFT21PT51 - SUPPLY AND INSTALLATION OF REINFORCED CONCRETE DRAINAGE PIPES VIA SLURRY MICROTUNNELLING ALONG SWAN STREET, GUILDFORD

Ward: (All Wards) (Project Management)

Disclosure of Interest: Nil

Authorised Officer: (Executive Manager Operations)

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KEY ISSUES

- The City sought tenders for RFT21PT51 – Supply and installation of reinforced concrete drainage pipes via slurry microtunnelling along Swan Street, Guildford.
- A local public notice for the tender was published in The West Australian on 21 August 2021, at the City of Swan Libraries, on the City of Swan website, and sent via email from Tenderlink.
- Submissions were received from each of the following:
 1. DJ MacCormick Contractors Pty Ltd
 2. DM Drainage & Construction Pty Ltd ATF DM Unit Trust
- The submission from DJ MacCormick Contractors Pty Ltd is the preferred submission based on the City's evaluation.

It is recommended that the Tenders Review Committee selects the submission from DJ MacCormick Contractors Pty Ltd for RFT21PT51 - Supply and installation of reinforced concrete drainage pipes via slurry microtunnelling along Swan Street, Guildford.

BACKGROUND

The City requires a suitably experienced Contractor to undertake drainage upgrade works along Swan Street, Guildford. To minimise impact on local residents, businesses and road users, the drainage is to be installed using a trenchless, slurry microtunnelling method and open trenching method.

In February 2017, the City undertook drainage upgrade works along Swan Street and Meadow Street, Guildford. These works terminated at a trafficable manhole located in Swan Street directly east of the Meadow Street roundabout (TM6 as shown in Annexure A in clause 5.2.1 of this Request). The City now requires the drainage to extend further east, to a point just east of Hugh Street (G12 as shown in Annexure B in clause 5.2.1 of this Request).

The City recently engaged a service location contractor in March 2021 to locate the services within the vicinity of the proposed area of works. A copy of the as-located service plan is provided in Annexure G in clause 5.2.1 of this Request.

The City was recently advised that there may be a historic tunnel that runs from the Rose and Crown's basement on Swan Street across the road to the Padbury's Colonial Stores at the corner of Swan Street and Terrace Road roundabout before heading north to the Swan River. The City has investigated its existence which is deemed to not affect any drainage works as part of this Request.

DETAILS

Item	Response
Contract term:	The contract shall be completed on supply of the requirements to the City's satisfaction.
City approval to proceed to request:	Executive Manager, Operations
Request closing date:	22 September 2021
Offer validity expiry date:	21 December 2021
Expiry date of any existing contract:	N/A
Anticipated contract commencement date:	On award

SUBMISSIONS

Pre-qualification requirements for this request: NIL

Submissions were received from each of the following:

1. DJ MacCormick Contractors Pty Ltd, Maddington WA
2. DM Drainage & Construction Pty Ltd ATF DM Unit Trust, Maddington WA

EVALUATION PANEL

The evaluation panel included three voting members with representatives from two business units in accordance with the City's evaluation process requirements.

All evaluation panel members provided declarations of conflicts of interest with no conflicts declared.

PRELIMINARY ASSESSMENT

The compliance and disclosure requirements for this request were:

Description of compliance criteria
Compliance with the requirements contained in the request
Compliance with the conditions of tendering contained in the request
Compliance with the delivery date/time of lodging the tender
Compliance with and completion of the price schedule(s)
Compliance with the requirement to provide the relevant occupational safety and health documentation within the required timeframe as specified in Schedule A
Compliance with the requirement to attend the mandatory briefing and site inspection.

All tenderers were deemed to be compliant and, therefore, passed through to qualitative assessment.

QUALITATIVE ASSESSMENT

The qualitative requirements for this request were:

Description of compliance criteria	Weighting
Demonstrate your organisations experience in supplying similar works and services	30%
Demonstrate the skills and experience of key personnel to be used in this project	30%
Provide an outline of the methodology to be used in supplying the Requirements	40%

EVALUATION SUMMARY

Submission	Price ranking	Qualitative ranking	Marginal cost benefit ranking
DJ MacCormick Contractors Pty Ltd	1	2	1
DM Drainage & Construction Pty Ltd ATF DM Unit Trust	2	1	2

The submission from DJ MacCormick Contractors Pty Ltd is the preferred submission based on the City's evaluation.

CONSULTATION

A local public notice for the tender was distributed as follows:

- Publication on the City of Swan public website
- Publication in the City of Swan libraries
- Publication in The West Australia, 21 August 2021
- Email notifications sent via Tenderlink

ATTACHMENTS

Confidential report for RFT21PT51 - Supply and installation of reinforced concrete drainage pipes via slurry microtunnelling along Swan Street, Guildford

STRATEGIC IMPLICATIONS

Strategic Community Plan 2021-2031

- Objective G2.1 Improve capability and capacity

Council Policy POL-C-116 Procurement

STATUTORY IMPLICATIONS

Local Government Act 1995 (WA)

Local Government (Administration) Regulations 1996 (WA)

Local Government (Functions and General) Regulations 1996 (WA)

Delegation of Authority Register 2021

FINANCIAL IMPLICATIONS

Budget item description:	DRN Swan Street, Guildford
Budget account / job no:	300044
Budget item amount:	\$1,730,000
Total expenditure to date:	\$1,275
Available budget balance:	2021/22 \$1,728,725

The preferred tenderer's offer is within the current budget.

VOTING REQUIREMENTS

Simple majority

RECOMMENDATION

That the Tenders Review Committee resolve to:

- 1) Select DJ MacCormick Contractors Pty Ltd as the preferred tenderer; and
- 2) Upon award of the contract, advise all tenderers and update the City's public tender register in accordance with Local Government (Functions and General) Regulations 1996 (WA).

CARRIED

6.2 RFT21JP54-SOR – PROVISION OF DRAINAGE INFRASTRUCTURE REPAIRS

Ward: (All Wards) (Construction and Maintenance)

Disclosure of Interest: NIL

Authorised Officer: (Executive Manager Operations)

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KEY ISSUES

- The City sought tenders for RFT21JP54-SOR – Provision of drainage infrastructure repairs
- A local public notice for the tender was published in The West Australian on 18 September 2021, at the City of Swan Libraries, on the City of Swan website, and sent via email from Tenderlink.
- Submissions were received from each of the following:
 1. Allpipe Technologies Pty Ltd ATF Green Light Trust
 2. Perth Pressure Jet Services Pty Ltd
 3. Interflow Pty Ltd
 4. Aaro Group Pty Ltd
 5. The Drain Man (Australia) Pty Ltd ATFT Drain Man Unit Trust
- The submission from Allpipe Technologies Pty Ltd ATF Green Light Trust is the preferred submission based on the City's evaluation.

It is recommended that the Tenders Review Committee selects the submission from Allpipe Technologies Pty Ltd ATF Green Light Trust for RFT21JP54-SOR – Provision of drainage infrastructure repairs.

BACKGROUND

The City sought tenders from qualified and experienced contractors to carry out reactive repairs to the City's drainage infrastructure upon the City's request. Works include – but are not limited to – lining, banding, patching and chemical injection to the City's drainage infrastructure.

The Contractor is responsible for the supply of all necessary labour, materials, plant, fuel, water, equipment and machinery to complete the works in accordance with the requirements.

DETAILS

Item	Response
Contract term:	Initial: 24 months Extension option(s): 12 months to a maximum total period of 36 months.
City approval to proceed to request:	Executive Manager, Operations
Request closing date:	13 October 2021
Offer validity expiry date:	11 January 2022
Expiry date of any existing contract:	N/A
Anticipated contract commencement date:	On award

SUBMISSIONS

Pre-qualification requirements for this request: NIL

Submissions were received from each of the following:

1. Allpipe Technologies Pty Ltd ATF Green Light Trust, Wangara WA
2. Perth Pressure Jet Services Pty Ltd, Cannington WA
3. Interflow Pty Ltd, Malaga WA
4. Aaro Group Pty Ltd, Kwinana WA
5. The Drain Man (Australia) Pty Ltd ATFT Drain Man Unit Trust, Jindalee WA

EVALUATION PANEL

The evaluation panel included three voting members with representatives from two business units in accordance with the City's evaluation process requirements.

In addition to the voting members, the evaluation panel included one non-voting member.

All evaluation panel members provided declarations of conflicts of interest with no conflicts.

PRELIMINARY ASSESSMENT

The compliance and disclosure requirements for this request were:

Description of compliance criteria
Compliance with the requirements contained in the request
Compliance with the conditions of tendering contained in the request
Compliance with the delivery date/time of lodging the tender
Compliance with and completion of the price schedule(s)
Compliance with the requirement to provide the relevant occupational safety and health documentation within the required timeframe as specified in Schedule A

Interflow Pty Ltd was deemed non-compliant against compliance with and completion of the price schedule(s). All other tenderers were deemed to be compliant and, therefore passed, through to qualitative assessment.

QUALITATIVE ASSESSMENT

The qualitative requirements for this request were:

Description of compliance criteria	Weighting
Demonstrate the safety processes and procedures to be employed in undertaking works under the Contract	30%
Demonstrate your organisations experience in supplying similar works and services	20%
Demonstrate the skills and experience of key personnel to be used in this project	20%
Provide an outline of the methodology to be used in supplying the Requirements	30%

EVALUATION SUMMARY

Submission	Price ranking	Qualitative ranking	Marginal cost benefit ranking
Perth Pressure Jet Services Pty Ltd	1	2	2
The Drain Man (Australia) Pty Ltd ATFT Drain Man Unit Trust	2	4	3
Allpipe technologies Pty Ltd ATF Green Light Trust	3	1	1
Aaro Group Pty Ltd	4	3	4

The submission from Allpipe Technologies Pty Ltd ATF Green Light Trust is the preferred submission based on the City's evaluation.

CONSULTATION

A local public notice for the tender was distributed as follows:

- Publication on the City of Swan public website
- Publication in the City of Swan libraries
- Publication in The West Australia, 18 September 2021
- Email notifications sent via Tenderlink

ATTACHMENTS

Confidential report for RFT21JP54-SOR – Provision of drainage infrastructure repairs

STRATEGIC IMPLICATIONS

Strategic Community Plan 2021-2031

- Objective G2.1 Improve capability and capacity

Council Policy POL-C-116 Procurement

STATUTORY IMPLICATIONS

Local Government Act 1995 (WA)

Local Government (Administration) Regulations 1996 (WA)

Local Government (Functions and General) Regulations 1996 (WA)

Delegation of Authority Register 2021

FINANCIAL IMPLICATIONS

Budget item description:	Various maintenance and capital works budgets
Budget account / job no:	Various
Budget item amount:	Various
Total expenditure to date:	Various
Available budget balance:	2021/22 Various

The proposed contract is a schedule of rates contract with an anticipated spend. The City confirms that any spend for works under this contract will be made against budgeted funds as approved within the annual budget process and any subsequent budget adjustment request to Council.

VOTING REQUIREMENTS

Simple majority

RECOMMENDATION

That the Tenders Review Committee resolve to:

- 1) Select Allpipe Technologies Pty Ltd ATF Green Light Trust as the preferred tenderer;
- 2) Allow the option to extend the contract; and
- 3) Upon award of the contract, advise all tenderers and update the City's public tender register in accordance with Local Government (Functions and General) Regulations 1996 (WA).

CARRIED

6.3 RFT21KR57 - SUPPLY AND DELIVERY OF FOUR (4) NEW SIDE LOADING DUAL STEER RECYCLING TRUCKS WITH MINIMUM CAPACITY OF 24M3 COMPACTOR BODIES

Ward: (All Wards) (Fleet and Waste Services)

Disclosure of Interest: NIL

Authorised Officer: (Executive Manager Operations)

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KEY ISSUES

- The City sought tenders for RFT21KR57 - Supply and delivery of four (4) new side loading dual steer recycling trucks with minimum capacity of 24m3 compactor bodies.
- A local public notice for the tender was published in The West Australian on 25 September 2021, at the City of Swan Libraries, on the City of Swan website, and sent via email from Tenderlink.
- Submissions were received from each of the following:
 1. Penske Australia Pty Ltd – Offer One
 2. Penske Australia Pty Ltd – Offer Two
 3. Truck Centre WA Pty Ltd – Offer One
 4. Truck Centre WA Pty Ltd – Offer Two
- The submission from Truck Centre WA Pty Ltd – Offer Two is the preferred submission based on the City's evaluation.

It is recommended that the Tenders Review Committee selects the submission from Truck Centre WA Pty Ltd - Offer Two for RFT21KR57 - Supply and delivery of four (4) new side loading dual steer recycling trucks with minimum capacity of 24m3 compactor bodies.

BACKGROUND

The City provides waste collection services for a large geographically diverse area within the City's boundaries. The City has large fleet of trucks to cater for the required waste collection services of around 100,000 bins per week. As a part of the City's maintenance and annual replacement plan, four (4) side loading dual steer recycling trucks require replacement in financial year 2021/22. The City's operating requirement is for the trucks to be used by the waste services business unit to pick up household waste and recycling bins.

DETAILS

Item	Response
Contract term:	The contract shall be completed on supply of the requirements to the City's satisfaction.
City approval to proceed to request:	Executive Manager, Operations
Request closing date:	20 October 2021
Offer validity expiry date:	18 January 2021
Expiry date of any existing contract:	N/A
Anticipated contract commencement date:	On award

SUBMISSIONS

Pre-qualification requirements for this request: NIL

Submissions were received from each of the following:

1. Penske Australia Pty Ltd – Offer One, Hazelmere WA
2. Penske Australia Pty Ltd – Offer Two, Hazelmere WA
3. Truck Centre WA Pty Ltd – Offer One, Forrestfield WA
4. Truck Centre WA Pty Ltd – Offer Two, Forrestfield WA

EVALUATION PANEL

The evaluation panel included three voting members with representatives from two business units in accordance with the City's evaluation process requirements.

All evaluation panel members provided declarations of conflicts of interest with no conflicts declared.

PRELIMINARY ASSESSMENT

The compliance and disclosure requirements for this request were:

Description of compliance criteria
Compliance with the requirements contained in the request
Compliance with the conditions of tendering contained in the request
Compliance with the delivery date/time of lodging the tender
Compliance with and completion of the price schedule(s)
Compliance with requirement to provide the required data in the product information sheet
Compliance with the required delivery time of 26 weeks from the date of letter of award

Penske Australia Pty Ltd – Offer One and Penske Australia Pty Ltd – Offer Two were deemed non-compliant against requirements contained in the request. Truck Centre WA – Offer One and Truck Centre WA Pty Ltd – Offer Two were deemed to be practically conforming against the required delivery time of 26 weeks from the date of the letter of award and, therefore passed, through to qualitative assessment.

QUALITATIVE ASSESSMENT

The qualitative requirements for this request were:

Description of compliance criteria	Weighting
Manufacturers/dealers warranty - A minimum full warranty for 24 months/4,000 hours (whichever comes first) for the cab chassis and compactor body is required and acceptable. Tenderers must provide information as part of their submission and will be assessed on the warranty that is included in the lump sum price.	20%
After sales support - A minimum ability to service and/or repair the cab chassis and compactor body within 24 hours, and provide major parts and service items on request within 24 hours from the Principal, to the Principal's Depot or dealer premises is required and acceptable. Tenderers must provide as part of their submission information on the after sales support offered.	20%
Payload - A capacity of minimum 24m ³ each for four (4) side loading trucks are required and acceptable. The Principal is seeking the maximum legal payload possible. Tenderers must provide as part of their submission information on the maximum payload when the trucks are fully loaded to their Gross Vehicle Mass (GVM).	30%
Ergonomics and safety features - Safety features nominated in the requirements are required and acceptable. Tenderers will be assessed on any additional safety features included in the trucks and the general ergonomics of the cabin layout and controls.	30%

EVALUATION SUMMARY

Whole of Life Costs

Whole of Life Cost = Purchase Price, Ownership costs and Fuel Usage less Trade-in value.

The capital cost (purchase price) of the vehicle includes the initial capital expense for equipment, the system design, engineering and installation.

Ownership cost is the sum of all yearly maintenance, direct and indirect costs. The fuel usage cost is the sum of the fuel cost.

The trade-in/disposal value is its net worth at the end of the life-cycle period.

In this instance the whole of life cost is calculated over the life cycle of 5 years/100,000 kms.

Submission	Whole of life cost ranking	Price ranking	Qualitative ranking	Marginal cost benefit ranking
Truck Centre WA Pty Ltd - Offer Two	1	1	1	1
Truck Centre WA Pty Ltd - Offer One	2	2	2	2

The submission from Truck Centre WA Pty Ltd - Offer Two is the preferred submission based on the City's evaluation.

CONSULTATION

A local public notice for the tender was distributed as follows:

- Publication on the City of Swan public website
- Publication in the City of Swan libraries
- Publication in The West Australia, 25 September 2021
- Email notifications sent via Tenderlink.

ATTACHMENTS

Confidential report for RFT21KR57 - Supply and delivery of four (4) new side loading dual steer recycling trucks with minimum capacity of 24m3 compactor bodies

STRATEGIC IMPLICATIONS

Strategic Community Plan 2021-2031

- Objective G2.1 Improve capability and capacity

Council Policy POL-C-116 Procurement

STATUTORY IMPLICATIONS

Local Government Act 1995 (WA)

Local Government (Administration) Regulations 1996 (WA)

Local Government (Functions and General) Regulations 1996 (WA)

Delegation of Authority Register 2021

FINANCIAL IMPLICATIONS

Budget item description:	Truck Waste Side Loader 24m3
Budget account / job no:	912706 4110 66928
Budget item amount:	\$2,080,000
Total expenditure to date:	\$0
Available budget balance:	2021/22 \$2,080,000

The preferred tenderer's offer is:

- Within the current budget.

VOTING REQUIREMENTS

Simple majority

RECOMMENDATION

That the Tenders Review Committee resolve to:

- 1) Select Truck Centre WA Pty Ltd - Offer Two as the preferred tenderer; and
- 2) Upon award of the contract, advise all tenderers and update the City's public tender register in accordance with Local Government (Functions and General) Regulations 1996 (WA).

CARRIED

7. ADOPTION OF THOSE RECOMMENDATIONS CONTAINED IN ITEMS NOT WITHDRAWN

RESOLVED UNANIMOUSLY that the reports of the Tender Review Committee Minutes be received and the recommendations therein adopted:

Items	6.1	6.2	6.3
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(Cr Congerton – Cr Kiely)

8. OTHER BUSINESS

8.1 TRC MEETING DATES 2022 REPORT

Ward: (All Wards) (Governance)

Disclosure of Interest: Nil

Authorised Officer: (Chief Executive Officer)

KEY ISSUES

- The City is required to give notice of the dates, time and place of Tenders Review Committee (TRC) meetings at least once a year as it is a committee with delegated authority.
- The following report considers the dates, commencement time and venue for TRC meetings for 2022, taking into account the various commitments of the Council.

It is recommended that the Tender Review Committee adopt the proposed schedule of TRC meeting dates, commence meetings at 5.00pm, on a Wednesday, and conduct all meetings in the Council Chambers, Midland Town Hall.

BACKGROUND

Under Regulation 12 of the *Local Government (Administration) Regulations 1996*, the City is required to publish on their official website the meeting details (dates, time and place meetings) before the beginning of the year in which the meetings are to be held of all Committees where the Committee has delegated authority.

The Tenders Review Committee (TRC) is currently scheduled to meet every three weeks, with meetings held on a Wednesday at 5:00pm in the Council Chambers. This meeting schedule has been in effect since 2016.

In accordance with the *City of Swan Meeting Procedures Local Law 2019* the CEO or Presiding Member has the power to call additional meetings, if required. Additional meetings are most commonly called if a matter is deemed urgent and cannot wait to the next scheduled meeting.

By virtue of the *Interpretation Act 1984* (section 50), the power to cancel a meeting is also deemed conferred on the CEO. Meetings of the TRC are most commonly cancelled if there are no items for inclusion on the agenda.

DETAILS

Council has provided delegated authority to the TRC (and CEO) to discharge duties on its behalf. The TRC has delegated authority to assess written evaluations for tenders and decline or accept any tender exceeding a value of over \$1,000,000 or as referred by the CEO. Detailed evaluation reports are submitted to the TRC to enable them to make informed decisions on tenders.

During 2021, 11 meetings were held to consider 20 items (to date).

The agenda has traditionally been provided on a Friday prior to the Wednesday meeting. However, City officers are looking to bring this forward to a Wednesday to allow Committee members additional time to consider the information presented.

A review of the Terms of Reference for the TRC was conducted by Council on 25 August 2021. The TRC term of reference states that meetings will be conducted from 5.00pm in the Council Chambers at the Midland Town Hall.

In establishing the options below, consideration has been given to other Council commitments, including the time and date of Council Agenda Forums, Council Meetings, other Council Committee meetings, and external committees and boards where Councillors are representatives of the Council.

Option 1

This option maintains the status quo (this is the recommended option). i.e. a meeting every 3rd week, on a Wednesday, at 5:00pm in the Council Chambers.

The advantages of this option are:

- There are no clashes with existing commitments
- There are no clashes with public holidays
- Committee Members are already in attendance for either a Council briefing, agenda forum, or Council meeting
- Committee Members have time to review the agenda over the weekend, which allows time for questions to be responded to on the Monday and Tuesday.

The disadvantages of this option are:

- The TRC meetings will need to be completed no later than 5:30pm, so that the Chamber can be set up for the next meeting.

The proposed 2022 calendar of TRC dates is as follows (all commencing at 5:00pm):

Wednesday, 19 January

Wednesday, 9 February

Wednesday, 2 March

Wednesday, 23 March

Wednesday, 13 April

Wednesday, 4 May

Wednesday, 25 May

Wednesday, 15 June

Wednesday, 6 July

Wednesday, 27 July

Wednesday, 17 August

Wednesday, 7 September

Wednesday, 28 September

Wednesday, 19 October

Wednesday, 9 November

Wednesday, 30 November

Wednesday, 14 December *only 2 weeks following previous meeting

Option 2

This option moves the TRC meeting to a Tuesday. i.e. a meeting every 3rd week, on a Tuesday, at 5:00pm in the Council Chambers

The advantages of this option are:

- There is less time pressure on the meeting, as it will not proceed a Council briefing, agenda forum or Council meeting.
- Committee Members have time to review the agenda over the weekend, which allows time for questions to be responded to on the Monday.

The disadvantages of this option are:

- Committee members will have to attend the Council Chambers on an additional day.
- Citizenship Ceremonies are held on Tuesdays, so some members of the TRC may still need to leave by a set time in order to attend these.
- There are some clashes with public holidays and other Council commitments (for example Audit Committee Meetings), which means the cycle is less regular.

The proposed 2022 calendar of TRC dates is as follows (all commencing at 5:00pm):

Tuesday, 18 January *if required in January

Tuesday, 1 February *moved forward a week to accommodate the Annual Electors Meeting

Tuesday, 22 February *proposed Citizenship

Tuesday, 2 March

Tuesday, 15 March

Tuesday, 5 April

Tuesday, 26 April

Tuesday, 17 May

Tuesday, 7 June

Tuesday, 28 June

Tuesday, 19 July *proposed Citizenship

Tuesday, 9 August

Tuesday, 30 August

Tuesday, 20 September

Tuesday, 11 October *proposed Citizenship

Tuesday, 1 November

Tuesday, 29 November *4 weeks to accommodate Audit Committee

Tuesday, 13 December *only 2 weeks following previous meeting and proposed Citizenship

Option 3

Consideration was also given to holding TRC meetings on a Monday. However, this option was discounted as Monday's are often public holidays, and it does allow Councillors to review agendas over the weekend, and still allow time for questions and alternate/amendment motions to be considered and responded to.

CONSULTATION

Nil.

TRC meetings are open to the public. Agendas and minutes are made available on the City's website along with the annual schedule of meeting dates.

ATTACHMENTS

Tender Review Committee Terms of Reference

STRATEGIC IMPLICATIONS

Strategic Community Plan 2017 - 2027 - Governance Objective G1.1: Provide accountable and transparent leadership.

STATUTORY IMPLICATIONS

Clause 10.2 of the *City of Swan Meeting Procedures Local Law 2019*

Regulation 12 of the *Local Government (Administration) Regulations 1996*

Interpretation Act 1984 (section 50)

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

RECOMMENDATION

- 1) Adopt the following schedule of dates for the Tender Review Committee for 2022 and advertise as required by the *Local Government (Administration) Regulations 1996*:

Wednesday, 19 January

Wednesday, 9 February

Wednesday, 2 March

Wednesday, 23 March

Wednesday, 13 April

Wednesday, 4 May

Wednesday, 25 May

Wednesday, 15 June

Wednesday, 6 July

Wednesday, 27 July

Wednesday, 17 August

Wednesday, 7 September

Wednesday, 28 September

Wednesday, 19 October

Wednesday, 9 November

Wednesday, 30 November

Wednesday, 14 December

- 2) Commence all Tender Review Committee meetings at 5.00pm.
- 3) Conduct all Tender Review Committee meetings in the Council Chambers, Midland Town Hall.

MOTION that the Tenders Review Committee resolve to:

1. Meet on the 2nd Wednesday of every month (with the exception of January and December 2022), to coincide with a Council Briefing date, at 5pm in the Council Chambers;
2. Adopts for advertisement the following schedule of dates for the Tenders Review Committee for 2022:
 - Wednesday, 19 January 2022 *3rd Wednesday in January
 - Wednesday, 9 February 2022
 - Wednesday, 9 March 2022
 - Wednesday, 13 April 2022
 - Wednesday, 11 May 2022
 - Wednesday, 8 June 2022
 - Wednesday, 13 July 2022
 - Wednesday, 10 August 2022
 - Wednesday, 14 September 2022
 - Wednesday, 12 October 2022
 - Wednesday, 9 November 2022
 - Wednesday, 21 December 2022 *3rd Wednesday in December

The reasons for the alternate motion are:

1. Holding the TRC meeting on the same night as a Council Briefing allows for some flexibility if the meeting is a longer one, as there is no public attendance at Council Briefings, but still allows for efficiencies in attendance (i.e. TRC and a Council Briefing both being held on the same day).
2. Holding the TRC meeting on a night that is not an agenda forum, or an Ordinary Council Meeting, will take some pressure of committee members who will be able to better focus on the matters before the TRC, without the additional business of the Council Agenda Forum or Ordinary Council Meeting.
3. Holding the TRC meeting on a Wednesday avoids the use of a Tuesday, which has often been used to deal with adjourned Ordinary Council Meeting business or Special Council Meetings.

(Cr Congerton – Cr Bowman)

RESOLVED UNANIMOUSLY TO:

1. Meet on the 2nd Wednesday of every month (with the exception of January and December 2022), to coincide with a Council Briefing date, at 5pm in the Council Chambers;
2. Adopts for advertisement the following schedule of dates for the Tenders Review Committee for 2022:
 - Wednesday, 19 January 2022 *3rd Wednesday in January
 - Wednesday, 9 February 2022
 - Wednesday, 9 March 2022
 - Wednesday, 13 April 2022
 - Wednesday, 11 May 2022
 - Wednesday, 8 June 2022
 - Wednesday, 13 July 2022
 - Wednesday, 10 August 2022
 - Wednesday, 14 September 2022
 - Wednesday, 12 October 2022
 - Wednesday, 9 November 2022
 - Wednesday, 21 December 2022 *3rd Wednesday in December

9. MEETING CLOSE

There being no further business, the Presiding Member declared the meeting closed at 5.05pm.