

CITY OF ARMADALE

AGENDA

OF TECHNICAL SERVICES COMMITTEE TO BE HELD IN THE COMMITTEE ROOM, ADMINISTRATION CENTRE, 7 ORCHARD AVENUE, ARMADALE ON MONDAY, 5 DECEMBER 2016 AT 7:00PM.

A meal will be served at 6:15 p.m.

PRESENT:

APOLOGIES:

OBSERVERS:

IN ATTENDANCE:

PUBLIC:

“For details of Councillor Membership on this Committee, please refer to the City’s website – www.armadale.wa.gov.au/your_council/councillors.”

DISCLAIMER

The Disclaimer for protecting Councillors and staff from liability of information and advice given at Committee meetings to be read.

DECLARATION OF MEMBERS' INTERESTS

QUESTION TIME

Public Question Time is allocated for the asking of and responding to questions raised by members of the public.

*Minimum time to be provided – 15 minutes (unless not required)
Policy and Management Practice EM 6 – Public Question Time has been adopted by Council to ensure the orderly conduct of Public Question time and a copy of this procedure can be found at <http://www.armadale.wa.gov.au/PolicyManual>*

It is also available in the public gallery.

The public's cooperation in this regard will be appreciated.

DEPUTATION

CONFIRMATION OF MINUTES

RECOMMEND

Minutes of the Technical Services Committee Meeting held on 7 November 2016 be confirmed.

ITEMS REFERRED FROM INFORMATION BULLETIN

- **Outstanding Matters and Information Items**

Various Items.

- **Monthly Departmental Reports**

Technical Services Works Programme.

If any of the items listed above require clarification or a report for a decision of Council, this item to be raised for discussion at this juncture.

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TECHNICAL SERVICES COMMITTEE

5 DECEMBER 2016

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1.1 - PANEL PPS/1/16 FOR THE SUPPLY AND LAYING OF HOT ASPHALT ROAD SURFACING, PROFILING, MILLING AND ASSOCIATED WORKS

WARD : ALL

FILE No. : M/623/16

DATE : 26 October 2016

REF : LM/RD

RESPONSIBLE : Executive Director
MANAGER Technical Services

RESPONSIBLE : Executive Director
MANAGER Technical Services

In Brief:

- Panel PPS/1/16 was recently advertised for the Supply and Laying of Hot Asphalt Road Surfacing, Profiling, Milling and Associated Works.
- The Request for a Panel seeks the provision of the required services for a period of three years subject to satisfactory performance.

Recommend:

That with Panel PPS/1/16 for the Supply and Laying of Hot Asphalt Road Surfacing, Profiling, Milling and Associated Works, that Council:

1. Accepts the applications from Asphaltech Pty Ltd and Downer EDI Works Pty Ltd for a period of three (3) years, commencing 1 January 2017, for an annual cost of approximately \$2,900,000 excluding GST in accordance with the submitted applications, Council contract documentation, and Budget allocation.
2. Accepts Asphaltech Pty Ltd asphalt pricing on an 'All Tonnage' rate and Downer EDI Works Pty Ltd asphalt pricing on a 'Job Size' rate. All other rates submitted in the application documents by Asphaltech Pty Ltd and Downer EDI Works Pty Ltd shall be accepted as per the respective submitted applications.
3. Authorise the Chief Executive Officer, subject to satisfactory performance by the Contractor, to grant price adjustments as specified in the Request for Application document.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

- 2.1 The natural environment is valued and conserved
 - 2.1.2 Manage the interface between natural areas and the built environment
- 2.3 Well Managed Infrastructure
 - 2.3.1 Apply best practice design and construction methodologies for the provision of infrastructure

Legislation Implications

Assessment of legislation indicates that the following apply:

- Section 3.57 *Local Government Act 1995* – Tenders for providing goods or services
- Division 3 *Local Government (Functions and General) Regulations 1996* – Panels of pre-qualified suppliers

Council Policy/Local Law Implications

Assessment of Policy/Local Law indicates that the following are applicable:

- Council Policy ADM 19 – Procurement of Goods or Services

Budget/Financial Implications

Works can be accommodated within the 2016/2017 Civil Works Budget.

Consultation

- Intra Directorate.

BACKGROUND

The *Local Government (Functions and General) Regulations 1996* were amended in September 2016 to make specific reference to the establishment of panels for the supply of goods and services.

Panel PPS/1/16 for the Supply and Laying of Hot Asphalt Road Surfacing, Profiling, Milling and Associated Works is the first since the legislative amendments were made and was advertised in the Saturday, 1 October 2016, edition of The West Australian newspaper, and in

a notice which was displayed on notice boards at the City's Administration Centre, Armadale, Kelmscott and Seville Grove libraries.

Hot asphalt is a road surfacing material used in the construction of new roads, and in the maintenance of existing roads and associated works. Milling and profiling is a preparatory process carried out to the surface prior to placement of asphalt. The supply and placement of hot asphalt (as a wearing course) milling and profiling are specialised operations for which the City of Armadale does not have the appropriate resources to effectively undertake, hence the need to contract out these works.

DETAILS OF PROPOSAL

A panel of three (3) suppliers was originally proposed, with the successful applicants being required to supply and lay hot asphalt road surfacing, profiling, milling and associated works on various road work projects within the City's boundaries.

The Contractor would be required to prepare, supply, and lay the materials as directed by the Principal.

DETAILS OF NEW CONTRACT

Contract Type	Panel with work allocated on a price supply basis
Contract Duration	Three years
Commencement Date	1 January 2017
Expiry Date	31 December 2019
Extension Permitted	No
Annual Contract Cost	\$2,900,000 excl. GST (Approximately)
Total Contract Cost (3 years)	\$8,700,000 excl GST (Approximately)
Rise and Fall Clause Included	Yes – For Bitumen Price and annual CPI

COMMENT

Panel PPS/1/16 for the Supply and Laying of Hot Asphalt Road Surfacing, Profiling, Milling and Associated Works closed at 2:00PM on Tuesday, 18th October 2016. Applications were received from:

	Applicants OR Respondents Name
1.	Asphaltech Pty Ltd
2.	Downer EDI Works Pty Ltd
3.	Roads 2000 Pty Ltd
4.	ATM Asphalt Pty Ltd
5.	LTC Asphalt Pty Ltd
6.	WA Profiling Pty Ltd

No applications were received after the close of deadline.

Of the six (6) applications received, four were deemed non-conforming. This was due to the fact that they did not complete the pricing schedule fully as required in the application documentation. The table below details the non-conforming elements:

Applicants OR Respondents Name	Non Conforming Reason
Roads 2000 Pty Ltd	Incomplete - profiling pricing schedule omitted
ATM Asphalt Pty Ltd	Incomplete - hand rates & supply of red asphalt pricing schedule
LTC Asphalt Pty Ltd	Incomplete - profiling pricing schedule - qualifications to document included, contrary to requirements
WA Profiling Pty Ltd	Incomplete - asphalt & traffic management pricing schedule omitted

Analysis

An evaluation process for the two conforming applications was undertaken, having specific regard to the following Qualitative Criteria:

Applicant	Relevant Experience	Applicants Resources	Demonstrated Understanding	Submitted Price	Total Overall Score	Ranking
	25%	20%	15%	40%	100%	
Asphaltech Pty Ltd	18.33	16.00	11.50	32.54	78.37	2
Downer EDI Works Pty Ltd	20.00	16.00	13.00	40.00	89.00	1

The Request for Applications to join the Panel specified that a panel of three (3) applicants would be accepted based on the City's requirements for the supply and laying of hot asphalt road surfacing, profiling, milling and associated works. Each company's past record of achievements, experience, personnel, resources, and understanding of the Request have been closely examined and assessed based on the selection criteria.

Asphaltech Pty Ltd were a successful tender for the Supply and Laying of Hot Asphalt Road Surfacing between 2007 to 2009 and also 2013 to 2016. Downer EDI Works Pty Ltd has very good references in the industry. Both applicants are capable of providing quality works to the City of Armadale construction and maintenance operations areas for the contract period.

Asphaltech Pty Ltd submitted prices in the asphalt pricing Section A for 'Job Size' rates and 'All Tonnage' rates. 'All Tonnage' rates are a flat fee per tonne irrespective of how many tonnes of Asphalt are ordered, where as 'Job size' rates refer to an amount charged per tonne within a respective ordering bracket. Under 'Job size' rates the price per tonne is dependant on the total amount of Asphalt ordered. The 'All Tonnage' rates pricing submitted by Asphaltech Pty Ltd provides the most advantageous option to the City and therefore the 'All Tonnage' rate is recommended to be accepted over the 'Job Size' rate for this applicant.

Downer EDI Works Pty Ltd submitted prices in the asphalt pricing section A for 'Job Size' rates only.

Based on the panel's evaluation using a combination of the above selection criteria and price, the applications from Asphaltech Pty Ltd and Downer EDI Works Pty Ltd represent the most advantageous options.

Conclusion

Panel Application for the Supply and Laying of Hot Asphalt Road Surfacing, Profiling, Milling and Associated Works was recently invited with two (2) conforming applications being received and assessed by an evaluation panel against compliance, qualitative criteria and price.

The result was that the applications received from Asphaltech Pty Ltd and Downer EDI Works Pty Ltd represented the most advantageous options to the City.

The evaluation panel therefore recommends that for PPS/1/16 that Council accept only two members for this Panel. The two panel members recommended for acceptance are Asphaltech Pty Ltd and Downer EDI Works Pty Ltd to join a Panel of Pre-Qualified Suppliers for the Supply and Laying of Hot Asphalt Road Surfacing, Profiling, Milling and associated Works at a total cost of approximately \$2,900,000 per year excl GST, for a period of three (3) years.

Asphaltech Pty Ltd asphalt pricing is recommended for acceptance on an 'All Tonnage' rate and Downer EDI Works Pty Ltd asphalt pricing is recommended for acceptance on a 'Job Size' rate. All other rates submitted in the application documents by Asphaltech Pty Ltd and Downer EDI Works Pty Ltd are recommended for acceptance as per the submitted applications.

RECOMMEND

That with Panel PPS/1/16 for the Supply and Laying of Hot Asphalt Road Surfacing, Profiling, Milling and Associated Works, that Council:

- 1. Accepts the applications from Asphaltech Pty Ltd and Downer EDI Works Pty Ltd for a period of three (3) years commencing on 1 January 2017, for an annual cost of approximately \$2,900,000 excluding GST in accordance with the submitted applications, Council contract documentation, and Budget allocation.**
- 2. Accepts Asphaltech Pty Ltd asphalt pricing on an ‘All Tonnage’ rate and Downer EDI Works Pty Ltd asphalt pricing on a ‘Job Size’ rate. All other rates submitted in the application documents by Asphaltech Pty Ltd and Downer EDI Works Pty Ltd shall be accepted as per the respective submitted applications.**
- 3. Authorise the Chief Executive Officer, subject to satisfactory performance by the contractor, to grant price adjustments as specified in the Request for Applications document.**

ATTACHMENTS

There are no attachments for this report.

1.2 - PANEL PPS/2/16 - PROVISION OF MINOR MAINTENANCE AND REPAIR OF ASPHALT SURFACES

WARD : ALL
FILE No. : M/703/16
DATE : 30 November 2016
REF : JC
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- Panel PPS/2/16 was recently called for the Provision of Minor Maintenance and Repair of Asphalt Surfaces.
- The Request for a Panel seeks the provision of the required services for a period of two (2) years in accordance with Clause 4.1 in the Special Conditions of Contract.

Recommend:

That with Panel PPS/2/16 for the Provision of Minor Maintenance and Repair of Asphalt Surfaces, Council:

1. Accepts the submitted applications from D & T Asphalt Pty Ltd and J & M Asphalt for a period of two (2) years commencing 1 January 2017 for an annual cost of approximately \$150,000 excluding GST in accordance with the submitted applications, Council contract documentation and Budget allocation.
2. Authorise the Chief Executive Officer subject to satisfactory performance by the Contractor to grant price adjustments as specified in the Request for Application document.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

- 2.1 The natural environment is valued and conserved
 - 2.1.2 Manage the interface between natural areas and the built environment
- 2.3 Well Managed Infrastructure
 - 2.3.1 Apply best practice design and construction methodologies for the provision of infrastructure

Legislation Implications

Assessment of legislation indicates that the following apply:

- Section 3.57 *Local Government Act 1995* – Tenders for providing goods or services
- Division 3 *Local Government (Functions and General) Regulations 1996* – Panels of pre-qualified suppliers

Council Policy/Local Law Implications

Assessment of Policy/Local Law indicates that the following are applicable:

- Council Policy ADM 19 – Procurement of Goods or Services

Budget/Financial Implications

Works can be accommodated within the 2016/2017 Civil Works Budget.

Consultation

- Intra Directorate.

BACKGROUND

The *Local Government (Functions and General) Regulations 1996* were amended in September 2016 to make specific reference to the establishment of panels for the supply of goods and services.

Panel PPS/2/16 for the Provision of Minor Maintenance and Repair of Asphalt Surfaces was advertised in the Saturday 29 October 2016 edition of the West Australian newspaper and in a notice which was displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries public notice boards.

DETAILS OF PROPOSAL

A panel of three (3) suppliers was originally proposed, with the successful applicants being required to carry out Minor Maintenance and Repair works to Asphalt Surfaces throughout the City.

The Contractor would be required to prepare, supply, and lay the materials as directed by the Principal.

DETAILS OF NEW CONTRACT

Contract Type	Panel with work allocated on a price supply basis
Contract Duration	Two years
Commencement Date	1 January 2017
Expiry Date	31 December 2018
Extension Permitted	No
Annual Contract Cost	\$150,000 (Approximately) Excluding GST
Total Contract Cost (2 years)	\$300,000 (Approximately) Excluding GST
Rise and Fall Clause Included	Yes – For Bitumen Price and annual CPI

COMMENT

Panel PPS/2/16 for the Provision of Minor Maintenance and Repair of Asphalt Surfaces closed at 2:00 PM on Tuesday, 15 November 2016. Applications were received from:

	Applicant's OR Respondent's Name
1.	Roads 2000 Pty Ltd
2.	D & T Asphalt Pty Ltd
3.	J & M Asphalt
4.	Jackson Asphalt

No applications were received after the close of deadline.

Of the four applications received, the application from Jackson Asphalt was deemed non-conforming on the basis that they did not satisfactorily meet the compliance criteria, namely they did not sign the Applicant's Offer. This application was not assessed by the panel.

Analysis

An evaluation process was undertaken having specific regard to the following Criteria:

Applicant	Relevant Experience	Applicants Resources	Demonstrated Understanding	Price	Total Overall Score	Ranking
	25%	20%	15%	40%	100%	
Roads 2000	14.17	12.67	6.50	20.26	53.60	3
D & T Asphalt	15.83	12.67	6.00	40.00	74.50	1
J & M Asphalt	13.33	11.33	7.00	27.01	58.67	2

Each Applicant's past record of achievements, experience, personnel, resources, and understanding of the Request have been closely examined and assessed based on the selection criteria.

D & T Asphalt Pty Ltd have not provided services directly to the City in the past, however they have very good references within the industry including positive feedback from other Local Governments. J & M Asphalt have also not previously provided services to the City however they have good references within the industry, and Roads 2000 Pty Ltd has previously successfully contracted services to the City for the supply of hot asphalt.

The pricing submitted by Roads 2000 Pty Ltd is extremely high when compared with prices from past contracts; additionally Roads 2000 have submitted a minimum amount to be charged to the City for every job completed irrespective of the size of the job. This qualification is unacceptable to the City.

Based on the panel's evaluation of the submitted applications assessed against the above mentioned criteria, the applications from D & T Asphalt Pty Ltd and J & M Asphalt represent the most advantageous options for the City. It is therefore recommended these firms be selected as the City's preferred suppliers for the Provision of Minor Maintenance and Repair of Asphalt Surfaces as detailed in the Request for Application documentation.

The City is proposing only two (2) suppliers be appointed to the Panel due to the exceptionally high prices detailed in the application submitted by Roads 2000.

CONCLUSION

Applications for the Provision of Minor Maintenance and Repair of Asphalt Surfaces were recently invited with three (3) conforming applications being received and assessed by an evaluation panel against compliance, qualitative criteria, and price.

The result was that the applications submitted by D & T Asphalt Pty Ltd and J & M Asphalt represented the most advantageous options to the City.

The evaluation panel therefore recommends for PPS/2/16 that Council accept the submitted applications from D & T Asphalt Pty Ltd and J & M Asphalt at a total cost of approximately \$150,000 annually excluding GST for a period of two years.

The works shall be awarded within the Panel on a price supply basis, contract to contract and in strict adherence with Council Policy ADM19 Procurement of Goods and Services.

RECOMMEND

That with Panel PPS/2/16 for the Provision of Minor Maintenance and Repair of Asphalt Surfaces, that Council:

- 1. Accepts the submitted applications from D & T Asphalt Pty Ltd and J & M Asphalt for a period of two (2) years commencing on 1 January 2017, for an annual cost of approximately \$150,000 excluding GST in accordance with the submitted applications, Council contract documentation, and Budget allocation.**
- 2. Authorise the Chief Executive Officer, subject to satisfactory performance by the contractor, to grant price adjustments as specified in the Request for Application documentation.**

ATTACHMENTS

There are no attachments for this report.

1.3 - TENDER 19/16 - ELECTRICAL MAINTENANCE AND MINOR WORKS

WARD : ALL
FILE No. : M/672/16
DATE : 22 November 2016
REF : PP
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- The current contract for the Provision of Electrical Maintenance and Minor Works expires on 30 November 2016 following the completion of three (3) years and a one (1) year extension period.
- Tender 19/16 was recently called for the Provision of Electrical Maintenance and Minor Works for the City to allow a new contract to be put in place.

Recommend:

That with Tender 19/16 Provision of Electrical Maintenance and Minor Works, that Council:

1. Accepts the submission by Paramount Electrical to provide the services identified within the tender for an annual estimated cost of \$210,000 per annum excluding GST for a period of two (2) years
2. Authorise the Chief Executive Officer to extend the contract for a period of twelve (12) months up to 31 December 2019 subject to satisfactory performance.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

2.3 Well Managed Infrastructure

2.3.2 Ensure maintenance activities address required levels of service

2.3.2.1 Review best practice maintenance activities

2.3.2.2 Ensure balance is maintained between Levels of Service and affordability

Legislation Implications

Assessment of legislation indicates that the following apply:

- Section 3.57 *Local Government Act 1995* – Tenders for providing goods or services
- Division 2 *Local Government (Functions and General) Regulations 1996* – Tenders for providing goods or services

Council Policy/Local Law Implications

Assessment of Policy/Local Law indicates that the following are applicable:

- Council Policy ADM 19 – Procurement of Goods or Services

Budget/Financial Implications

Works can be accommodated within the 2016/17 Property Services Operating and Maintenance budgets.

Consultation

- Intra Directorate .

BACKGROUND

Tender 19/16 being for Provision of Electrical Maintenance and Minor Works was advertised in the 29 October 2016 edition of the West Australian newspaper, the City's website and in a notice which was displayed on the Administration Centre, Armadale, Kelmscott and Seville Grove Libraries public notice boards.

The purpose of the tender was to identify suitably qualified and experienced organisations to supply Electrical Services at all of the City's facilities. The previous contract for these services (Tender 28/12) was entered into effective from the 1st December 2012 initially for a three year period with two 1 year extension option periods thereafter.

The City elected to re-advertise rather than extend the existing contract due to the scope and the extent of the works being substantially larger than identified in the previous tender.

The City expended approximately \$210,000 on electrical repairs in the 2015/16 budget period however the figure has the potential to vary considerably from year to year, depending on breakdowns and other reasons for repair.

In order to assess the potential value of the tendered work, an allocation of twenty (20) hours of attendance per week was applied to all tendered rates to determine an estimated contract cost and to allow the cost comparison in the assessment to be universal to all submissions.

The cost of after-hours attendance was also considered in the assessment and was determined based on three (3) call outs per week.

The contract with the City does not provide the successful respondent with a guaranteed programme of work due to the intermittency of the required services. Therefore an annual cost to the City can only be assessed by providing a formula based on the respondents potential attendance.

DETAILS OF PROPOSAL

The successful tenderer will be required to provide electrical maintenance and minor works pertaining to buildings, parks and reserves ,and car park lighting including the servicing, and repair of all lighting (flood and security lighting systems), mains, sub-mains, electrical appliances, metering devices, electric motors, automatic control devices (mechanical, electromechanical and solid state) and appurtenances and the installation of a variety of equipment as deemed necessary by the responsible officer on any of the City's buildings, reserves or other facilities as directed.

Exclusions from the tender include:

- Testing and Tagging of Electrical Leads and portable equipment
- Thermography Checks
- Works of a value greater than \$10,000 excluding GST
- Works to Mechanical Services plant and equipment including distribution boards solely supplying this type of equipment
- Street Lighting

Council approval is sought to award the tender for Provision of Electrical Maintenance and Minor Works for a period of two (2) years for the period 1 January 2017 to 31 December 2018 with an option to extend the contract for a further twelve (12) month period to 31 December 2019.

Contract Type	Fixed Price Contract
Contract Duration	Two Years
Commencement Date	1 January 2017
Expiry Date	31 December 2018
Extension Permitted	Yes as per Request for Tender Clause 4.1 (one (1) twelve month extension)
Annual Contract Cost	Approximately \$210,000 (excl. GST)
Total Contract Cost (including one year extension option.)	Approximately \$630,000 (excl. GST)
Rise And Fall Clause Included	Fixed for the first two years. Rise and fall will apply in the option period only as per Request for Tender Clause 4.1

EVALUATION

The tender closed at 2.00pm on 15 November 2016 and seventeen (17) submissions were received as per the below table:

	Tenderer's OR Respondent's Name
1.	Paramount Electrical
2.	MPOWERU
3.	Cablelogic
4.	Elexacom
5.	Surun Services
6.	Insight Electrical Technology
7.	Techworks Electrical Services
8.	Future Power
9.	Kalamunda Electrics
10.	Cisko
11.	Precise Electrical WA
12.	Holdens
13.	Force Power
14.	JDS Technical Services
15.	Fredon WA Electrical
16.	EC and M
17.	KP Electric - Non Compliant

No tenders were received after the close of deadline.

Sixteen of the tenders received were assessed as conforming to the tender specifications however the submission from KP Electric was assessed as non-conforming due their failure to sign and witness the tender offer form.

The evaluation process was undertaken having specific regard to the following Criteria:

Item No.	Description	Weighting
1	Relevant Experience	20%
2	Key Personnel	20%
3	Tenderers Resources	20%
4	Demonstrated Understanding	20%
5	Price	20%
	Total	100%

The assessment and ranking of the tender submissions as determined by the evaluation panel is as follows:

Tenderer	Relevant Experience	Key Personnel	Tenderers Resources	Demonstrated Understanding	Price	Total	Ranking
	20%	20%	20%	20%	20%		
Paramount Electrical	13.33	13.33	10.00	13.33	20.00	69.99	1
MPOWERU	14.33	13.00	14.67	14.67	11.61	68.28	2
Cablelogic	12.67	14.33	14.67	14.00	12.48	68.15	3
Elexacom	14.00	12.67	14.33	12.67	9.61	63.28	4
Surun Services	14.33	10.33	10.00	12.67	11.62	58.95	5
Insight Electrical Technology	11.33	10.67	12.00	10.67	8.44	53.11	6
Techworks Electrical Services	9.33	9.67	11.33	9.67	11.56	51.56	7
Future Power	8.67	10.33	7.67	10.67	11.73	49.07	8
Kalamunda Electrics	10.00	8.00	8.67	7.33	12.35	46.35	9
Cisko	9.67	9.67	6.00	10.00	8.63	43.97	10
Precise Electrical WA	9.67	11.00	9.67	6.67	6.75	43.76	11
Holdens	10.00	6.67	6.67	7.67	9.93	40.94	12
Force Power	9.67	9.00	6.67	8.67	4.65	38.66	13
JDS Technical Services	4.33	4.00	5.00	8.67	5.00	27.00	14
Fredon WA Electrical	3.67	6.33	4.67	6.00	5.91	26.58	15
EC and M	4.00	6.00	7.33	2.67	4.86	24.86	16

Based on the panel's evaluation, the submission from Paramount Electrical represents the most advantageous option to the City.

It is therefore recommended that tender number 19/16 for the provision of Electrical Maintenance and Minor Works be awarded to Paramount Electrical.

CONCLUSION

Tenders for the Provision of Electrical Maintenance and Minor Works throughout the City were recently invited with 16 conforming submissions being assessed by an evaluation panel against compliance and qualitative criteria.

The result was that the submission received from Paramount Electrical represented the most advantageous tender to the City.

The evaluation panel therefore recommends that the Tender 19/16 for the Provision of Electrical Maintenance and Minor Works be awarded to Paramount Electrical for the annual cost of approximately \$210,000 excluding GST for a period of two (2) years plus an option to extend for a further twelve (12) months.

RECOMMEND

That with Tender 19/16 – Provision of Electrical Maintenance and Minor Works that Council:

- 1. Accepts the tender from Paramount Electrical for a period of two (2) years commencing 1 January 2017 for the consideration of approximately \$210,000 per annum excluding GST in accordance with the submitted tender, Council contract documentation and Budget allocation.**
- 2. Authorise the Chief Executive Officer to extend the contract for one (1) period of twelve (12) months up to 31 December 2019, subject to satisfactory performance by the contractor and price adjustments specified in the Request for Tender documentation, Clause 4.1.**

ATTACHMENTS

There are no attachments for this report.

2.1 - DEPARTMENTAL ACTIVITY REPORT - PROPERTY SERVICES

WARD : ALL
FILE No. : M/663/16
DATE : 18 November 2016
REF : AOB
RESPONSIBLE : Executive Director
MANAGER : Technical Services

In Brief:

- A series of Departmental Activity reports have been prepared for Council to provide an overview of the functions of each of the Departments within the Technical Services Directorate.
- The attached report provides an overview of the functions of the Property Services Department.

Recommend:

That Council note the content of the report.

Tabled Items

Nil.

Officer Interest Declaration

Nil.

Strategic Implications

The following outcomes and strategies are applicable to this report:

2.2 Attractive and Functional Public Places

- 2.2.1 Deliver attractive and functional streetscapes, open spaces, City buildings and facilities
 - 2.2.1.1 Deliver new and upgraded facilities that are multi-purpose where appropriate
 - 2.2.1.2 Facilitate the delivery of best locations for community facilities including co-location
- 2.2.3 Revitalise existing neighbourhoods whilst retaining the character of places
 - 2.2.3.1 Implement renewal works to have a greater impact in a designated area

2.3 Well Managed Infrastructure

2.3.1 Apply best practice design and construction methodologies for the provision of infrastructure

2.3.1.1 Implement a best practice project management approach to the planning and delivery of infrastructure

2.3.1.2 Apply the latest technological advancements, and optimal energy reduction strategies, in design criteria of facilities

2.3.2 Ensure maintenance activities address required levels of service

2.3.2.1 Review best practice maintenance activities

2.3.2.2 Ensure balance is maintained between Levels of Service and affordability

2.3.3 Develop and implement asset management plans to inform long term funding requirements

2.3.3.2 Deliver Asset Management Plans to address medium to long term requirements for renewal and maintenance funding

4.2 An innovative and progressive organisation

4.2.2 Implement business plans and practices that improve service delivery

4.2.2.3 Investigate organisational resources having regard to community needs and expectations

Legislation Implications

General assessment of relevant legislation (eg Local Government Act) has not revealed any restrictions). However, the below codes, acts and regulations govern part of the Service Delivery requirements of the Property Services department.

- The Building Code of Australia
- The Occupational Health and Safety Act 1984
- The Occupational Safety & Health Regulations 1996
- The Disability Discrimination Act 1992
- Electrical Safety regulations

Council Policy/Local Law Implications

Assessment of Policy/Local Law indicates that the following Policies have an impact on the Property Services Department:

- ADM 2 Property Lease Rentals
- ADM 9 Vehicle Use
- ADM 14 Safety and Health
- ADM 19 Procurement of Goods and Services
- COMD 2 -1 Community Consultation
- ENG 16 Graffiti
- RECN 4 Hire of Halls and Buildings
- RECN 6 Recreation Fees and Charges

Budget/Financial Implications

The adoption of the recommendation contained in this report has no financial implication.

Consultation

- Intra Directorate.

BACKGROUND

With the evolution of systems, functions and practices in the Technical Services Directorate over the past few years, it can be appreciated that not all Councillors would be familiar with the details of all the activities of each Department within the Technical Services Directorate.

In order to raise the level of awareness, a series of reports will be submitted to Council via the Technical Services Committee. The attached report provides a comprehensive overview of the services delivered by the Property Services Department.

CONCLUSION

The attached report provides a comprehensive overview of the services provided by the Property Services Department within the Technical Services Directorate. The Property Services Department is providing valuable services to the Directorate to assist in achieving key strategic outcomes, providing a high level of service to both internal and external customers.

RECOMMEND

That Council note the content of the report.

ATTACHMENTS

1. Property Services Departmental Activity Report

2.2 - ORDER OF WORKS FOR ENTRY STATEMENT INSTALLATIONS (REFERRAL ITEM)

At the Council meeting held on 28 November 2016, Cr M (Michelle) Silver referred the following matter to the Technical Services Committee.

That the matter of the order of works for Entry Statement Installations be referred to the Technical Services Committee.

Comment from Cr Silver

Request that Council reconsider the motion with a view to amending the priority order in which the Entry Statements will be installed to prioritise the installation of the Forrestdale entry statement over the Roleystone entry statement.

Officer Comment

In line with the above request, the below amended recommendation is presented to Council for consideration.

RECOMMEND

That Council rescind part two (2) of prior Council Resolution T64/11/16 which read as follows:

That Council endorse the implementation programme for installation of Entry Statements at each of the four (4) locations as follows:

- ***Kelmscott*** ***2016/17***
- ***Roleystone*** ***2016/17***
- ***Forrestdale*** ***2017/18 (subject to budget provisions)***
- ***Armadale*** ***2018/19 (subject to budget provisions)***

Absolute Majority Resolution Required

And;

That Council endorse the implementation programme for installation of Entry Statements at each of the four (4) locations as follows:

- **Kelmscott** **2016/17**
- **Forrestdale** **2016/17**
- **Roleystone** **2017/18 (subject to budget provisions)**
- **Armadale** **2018/19 (subject to budget provisions)**

ATTACHMENTS

There are no attachments for this report.

***2.3 - INSTALLATION OF ADDITIONAL CURTAINS AT ROLEYSTONE HALL
(REFERRAL ITEM)***

At the Council meeting held on 28 November 2016, Cr C M (Caroline) Wielinga referred the following matter to the Technical Services Committee.

That the matter of additional curtains at the Roleystone Hall for acoustic reasons be referred to the Technical Services Committee.

Comment from Cr Wielinga

There has been a request to improve the acoustics of the Roleystone Hall. The polished floors and brick walls make noise reflections difficult to manage during events. The request was for full length wall-covering curtains on the rear wall of the Hall (southern) opposite the stage to reduce the reflection of noise from that wall back to the stage. I request that the property services team investigate this curtain and possibly include it in a future budget deliberation.

Officer Comment

The matter is to be investigated and subsequently considered during future budget deliberations.

RECOMMEND

That the matter be investigated and subsequently considered during future budget deliberations.

ATTACHMENTS

There are no attachments for this report.

COUNCILLORS' ITEMS

Nil.

EXECUTIVE DIRECTOR TECHNICAL SERVICES REPORT

Nil.

MEETING DECLARED CLOSED AT _____

TECHNICAL SERVICES COMMITTEE		
SUMMARY OF ATTACHMENTS		
5 DECEMBER 2016		
ATT NO.	SUBJECT	PAGE
2.1 DEPARTMENTAL ACTIVITY REPORT - PROPERTY SERVICES		
2.1.1	Property Services Departmental Activity Report	28



Property Services Departmental Activity Report



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INTRODUCTION

The Property Services team is responsible for the following areas:

- Compliance maintenance in all facilities owned and operated by the City
- Reactive maintenance in all facilities owned and operated by the City
- Capital Works to existing building services and infrastructure
- Contract Management to provide goods and services in support of the City's Duty of Care as a building owner
- Project Management in relation to building and infrastructure upgrades
- After hours attendances to emergency situations
- Support roles to other departments' activities

This report explores the abovementioned functions in detail.

LEGISLATIVE FRAMEWORK

The critical Acts and Regulations governing the Service Delivery requirements of the Property Services Department are listed below:

- The Building Code of Australia
- The Occupational Health and Safety Act 1984
- The Occupational Safety & Health Regulations 1996
- The Disability Discrimination Act 1992
- Electrical Safety regulations

Essential Safety Measures in general also refer to Australian Standards for design and maintenance of equipment that must be adhered to. A full list of services where Australian Standards apply is included as **Annexure 1** of this report.

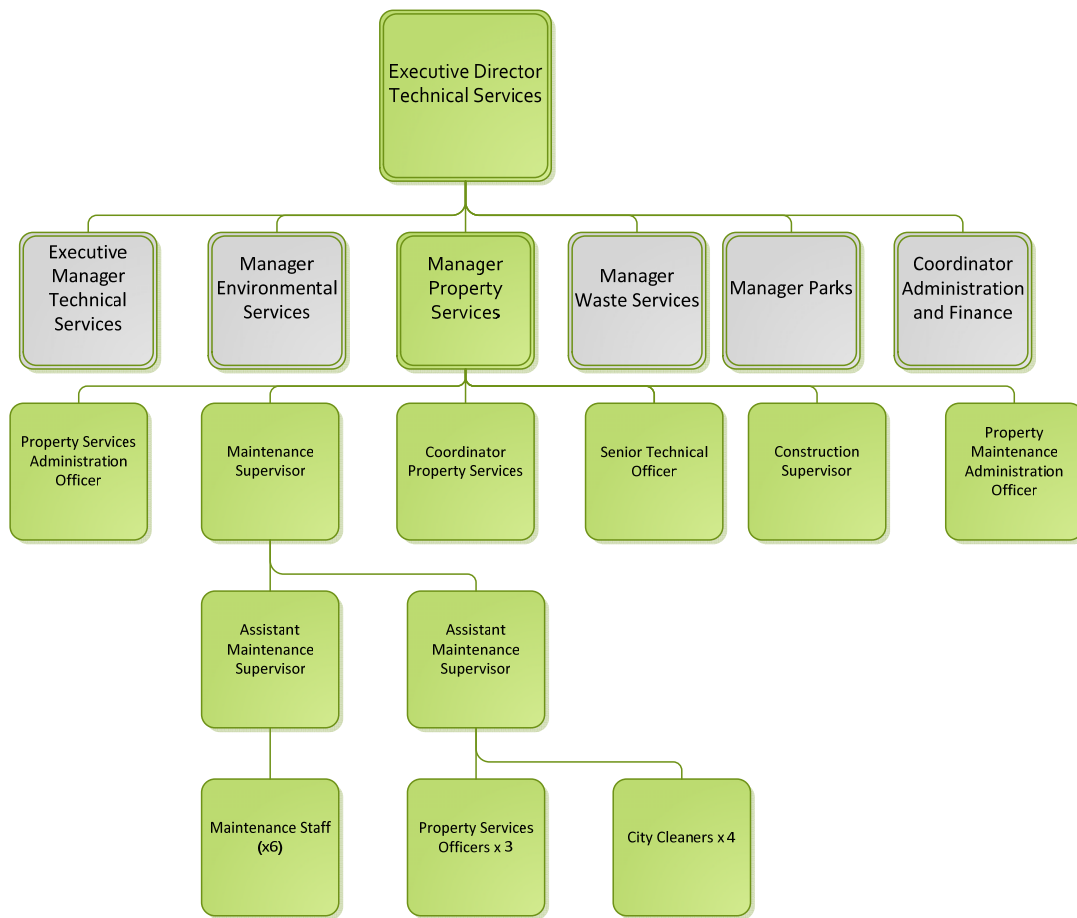
CORPORATE BUSINESS PLAN

The functions outlined in this report serve to meet the Corporate Business plan requirements as follows:

- 2.2 Attractive and Functional Public Places
 - 2.2.1 Deliver attractive and functional streetscapes, open spaces, City buildings and facilities
 - 2.2.1.1 Deliver new and upgraded facilities that are multi-purpose where appropriate
 - 2.2.1.2 Facilitate the delivery of best locations for community facilities including co-location
 - 2.2.3 Revitalise existing neighbourhoods whilst retaining the character of places
 - 2.2.3.1 Implement renewal works to have a greater impact in a designated area
- 2.3 Well Managed Infrastructure
 - 2.3.1 Apply best practice design and construction methodologies for the provision of infrastructure
 - 2.3.1.1 Implement a best practice project management approach to the planning and delivery of infrastructure
 - 2.3.1.2 Apply the latest technological advancements, and optimal energy reduction strategies, in design criteria of facilities
 - 2.3.2 Ensure maintenance activities address required levels of service
 - 2.3.2.1 Review best practice maintenance activities
 - 2.3.2.2 Ensure balance is maintained between Levels of Service and affordability
 - 2.3.3 Develop and implement asset management plans to inform long term funding requirements
 - 2.3.3.2 Deliver Asset Management Plans to address medium to long term requirements for renewal and maintenance funding

ORGANISATIONAL STRUCTURE

The functions of the Property Services department are delivered by both an internal team of staff as outlined below, and also through contracting works to a number of external Service Providers who provide the suite of specialised skills necessary in the Facilities Management area.



FUNCTIONS

The main functions of the team are highlighted in the following table:

Position	FTE	Function
Manager	1	Property Services Management (Located at Orchard House)
Senior Technical Officer - Compliance	1	
Administration Officer	1	
Supervisor - Construction	1	
Coordinator	1	Property Maintenance (Located at Depot)
Maintenance Supervisor	1	
Supervisors Assistants	2	
Administration Officer	1	
Maintenance Staff	6	
Cleaning Staff	4	
Property Support Officers	3	Located at Administration Building and Orchard House
Total	22	

A more detailed definition of the roles and responsibilities is provided below.

Property Services Management

Property Services Management has responsibility for the overall conduct of the Property Services Department as well as responsibility for the strategic management of the department's projects and deliverables.

Process improvement in all areas is a major focus of the team. Recently, Property Services Management has overseen considerable process improvements which have successfully limited any potential loss of amenity that may have otherwise occurred.

Property Services Management also provides a total Facilities Management service which is underpinned by the below functions:

- Project Management
- Contract Management
- Risk Management
- Statutory Compliance
- Financial Management
- Emergency Planning
- Energy Management

Capital Works

The Property Services team located at Orchard House provide administrative support and management of the capital works programme, ranging from large scale works (e.g. the present Greendale Centre upgrade project) to minor works (e.g. the installation of security systems).

The team's main priority, in addition to ensuring the successful completion of projects undertaken by the department, is arranging the procurement of goods and services, which are undertaken in accordance with the City's Procurement Policy.

Works within the Capital Works programme are generally described as being Upgrade or New works. Upgrades are generally enhancements to the buildings or infrastructure necessary to improve the standard of the facility.

Typical projects in this category are:

- New or replacement Air Conditioning installations
- Power upgrades
- Extensions to existing buildings
- Security equipment upgrades
- Fire Services upgrades

Property Maintenance

The Property Maintenance team's main focus is the day to day operational requirements of the Department. Property maintenance staff are required to be highly skilled and focused, ensuring effective responses are provided.

The following are their key areas of responsibility:

- In house cleaning of Council Facilities
- Functions and event set up
- Caretaking of the City's Main Administration Buildings
- Reactive Maintenance on a daily basis
- Scheduled Maintenance on an annual programme
- After hours responses

A more detailed breakdown of the above is as follows:

Reactive Maintenance

Defined as actions taken to restore an asset to operational condition, as a result of an unforeseen failure and include:

- Breakdown repairs to buildings, and their infrastructure and fixed items inside each building
- Minor repairs and maintenance to building security lighting
- Repairs to fencing and gates
- Repairs to appliances such as washing machines and clothes dryers, kitchen equipment (stoves, refrigerators, freezers, dishwashers, microwaves, commercial toasters, hot boxes, trolleys and general hard wired equipment)
- Any other type of unplanned maintenance

Routine or Preventative Maintenance

Defined as the actions performed to prevent failure by providing systematic inspection and monitoring to detect and prevent deterioration or failure and includes testing to confirm correct operation.

Routine or Preventative maintenance may also include elements of statutory Maintenance to meet legal and other mandatory requirements contained in Commonwealth and State regulations, and Australian Standards and Codes of Practice.

It includes but is not limited to the following:

- Periodic service maintenance, of all plant and equipment, such as, Air Conditioning equipment, electrical equipment, lift maintenance, pest control, fire equipment, security systems etc
- Cleaning, recycling and rubbish removal
- Supplies of consumables (toilets and washrooms)
- Any other maintenance or purchase where it is likely to be duplicated in an ongoing manner

Restoration or Corrective Maintenance

Defined as work performed as a result of significant deterioration or failure, required to restore an asset to its required condition standard.

These works will generally be programmed as a result of Condition Assessments or as unplanned additions to the programme based on their priority.

Restoration works includes but is not limited to:

- Painting
- Carpet replacement
- Lighting replacement
- Fixed furniture replacement
- Tiling
- Any other disciplines where there is an improvement to the aesthetic fibre of the facility

THE ASSET MAINTENANCE PLAN (AMP)

Property Services works within an established framework and has adopted an in-house Asset Maintenance Plan which has been developed over a period of time in response to the changing Facilities Management landscape.

Asset maintenance in the context of the Asset Maintenance Plan is defined as all work on existing building assets that is undertaken to prevent deterioration and failure and to restore the physical condition, functional quality, and operational performance of the building asset within the available resources.

The Asset Maintenance Plan provides a management system that documents the types of service delivery necessary to maintain a safe environment and to deliver effective maintenance and capital works that will extend the Life Cycle of all equipment and infrastructure utilised throughout the various facilities.

Routine Maintenance and Upgrade programmes within the AMP are extensive to comply with the many demands and responsibilities the City is required to meet including complying with changing legislation and meeting the City's Duty of Care.

The aim of the AMP is therefore to provide a consistent approach to the maintenance of all facilities based on their maintenance classification, ensuring an on-going high standard of presentation, quality and performance; and meeting compliance requirements.

The following principles have been adopted to ensure that the AMP provides for compliancy but also allows service level improvements through improved productivity.

- Building assets are to be maintained in accordance with the Asset Maintenance Program.
- Building assets to be adequately maintained to all statutory and technical requirements to ensure that the health and safety, security, reliability and life cycle expectations are met within available resources.

Outcomes

- The risks associated with the operation of a building or facility are minimised through the implementation of the AMP maintenance strategies; standards are met.
- All maintenance information is captured to ensure that compliance reporting requirements are met and that maintenance information is available in support of future strategic asset management decisions.
- Allowance for a technical assessment of longer term maintenance requirements (major replacements and upgrades) can be provided in support of strategic asset planning and asset management decisions.

A structured building condition assessment (BCA) is undertaken on all building assets annually and the results of the BCA are referred to for assistance in setting renewal budgets, and are inputted into future budget deliberations.

STRATEGIC MAINTENANCE

The Property Services maintenance strategy is contained within the existing AMP. The AMP is reviewed as new buildings come on-line or whenever a major upgrade has been carried out. The AMP provides for building assets to be maintained to an adequate standard by addressing statutory, technical and operational requirements that will incorporate a combination of strategies as indicated below:

Preventative Time Based maintenance

This is undertaken at predetermined time intervals as required by statutory, technical life cycle or operational reliability considerations. This may be applied to building structures, fabric, services and site improvements, but is used predominantly for the maintenance of services.

Condition Based Maintenance

This is undertaken as a result of an asset's condition and driven by the Building Condition Assessment process. This will apply to all building structures, fabric, services and site improvements.

Compliance Based Maintenance/Essential Services Maintenance

This type of maintenance is undertaken as a requirement of an Act, Regulation or Guidance Note and undertaken in the following areas:

- Fire protection systems
- Air-conditioning services
- Hydraulics services
- Mechanical ventilation services
- Electrical systems
- Lifts
- IT and communication systems
- Security Systems
- Internal and external fabric and finishes

BUDGET

Facilities Maintenance budgets are often prepared in reference to historical data and require review of previous works programmes to target potential exposure.

Capital Works budgets are prepared by gathering information from multiple sources. For example:

- Stakeholder Consultation
- In house Building Condition Assessments
- Requests by Property Maintenance staff

The operating costs for the department are detailed within the 2016/17 Technical Services budget. Further detail in respect to the maintenance and operating budget and the capital works budget is provided below.

Budget Detail - Maintenance and Operating

The City has allocated approximately \$4.8 million towards the maintenance and operating budget for 2016/17. Maintenance work undertaken in the City's facilities accounts for approximately 30% of the budget allocation, whereas operating costs account for the balance. Operating costs are mainly apportioned to the following:

- Electricity consumption
- Gas Consumption
- Water and Drainage rates and charges
- Leasing costs and variable outgoing costs on facilities that are leased externally. i.e. Armadale Library and Kelmscott Library, for which funding is derived from the Property Services operating budget
- Building insurances
- Cleaning and rubbish removal costs

Maintenance and Operational funding has been increased in increments since 2010 as shown in the below table. Steady growth has been provided which has allowed for a number of additional significant facilities to be added to the properties managed by the City. The additional facilities have significant allocations towards their maintenance and operational requirements within the latest budget provisions.

Additionally the percentage increases in the gazetted price of power, water and gas during the period has been considerably above Perth CPI figures which has had a significant impact on maintenance allocations.

Table of Maintenance Budget Allocations since 2010:

Year	Budget Allocation
2010	\$ 3,025,600
2011	\$ 3,541,400
2012	\$ 3,995,700
2013	\$ 4,196,200
2014	\$ 4,219,700
2015	\$ 4,560,263
2016	\$ 4,889,973

Comment on Maintenance Budget

Property Services has successfully provided an increased level of service out of budget allocations. While there have been significant challenges in delivering this increased level of service such as increases in costs above CPI, Property services has by and large managed to deliver a service that meets the community's requirements.

Service levels have improved and this has assisted providing for additional compliance requirements, which along with some other value adding to services has been achieved without impact to the budget in the period of minimal growth. One example of value adding has been to provide for additional Occupational Safety and Health and Emergency Planning initiatives without any negative effect on the budget.

Property Services considers this to be a major achievement which has been successfully enacted by making changes to past management practices and providing a service that is much leaner than previously experienced. Value for money is and will continue to be a key objective of the department as a whole.

Going forward budget sustainability at present levels will be somewhat challenging due to the age of many of the facilities under management, as invariably maintenance becomes more costly with age.

Other factors presently impacting on the service costs include:

- Increased facility occupancy rates. Significant increases in the number of people using the facilities have been experienced in the period since 2010.
- The requirement for maintenance work to be scheduled outside of business hours is making a significant difference to the costs. Many more facilities are open for longer hours and over weekends due to the change to weekend trading. A larger proportion of the maintenance obligations are now scheduled out of hours where penalty rates apply.
- Higher occupancy rates also demands facilities be cleaned and maintained when user groups have completed their occupation. Often this is early morning or on weekends and precludes the utilisation of in-house staff, which means there is no other option than to provide contracted labour through a service company.

Budget Detail - Capital Works

The City has allocated approximately \$5.5million in the 2016/17 financial year for Capital Works projects identified in the budget process, a significant increase on previous allocations.

A significant proportion of this allocation has been provided to carry out two major upgrade projects; in addition there are also a considerable number of smaller projects in the Capital Works programme.

The following major projects are incorporated in the in the 2016/17 budget:

- Greendale Centre \$1.9million
- Kelmscott Hall Upgrade \$1.3million
- Champion Centre Foyer Upgrade \$150,000
- Administration Air Conditioning Replacement \$320,000

Examples of the larger projects that Property Services has successfully delivered in prior budgets are:

- Arena Roofing \$800,000
- Arena Floor Replacement \$180,000
- Depot Upgrade \$350,000

The Capital Works budget Allocations since 2010 are provided below:

Year	Budget Allocation
2010	\$ 1,538,500
2011	\$ 2,578,800
2012	\$ 2,697,870
2013	\$ 2,519,295
2014	\$ 2,857,900
2015	\$ 3,541,800
2016	\$ 5,517,500

EXISTING STRENGTHS

Property Services is well placed to provide a level of service that meets the City's expectations and a number of factors exist that will allow Property Services to continue to elevate service levels into the future. The following references support this optimism:

- The City is always supportive in providing the tools and the inspiration to facilitate change wherever possible.
- Property Services is a trusted partner with other business units in the consultation and decision making process and has maintained strong connections with external service providers and consultants.
- Property Services has a history of good financial management on projects and service delivery (refer to **Annexure 2**) and an ability to respond to a wide range of tasks, many of which sit outside of documented responsibilities.

The Property Services department manages all of the City's facilities with a view to retaining the facilities in the long term. This strategy of retention requires building elements to be maintained at the highest standard and requires all assets to be in the very best condition operationally and aesthetically, at all times.

Property Services works together with other departments in order to ensure that all facilities are well presented. In this respect the parking areas and gardens are considered to be part of the facility 'package' and are considered in the overall presentation standard, so it is imperative that the responsible business units work together to achieve the best outcomes.

SUMMARY/CONCLUSION

The City presently derives considerable benefit from the Property Services department in their many areas of involvement in projects throughout the City. Predominantly though the value of the department is evident in the role it has to ensure that the City's Duty of Care as a building owner is met.

As a risk minimisation strategy, providing compliance maintenance is the most critical service that can be performed. The cost of compliance is ultimately cheaper than ignoring it and minimises the potential damage to the City's image caused by any incident.

The Property Services Department successfully manages the City's facilities to a high standard, and is a valuable part of the Technical Services Directorate and the City as a whole. The recent success of the Armadale Arena roofing project and the upgrade of the Depot Administration facility are just two examples of the Property Services Department's ability to deliver quality outcomes when managing facilities and projects throughout the City.

RECOMMENDATION

That Council note the contents of this report.

ANNEXURE 1 – ESSENTIAL SERVICES WITH AUSTRALIAN STANDARDS

Typically the following essential services are to be installed to and maintained to a relevant Australian Standard.

- Air conditioning systems
- Disability Access
- Emergency lifts
- Emergency lighting
- Emergency power supply
- Emergency warning and intercommunication systems
- Exit doors
- Exit signs
- Fire brigade connections
- Fire control centres
- Fire control panels
- Fire curtains
- Fire dampers
- Fire detectors and alarm systems
- Fire doors
- Fire extinguishers (portable)
- Fire hydrants
- Fire indices for materials
- Fire-isolated lift shafts
- Fire-isolated passageways
- Fire-isolated ramps
- Fire-isolated stairs
- Fire mains
- Fire-protective coverings
- Fire-rated access panels
- Fire-rated control joints
- Fire-rated materials applied to building elements
- Fire-resisting shafts
- Fire-resisting structures
- Fire shutters
- Fire windows
- Lightweight construction
- Mechanical ventilation systems
- Paths of travel to exits
- Penetrations in fire-rated structures
- Smoke alarms
- Smoke control measures
- Smoke doors
- Smoke vents
- Sprinkler systems
- Stairwell pressurisation systems
- Static water storage

It is likely that there are guidance notes to be referred to if a service is not on the above list. In particular RCD and portable electrical testing are not regulated through an Act, Regulation or Australian Standard; however the guidance note provides the requirements of the service and this must be adhered to.

ANNEXURE 2 - SERVICE LEVEL AGREEMENTS

Property Services Management does not have formalised Service Level Agreements with other departments however it is the internal practice to deliver services within certain self-imposed priorities.

These can be identified as follows:

PRIORITY ONE: Immediate Action Required - 0 to 30minutes

Issue

- * When there is serious and immediate danger to the Health & Safety of a member of the public, authorised or non-authorised visitors to a City site, Contractors or an employee of COA whether casual, full or part time.

Action

There must be immediate attention and attendance at the area of the identified issue or incident and the area is to be immediately made safe. In the course of carrying out the investigation or undertaking remedial works other priorities may become apparent and actions need to be taken to resolve.

Examples Are:

1. Total Loss of Power

Be aware:

- a. The total loss of power to a facility may require a full evacuation to be undertaken to ensure the safety of visitors and staff
- b. If the problem is outside of the property then the power supply to the facility may need to be isolated at the main panel

It cannot be discounted that works at one of our properties has caused the outage and by leaving the main switch on, it could be that the Supply Authority is resetting the power into a problem and loss of power could again occur immediately.

If the power outage is at any of the council properties and the neighbourhood power is still available, then it may be necessary, for the same reasons as above, to isolate sub boards prior to resetting the power supply to the building.

2. Major Water or Gas Leak

Water leaks on their own may not be perceived as dangerous to other staff, however they can bring in the possibility of other scenarios where the danger can be greater i.e. Electric shocks and building failure which can affect the occupants safety.

Be aware:

- a. Major leaks in a facility may require a full evacuation to be undertaken to ensure the safety of visitors and staff

Gas leaks can potentially contribute to an explosive outcome. Isolation on attending the workplace should be considered as the first step in the process.

Be aware:

If unable to isolate the supply then consider instigating an evacuation before contacting the supply authority to disconnect.

3. Chemical Leaks

A major leak chemical leak such as a chlorine cloud may result from an incident in the treatment area at our public pool in the treatment area and this would lead to an immediate evacuation of the facility.

Be aware:

One would need to advise responding authorities of the danger and consider where it was safe for those evacuating to assemble.

4. Building Failure

- a. Where there is an immediate risk to someone falling from a building because of the loss of a fixture designed to stop that risk
- b. Cracked or broken windows are not only a security risk but also can cause significant injury or worse should they fall out, or should someone put their body where they could be cut
- c. Ceiling and wall displacement
- d. Emergency Response requirements

PRIORITY TWO: Immediate Response Required – 2 to 24 Hours

When a major Health and Safety issue has been identified but there is no immediate risk of danger or further damage, it must be attended to within 24hrs & made safe but other priority works may result. The only exception to this is with serious water damage where an immediate attendance can often allow a better investigation as to where the ingress is coming from.

Examples Are:

1. Loss of light where there is a danger to staff and visitors who need to have access an area due to there being no other alternatives
2. Minor power failure to a part of the building
3. Broken or cracked windows where there is no immediate danger of them falling out or of being a security risk
4. Heavy roof leak which is contained in the one area and is not causing building damage
5. Air Conditioning issues at peak heating or cooling periods where there is no other alternative workplace
6. Door repairs where building security is compromised
7. Security and Access Control equipment breakdown
8. Blocked drainage systems

* **Please Note that the repairs to any of these examples can escalate the response up to the next level.**

PRIORITY THREE: Urgent But Not Requiring an Immediate Response - 3 to 7 Days

The works are not related to any Health and Safety and when carried out will interfere with the total operation of the building or facility. This represents the vast majority of the works that are allocated.

Examples Are:

1. Repairs to an area that can be safely sectioned off and not disrupt any normal use of building or facility
2. Where a single light fitting or a single plumbing fixture is not working and others are available
3. Minor door repairs
4. General Power outlets not working (only where others are available)

* **Please Note that the repairs to any of these examples can escalate the response up to the next level.**

PRIORITY FOUR: General Maintenance Issues – 7 to 10 Days

This relates to all works where there is absolutely no danger to the Health and Safety of Staff, Visitors or Contractors and can generally be programmed to suit the availability of the trade or service person being assigned to the works.

Examples Are:

1. Sticking doors drawer & windows etc. where there is no real interference with the use of the facility
 2. Furniture/workstation repairs
- * **Please Note: There is little or no possibility of an escalation of the response to the next level.**

PRIORITY FIVE – Planned or Scheduled Works – Agreed Completion Schedule Applies

Planned or scheduled maintenance work can have inherent dangers to staff, visitors and contractors. This type of work can be programmed to suit trade availability and funding constraints but also needs to be programmed around when it has zero influence on the operation of the building as a whole and is not a Health and Safety issue to all stakeholders.

Examples Are:

- 1 Major Refurbishment or improvements to existing buildings
- 2 Minor alterations to existing buildings
3. Construction of new buildings
4. Service maintenance such as Mechanical Services, Electrical Compliance, Hydraulic Services, Security Services and Fire Services maintenance

When undertaking any project, the risk is to be assessed against the *Hierarchy of Control* to manage that risk. This is the Standard management tool for such assessments.