



Vincent Street  
CESSNOCK 2325

21 August 2008

To All Councillors

You are hereby notified that the next Meeting of the Infrastructure & Services Committee will be held in the Council Chambers, on Wednesday, 3 September 2008, commencing at 6.30pm, for the purpose of transacting the undermentioned business.

**B R MORTOMORE  
GENERAL MANAGER**

**AGENDA:**

PAGE NO.

**(1) APOLOGIES**

**(2) CONFIRMATION OF MINUTES**

Minutes of the Infrastructure & Services Committee  
Meeting held on 20 August 2008.

**(3) OFFICERS' REPORTS**

**DIRECTOR INFRASTRUCTURE & SERVICES**

|         |  |   |
|---------|--|---|
| 71/2008 | Report of Integrated Management System                               | 2 |
| 72/2008 | Engagement Of Consultants For The<br>Provision Of Surveying Services | 3 |

**(4) QUESTIONS WITHOUT NOTICE**

## **OFFICER'S REPORTS**

### **DIRECTOR INFRASTRUCTURE & SERVICES REPORT NO. 71/2008**

**SUBJECT: REPORT OF INTEGRATED MANAGEMENT SYSTEM**

---

Integrated System Manager, Mr P Szumilas, reports:-

#### **BACKGROUND**

Council's Integrated Management System (IMS) has been developed by Infrastructure & Services to meet the requirements of the RTA Single Invitation Contract. A condition of prequalification with the RTA is that Council's Quality, Environmental & OH&S Management Systems meet the requirements of Australian and International Standards ISO 9001:2000 (Quality), ISO 14001:2004 (Environmental) and AS 4801:2001 (OH&S). To ensure ongoing compliance of our IMS, Council has retained the services of SAI-Global to undertake compliance audits of Council's System. Each year of certification requires Council to undergo a surveillance audit.

#### **REPORT**

On the week of the 22-25 July 2008, a surveillance audit was undertaken by SAI-Global of Council's Integrated Management System and implementation across the following areas within Infrastructure & Services:

- Civil Road Construction and Road Maintenance Services
- Design and Contracts Management
- Recreation Operations
- Support functions of administration and purchasing
- Equipment and plant maintenance

The audit comprised a review of Council's systems documentation and a site audit of each section to ensure compliance with documented procedures and the three standards mentioned above.

The report raised 6 Areas of Concern and 9 Opportunities for Improvement (see APPENDIX 1). NCR 01/08 was raised internally to review the Integrated Management System

SAI-Global recommendation from this audit is that the certification be allowed to continue to the management system standards ISO 9001:2000, ISO 14001:2004 and AS/NZS 4801:2001. During the next SAI audit the issues identified as requiring attention will be reviewed to ensure they have been adequately addressed as well as the following:

- Management System
- Customer Services/Front Desk
- EDMS
- Depot
- Civil Maintenance
- Human Resources
- Administration

**RECOMMENDATION** that the information be noted.

To: **The General Manager**  
Infrastructure & Services  
Committee – 3 September 2008

**L OLDFIELD**  
**DIRECTOR INFRASTRUCTURE & SERVICES**  
21 August 2008

# **DIRECTOR INFRASTRUCTURE & SERVICES REPORT NO. 72/2008**

**SUBJECT:    ENGAGEMENT OF CONSULTANTS FOR THE PROVISION OF SURVEYING SERVICES**

---

Engineering & Survey Officer, Mr D Latter, reports:-

## **PURPOSE**

To recommend a list of preferred consultants for the provision of surveying services to Council for a period from 1 September 2008 to 30 June 2010 with an option for a 12 month extension.

## **BACKGROUND**

Council's current surveying services have been provided for by tender and have operated successfully since December 2002. The new tender which is to run until 30 June 2010 at a fixed rate will also allow for an 12 month extension with adjustment of the tender rates (for the period of the extension) in line with the Consumer Price Index.

The current Consulting Surveying Services tender is due for renewal. The tender has been advertised and 9 submissions were received.

Prior to the close of tenders an assessment panel was convened and the process of assessment including scoring and weighting of the assessment criteria was formulated. The requirements of typical surveys was determined as part of the assessment process for price.

## **TENDER ASSESSMENT**

The assessment panel comprising of Council personnel undertook a comprehensive assessment of the tenders received. The assessment process provided a score of between 0 and 5 for each of the criteria. The criteria were weighted to arrive at a final assessment.

The assessment criteria as specified in the Tender documents were: -

- Track record and methodology (general reputation for work competence, evidence of past project delivery and client satisfaction).
- Technical skills (curriculum vitae of survey party team members nominated in the Tender Form and that of any nominated sub-contractors).
- Quality of survey equipment and software.
- Management (quality system, organisation, acceptable insurance's, economic stability).
- Price.

Successful tenderers are to be placed on the preferred list of firms in order of ranking. The work will be allocated to the contractors on the basis of availability and performance in addition to the tender assessment criteria. This allows Council to meet peaks in demand for surveying services by engaging more than one firm to supply multiple survey teams for multiple Council projects.

The use of a preferred list of firms avoids the inconvenience and delays involved in calling individual contracts to engage survey firms for any additional projects. Rates payable are also defined prior to engagement. Although the majority of work would be expected to be awarded to the tenderer placed first on the list of preferred tenderers, there is no guarantee that continuous work will be available or that work will be programmed to suit any particular tenderer.

**PREFERRED TENDERERS**

The tenders were rigorously assessed against the given criteria by the assessment panel and the tenderers were ranked in descending order of preference as follows:

1. Evolution Engineering Surveyors
2. Carman Surveyors
3. CR Hutchison & Co Pty Ltd
4. Trehy Ingold Neate
5. RPS Harper Somers O’Sullivan
6. Hunter Survey Services
7. Pegasus Technical Pty Ltd
8. de Witt Consulting
9. Bannister & Hunter Pty Ltd

**RECOMMENDATION** that Council accept the tenders of the following firms effective from 1 September 2008 to 30 June 2010 with an option for a 12 month extension, as preferred consultants for the provision of Consulting Surveying Services in descending order of preference:

1. Evolution Engineering Surveyors
2. Carman Surveyors
3. CR Hutchison & Co Pty Ltd
4. Trehy Ingold Neate
5. RPS Harper Somers O’Sullivan
6. Hunter Survey Services
7. Pegasus Technical Pty Ltd
8. de Witt Consulting
9. Bannister & Hunter Pty Ltd

To: **The General Manager**  
Infrastructure & Services  
Committee – 3 September 2008

**L OLDFIELD**  
**DIRECTOR INFRASTRUCTURE & SERVICES**  
21 August 2008