

AGENDA

Assets and Infrastructure Committee

Monday, 13 May 2024

7:00 PM

Waratah Room

Georges River Civic Centre

Hurstville



OATH OF OFFICE OR AFFIRMATION OF OFFICE

All Georges River Councillors are reminded of their Oath of Office or Affirmation of Office made at the time of their swearing into the role of Councillor.

All Councillors are to undertake the duties of the office of Councillor in the best interests of the people of the Georges River Council area and are to act faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the *Local Government Act 1993* or any other Act to the best of their ability and judgement.

DISCLOSURES OF INTEREST

All Georges River Councillors are reminded of their obligation to declare any conflict of interest (perceived or otherwise) in a matter being considered by Council or at any meeting of Council.

ASSETS AND INFRASTRUCTURE COMMITTEE MEETING

ORDER OF BUSINESS

OPENING

ACKNOWLEDGEMENT OF COUNTRY

Council acknowledges the Bidjigal people of the Eora Nation, who are the Traditional Custodians of all lands, waters and sky in the Georges River area. I pay my respect to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples who live, work and meet on these lands.

APOLOGIES / LEAVE OF ABSENCE

REQUEST TO JOIN VIA AUDIO VISUAL LINK

NOTICE OF WEBCASTING

DISCLOSURES OF INTEREST

PUBLIC FORUM

CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

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CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Item: ASS010-24 Confirmation of the Minutes of the Assets and Infrastructure Committee Meeting held on 8 April 2024

Author: Executive Services Officer

Directorate: Office of the General Manager


Matter Type: Previous Minutes

ASS010-24

RECOMMENDATION:

That the Minutes of the Assets and Infrastructure Committee Meeting held on 8 April 2024, be confirmed.

ATTACHMENTS

Attachment [↓](#)1  Minutes of the Assets and Infrastructure Committee Meeting held on 8 April 2024

UNCONFIRMED MINUTES

MINUTES

UNCONFIRMED MINUTES

Assets and Infrastructure Committee

Monday, 08 April 2024

7:00 PM

**Waratah Room
Georges River Civic Centre
Hurstville**

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PRESENT

COUNCIL MEMBERS

Mayor Sam Elmir, Councillor Lou Konjarski (Chairperson), Councillor Veronica Ficarra, Councillor Nancy Liu, Councillor Natalie Mort, Councillor Nick Smerdely, Councillor Sam Stratikopoulos and Councillor Colleen Symington.

COUNCIL STAFF

General Manager – David Tuxford, Director Assets and Infrastructure - Andrew Latta, Acting Manager Strategic Placemaking - James Magee, Manager Premium Facilities – Luke Coleman, Executive Manager City Futures – Simon Massey, EA to the Director, Assets and infrastructure – Rachelle McGrath (minutes), PA to Manager City Operational Services – Mitchel Spinola, Executive Services Officer – Marisa Severino and Technology Business Support Officer – Mark Tadros.

OPENING

The Chairperson, Councillor Konjarski, opened the meeting at 7.01pm.

ACKNOWLEDGEMENT OF COUNTRY

The Chairperson, Councillor Konjarski acknowledged the Bidjigal people of the Eora Nation, who are the Traditional Custodians of all lands, waters and sky in the Georges River area. I pay my respect to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples who live, work and meet on these lands.

APOLOGIES/LEAVE OF ABSENCE

MOTION: Councillor Stratikopoulos, Councillor Mort

That an apology be accepted for Councillor Liu.

Record of Voting

For the Motion: Chairperson Konjarski, Councillor Ficarra, Councillor Mort, Councillor Smerdely, Councillor Stratikopoulos, Councillor Symington

On being PUT to the meeting, voting on this Motion was UNANIMOUS. The Motion was CARRIED.

REQUEST TO ATTEND VIA AUDIO VISUAL LINK

There were no requests to attend via Audio Visual Link.

NOTICE OF WEBCASTING

The Chairperson, Councillor Konjarski advised staff and the public that the meeting is being recorded for minute-taking purposes and is also webcast live on Council's website, in accordance with section 5 of Council's Code of Meeting Practice. This recording will be made available on Council's Website.

CODE OF MEETING PRACTICE

Council’s Code of Meeting Practice prohibits the electronic recording of meetings without the express permission of Council.

DISCLOSURES OF INTEREST

There were no disclosures of interest made.

PUBLIC FORUM

Name	Report No.	Report Title
Brendan Gibbs (Remotely)	ASS008-24	Olds Park Field Three Perimeter Fence

CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

ASS007-24 Confirmation of the Minutes of the Assets and Infrastructure Committee Meeting held on 11 March 2024
(Report by Executive Services Officer)

RECOMMENDATION: Councillor Stratikopoulos, Councillor Smerdely

That the Minutes of the Assets and Infrastructure Committee Meeting held on 11 March 2024, be confirmed.

Record of Voting

For the Motion: Chairperson Konjarski, Councillor Ficarra, Councillor Mort, Councillor Smerdely, Councillor Stratikopoulos, Councillor Symington

On being PUT to the meeting, voting on this Motion was UNANIMOUS. The Motion was CARRIED.

COMMITTEE REPORTS

ASS008-24 Olds Park Field Three Perimeter Fence
(Report by Acting Manager Strategic Placemaking)

RECOMMENDATION: Councillor Mort, Mayor Councillor Elmir

- (a) That Council receive and note the request for a perimeter fence around Olds Park Field Three.
- (b) That Council declines the request for the installation of a perimeter fence around Olds Park Field Three for the reasons outlined in this report.
- (c) That Council officers investigate and identify an engineering solution for the drain, if required, that is currently located around Olds Park Field Three to reduce any safety risk.

Record of Voting

For the Motion: Mayor, Councillor Elmir, Chairperson Konjarski, Councillor Mort, Councillor Stratikopoulos

Against the Motion: Councillor Ficarra, Councillor Smerdely, Councillor Symington

On being PUT to the meeting, voting on this Motion was four (4) votes FOR and three (3) votes AGAINST. The Motion was CARRIED.

ASS009-24 Report of the Georges River Local Traffic Committee Advisory Committee Meeting held on 2 April 2024
(Report by Coordinator Traffic and Transport)

RECOMMENDATION: Councillor Smerdely, Councillor Stratikopoulos

That the recommendations contained within the minutes of the Georges River Local Traffic Advisory Committee Meeting held on 2 April 2024 be adopted by Council.

Record of Voting

For the Motion: Mayor, Councillor Elmir, Chairperson Konjarski, Councillor Ficarra, Councillor Mort, Councillor Smerdely, Councillor Stratikopoulos, Councillor Symington

On being PUT to the meeting, voting on this Motion was UNANIMOUS. The Motion was CARRIED.

CONCLUSION

The Meeting was closed at 7.15pm

Chairperson

COMMITTEE REPORTS

Item: ASS011-24 Report of the Georges River Local Traffic Advisory Committee Meeting held on 7 May 2024

Author: Acting Manager Strategic Placemaking

Directorate: Assets and Infrastructure

Matter Type: Committee Reports

ASS011-24

RECOMMENDATION:

That the recommendations contained within the minutes of the Georges River Local Traffic Advisory Committee Meeting held on 7 May 2024 be adopted by Council.

EXECUTIVE SUMMARY

1. The recommendations contained within the Minutes of the Georges River Local Traffic Advisory Committee Meeting held on 7 May 2024 are submitted to the Assets and Infrastructure Committee for consideration and to Council for adoption.

BACKGROUND

2. The Georges River Local Traffic Advisory Committee Meeting of 7 May 2024 was held in person.

FINANCIAL IMPLICATIONS

3. Within budget allocation for the TfNSW Traffic Facilities Grant.

FILE REFERENCE

D24/118358

ATTACHMENTS

Attachment [↓](#)1 Unconfirmed Minutes Georges River Local Traffic Committee - 07 May 2024



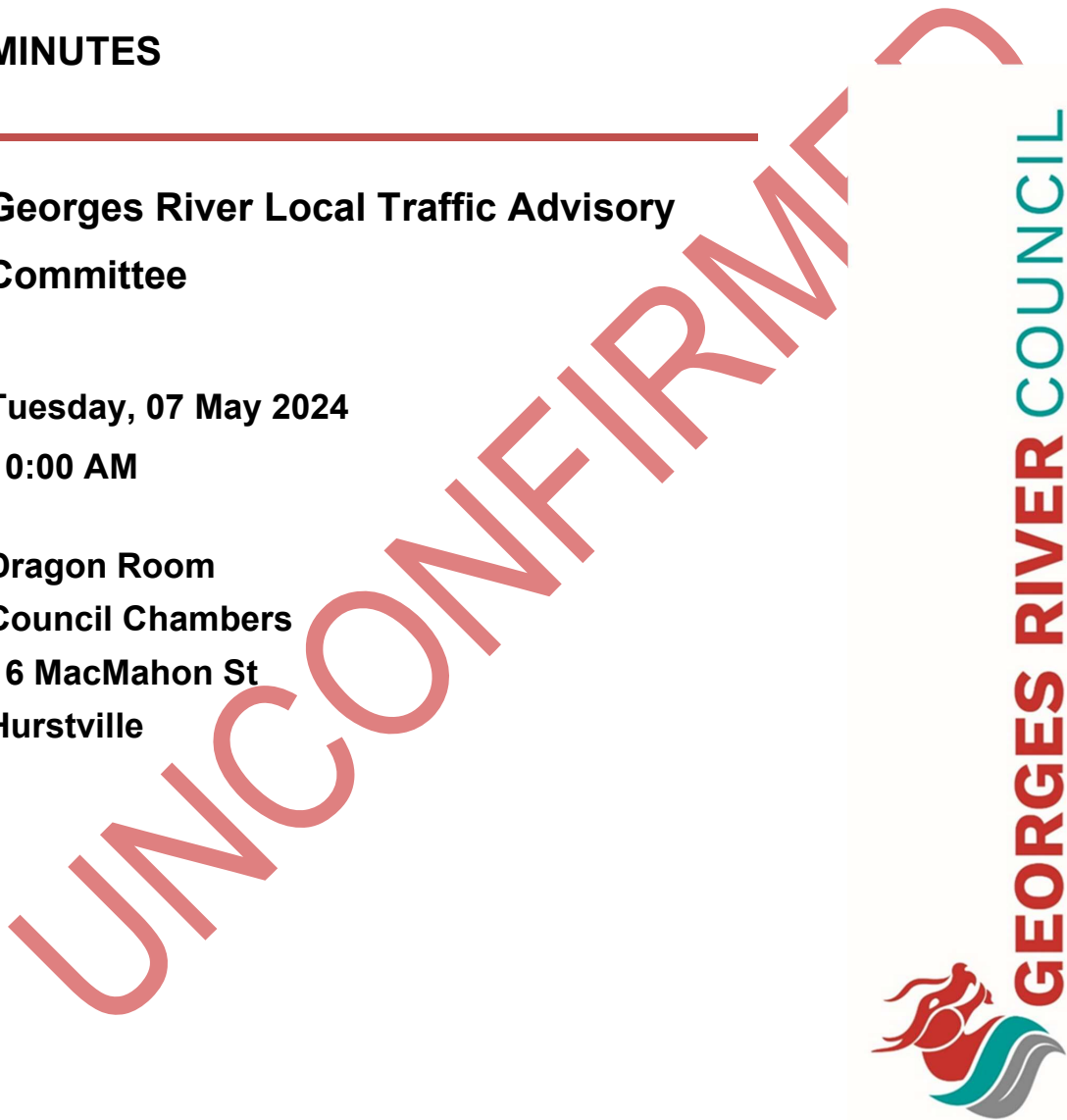
MINUTES

Georges River Local Traffic Advisory Committee

Tuesday, 07 May 2024

10:00 AM

Dragon Room
Council Chambers
16 MacMahon St
Hurstville



PRESENT

Clr N Smerdely (Chairperson)

Clr L Konjarski

Mr W Delezio (Representing Mr M Coure, MP State Member for Oatley)

Mr L Crompton (Representing Mr C Minns, MP State Member for Kogarah)

Senior Constable M Chaplin (St George Local Area Command)

Ms T Islam (Transport for NSW) - Online

Mr G Wong (St George Cabs) - Online

GEORGES RIVER COUNCIL STAFF

Mr J Magee (Acting Manager Strategic Placemaking)

Mr M Mahmud (Acting Coordinator Traffic and Transport)

Mr H Bongers (Coordinator Parking and Rangers)

Ms M Saini (Graduate Engineer – Traffic and Transport)

Ms N Paraskevopoulos (Acting Executive Services Officer)

Ms S Liu (Personal Assistant Manager Strategic Placemaking – Minutes)

Mr M Tadros (IMT Services – Technical)

ABSENT

Mr M Coure (MP State Member for Oatley)

Mr S Kshitij (Transport for NSW)

Mr G Perivolarellis (Representing Mr S Kamper, MP State Member for Rockdale)

Sergeant A Neale (St George Local Area Command)

Mr R Primerano (U-GO Mobility Bus Company)

Mr H Huynh (Coordinator Traffic and Transport)

Mr F Rios (Traffic Engineer)

COMMITTEE MEMBERS

VOTING MEMBERS

Clr N Smerdely (Chairperson)

Mr M Coure (MP State Member for Oatley)

Mr L Crompton (Representing Mr C Minns, MP State Member for Kogarah)

Mr G Perivolarellis (Representing Mr S Kamper, MP State Member for Rockdale)

Mr S Kshitij (Transport for NSW)

Senior Constable M Chaplin (St George Local Area Command)

NON-VOTING MEMBERS

Mr A Pritchard (Transit Systems)
Mr H Fraser (Punchbowl Bus Company)
Mr M Ali (Transdev Bus Company)
Mr R Primerano (U-GO Mobility Bus Company)
Mr G Wong (St George Cabs)

OPENING

The Chair, Councillor Smerdely, opened the meeting at 10:07am.

ACKNOWLEDGEMENT OF COUNTRY

The Chair, Councillor Smerdely, acknowledged the Bidjigal people of the Eora Nation, who are the Traditional Custodians of all lands, waters and sky in the Georges River area. I pay my respect to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples who live, work and meet on these lands.

APOLOGIES/LEAVE OF ABSENCE

There were no formal apologies for today's meeting.

NOTICE OF WEBCASTING

The Chair, Councillor Smerdely, advised staff and the public that the meeting is being recorded for minute-taking purposes and is also webcast live on Council's website, in accordance with section 5 of Council's Code of Meeting Practice. This recording will be made available on Council's Website.

DISCLOSURES OF INTEREST

L Crompton – **TAC029-24 School Lane, Kogarah - Proposed Extension to "No Stopping" Restriction**– for the reason the school lane is located at the back of the Premier's office.

CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

TAC024-24 Confirmation of the Minutes of the Georges River Local Traffic Advisory Committee Meeting held on 2 April 2024
(Report by PA to Manager Strategic Placemaking)

RECOMMENDATION: Member Chaplin, Mr W Delezio

That the Minutes of the Georges River Local Traffic Advisory Committee Meeting held on 2 April 2024, be confirmed.

Record of Voting

For the Motion: Member Chaplin, Member Crompton, Mr W Delezio, Chair Smerdely

On being PUT to the meeting, voting on this Motion was UNANIMOUS. The Motion was CARRIED.

Item: **ASS012-24 Cross Street, Hurstville (Westfield's) Access Ramp Balustrade Rectification Works**

Author: Manager City Technical Services

Directorate: Assets and Infrastructure

Matter Type: Committee Reports

ASS012-24

RECOMMENDATION:

- (a) That Council note the works required on the Cross Street, Hurstville (Westfield's) access ramp balustrade.
- (b) That the budgeted expenditure of \$120,000 is approved, as detailed in this report.
- (c) That Council approve the General Manager to progress negotiations with Scentre Group into the ongoing management and maintenance of the Cross Street access ramp.

EXECUTIVE SUMMARY

1. The condition of the balustrade on the Cross Street access ramp to Hurstville Westfield resulted in Council installing temporary safety fencing to negate significant community safety risk.
2. Following protracted negotiations, Scentre Group have agreed to co-fund the reconstruction of the access ramp balustrade to meet relevant Australian Standards and ensure ongoing public safety are mitigated.

BACKGROUND

3. A dilapidation report commissioned by Georges River Council of the existing Hurstville Westfield access ramp at Cross Street, Hurstville was undertaken in February 2023 due to condition concerns and the risk to public safety.
4. The purpose of the dilapidation report was to document and identify issues relating to the condition of the existing ramp structure, including the balustrade and structural integrity of the ramp, and to provide appropriate rectification measures.
5. The report concluded that the existing reinforced concrete ramp is in sound structural condition. The report also stated that the steel balustrade has severe rust in numerous locations and the structural integrity was no longer fit for purpose or serviceable, requiring replacement.
6. Council has been in negotiations with Scentre Group, the benefactor of the access ramp to Hurstville Westfield, since this time to determine the appropriate measures required, both short and long term.
7. To negate public safety concerns, Council installed temporary fencing along the full length of the ramp. Following protracted negotiations, Scentre Group has agreed to share the costs for the reconstruction of the balustrade.
8. Council is still in negotiations regarding the ongoing management and maintenance of the Cross Street access ramp.

FINANCIAL IMPLICATIONS

9. Non-budgeted funds are required to enable the engagement of a suitably qualified contractor to execute the replacement of the access ramp balustrade.

10. Scentre Group will contribute \$60,000 to the replacement of the balustrade, while it is proposed that Council will contribute \$60,000 from the Assets, Roads and Infrastructure Reserve, as per the table below.

Funding Source	Value (\$)
Scentre Group Contribution	60,000
Council Contribution (Asset Reserve)	60,000
Total	120,000

11. Funding is to be allocated within the 2023/24 Financial Year to enable the commencement of the work, with completion expected early within the 2024/25 Financial Year.

RISK IMPLICATIONS

12. The proposed works will negate the current public safety risk relating to the Cross Street, Hurstville access ramp.
13. As the Cross Street access ramp only has one benefactor (Hurstville Westfield), Council's Assets and Infrastructure Directorate have identified that no future management and maintenance of the access ramp will be undertaken by Council following the replacement of the balustrade.
14. Council's Legal Team is in active communication with Scentre Group regarding the ongoing management of this infrastructure.

COMMUNITY ENGAGEMENT

15. The Cross Street access ramp to Hurstville Westfield will be closed for the duration of balustrade replacement. The Scentre Group, as benefactor of the access ramp to Hurstville Westfield, will be responsible for notifying shoppers and retailers of the closure of the Cross Street access ramp.
16. Community movement around the Hurstville town centre will not be impacted by the ramp closure, with sufficient alternative access routes to Hurstville Westfield present.

FILE REFERENCE

D24/110623

ATTACHMENTS

Nil

Item: **ASS013-24 Hurstville Entertainment Centre Safety Investigation and Rectification Design**

Author: Manager City Technical Services

Directorate: Assets and Infrastructure

Matter Type: Committee Reports

RECOMMENDATION:

- (a) That Council note the importance of the Hurstville Entertainment Centre, as identified in the Georges River Council Open Space, Recreation and Community Facilities Strategy 2019-2036, as a multi-purpose community venue for hire.
- (b) That Council approve additional non-budgeted capital expenditure of \$176,000 be allocated to complete the Safety Investigation and Rectification Design of Hurstville Entertainment Centre Project.
- (c) That Council approve the transfer of \$176,000 from budgeted capital expenditure associated with the Major Building Renewal Program, as identified in the 2023/24 Capital Works Budget.

EXECUTIVE SUMMARY

1. Hurstville Entertainment Centre is identified as an essential community event venue within the Georges River Council local government area.
2. The Georges River Council Open Space, Recreation and Community Facilities Strategy 2019-2036 stipulates that leading practice favours flexible, multipurpose community facilities that can serve a range of groups, activities, and interests. This necessitates the development of larger facilities, with 500 square metres generally considered a minimum to support those uses.
3. Hurstville Entertainment Centre is identified as one of the five current Council facilities with hireable community space of over 500 square metres. As such, the refurbishment to the Hurstville Entertainment Centre is considered an essential part of the recommendations included in the abovementioned strategy.
4. There have been ongoing concerns relating to the structural integrity of facilities located within the Hurstville Entertainment Centre, and the potential impact to the ongoing operation and community availability this facility.
5. Due to these concerns, Council has sought to engage a suitably qualified architect to complete structural and operational investigations and designs to inform costings for future priority capital works.

BACKGROUND

6. The Hurstville Entertainment Centre is located on MacMahon Street, Hurstville and is a multi-purpose community venue for hire hosting a wide variety of events such as meetings, conferences, presentation, dinners as well as community and professional theatre and concert productions.
7. The Hurstville Entertainment Centre is managed as a community venue for hire by Georges River Council's Community and Culture Directorate.

8. The Community and Culture Directorate facilitate various bookings and events that generate revenue for Council.
9. The Hurstville Entertainment Centre building was constructed early in the 1960's. Since this time, the building has not undergone any significant renovations or asset renewal works.
10. The interior of the Hurstville Entertainment Centre is largely dated and nearing end of life. The asset condition assessment of the building has rated some components in poor to unsafe condition and requiring immediate replacement, with an overall rating of the building as fair.
11. The Hurstville Entertainment Centre operations and ability to attract significant community events have been negatively impacted because of the current condition of the asset and facilities.
12. Council has sought to engage a suitably qualified architect to complete structural and operational investigations and designs to inform costings for future priority capital works.
13. Following scope amendments and the completion of the quotation process utilising the LGP1208-4 – Professional Consulting Services Panel, it has been identified that the existing capital budget identified in 2023/24 is insufficient to engage a suitable architect, and additional non-budgeted funds are required.

FINANCIAL IMPLICATIONS

14. Non-budgeted capital expenditure of \$176,000 is required for the completion of the Safety Investigation and Rectification Design of Hurstville Entertainment Centre Project.
15. The transfer of \$176,000 from budgeted capital expenditure associated with the Major Building Renewal Program is required to fund the commencement of this work in the 2023/24 Financial Year.
16. The revised, total budget for the Hurstville Entertainment Centre Safety Investigation and Rectification Design is \$276,000.

RISK IMPLICATIONS

17. Council has a responsibility to ensure that community venues are safe for continued use. This project is focused on investigating and rectifying risks to mitigate future public safety concerns.
18. Funding is required to ascertain rectification requirements and the development of a prioritised schedule of works to mitigate infrastructure failure and the future risk to public safety.

COMMUNITY ENGAGEMENT

19. Notification of any venue use impacts, associated with future rectification works, will be communicated to venue users by the Community and Culture Directorate. Where feasible, the timing of future work will be organised to mitigate impact to existing bookings and events.

FILE REFERENCE

D24/43334

ATTACHMENTS

Nil

Item: **ASS014-24 T24/001 Design and Construction - Parkside Drive Reserve (Charles Pirie Field) Sports Lighting Upgrade**

Author:

Directorate: Business and Corporate Services

Matter Type: Committee Reports

ASS014-24

RECOMMENDATION:

- (a) That in accordance with Section 178(1)(a) of the Local Government (General) Regulation 2021, Council accepts the Tender that is recommended for T24/001 Design and Construction – Parkside Drive Reserve (Charles Pirie Field) Sports Lighting Upgrade, as outlined in the confidential attachments.
- (b) That the General Manager be authorised to execute the Contract with the successful Contractor on behalf of Council.
- (c) That Council inform the unsuccessful Tenderers of the resolution.

EXECUTIVE SUMMARY

1. The purpose of this report is to advise Council of the results of the procurement process completed in accordance with Part 3, Division 1, Section 55 of the Local Government Act 1993 for T24/001 Design & Construction – Parkside Drive Reserve (Charles Pirie Field) Sports Lighting Upgrade.
2. This report provides the background information for Council to enter into a contract with the entity recommended as the Principal Contractor. The report details the Request for Tender process undertaken with the confidential matters outlined in the confidential attachments.

BACKGROUND

3. Charles Pirie Field also known as Parkside Drive Reserve is one of Council's community sporting venues, hosting football games and utilised for training of local sporting groups and associations such as Carss Park Football and St George Warriors.
4. At its meeting on 2 August 2022, Council resolved to:
 - (a) Investigate and provide a report to Council on the most appropriate lighting solution and the associated cost to upgrade lighting to Charles Pirie Reserve so that the northern and southern ends of the park are adequately lit to enable training in those locations.
 - (b) Undertake the required consultation with stakeholders and the community.
5. Council Officers engaged a specialised consultant to carry out Lux level mapping, and test that the minimum Australian standards as outlined in AS2560 and AS4282 were being met. Council Officers also completed a community consultation process for the Parkside Drive Reserve proposal.
6. Council Officers provided the report at the April 2023 Council meeting, at which point Council resolved to progress to design and construct lighting for Parkside Drive Reserve.

7. Structural failures in the existing site lighting infrastructure following the April 2023 Council resolution resulted in the immediate removal of the four (4) light towers on-site. The fields are currently functioning through the use of temporary lighting to enable sporting activities to proceed.
8. This change in site condition resulted in an expansion of project scope to meet lighting requirements for the full extent of sporting use. Council approved a budget increase utilising Local Roads Community Infrastructure grant funding at the December 2023 Council Meeting.
9. Delivery of this project is as per Councils Delivery Program 2022-2026 and Operational Plan 2023-2024, and in accordance with Councils Strategic Plan (Strategy 4.4.1: Ensure public parks, open space and Council buildings are accessible, well maintained and Managed).
10. In January 2024 it was determined that a tender process would be undertaken to engage a suitably qualified and experienced contractor to undertake the works as required.
11. Accordingly, an evaluation panel was established to develop and finalise the Request for Tender (RFT) documents and evaluation plan. The selection criteria as determined by the Evaluation Panel was as follows:
 - Company profile and relevant experience
 - Program of works
 - Methodology
 - Local Economic and Social Recovery
 - Value for money
 - Quality Assurance
 - WHS
 - Environmental Practices
12. The RFT was advertised via the VendorPanel e-Tendering platform on Tuesday 5 March 2024 and closed on Tuesday 9 April 2024 at 2.00pm. There were seven (7) submissions received with no late submissions. Submissions were received from the following organisations:
 - Havencord Pty Ltd T/as Floodlighting Australia
 - Highco Electrics Pty Ltd
 - Musco Lighting Australia Pty Ltd
 - Rees Electrical Pty Ltd
 - Saha Projects Pty Ltd
 - The Trustee for EC Operations Power Unit Trust T/as EC Power
 - United Contracting Pty Ltd
13. The Evaluation Panel commenced evaluation of all Tender submissions and the Panel's recommendation is outlined in this report.

FINANCIAL IMPLICATIONS

14. Within budget allocation.

RISK IMPLICATIONS

15. Enterprise risk/s identified and management process applied.

FILE REFERENCE

D24/110901

ATTACHMENTS

- Attachment 1 Confidential Attachment A - T24 001 Charles Pirie Reserve Sports Lighting Upgrade - *published in separate document* (Confidential)
- Attachment 2 Confidential Attachment B - T24-001 Design and Construction - Parkside Drive Reserve (Charles Pirie Field) Sports Lighting Upgrade - *published in separate document* (Confidential)

Item: **ASS015-24 P24/001 Operation of Canteen Facility at Penshurst Sports Hub**

Author:

Directorate: Business and Corporate Services

Matter Type: Committee Reports

RECOMMENDATION:

- (a) That in accordance with the Instrument of Delegation of Functions to General Manager dated 1 October 2022, Schedule 2 Conditions & Limitations, leases, licences & management agreements (4)(a)(xii), Council accepts the recommendation for P24/001 Operation of Canteen Facility at Penshurst Sports Hub, as outlined in the confidential attachments.
- (b) That the General Manger be authorised to execute the Contract with the successful Contractor on behalf of Council.

EXECUTIVE SUMMARY

1. The purpose of this report is to advise Council of the results of the procurement process completed in accordance with Council's Sustainable Procurement Policy and Sustainable Procurement Procedure for P24/001 Operation of Canteen Facility at Penshurst Sports Hub.

BACKGROUND

2. Penshurst Park Sports Hub is a significant sporting precinct in the Georges River Local Government Area and includes the Hurstville Aquatic Leisure Centre, Johnny Warren Stadium, Norm O'Neil Cricket Training Centre and the recently completed Stage 2 Master Plan works that include a FIFA specification synthetic football field, grandstand, player facilities, and a youth centre.
3. The purpose of the operation of the canteen facility within this precinct is to service the patronage of the facility with food and beverage services, such as football clubs for training, competition matches and the general public primarily during the operating hours of 3pm to 8pm Mondays to Fridays and 8am to 8pm on Saturdays.
4. The canteen facility operates under a lease arrangement and is a form of income to Council. The current lease of the canteen is due to expire with no extension options available.
5. Therefore, Council sought proposals from suitably qualified leaseholders experienced in the management of canteen services for a lease period of two (2) years with the option to extend for a further two (2) years at Councils sole discretion.
6. The successful canteen operator must provide evidence of compliance with all State and Federal legislation which applies to the performance of the canteen services and Council's policies. The canteen operator must practice safe food handling and preparation to meet food safety requirements and will provide all licences and accreditations required in their operation for canteen services.
7. Accordingly, an Evaluation Panel was established to develop and finalise the Request for Proposal (RFP) documents and Evaluation Plan. The selection criteria as determined by the Evaluation Panel was as follows:

- Company profile and relevant experience
 - Suitability of Service Provider
 - Local Economic Development
 - Commercial Offering
 - Financial Capability.
8. The RFP was advertised via the VendorPanel e-Tendering platform on Monday 25 March 2024 and closed on Friday 12 April 2024 at 10.00am.
9. There was one (1) submission received with no late submissions. Submission was received from the following organisation:
- St George City Football Association
10. The Evaluation Panel commenced evaluation of all submission and the Panel's recommendation is outlined in this report.

FINANCIAL IMPLICATIONS

11. No budget impact for this report.


RISK IMPLICATIONS

12. Enterprise risk/s identified and management process applied.

FILE REFERENCE

D24/110911

ATTACHMENTS

- Attachment 1  Confidential Attachment A - P24 001 Operation of Canteen Facility at Penshurst Sports Hub - *published in separate document*
- Attachment 2 Confidential Attachment B - P24 001 Operation of Canteen Facility Penshurst Sports Hub - *published in separate document (Confidential)*