

SERVICES SPECIAL COMMITTEE

MINUTES

(Open to the public)

Monday 10 July 2017

Council Chamber, 8 Inglesby Road, Camberwell.

Commencement 6.35pm

Attendance Councillor Garry Thompson (Chairperson)
Councillor Phillip Healey (Mayor)
Councillor Jane Addis
Councillor Steve Hurd
Councillor Lisa Hollingsworth
Councillor Jim Parke
Councillor Coral Ross
Councillor Felicity Sinfield
Councillor Cynthia Watson
Councillor Jack Wegman

Apologies Nil

Officers

Phillip Storer	Chief Executive Officer
Carolyn McClean	Director Community Development
Marilyn Kearney	Director Corporate Services
Bruce Dobson	Director Environment and Infrastructure
Fiona Banks	Acting Director City Planning
Deb Ganderton	Executive Manager Communications & Customer Experience
Chris Hurley	Manager Commercial & Property Services
David Thompson	Manager Governance
Simon Mitchell	Manager Statutory Planning
Aileen Carter	Coordinator Library Operations
Elizabeth Manou	Governance Projects Officer

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1. Adoption and confirmation of the minutes**MOTION****Moved Councillor Parke****Seconded Councillor Hurd****That the minutes of the Services Special Committee meeting held on 13 June 2017 be adopted and confirmed.****CARRIED****2. Declaration of conflict of interest of any councillor or council officer***Refer to GB1 Leaves of Absence - Councillor Healey (29 September to 8 October inclusive) and Councillor Ross (23 August to 30 September 2017 inclusive)***3. Presentation of officer reports****Procedural motion****MOTION****Moved Councillor Healey****Seconded Councillor Hurd****That the following items:**

- SC1 Minifie Park Child Care, 290 Belmore Road, Balwyn - Leasing renewal
- SC2 Contract No. 2018/32, Libraries Collections, Furniture, Equipment and Associated Requirements

be moved en bloc as per the officers' recommendations outlined in the agenda.**CARRIED****SC1 Minifie Park Child Care, 290 Belmore Road, Balwyn - Leasing renewal**

This report is presented in the context of Council honouring its obligations under section 190 of the *Local Government Act 1989* ("the Act") in relation to the lease term for the Council owned property located at 290 Belmore Road, Balwyn.

Section 190 of the Act dictates that where new leases or renewals have a term of more than one year and the current market rental value exceeds \$50,000 per annum, Council must give public notice of its intention to enter into such leases and consider any submissions received in accordance with section 223 of the Act prior to entering into the lease.

It is proposed that a public notice be published in the Progress Leader advising of Council's intention to lease as described above, advising that any person can make submission. If any submissions are received a further report will be presented to Council.

There were no speakers wishing to make submissions to Council for this item.

MOTION

Moved Councillor Healey

Seconded Councillor Hurd

That the Services Special Committee of Council resolve to:

- 1. Commence the statutory procedures under section 190 of the *Local Government Act 1989* ("the Act"), and give notice of its intention to lease the Council owned property located at 290 Belmore Road, Balwyn, to The Minifie Park Child Care Association Inc, for a term of five years.**
- 2. If no submissions are received pursuant to the provisions of Section 223 of the Act, following the publication of the Public Notice, authorise the Chief Executive Officer or such other person as the Chief Executive Officer approves, to undertake the necessary procedural steps to complete the formal procedures to lease the land including the execution of all relevant documentation.**
- 3. In the event submissions are received, note that a further report will be presented to Council to enable consideration of the submissions.**

CARRIED

SC2 Contract No. 2018/32, Libraries Collections, Furniture, Equipment and Associated Requirements

This report is presented to seek Council endorsement for the awarding of Contract No. 2018/32 (Procurement Australia Contract No. 1906/0826), Libraries collections, Furniture, Equipment and Associated Requirements. This contract will establish a supplier panel across 14 categories for the purchase of library materials for an initial contract term of two years with possible extension options of two one year terms, expiring on 30 June 2021. This is a new contract to replace Council's existing Contract No. 12/032, Supply of Library Books and Associated Services, which expires on 30 June 2017. The tender process was conducted by Procurement Australia acting as agent for Council and complies with the requirements of section 186 of the *Local Government Act 1989*.

The estimated cost to Council of this contract in 2017-18 is \$2,040,000 after the return of the GST Tax Input Credits, which is in accordance with Council's current adopted budget. Expenditure in future years will be in accordance with approved budget allocations.

There were no speakers wishing to make submissions to Council for this item.

MOTION**Moved Councillor Healey****Seconded Councillor Hurd****That Council resolve:**

- 1. To award Contract No. 2018/32 (Procurement Australia Contract No. 1906/0826), Libraries Collections, Furniture, Equipment and Associated Requirements, to provide access to the products/services offered by the following companies in 14 categories:**

Category 1 - Printed Material - English

- All Star Comics Melbourne Pty Ltd;
- ALS Library Services Pty Ltd;
- Baker & Taylor, Inc.;
- Caval Limited;
- Digital Education Services;
- DLS Australia Pty Ltd;
- Educational Concepts (Sales) Pty Ltd;
- James Bennett Pty Ltd;
- Julian Wood Bookseller Pty Ltd;
- Link Educational Supplies Pty Ltd;
- Lonsdale Authorised Newsagency;
- Merian Books Pty Ltd trading as Farrell's Bookshop;
- Metropolis Bookshop;
- Peter Pal Library Supplier;
- Readings Pty Ltd;
- Sound Text Media Pty Ltd;
- The Book House; and
- The Comic Place.

Category 2 - Printed Material - LOTE (Languages Other Than English)

- BDM Universal;
- Arab friends Book club;
- Aussie Global Books;
- Baker & Taylor, Inc.;
- Books Music & Videos;
- CC Books Australia Pty Ltd;
- Caval Limited;
- DDN Consulting Pty Ltd;
- Global Language Books Pty Ltd;
- Greek Book Importers;
- Hansol Books;
- Link Educational Supplies Pty Ltd;
- LOTE Libraries Direct Pty Ltd;
- Z & P Cultural Promotion; and
- Zagreb Croatian Bookshop.

Category 3 - Large Print Material

- ALS Library Services Pty Ltd;
- Baker & Taylor, Inc.;
- Bolinda Publishing Pty Ltd and Bolinda Digital Pty Ltd;
- Caval Limited;
- DLS Australia Pty Ltd;
- James Bennett Pty Ltd;
- Julian Wood Bookseller Pty Ltd;
- Link Educational Supplies Pty Ltd;
- Lonsdale Authorised Newsagency;
- Peter Pal Library Supplier;
- The Book House;
- Ulverscroft Large Print Books; and
- Wavesound Pty Ltd.

Category 4 - Printed Magazines and Newspapers - English

- Box Hill South Newsagency;
- EBSCO;
- iSubscribe Pty Ltd;
- Lonsdale Authorised Newsagency;
- Prenax Pty Ltd;
- The Book House; and
- The I and S Neal Family Trust trading as newsXpress Ballarat.

Category 5 - Printed Magazines and Newspapers - LOTE

- Arab friends Book club;
- Aussie Global Books;
- Books Music & Videos;
- Box Hill South Newsagency;

- CC Books Australia Pty Ltd;
- DDN Consulting Pty Ltd;
- EBSCO;
- Greek Book Importers;
- Lonsdale Authorised Newsagency;
- LOTE Libraries Direct Pty Ltd;
- Prenax Pty Ltd;
- Z & P Cultural Promotion; and
- Zagreb Croatian Bookshop.

Category 6 - Digital Collections – English & LOTE

- Aussie Global Books;
- Beamafilm Pty Ltd;
- Bibliotheca RFID Library Systems Australia Pty Ltd;
- Bolinda Publishing Pty Ltd and Bolinda Digital Pty Ltd;
- Books Music & Videos;
- Caval Limited;
- James Bennett Pty Ltd;
- MDM Entertainment Pty Ltd;
- OverDrive;
- Peter Pal Library Supplier;
- Prenax Pty Ltd; and
- Wavesound Pty Ltd.

Category 7 - Audio/Visual Materials - English

- ALS Library Services Pty Ltd;
- Baker & Taylor, Inc.;
- Bolinda Publishing Pty Ltd and Bolinda Digital Pty Ltd;
- Caval Limited;
- Digital Education Services;
- James Bennett Pty Ltd;
- Julian Wood Bookseller Pty Ltd;
- KL Media Pty Ltd Trading as All Access Australasia;
- MDM Entertainment Pty Ltd;
- Peter Pal Library Supplier;
- Readings Pty Ltd;
- The Book House;
- Ulverscroft Large Print Books; and
- Wavesound Pty Ltd.

Category 8 - Audio/Visual Materials -LOTE

- BDM Universal;
- Arab friends Book club;
- Aussie Global Books;
- Baker & Taylor, Inc.;
- Books Music & Videos;
- CC Books Australia Pty Ltd;
- Caval Limited;
- Digital Education Services;
- Global Language Books Pty Ltd;
- Greek Book Importers;
- KL Media Pty Ltd Trading as All Access Australasia;
- LOTE Libraries Direct Pty Ltd;
- MDM Entertainment Pty Ltd;
- Z & P Cultural Promotion; and
- Zagreb Croatian Bookshop.

Category 9 - Full Shelf Ready Services, Unbundled Cataloguing Services and/or Processing Services

- ALS Library Services Pty Ltd;
- Aussie Global Books;
- Baker & Taylor, Inc.;
- Bolinda Publishing Pty Ltd and Bolinda Digital Pty Ltd;
- Books Music & Videos;
- CC Books Australia Pty Ltd;
- Caval Limited;
- D&T Haroutunian Pty Ltd;
- Digital Education Services;
- EBSCO;
- James Bennett Pty Ltd;
- Julian Wood Bookseller Pty Ltd;
- KL Media Pty Ltd trading as All Access Australasia;
- Lewis Logic;
- LOTE Libraries Direct Pty Ltd;
- MDM Entertainment Pty Ltd;
- Peter Pal Library Supplier;

- **Protect-A-Book;**
- **Sound Text Media Pty Ltd;**
- **The Book House;**
- **Ulverscroft Large Print Books;**
- **Wavesound Pty Ltd; and**
- **Z & P Cultural Promotion.**

Category 10 - Associated Support Services

- **ALS Library Services Pty Ltd;**
- **Aussie Global Books;**
- **Baker & Taylor, Inc.;**
- **Beamafilm Pty Ltd;**
- **Bibliotheca RFID Library Systems Australia Pty Ltd;**
- **Bolinda Publishing Pty Ltd and Bolinda Digital Pty Ltd;**
- **Books Music & Videos;**
- **Caval Limited;**
- **DLS Australia Pty Ltd;**
- **James Bennett Pty Ltd;**
- **Julian Wood Bookseller Pty Ltd;**
- **MDM Entertainment Pty Ltd;**
- **Peter Pal Library Supplier;**
- **Sound Text Media Pty Ltd;**
- **The Book House;**
- **Ulverscroft Large Print Books; and**
- **Wavesound Pty Ltd.**

Category 11 - Library Management System (LMS)

- **Aurora Information Technology;**
- **Civica;**
- **Insight Informatics Pty Ltd;**
- **OCLC; and**
- **SirsiDynix.**

Category 12 - Radio Frequency Identification (RFID)

- **Adilam Technologies;**
- **Bibliotheca RFID Library Systems Australia Pty Ltd;**
- **FE Technologies Pty Ltd; and**
- **SANZAP Pty Ltd.**

Category 13 - Library Furniture and Shelving

- **Abax Kingfisher Pty Ltd;**
- **CEI Pty Limited;**
- **Intraspace Pty Ltd;**
- **Resource Furniture Pty Ltd; and**
- **SANZAP Pty Ltd.**

Category 14 - Digital Discovery and Evaluation Tools

- **Beamafilm Pty Ltd;**
- **Bibliotheca RFID Library Systems Australia Pty Ltd;**
- **EBSCO;**
- **OCLC;**
- **SANZAP Pty Ltd; and**
- **The Book House.**

at their tendered Schedule of Rates for an initial contract term of two years with possible extensions of two one year terms to 30 June 2021. The estimated contract cost for the maximum four year term is \$8,976,000 (including GST). The estimated cost to Council after the return of the GST Tax Input Credits is \$8,160,000.

2. To authorise the Chief Executive Officer or such other person that the Chief Executive Officer selects for the purpose of giving effect to this resolution to notify the above companies in writing of Council's decision to access the relevant product/service offering, applicable pricing and terms and conditions consistent with the Procurement Australia Contract 1906/0836.
3. To authorise the Chief Executive Officer or such other person that the Chief Executive Officer selects for the purpose of giving effect to this resolution to negotiate extensions to Contract No. 2018/32 (Procurement Australia Contract No. 1906/0826), Libraries Collections, Furniture, Equipment and Associated Requirements, with the above contractors to the maximum contract term.
4. To note that expenditure under this contract in 2017-18 is in accordance with Council's adopted budget and expenditure in future years will be in accordance with the approved budget allocations.

CARRIED

4. General business

GB1 Leaves of Absence - Councillor Healey (29 September to 8 October inclusive) and Councillor Ross (23 August to 30 September 2017 inclusive)

Councillor Healey requested a leave of absence from Council for the period 29 September to 8 October 2017 inclusive.

Councillor Healey declared a direct Conflict of Interest in this item in accordance with Section 77B of the Local Government Act 1989. Councillor Healey advised the nature of the interest was "I have a direct interest in Council's decision on my request for leave".

Councillor Healey left the Chamber at 6.39pm prior to the consideration and vote on this item.

Councillor Ross requested a leave of absence from Council for the period 23 August to 30 September 2017 inclusive.

Councillor Ross declared a direct Conflict of Interest in this item in accordance with Section 77B of the Local Government Act 1989. Councillor Ross advised the nature of the interest was "I have a direct interest in Council's decision on my request for leave".

Councillor Ross left the Chamber at 6.39pm prior to the consideration and vote on this item.

MOTION**Moved Councillor Parke****Seconded Councillor Hollingsworth****That Council resolve to grant Leaves of Absence to:**

- **Councillor Healey for the period 29 September to 8 October 2017 inclusive; and**
- **Councillor Ross for the period 23 August to 30 September 2017 inclusive.**

CARRIED

Councillor Healey and Councillor Ross entered the Chamber at 6.40pm and resumed their seats.

5. Urgent business

Nil

6. Confidential business

Nil

The meeting concluded at 6.41pm**Confirmed****Chairperson** _____**Date** _____