

## Alan Ferris

---

**From:** Mayor George Gear  
**Sent:** Monday, 15 February 2021 6:34 PM  
**To:** Alan Ferris; Marten Tieleman  
**Subject:** Re: Scope of Works - Service Review - Draft 12 Feb for discussion with the Mayor

Happy with that

Regards,

Hon. George Gear JP  
Mayor, City of Melville

*While I endeavour to check my emails daily, if the matter is urgent please contact my Executive Assistant, Rachael Davis on 9364 0610.*

*The City of Melville acknowledges the Bibbulmun people as the Traditional Owners of the land on which the City stands today and pays its respects to the Whadjuk people, and Elders both past and present.*

---

**From:** Alan Ferris  
**Sent:** Monday, 15 February 2021 1:26:18 PM  
**To:** Mayor George Gear; Marten Tieleman  
**Subject:** FW: Scope of Works - Service Review - Draft 12 Feb for discussion with the Mayor

Hi Mayor Gear and Marten

Further to our discussion this morning I have summarised the key points from our discussion and also provided a draft timeline

Key points from the meeting:

1. The two stage approach is supported. This approach allows EM's and the CEO a chance to identify any gaps or further considerations prior to the commencement of Stage 2.
2. In demonstrated experience we need to emphasize the experience in Local Government
3. The City would undertake the evaluation of submissions and prepare an evaluation report including a shortlist for presentation to Council.
4. The Council would make the final decision on the appointment of the consultant after the presentations.
5. CEO and Mayor will finalise the scope as per the report to Council being considered tomorrow night.

In reviewing the draft timeline below the scope for the Review needs to be signed off by this Friday 19<sup>th</sup> of February 2021. The rest of the steps are also detailed below which would mean that the Council could appoint in April in line with the recommendation in tomorrow night's report.

Draft Timeline:

| Event                 | Date                          |
|-----------------------|-------------------------------|
| Prepare Specification | Now                           |
| Package Request       | Finalised by 19 February 2021 |
| Advertisement Date    | 24 February 2021              |

|                                |                         |
|--------------------------------|-------------------------|
| Closing Date                   | 18 March 2021 (3 Weeks) |
| Compliance Check               | 19 March 2021           |
| Evaluation Period              | (7 Working days)        |
| Consensus Meeting Date         | 30 March 2021           |
| Governance Meeting Date        | 6 April 2021            |
| Council Date (if required)     | 20 April 2021           |
| Expected Commencement of Works | 21 April 2021           |

Happy to discuss further if required.

Kind regards

Alan

**Alan Ferris**

**Director Corporate Services**

[Alan.Ferris@melville.wa.gov.au](mailto:Alan.Ferris@melville.wa.gov.au)

Phone: (08) 9364 0601

[www.melvillecity.com.au](http://www.melvillecity.com.au)

City of Melville, 10 Almondbury Road, Booragoon, Western Australia 6154



[Subscribe to eNews](#)

*The City of Melville acknowledges the Bibbulmun people as the Traditional Owners of the land on which the City stands today and pays its respects to the Whadjuk people, and Elders both past and present.*