**Minutes of an ordinary meeting of the Central Coast Council held in the Council Chamber at the Administration Centre, 19 King Edward Street, Ulverstone on Monday, 16 November 2015 commencing at 6.00pm.**

## Councillors attendance

Cr Jan Bonde (Mayor)
Cr John Bloomfield
Cr Garry Carpenter
Cr Rowen Tongs
Cr Philip Viney
Cr Kathleen Downie (Deputy Mayor)
Cr Shane Broad
Cr Gerry Howard
Cr Tony van Rooyen

## Employees attendance

General Manager (Ms Sandra Ayton)
Director Infrastructure Services (Mr John Kersnovski)
Director Organisational Services (Mr Vernon Lawrence)
Acting Executive Services Officer (Ms Sarah Swyer)

## Media attendance

The Advocate newspaper.

## Public attendance

Eleven members of the public attended during the course of the meeting.

## Prayer

The meeting opened in prayer.

## CONFIRMATION OF MINUTES OF THE COUNCIL

### 307/2015 Confirmation of minutes

The Acting Executive Services Officer reported as follows:

> "The minutes of the previous ordinary meeting of the Council held on 19 October 2015 have already been circulated. The minutes are required to be confirmed for their accuracy.
>
> The *Local Government (Meeting Procedures) Regulations 2015* provide that in confirming the minutes of a meeting, debate is allowed only in respect of the accuracy of the minutes."

■ Cr Howard moved and Cr Broad seconded, "That the minutes of the previous ordinary meeting of the Council held on 19 October 2015 be confirmed."

Carried unanimously

## COUNCIL WORKSHOPS

### 308/2015 Council workshops

The Acting Executive Services Officer reported as follows:

> "The following council workshops have been held since the last ordinary meeting of the Council.
>
> . 26.10.2015 – Code for Tenders and Contracts / Local Government Association of Tasmania General Meeting agenda.
>
> This information is provided for the purpose of record only."

■ Cr Viney moved and Cr Bloomfield seconded, "That the Officer's report be received."

Carried unanimously

## MAYOR'S COMMUNICATIONS

### 309/2015 Mayor's communications

The Mayor reported as follows:

"I have no communications at this time."

### 310/2015 Mayor's diary

The Mayor reported as follows:

"I have attended the following events and functions on behalf of the Council:

- Local Government Association of Tasmania – breakfast (Devonport)
- Leven River Sea Wall and Shared Pathway – official launch
- Premier's Local Government Council – meeting (Launceston)
- Rotary Club of Ulverstone West – Health and Wellbeing Expo
- Ulverstone Softball Association – Tassie Fastpitch Classic Sponsors' Luncheon
- Naval Association of Australia, Devonport/Ulverstone Sub-Section – Navy Day Memorial Service
- Rotary Club Ulverstone West – beyondblue Gala Dinner
- Breath of Fresh Air (BOFA) – Regional Innovation Forum presentation
- TasWater Board Selection Committee – meeting (Campbell Town)
- TasWater – Owners' Representatives General Meeting (Launceston)
- TasWater Board Selection Committee – meeting and dinner (Launceston)
- Ulverstone Judo Club – Annual Invitational Championship
- Cradle Coast Mountain Bike Club – official opening of the Little Devil's Terrain Park
- Local Government Association of Tasmania (LGAT) – meeting with Dr Katrena Stephenson and Mayor Doug Chipman, President
- Ulverstone Sub-Branch of the Returned and Services League of Australia – Remembrance Day Service
- Government House – Official Launch of Education Ambassadors Tasmania (Hobart)."

The Deputy Mayor reported as follows:

"I have attended the following events and functions on behalf of the Council:

- Gunns Plains Potato Festival 2015 – cooking competition judging."

Cr Carpenter reported as follows:

> "I have attended the following events and functions on behalf of the Council:
>
> . The Ulverstone Show Society Inc. – afternoon tea."

■ Cr Carpenter moved and Cr Tongs seconded, "That the Mayor's, Deputy Mayor's and Cr Carpenter's reports be received."

Carried unanimously

## 311/2015 Pecuniary interest declarations

The Mayor reported as follows:

> "Councillors are requested to indicate whether they have, or are likely to have, a pecuniary interest in any item on the agenda."

The Acting Executive Services Officer reported as follows:

> "The *Local Government Act 1993* provides that a councillor must not participate at any meeting of a council in any discussion, nor vote on any matter, in respect of which the councillor has an interest or is aware or ought to be aware that a close associate has an interest.
>
> Councillors are invited at this time to declare any interest they have on matters to be discussed at this meeting. If a declaration is impractical at this time, it is to be noted that a councillor must declare any interest in a matter before any discussion on that matter commences.
>
> All interests declared will be recorded in the minutes at the commencement of the matter to which they relate."

No interests were declared at this time.

## 312/2015 Public question time

The Mayor reported as follows:

> "At 6.40pm or as soon as practicable thereafter, a period of not more than 30 minutes is to be set aside for public question time during which any member of the public may ask questions relating to the activities of the Council.

Public question time will be conducted as provided by the *Local Government (Meeting Procedures) Regulations 2015* and the supporting procedures adopted by the Council on 20 June 2005 (Minute No. 166/2005)."

## COUNCILLOR REPORTS

### 313/2015 Councillor reports

The Acting Executive Services Officer reported as follows:

"Councillors who have been appointed by the Council to community and other organisations are invited at this time to report on actions or provide information arising out of meetings of those organisations.

Any matters for decision by the Council which might arise out of these reports should be placed on a subsequent agenda and made the subject of a considered resolution."

Cr Bloomfield reported on a recent meeting of the Ulverstone Wharf Precinct Advisory Committee.

Cr Howard reported on a recent meeting of the Bush Watch Western District Committee and also a meeting of the Penguin Surf Life Saving Club.

## APPLICATIONS FOR LEAVE OF ABSENCE

### 314/2015 Leave of absence

The Acting Executive Services Officer reported as follows:

"The *Local Government Act 1993* provides that the office of a councillor becomes vacant if the councillor is absent without leave from three consecutive ordinary meetings of the council.

The Act also provides that applications by councillors for leave of absence may be discussed in a meeting or part of a meeting that is closed to the public.

There are no applications for consideration at this meeting."

## DEPUTATIONS

### 315/2015 Deputations

The Acting Executive Services Officer reported as follows:

"No requests for deputations to address the meeting or to make statements or deliver reports have been made."

## PETITIONS

### 316/2015 Petitions

The Acting Executive Services Officer reported as follows:

"No petitions under the provisions of the *Local Government Act 1993* have been presented."

## COUNCILLORS' QUESTIONS

### 317/2015 Councillors' questions without notice

The Acting Executive Services Officer reported as follows:

"The *Local Government (Meeting Procedures) Regulations 2015* provide as follows:

'29 (1) A councillor at a meeting may ask a question without notice –

(a) of the chairperson; or

(b) through the chairperson, of –

(i) another councillor; or

(ii) the general manager.

(2) In putting a question without notice at a meeting, a councillor must not –

(a) offer an argument or opinion; or

(b) draw any inferences or make any imputations –

except so far as may be necessary to explain the question.

(3) The chairperson of a meeting must not permit any debate of a question without notice or its answer.

(4) The chairperson, councillor or general manager who is asked a question without notice at a meeting may decline to answer the question.

(5) The chairperson of a meeting may refuse to accept a question without notice if it does not relate to the activities of the council.

(6) Questions without notice, and any answers to those questions, are not required to be recorded in the minutes of the meeting.

(7) The chairperson may require a councillor to put a question without notice in writing.'

If a question gives rise to a proposed matter for discussion and that matter is not listed on the agenda, Councillors are reminded of the following requirements of the Regulations:

'8 (5) Subject to subregulation (6), a matter may only be discussed at a meeting if it is specifically listed on the agenda of that meeting.

(6) A council by absolute majority at an ordinary council meeting, …, may decide to deal with a matter that is not on the agenda if –

(a) the general manager has reported the reason it was not possible to include the matter on the agenda; and

(b) the general manager has reported that the matter is urgent; and

(c) in a case where the matter requires the advice of a qualified person, the general manager has certified under section 65 of the Act that the advice has been obtained and taken into account in providing general advice to the council.'

Councillors who have questions without notice are requested at this time to give an indication of what their questions are about so that the questions can be allocated to their appropriate Departmental Business section of the agenda."

The allocation of topics ensued.

## 318/2015 Councillors' questions on notice

The Acting Executive Services Officer reported as follows:

"The *Local Government (Meeting Procedures) Regulations 2015* provide as follows:

> '30 (1) A councillor, at least 7 days before an ordinary council meeting or a council committee meeting, may give written notice to the general manager of a question in respect of which the councillor seeks an answer at that meeting.
>
> (2) An answer to a question on notice must be in writing.'

It is to be noted that any question on notice and the written answer to the question will be recorded in the minutes of the meeting as provided by the Regulations.

Any questions on notice are to be allocated to their appropriate Departmental Business section of the agenda.

No questions on notice have been received."

## DEPARTMENTAL BUSINESS

GENERAL MANAGEMENT

### 319/2015 Minutes and notes of committees of the Council and other organisations

The General Manager reported as follows:

"The following (non-confidential) minutes and notes of committees of the Council and other organisations on which the Council has representation have been received:

- Local Government Association of Tasmania – General meeting held on 22 July 2015
- Central Coast Community Safety Partnership Committee – meeting held on 21 October 2015.

Copies of the minutes and notes have been circulated to all Councillors."

■ Cr Downie moved and Cr Tongs seconded, "That the (non-confidential) minutes and notes of committees of the Council be received."

Carried unanimously

### 320/2015 Annual General Meeting for the year ended 30 June 2015

The General Manager reported as follows:

"*PURPOSE*

This is a report on the conduct of the Council's Annual General Meeting held on 9 November 2015.

*BACKGROUND*

The Annual General Meeting for 2015 was held on 9 November. A record of the meeting was kept by way of minutes. A copy of the minuted record is attached. The *Local Government Act 1993* provides that any resolution passed at an annual general meeting is to be considered at the next meeting of the Council. There were no resolutions other than the one to receive the Annual Report.

*DISCUSSION*

Six members of the public attended the Annual General Meeting. The Mayor spoke in support of the Annual Report and a PowerPoint presentation of the highlights for the year was presented by the General Manager.

There is otherwise no discussion so far as this report is concerned.

*CONSULTATION*

Consultation is not required in respect of this report.

*RESOURCE, FINANCIAL AND RISK IMPACTS*

This matter does not impact on resources.

*CORPORATE COMPLIANCE*

The holding of an annual general meeting is a statutory requirement.

The Central Coast Strategic Plan 2014-2024 includes the following strategy and key action:

Council Sustainability and Governance
. Effective communication and engagement.

*CONCLUSION*

It is recommended that this report be received."

The Acting Executive Services Officer reported as follows:

"A copy of the minutes of the Annual General Meeting for 2015 has been circulated to all Councillors."

■ Cr Viney moved and Cr Tongs seconded, "That the report on the conduct of the Council's Annual General Meeting for 2015 (a copy of the minutes of the meeting, held on 9 November 2015, being appended to and forming part of the minutes of this ordinary meeting of the Council) be received."

Carried unanimously

COMMUNITY SERVICES

## 321/2015 Statutory determinations

The Director Community Services reported as follows:

> "A Schedule of Statutory Determinations made during the month of October 2015 is submitted to the Council for information. The information is reported in accordance with approved delegations and responsibilities."

The Acting Executive Services Officer reported as follows:

> "A copy of the Schedule has been circulated to all Councillors."

■ Cr Carpenter moved and Cr Downie seconded, "That the Schedule of Statutory Determinations (a copy being appended to and forming part of the minutes) be received."

Carried unanimously

INFRASTRUCTURE SERVICES

## 322/2015 Tenders for medium truck replacement – F409

The Director Infrastructure Services reported as follows:

"*PURPOSE*

The purpose of this report is to provide information and recommendations for the replacement of the current F409 – Fuso FK61 medium truck.

*BACKGROUND*

The Council took delivery of the current F409 truck in March 2008 for use on roadwork construction and maintenance activities. In March 2015 the role of this truck was further enhanced by being utilised to transport the 3 tonne Kobelco excavator F909 between worksites.

F409 has accrued 185,000km and has now reached the optimum replacement period for this type of truck as outlined in the Institute of Public Works Engineering Australia Fleet Management Manual. The truck has utilisation figures which show it to have consistently recorded on or above the recommended usage over the life of truck. This data places the truck high on the priority list for replacement to ensure the work team continues to function effectively.

F409 –

| | |
|---|---|
| Current truck: | Mitsubishi Fuso FK61 |
| Purchased: | March 2008 |
| Current km: | 185,000 |
| Charge rate: | $32.00 per hour |

*DISCUSSION*

A Request for Quotation (RFQ) was lodged on the Municipal Association of Victoria Procurement Vendor Panel using the Local Buy Contracts system opening on 17 August 2015 and closing on 31 August 2015. Quotations were requested from four suppliers in accordance with Council's Purchasing and Procurement Policy. Submissions were received from all four suppliers by the RFQ closing date.

The following tenders were received:

| TENDERER | MAKE | GROSS PRICE $ (EXC. GST) | TRADE-IN PRICE $ (EXC. GST) | NET PRICE $ (EXC. GST) |
|---|---|---|---|---|
| FRM Hino Pty Ltd | Hino 500 FC1022 | 116,712.00 | 36,363.64 | 80,348.36 |
| CJD Equipment Pty Ltd | Mitsubishi Fuso FK61FL1RFAG | 121,690.00 | 38,636.36 | 83,053.64 |
| FRM Hino Pty Ltd | Hino 500 FD1124 | 124,160.93 | 36,363.64 | 87,797.29 |
| CJD Equipment Pty Ltd | Mitsubishi Fuso FK61FL1RFAC | 126,890.00 | 38,636.36 | 88,253.64 |
| Webster Trucks Pty Ltd | Isuzu FRR600 Medium | 131,338.00 | 31,818.13 | 99,519.82 |
| Webster Trucks Pty Ltd | UD MKII 250F6L | 124,470.00 | 21,818.18 | 102,651.82 |
| *ESTIMATE* | | *110,000.00* | *40,000.00* | *70,000.00* |

Onsite truck inspections were undertaken by the Roadworks Maintenance Team Leader, Fleet Management Officer and operators. During the inspections it was noted that the Hino units had lower ground clearances and less engine power than the Mitsubishi units. The Mitsubishi Fuso FK61FL1RFAC model has an air operated park brake which is more suitable to the Council's use than the manual park brake on the Mitsubishi Fuso FK61FL1RAG model. The summary feedback and scoring provided by the operators was included in the final assessment.

The final assessment was carried out by the Tender Evaluation Panel using the templates included in the Purchase Audit Committee documentation. This Tender Evaluation Panel consisted of the Works Group Leader, Fleet Management Officer, Maintenance Supervisor and a Work Health & Safety representative.

The Tender Evaluation Panel's recommendation is to purchase the Mitsubishi Fuso K61FL1RFAC medium truck from CJD Equipment Pty Ltd. This is based on best value for the Council.

*CONSULTATION*

This item has followed a tendering process and consultation has been undertaken with the tenderers and operators in respect to specification and safety options.

*RESOURCE, FINANCIAL AND RISK IMPACTS*

The overall prices of trucks this year are higher than anticipated due to the recent rises in vehicle pricing and the market conditions for used trucks.

The recommended truck will be accommodated within the current plant replacement estimates as a result of the delaying of one of the planned truck replacements for this year.

*CORPORATE COMPLIANCE*

The Central Coast Strategic Plan 2014-2024 includes the following strategies and key actions:

The Environment and Sustainable Infrastructure
- Contribute to a safe and healthy environment
- Develop and manage sustainable built infrastructure

Council Sustainability and Governance
- Improve service provision.

*CONCLUSION*

It is recommended that the Council:

1 accept the tender for a Mitsubishi Fuso FK61FL1RFAC medium truck from CJD Equipment Pty Ltd at the total gross price of $126,890.00 (excluding GST) [$139,579.00 (including GST)]; and

2 accept the trade-in price of $38,636.36 (excluding GST) [$42,499.99 (including GST)] from CJD Equipment Pty Ltd for the Mitsubishi Fuso FK61 medium truck."

■ Cr Broad moved and Cr Viney seconded, "That the Council:

1 accept the tender for a Mitsubishi Fuso FK61FL1RFAC medium truck from CJD Equipment Pty Ltd at the total gross price of $139,579.00 (including GST); and

2 accept the trade-in price of $42,499.99 (including GST) from CJD Equipment Pty Ltd for the Mitsubishi Fuso FK61 medium truck."

Carried unanimously

## 323/2015 Tenders for heavy truck replacement – F502

The Director Infrastructure Services reported as follows:

"*PURPOSE*

The purpose of this report is to provide information and recommendations for the replacement of the current F502 – Mitsubishi Fuso FV54 heavy truck.

*BACKGROUND*

The Council took delivery of the current F502 truck in April 2008 for use on roadwork construction and maintenance activities. The function of the truck also includes the periodic towing of a pig trailer and low loader.

F502 has accrued 265,000km and has now reached the optimum replacement period as outlined in the Institute of Public Works Engineering Australia Fleet Management Manual.

The truck has utilisation figures which show it to have recorded the recommended usage over the life of truck. This data places the truck on the priority list for replacement to ensure the work team continues to function effectively.

F502 –

| | |
|---|---|
| Current truck: | Mitsubishi Fuso FV54 |
| Purchased: | April 2008 |
| Current km: | 265,000 |
| Charge rate: | $48.00 per hour |

*DISCUSSION*

A Request for Quotation (RFQ) was lodged on the Municipal Association of Victoria Procurement Vendor Panel using the Local Buy Contracts system opening on 17 August 2015 and closing on 31 August 2015. Quotations were requested from a range of manufacturers in accordance with the Council's Purchasing and Procurement Policy. Submissions were received from all suppliers by the RFQ closing date.

The following tenders were received:

| TENDERER | MAKE | GROSS PRICE $ (EXC. GST) | TRADE-IN PRICE $ (EXC. GST) | NET PRICE $ (EXC. GST) |
|---|---|---|---|---|
| FRM Hino Pty Ltd | Hino FS2844 Manual Spring | 166,527.54 | 50,000.00 | 116,527.54 |
| Webster Trucks Pty Ltd | Isuzu CXY Giga | 170,965.00 | 53,636.36 | 117,328.64 |
| CJD Equipment Pty Ltd | Fuso FV54SK5VFAA | 178,010.00 | 56,000.00 | 122,010.00 |
| FRM Hino Pty Ltd | Hino FS2844 AMT | 172,977.19 | 50,000.00 | 122,977.19 |
| FRM Hino Pty Ltd | Hino FS2848 AMT Air | 182,879.81 | 50,000.00 | 132,879.81 |
| Adtrans Truck Centre | Iveco Stralis ATi460 | 194,695.00 | 50,000.00 | 144,695.00 |
| Webster Trucks Pty Ltd | UD GW26 420 Air | 197,700.00 | 47,272.73 | 150,427.27 |
| Webster Trucks Pty Ltd | Volvo FMx11 HA Rigid Air Ride | 203,500.00 | 47,272.73 | 156,227.27 |
| Webster Trucks Pty Ltd | Volvo FM11 HA Rigid Air Ride | 207,500.00 | 47,272.73 | 160,227.27 |
| Webster Trucks Pty Ltd | Mack Granite 435 MP8 | 209,480.00 | 47,272.73 | 162,207.27 |
| Webster Trucks Pty Ltd | Volvo FMxz13 HA Rigid Air Ride | 214,500.00 | 47,272.73 | 167,227.27 |
| William Adams | CAT CT610 | 189,990.00 | 0.00 | 189,990.00 |
| *ESTIMATE* | | *175,000.00* | *65,000.00* | *110,000.00* |

Onsite inspections were performed on the selected trucks by the Construction Supervisor, the Fleet Management Officer and operators. The feedback by the operators indicated that the Hino FS2848 AMT Air would be the most suitable truck for the intended activities; this feedback was included in the final assessment. The lower priced units unfortunately incorporated spring suspensions rather than the road-friendly air suspension and another of the units is considered unsuitable due to its exhaust system which can cause grass fires when parked in high roadside grass areas. The low trade-in value of the current Fuso unit was also a major disappointment.

The final assessment was carried out by the Tender Evaluation Panel using the templates included in the Purchase Audit Committee documentation. The Tender Evaluation Panel included the Works Group Leader, Fleet Management Officer, Construction Supervisor and Work Health & Safety representative.

The Tender Evaluation Panel's recommendation is to purchase the Hino FS2848 AMT Air heavy truck from FRM Hino Pty Ltd. The Hino FS2848 AMT Air truck is perceived as having the required combination of power, transmission, suspension and load-carrying capacity.

*CONSULTATION*

This item has followed a tendering process and consultation has been undertaken with the tenderers and operators in respect to specification and safety options.

*RESOURCE, FINANCIAL AND RISK IMPACTS*

The recommended truck can be accommodated within the current plant replacement estimates as a result of the delaying of one of the planned truck replacements for this year.

*CORPORATE COMPLIANCE*

The Central Coast Strategic Plan 2014-2024 includes the following strategies and key actions:

The Environment and Sustainable Infrastructure
- Contribute to a safe and healthy environment
- Develop and manage sustainable built infrastructure

Council Sustainability and Governance
- Improve service provision.

*CONCLUSION*

It is recommended that the Council:

1 accept the tender for a Hino FS2848 AMT Air heavy truck from FRM Hino Pty Ltd at the total gross price of $182,879.81 (excluding GST) [$201,169.79 (including GST)]; and
2 accept the trade-in price of $50,000.00 (excluding GST) [$55,000 (including GST)] from FRM Hino Pty Ltd for the Mitsubishi Fuso FV54 heavy truck."

■ Cr Viney moved and Cr Carpenter seconded, "That the Council:

1 accept the tender for a Hino FS2848 AMT Air heavy truck from FRM Hino Pty Ltd at the total gross price of $201,169.79 (including GST); and

2 accept the trade-in price of $55,000 (including GST) from FRM Hino Pty Ltd for the Mitsubishi Fuso FV54 heavy truck."

Carried unanimously

ORGANISATIONAL SERVICES

## 324/2015 Contracts and agreements

The Director Organisational Services reported as follows:

> "A Schedule of Contracts and Agreements (other than those approved under the common seal) entered into during the month of October 2015 has been submitted by the General Manager to the Council for information. The information is reported in accordance with approved delegations and responsibilities."

The Acting Executive Services Officer reported as follows:

> "A copy of the Schedule has been circulated to all Councillors."

■ Cr Downie moved and Cr Broad seconded, "That the Schedule of Contracts and Agreements (a copy being appended to and forming part of the minutes) be received."

Carried unanimously

## 325/2015 Correspondence addressed to the Mayor and Councillors

The Director Organisational Services reported as follows:

> "*PURPOSE*
>
> This report is to inform the meeting of any correspondence received during the month of October 2015 and which was addressed to the 'Mayor and Councillors'. Reporting of this correspondence is required in accordance with Council policy.
>
> *CORRESPONDENCE RECEIVED*
>
> The following correspondence has been received and circulated to all Councillors:
>
> . Letter from two local residents detailing a proposed Central Coast Western Development Plan.
>
> . Letter raises concerns over the dumping of rubbish in forested areas off Swamp Road.
>
> Where a matter requires a Council decision based on a professionally developed report the matter will be referred to the Council. Matters other than those requiring

a report will be administered on the same basis as other correspondence received by the Council and managed as part of the day-to-day operations."

■ Cr Viney moved and Cr Carpenter seconded, "That the Director's report be received."

Carried unanimously

## 326/2015 Common seal

The Director Organisational Services reported as follows:

"A Schedule of Documents for Affixing of the Common Seal for the period 20 October 2015 to 16 November 2015 is submitted for the authority of the Council to be given. Use of the common seal must first be authorised by a resolution of the Council.

The Schedule also includes for information advice of final plans of subdivision sealed in accordance with approved delegation and responsibilities."

The Acting Executive Services Officer reported as follows:

"A copy of the Schedule has been circulated to all Councillors."

■ Cr Howard moved and Cr Downie seconded, "That the common seal (a copy of the Schedule of Documents for Affixing of the Common Seal being appended to and forming part of the minutes) be affixed subject to compliance with all conditions of approval in respect of each document, and that the advice of final plans of subdivision sealed in accordance with approved delegation and responsibilities be received."

Carried unanimously

## 327/2015 Financial statements

The Director Organisational Services reported as follows:

"The following principal financial statements of the Council for the period ended 31 October 2015 are submitted for consideration:

. Summary of Rates and Fire Service Levies
. Operating and Capital Statement
. Cashflow Statement
. Capital Works Resource Schedule."

The Acting Executive Services Officer reported as follows:

"Copies of the financial statements have been circulated to all Councillors."

■ Cr Broad moved and Cr Tongs seconded, "That the financial statements (copies being appended to and forming part of the minutes) be received."

Carried unanimously

## 328/2015 Review of the Code for Tenders and Contracts and the Purchasing and Procurement Policy (143/2013 - 20.05.2013)

The Director Organisational Services reported as follows:

"The Director Community Services has prepared the following report.

'*PURPOSE*

The purpose of this report is to review the Code for Tenders and Contracts and the Purchasing and Procurement Policy.

*BACKGROUND*

The Council adopted a Code for Tenders and Contracts on 12 December 2005 (Minute No. 436/2005) and that Code was subsequently reviewed in line with the changes to the *Local Government (General) Regulations 2005* which came into effect on 1 July 2006 (Minute No. 396/2006 - 20.11.2006). *The Local Government Act 1993* requires that the Council review the Code at least once every four years and Section 28 of the *Local Government (General) Regulations 2005* defines what the Code is to cover. The Code was last reviewed in July 2012 (Minute No. 198/2012 - 16.07.2012).

Changes to the *Local Government (General) Regulations 2015* that came into effect on 29 June 2015 require that the Code be updated and the Council has taken the opportunity to review both the Code and the Council's Purchasing and Procurement Policy.

The relevant sections of the legislation that the Council is required to comply with in its Code are outlined below:

Section 333B of the *Local Government Act 1993* provides as follows:

"(1) A council must adopt a code relating to tenders and contracts under this Division by 1 January 2006.

(2) The code must –

(a) be consistent with this Act; and

(b) include any prescribed matter; and

(c) promote any prescribed principles; and

(d) be reviewed at least once every 4 years.

(3) A council must comply with its code.

(4) The general manager is to make a copy of the council's code and any amendments to the code available –

(a) for public inspection at the public office during ordinary office hours; and

(b) for purchase at a reasonable charge; and

(c) on its internet site free of charge."

Regulation 28 of the *Local Government (General) Regulations 2015* provides as follows:

"A code adopted under section 333B of the Act is to –

(a) promote the following principles:

(i) open and effective competition;

(ii) value for money;

(iii) enhancement of the capabilities of local business and industry;

(iv) ethical behaviour and fair dealing; and

(b) establish and maintain procedures to ensure that all potential suppliers are provided with the same information relating to the requirements of a tender or

contract and are given equal opportunity to meet the requirements; and

(c) establish and maintain procedures to ensure that fair and equal consideration is given to all tenders or quotations received; and

(d) establish and maintain procedures to deal honestly with, and be equitable in the treatment of, all potential or existing suppliers; and

(e) establish and maintain procedures to ensure a prompt and courteous response to all reasonable requests for advice and information from potential or existing suppliers; and

(f) seek to minimise the cost to suppliers of participating in the tendering process; and

(g) protect commercial-in-confidence information; and

(h) for contracts valued at under $250 000 excluding GST, specify when 3 written quotations are required; and

(i) establish and maintain procedures for the use of multiple-use registers for contracts valued at under $250 000, excluding GST; and

(j) establish and maintain procedures for reporting by the general manager to the council in relation to the purchase of goods or services in circumstances where a public tender or quotation process is not used; and

(k) establish and maintain procedures for the review of each tender process to ensure that each tender is in accordance with these regulations and the code; and

(l) establish and maintain procedures for the following:

(i) amending or extending a tender once it has been released;

(ii) opening tenders;

(iii) the consideration of tenders that do not fully conform with the tender requirements;

(iv) the debriefing of unsuccessful tenderers;

(v) handling complaints regarding processes related to the supply of goods or services."

*DISCUSSION*

A review of the Code for Tenders and Contracts confirms that, apart from increasing the level at which public tenders are required, from $100,000 to $250,000, the Code currently meets all of the requirements listed under Section 333B of the *Local Government Act 1993* and Regulation 28 of the *Local Government (General) Regulations 2015.* While the Regulations have increased the level at which public tenders are required, the Central Coast Council has chosen to retain a threshold of $100,000.

With regard to the requirements listed under Section 333B of the *Local Government Act 1993* the Code is made available for public inspection at the Council's Administration Centre during normal business hours and is available on the Council's website. Copies of the Code and the Policy are provided as an annexure to this report.

With regard to the requirements listed under Regulation 28 of the *Local Government (General) Regulations 2015* the Code promotes open and effective competition, value for money, the enhancement of the capabilities of local business and industry and ethical behaviour and fair dealing. It seeks to minimise the cost to suppliers who participate in the tendering process and protects commercial-in-confidence information.

With respect to specific procedural requirements to:

(b) establish and maintain procedures to ensure that all potential suppliers are provided with the same information relating to the requirements of a tender or contract and are given equal opportunity to meet the requirements; and

(c) establish and maintain procedures to ensure that fair and equal consideration is given to all tenders or quotations received;

These are covered within section 5.4.3 of the Code.

(d) establish and maintain procedures to deal honestly with, and be equitable in the treatment of, all potential or existing suppliers; and

(e) establish and maintain procedures to ensure a prompt and courteous response to all reasonable requests for advice and information from potential or existing suppliers;

These are covered within section 5.5 of the Code.

(h) for contracts valued at under $100 000 excluding GST, specify when 3 written quotations are required;

This is covered under section 5.2 of the Code.

(i) establish and maintain procedures for the use of multiple-use registers for contracts valued at under $100 000, excluding GST;

Apart from the inclusion of notations advising that Multiple-use register can be used for contracts valued at under $100,000 excl. GST as well as for those contracts valued at over $100,000 this is covered under section 5.13 of the Code

(j) establish and maintain procedures for reporting by the general manager to the council in relation to the purchase of goods or services in circumstances where a public tender or quotation process is not used; and

This is covered within section 10.2 of the Code.

(k) establish and maintain procedures for the review of each tender process to ensure that each tender is in accordance with these regulations and the code; and

This is covered under sections 5.7.2and 5.8 of the Code.

(l) establish and maintain procedures for the following:

(i) amending or extending a tender once it has been released;

This is covered under sections 5.4.3 and 5.7.2 of the Code.

(ii) opening tenders;

This is covered under section 5.6.2 of the Code.

(iii) the consideration of tenders that do not fully conform with the tender requirements;

This is covered under section 5.7.2 of the Code.

(iv) the debriefing of unsuccessful tenderers;

This is covered under section 5.10 of the Code.

(v) handling complaints regarding processes related to the supply of goods or services.

This is covered under section 7 of the Code.

The Council has chosen to continue to utilise the figure of $100,000 as the baseline for calling tenders even though the limit under the Regulations has increased to $250,000. This will ensure that safeguards such as the Tender Evaluation Panel are maintained to ensure fairness and probity.

In line with changes to the wording of the Regulations the Council has updated the wording under Section 5.13 Multiple-use register and Section 6 Exemptions together with Section 10.1 Annual Report.

All other areas of the Code have been left unchanged apart from the removal of the reference to BIZTAS under Section 3.3 Enhancement of the capabilities of local business and industry, as this option is no longer available.

The Purchasing and Procurement Policy has been updated with the inclusion of a revised Purchasing Flow Chart and the inclusion of the Tender Checklist with the Code for Tenders and Contracts and the Request for Quotation Form being listed as Related Documents only (not included with the Policy itself).

*CONSULTATION*

Consideration of the changes to both the Code for Tenders and Contracts and the Purchasing and Procurement policy were discussed with the Councillors at a Councillor's Workshop held on Monday, 26 October 2015.

*RESOURCE, FINANCIAL AND RISK IMPACTS*

The changes to the Code for Tenders and Contracts will have no impact on resources.

*CORPORATE COMPLIANCE*

The Central Coast Strategic Plan 2014-2024 includes the following strategies and key actions:

Council Sustainability and Governance
- Improve corporate governance
- Improve the Council's financial capacity to sustainably meet community expectations.
- Strengthen local-regional connections.

*CONCLUSION*

It is recommended that the Council adopt the changes to the Code for Tenders and Contracts and the revised Purchasing and Procurement Policy.'

The report is supported."

The Acting Executive Services Officer reported as follows:

"Copies of the Code for Tenders and Contracts and the revised Purchasing and Procurement Policy have been circulated to all Councillors."

■ Cr Van Rooyen moved and Cr Viney seconded, "That the updated Code for Tenders and Contracts and the revised Purchasing and Procurement Policy (copies being appended to and forming part of the minutes) be adopted by the Council."

Carried unanimously

## 329/2015 Public question time

The time being 6.29pm, the Mayor introduced public question time.

The Mayor advised that three written questions were received prior to the meeting and thanked those who had taken the time to write in. The Mayor also advised that the Council received a number of technical questions on operational matters and that public question time was not an appropriate forum to deal with these. First addressing the written questions received, the Mayor read out the following questions and the responses.

Mrs Donna Sherrin:

Question 1 -

> "With the nearing of the new picking season, media reports have said that a further increase in seasonal workers is required by the Berry Farm. Our roads are not wide enough to have a white line, what has the Council done to ensure the safety of everyone on our country roads with the arrival of these visitors?"

Response -

> "Design works are progressing on the project after some delays due to survey issues.
>
> Council staff have met with all residents fronting the section of road to be upgraded and all are in general agreement with the land acquisitions that will be taking place to allow the road widening to occur.
>
> Council maintains all of its roads i.e. rural and urban to an appropriate standard to maintain the safe passage of vehicles using the roads. We have a committee that constantly review issues with roads and addresses issues both before and if they arise. The matter of the safety of the travelling public is paramount. Council has always wanted to ensure that all of its residents and anyone entering the municipality are safe.
>
> There has not been an increase in complaints regarding Nine Mile Road in recent months which would be expected when road surfaces start to deteriorate beyond normal."

Question 2 -

> "Earlier in the year media reports stated upgrades would start in October on Nine Mile Road to the Zig Zag Road intersection, we are now into November and all the residents see is two signs stating the improvements. Obviously no members of the Council nor the Mayor have travelled this stretch of road recently to observe and experience the deterioration and inconsistency of the surface. When does the Mayor anticipate these critical improvements to commence?"

Response -

> "Construction works on the road cannot start until all matters pertaining to the design are finalised and land acquisitions are to a stage that allows the works to commence. The land acquisitions don't have to be completed for the works but rather agreement for the acquisition needs to be in place. It is hoped that

construction can commence by early December although this is dependent on weather conditions, land acquisitions and other complementary projects in the area commencing."

Mrs Alison McArd:

Question 1 –

"There was talk at a council meeting, earlier this year, with regard to fuel reduction in the Dial area prior to summer. Was anything done in this regard?"

Response –

"TasFire undertook some fire reduction burns (behind Hardy's Road) as planned earlier in the year."

Mr Damon Szekely:

Question 1 –

"Smithton has trouble with the drug Ice, does the Central Coast experience a similar problem?"

Response –

"We regularly meet with a Community Safety Partnership Group and as part of these meetings it has been advised that although Ice use is prevalent in the community, the issue is no greater than in other areas of Tasmania."

Mr Lionel Bonde:

Question 1 –

"Do you think the Show Society is being treated fairly in regards to the increase in annual fees as outlined in the Fees and Charges for FY2015/16?"

Response –

"I will investigate this matter with the relevant Director and provide you with a response."

Question 2 –

> "What happened to the motion moved last year regarding the request for bunting to give shopfronts a lift and to get Tasmanian products displayed more prominently in local supermarkets?"

Response –

> "I will investigate this matter further although I believe this was to be a community effort and not implemented by the Council alone. The Council is also working on the Food Hub Project."

Mr Robert Maywald:

Question 1 –

> "Will the answers to our pre-submitted questions be recorded in the minutes?"

Response –

> "No."

Mrs Marita Maywald:

Question 1 –

> "When can we expect a response to our questions?"

Response –

> "Within one week."

Mr Darryl Barker:

Question 1 –

> "Has the Penguin Fountain retired or is it on long service leave?"

Response –

> "I will investigate this further and provide a response to you."

Question 2 –

> "When did the Parks and Open Space Committee meet regarding the Johnsons Beach improvements, who met the locals they interviewed? Has the new fence installed last week improved the area?"

Response –

> "I will investigate this further and provide a response to you."

Questions and replies concluded at 6.45pm.

## CLOSURE OF MEETING TO THE PUBLIC

### 330/2015 Meeting closed to the public

The Acting Executive Services Officer reported as follows:

> "The *Local Government (Meeting Procedures) Regulations 2015* provide that a meeting of a council is to be open to the public unless the council, by absolute majority, decides to close part of the meeting because one or more of the following matters are being, or are to be, discussed at the meeting.
>
> Moving into a closed meeting is to be by procedural motion. Once a meeting is closed, meeting procedures are not relaxed unless the council so decides.
>
> It is considered desirable that the following matters be discussed in a closed meeting:
>
> . Confirmation of Closed session minutes;
> . Minutes and notes of other organisations and committees of the Council; and
> . TasWater Quarterly Report to the Owners' Representatives.
>
> These are matters relating to:
>
> . information of a personal and confidential nature or information provided to the council on the condition it is kept confidential."

■ Cr Viney moved and Cr Downie seconded, "That the Council close the meeting to the public to consider the following matters, they being matters relating to:

. information of a personal and confidential nature or information provided to the council on the condition it is kept confidential;

and the Council being of the opinion that it is lawful and proper to close the meeting to the public:

. Confirmation of Closed session minutes;
. Minutes and notes of other organisations and committees of the Council; and
. TasWater Quarterly Report to the Owners' Representatives."

Carried unanimously and by absolute majority

The Acting Executive Services Officer further reported as follows:

"1 The *Local Government (Meeting Procedures) Regulations 2015* provide in respect of any matter discussed at a closed meeting that the general manager is to record in the minutes of the open meeting, in a manner that protects confidentiality, the fact that the matter was discussed and a brief description of the matter so discussed, and is not to record in the minutes of the open meeting the details of the outcome unless the council determines otherwise.

2 While in a closed meeting, the council is to consider whether any discussions, decisions, reports or documents relating to that closed meeting are to be kept confidential or released to the public, taking into account privacy and confidentiality issues.

3 The *Local Government Act 1993* provides that a councillor must not disclose information seen or heard at a meeting or part of a meeting that is closed to the public that is not authorised by the council to be disclosed.

Similarly, an employee of a council must not disclose information acquired as such an employee on the condition that it be kept confidential.

4 In the event that additional business is required to be conducted by a council after the matter(s) for which the meeting has been closed to the public have been conducted, the Regulations provide that a council may, by simple majority, re-open a closed meeting to the public."

The meeting moved into Closed session at 6.46pm.

## 331/2015 Confirmation of Closed session minutes

The Acting Executive Services Officer reported (reproduced in part) as follows:

"The Closed session minutes of the previous ordinary meeting of the Council held on 19 October 2015 have already been circulated. The minutes are required to be confirmed for their accuracy.

…

The *Local Government (Meeting Procedures) Regulations 2015* provide in respect of a matter discussed at a closed meeting –

'34(1)(b) in relation to a matter discussed at the closed meeting –

(i) the fact that the matter was discussed at the closed meeting; and

(ii) a brief description of the matter so discussed –

are to be recorded in the minutes of that part of the meeting that is open to the public, but are to be recorded in a manner that does not disclose any confidential information and protects confidentiality; and

(c) in relation to a matter discussed at the closed meeting, the details of the discussion of the matter, and the outcome of the discussion, are not to be recorded in the minutes of that part of the meeting that is open to the public unless the council, or council committee, determines otherwise.'

The details of this matter are accordingly to be recorded in the minutes of the closed part of the meeting."

GENERAL MANAGEMENT

## 332/2015 Minutes and notes of other organisations and committees of the Council

The General Manager reported (reproduced in part) as follows:

"The following minutes and notes of committees of the Council and other organisations on which the Council has representation have been received:

…

The *Local Government (Meeting Procedures) Regulations 2015* provide in respect of a matter discussed at a closed meeting –

'34(1)(b) in relation to a matter discussed at the closed meeting –

(i) the fact that the matter was discussed at the closed meeting; and

(ii) a brief description of the matter so discussed –

are to be recorded in the minutes of that part of the meeting that is open to the public, but are to be recorded in a manner that does not disclose any confidential information and protects confidentiality; and

(c) in relation to a matter discussed at the closed meeting, the details of the discussion of the matter, and the outcome of the discussion, are not to be recorded in the minutes of that part of the meeting that is open to the public unless the council, or council committee, determines otherwise.'

The details of this matter are accordingly to be recorded in the minutes of the closed part of the meeting."

## 333/2015 TasWater Quarterly Report to the Owners' Representatives

The General Manager reported (reproduced in part) as follows:

"This report is to present the TasWater Quarterly Report to Owners' Representatives for the period ended 30 September 2015. This report is provided to all owner councils on an 'In Confidence' basis.

…

The *Local Government (Meeting Procedures) Regulations 2015* provide in respect of a matter discussed at a closed meeting –

'34(1)(b) in relation to a matter discussed at the closed meeting –

(i) the fact that the matter was discussed at the closed meeting; and

(ii) a brief description of the matter so discussed –

are to be recorded in the minutes of that part of the meeting that is open to the public, but are to be recorded in a manner that does not disclose any confidential information and protects confidentiality; and

(c) in relation to a matter discussed at the closed meeting, the details of the discussion of the matter, and the outcome of the discussion, are not to be recorded in the minutes of that part of the meeting that is open to the public unless the council, or council committee, determines otherwise.'

The details of this matter are accordingly to be recorded in the minutes of the closed part of the meeting."

There being no further business, the Mayor declared the meeting closed at 7.05pm.

CONFIRMED THIS 14TH DAY OF DECEMBER, 2015.

**Chairperson**

(ss:dil)

**Appendices**

| | | |
|---|---|---|
| Minute No. 320/2015 | – | Minutes of Annual General Meeting 2015 |
| Minute No. 321/2015 | – | Schedule of Statutory Determinations |
| Minute No. 324/2015 | – | Schedule of Contracts & Agreements |
| Minute No. 326/2015 | – | Schedule of Documents for Affixing of the Common Seal |
| Minute No. 327/2015 | – | Financial statements |
| Minute No. 328/2015 | – | Code for Tenders and Contracts – November 2015 |
| | – | Purchasing and Procurement Policy – November 2015 |

QUALIFIED PERSON'S ADVICE

The *Local Government Act 1993* provides (in part) as follows:

. A general manager must ensure that any advice, information or recommendation given to the council is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.

. A council is not to decide on any matter which requires the advice of a qualified person without considering such advice unless the general manager certifies in writing that such advice was obtained and taken into account in providing general advice to the council.

I therefore certify that with respect to all advice, information or recommendation provided to the Council within these minutes:

(i) the advice, information or recommendation was given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and

(ii) where any advice was directly given by a person who did not have the required qualifications or experience that person has obtained and taken into account in that person's general advice the advice from an appropriately qualified or experienced person.

Sandra Ayton
GENERAL MANAGER

# Appendices

CENTRAL COAST COUNCIL
I certify that this is the Minutes of the Annual General Meeting 2015 referred to in Minute No. 320/2015 of a meeting of the Council held on 16/11/2015
Acting Executive Services Officer

**Minutes of the Annual General Meeting of the Central Coast Council held in the Council Chamber at the Administration Centre, 19 King Edward Street, Ulverstone on Monday, 9 November 2015 commencing at 7.00pm**

## Present

Cr Jan Bonde (Mayor)
Cr John Bloomfield
Cr Garry Carpenter
Cr Rowen Tongs
Cr Philip Viney
Cr Kathleen Downie (Deputy Mayor)
Cr Shane Broad
Cr Gerry Howard
Cr Tony van Rooyen

General Manager (Ms Sandra Ayton)
Director Infrastructure Services (Mr John Kersnovski)
Director Organisational Services (Mr Vernon Lawrence)
Executive Services Officer (Miss Lisa Mackrill)

Mrs Carol Frisby
Mr Robin Frisby
Ms Sue Smith
Mrs Marita Maywald
Mr Robert Maywald
Mr Jake Weeda (7.25pm)

## Apologies

Mr Cor Vander Vlist (Director Community Services)

## Media attendance

The Advocate newspaper.

## Opening of meeting

The Mayor, in opening the meeting and welcoming those in attendance:

- advised that the Annual General Meeting had been called in accordance with the requirements of the *Local Government Act 1993;*

- advised that notice of the Annual General Meeting was given in The Advocate newspaper on Saturday, 24 October 2015 and again on Saturday, 31 October 2015; and

- referred the public in attendance to the agenda prepared for the meeting and which incorporated procedures for the conduct of the meeting.

## Introduction of councillors

The Mayor introduced the attending Councillors to the meeting.

## Annual Report

The Mayor reported that the Annual Report for the year ended 30 June 2015, including financial statements and audit opinion, had been advertised as available to the public from the Administration Centre and Service Centre and on the Council's website. Electors were invited to make written submissions relating to the Annual Report.

The Mayor spoke in support of the Annual Report.

Additional comment was provided by the General Manager with a PowerPoint display of highlights from the report.

*Submissions*

No written submissions were received.

*Other Business*

The Mayor invited questions or comments from the floor.

- Mr Weeda indicated he had a number of comments and questions:

  1 TasWater – Mr Weeda noted that TasWater had collected $8m. last year and he believed that the Central Coast Council would forego a dividend this year. The Mayor advised that was not correct. Mr Weeda stated that he may be TasWater's biggest antagonist; he deals with TasWater on a daily basis and he is not impressed that this Council is subsidising the like of larger councils, e.g. Hobart. Mr Weeda would like the Council to do something about this.

2 Ulverstone Tennis Club – Mr Weeda would like to know if the Council has any plans to relocate the Ulverstone Tennis Club from its current site. Some years ago there was a proposal to relocate the Club to the Showground; whilst he was not attending this meeting as a representative of the Tennis Club, Mr Weeda considers the current location is the best option.

3 Knights Road – Mr Weeda would like to know if there is a business plan for the land that the Council purchased at Knights Road in the vicinity of the rodeo ground.

4 Cycleways – Mr Weeda commented that the pathways are good to see and suggested that the rail corridor could be used to extend the pathway through to Lonah and on to Penguin.

5 Cradle Coast Authority – Mr Weeda noted that he thought the Council's membership of the Cradle Coast Authority was a waste of time and money and that the money could be better spent elsewhere.

6 Planning – Mr Weeda would like to see more "yellow lights" at the Council in respect of planning due to $3m. of development that was "lost" to Central Coast over the past 12 months. Mr Weeda noted that small projects are knocked back when instead people should be saying yes, and that if staff say they don't like it then development won't go ahead.

7 Mr Weeda stated that Central Coast is a wonderful place to live and congratulated the Council on a top class report. Mr Weeda encouraged the Council to keep up the good work and noted that the Council has a great team, although having lost a few good ones recently, he hopes that staff replacements have vibrancy and passion.

. Cr Carpenter commented generally in respect of Dulverton Waste Management business model, and particularly in relation to the income from Dulverton being fed back into infrastructure expenditure. Cr Carpenter noted that if this was not a council-owned venture, then the income would have gone to a private operator. Using this business model, the Council should look at other areas to determine if there are opportunities for future income streams.

Cr Carpenter further noted that whilst there is no cash equivalent return from the Cradle Coast Authority, he believes that in the next two years going forward the community will be realising the benefits of the Authority.

Cr Carpenter also congratulated those involved for a really good report.

■ Cr Carpenter moved and Cr Downie seconded, "That the Annual Report be received."

Carried unanimously

**Close of meeting**

The Mayor closed the meeting at 7.50pm and, in doing so, thanked those in attendance for their participation.

Sandra Ayton
GENERAL MANAGER

# Central Coast Council

## List of Development Applications Determined

**Period From:** 01-Oct-2015 **To** 31-Oct-2015

| Application Number | Property Address | Development Application Type | Description of Proposed Use | Application Date | Decision Date | Day Determined |
|---|---|---|---|---|---|---|
| DA215016 | 28 Alexandra Road Ulverstone 7315 | Discretionary Development Application | Residential (multiple dwellings) | 16-Jul-2015 | 16-Oct-2015 | 37 |
| DA215001 | 166683/7 166683/7 13 Maxwell St West Ulverstone 7315 | Discretionary Development Application | Residential (dwelling) and (outbuilding - shed) | 16-Jul-2015 | 09-Oct-2015 | 22 |
| DA215031 | 87 Main Street Ulverstone 7315 | Discretionary Development Application | Residential (two lot subdivision) | 12-Aug-2015 | 16-Oct-2015 | 35 |
| DA215039 | 44 Industrial Drive Ulverstone 7315 | Discretionary Development Application | Resource processing (marc briquette upgrade) | 24-Aug-2015 | 19-Oct-2015 | 28 |
| DA215042 | 14 Pegarah Drive Kindred 7310 | Discretionary Development Application | Residential (carport, gazebo and sheds x 2) | 26-Aug-2015 | 19-Oct-2015 | 42 |
| DA215043 | 4 Maisie Place Ulverstone 7315 | Discretionary Development Application | Residential (dwelling) | 27-Aug-2015 | 08-Oct-2015 | 26 |
| DA215044 | 1338 Pine Road Riana 7316 | Discretionary Development Application | Subdivision (house excision and consolidation) | 28-Aug-2015 | 08-Oct-2015 | 33 |
| DA215052 | 21 Waterford Drive Sulphur Creek 7316 | Discretionary Development Application | Residential (extension to deck and outbuilding - garage) | 07-Sep-2015 | 08-Oct-2015 | 30 |
| DA215047 | 7 (lot 4) Maxwell Street, West Ulverstone (CT166683/4) Maxwell St Maxwell St West Ulverstone 7315 | Discretionary Development Application | Residential (dwelling and outbuilding - shed) | 07-Sep-2015 | 08-Oct-2015 | 28 |
| DA215053 | 530 Stubbs Road Forth 7310 | Discretionary Development Application | Residential (outbuilding - shed) | 09-Sep-2015 | 14-Oct-2015 | 33 |
| DA215055 | 82 Main Road Penguin 7316 | Discretionary Development Application | Residential (dwelling extension) | 10-Sep-2015 | 23-Oct-2015 | 34 |
| DA215056 | 150 Mannings Jetty Road North Motton 7315 | Discretionary Development Application | Resource development (farm shed) | 14-Sep-2015 | 15-Oct-2015 | 30 |
| DA214216-1 | 27-29 Forth Road Turners Beach 7315 | Permitted Development Application | Food services (café) | 15-Sep-2015 | 15-Oct-2015 | 24 |

| Application Number | Property Address | Development Application Type | Description of Proposed Use | Application Date | Decision Date | Day Determined |
|---|---|---|---|---|---|---|
| DA215058 | 17 Southern Cross Drive Ulverstone 7315 | Discretionary Development Application | Residential (dwelling and outbuilding) | 15-Sep-2015 | 20-Oct-2015 | 35 |
| DA215062 | 8 Starlight Court Ulverstone 7315 | Discretionary Development Application | Residential (dwelling) | 21-Sep-2015 | 26-Oct-2015 | 32 |
| DA215051 | 20 Thomas Street Ulverstone 7315 | Discretionary Development Application | Residential (outbuilding - shed) | 21-Sep-2015 | 28-Oct-2015 | 36 |
| DA215054 | 4 Berkshire Parade Penguin 7316 | Discretionary Development Application | Residential (two units) | 28-Sep-2015 | 30-Oct-2015 | 31 |
| DA215066 | 3 Lings Road Riana 7316 | Discretionary Development Application | Residential (dwelling extension) | 29-Sep-2015 | 30-Oct-2015 | 30 |
| DA215065 | 666 Forth Road Forth 7310 | Permitted Development Application | Hotel industry (walk-in bottle-shop) | 02-Oct-2015 | 30-Oct-2015 | 22 |
| DA215076 | 5 Braddon Street Penguin 7316 | Permitted Development Application | Visitor accommodation | 12-Oct-2015 | 26-Oct-2015 | 14 |

## SCHEDULE OF DEVELOPMENT & REGULATORY SERVICES DETERMINATIONS

Period: 1 October 2015 to 31 October 2015

Building Approvals - 30

| *Type* | *No.* | *Total Value ($)* |
|---|---|---|
| Dwellings | 8 | 2,819,538 |
| Flats/Units | 0 | 0 |
| Additions | 5 | 611,953 |
| Alterations | 0 | 0 |
| Outbuildings | 10 | 270,681 |
| Other | 7 | 1,193,500 |
| The estimated cost of building works totalled | | $4,895,672 |

Amended Building Permits - 1

Permit to Proceed - 1

Minor Works Applications - 1

Plumbing Permits - 27

Special Plumbing Permits (on-site wastewater management systems) - 3

Food Business registrations (renewals) - 14

Food Business registrations - 2

Temporary Food Business registrations - 9

Temporary Place of Assembly licences - 1

Paul Bidgood
DIRECTOR DEVELOPMENT & REGULATORY SERVICES

CENTRAL COAST COUNCIL
I certify that this is the schedule referred to in Minute No. 321/2015 of a meeting of the Council held on 16/11/2015
Acting Executive Services Officer

CENTRAL COAST COUNCIL

**SCHEDULE OF CONTRACTS AND AGREEMENTS**
(Other than those approved under the Common Seal)
Period: 1 to 31 October 2015

*Contracts*

. Design and Construct
TasSpan Civil Contracting Pty Ltd
Gawler River Bridge, Coxs Road, Gawler

*Agreements*

. Agreement for the lease of the
Penguin Senior Citizens Club building
Penguin Senior Citizens Club

. Cradle Country Marketing Partnership Agreement
With Devonport, Latrobe and Kentish Councils

Sandra Ayton

Sandra Ayton
GENERAL MANAGER

CENTRAL COAST COUNCIL
I certify that this is the schedule referred to in Minute No. 324/2015 of a meeting of the Council held on 16 / 11 / 2015
Acting Executive Services Officer

PO Box 220 / DX 70506
19 King Edward Street
Ulverstone Tasmania 7315
Tel 03 6429 8900
Fax 03 6425 1224
admin@centralcoast.tas.gov.au
www.centralcoast.tas.gov.au

CENTRAL COAST COUNCIL

**SCHEDULE OF DOCUMENTS FOR AFFIXING OF THE COMMON SEAL**
Period: 20 October to 16 November 2015

*Documents for affixing of the common seal*

. Nil

*Final plans of subdivision sealed under delegation*

. Final Plan and Schedule of Easements
19 Marion Street, Ulverstone
Application No. DA214184

. Final Plan and Schedule of Easements
20 Charles Street, Ulverstone
Application No. DA214071

CENTRAL COAST COUNCIL
I certify that this is the schedule referred to in Minute No. 326/2015 of a meeting of the Council held on 16/11/2015
Acting Executive Services Officer

Sandra Ayton
GENERAL MANAGER

PO Box 220 / DX 70506
19 King Edward Street
Ulverstone Tasmania 7315
Tel 03 6429 8900
Fax 03 6425 1224
admin@centralcoast.tas.gov.au
www.centralcoast.tas.gov.au

CENTRAL COAST COUNCIL
I certify that this is the Financial Statements referred to in Minute No. 327/2015 of a meeting of the ...il held on 16/11/2015
Acting Executive Services Office...

# A SUMMARY OF RATES & FIRE SERVICE LEVIES FOR THE PERIOD ENDED 31 OCTOBER 2015

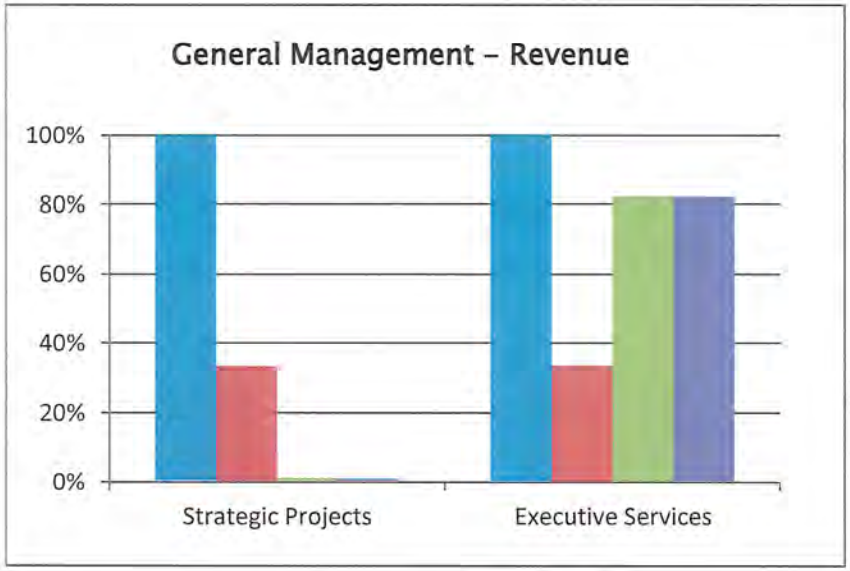
| | 2014/2015 | | 2015/2016 | |
|---|---|---|---|---|
| | $ | % | $ | % |
| Rates paid in Advance | - 743,602.69 | -5.35 | - 837,326.01 | -5.97 |
| Rates Receivable | 500,471.99 | 3.60 | 295,911.64 | 2.11 |
| Rates Demanded | 14,074,395.59 | 101.24 | 14,561,987.40 | 103.76 |
| Supplementary Rates | 70,317.61 | 0.51 | 13,621.32 | 0.10 |
| | 13,901,582.50 | 100.00 | 14,034,194.35 | 100.00 |
| Collected | 10,284,558.09 | 73.98 | 10,871,143.82 | 77.46 |
| Add Pensioners - Government | 796,308.96 | 5.73 | 806,857.98 | 5.75 |
| Pensioners - Council | 30,485.00 | 0.22 | 31,080.00 | 0.22 |
| | 11,111,352.05 | 79.93 | 11,709,081.80 | 83.43 |
| Remitted | 1,492.78 | 0.01 | 1,492.86 | 0.01 |
| Discount Allowed | 549,611.73 | 3.95 | 545,605.03 | 3.89 |
| Paid in advance | - 338,199.80 | -2.43 | - 348,409.81 | -2.48 |
| Outstanding | 2,577,275.74 | 18.54 | 2,126,424.47 | 15.15 |
| | 13,901,532.50 | 100.00 | 14,034,194.35 | 100.00 |

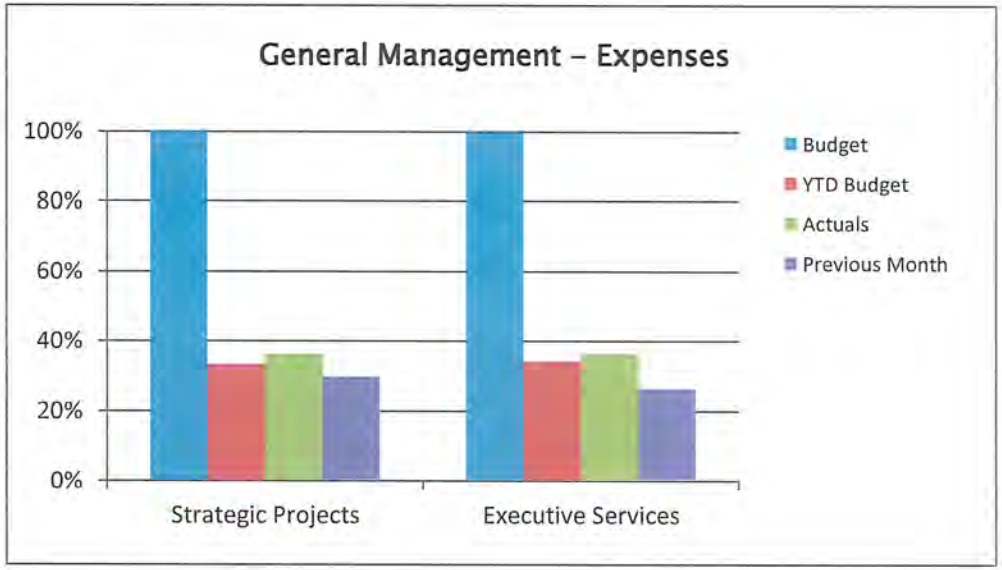
Andrea O'Rourke
ASSISTANT ACCOUNTANT

3-Nov-2015

# Finance Report - October 2015

| GENERAL MANAGEMENT | Budget | YTD Budget | Actuals | Previous Month | YTD Variance | Remaining | % of Budget |
|---|---|---|---|---|---|---|---|
| **Revenue** | | | | | | | |
| Strategic Projects | (2,061,000) | (687,104) | (20,103) | (19,061) | (667,001) | (2,040,897) | 1% |
| Executive Services | (16,000) | (5,360) | (13,139) | (13,139) | 7,779 | (2,861) | 82% |
| | **$ (2,077,000)** | **$ (692,464)** | **$ (33,242)** | **$ (32,200)** | **$ (659,222)** | **$ (2,043,758)** | |
| **Expenses** | | | | | | | |
| Strategic Projects | 189,000 | 62,968 | 68,142 | 56,235 | (5,174) | 120,858 | 36% |
| Executive Services | 1,492,000 | 507,440 | 537,614 | 390,429 | (30,174) | 954,386 | 36% |
| | **$ 1,681,000** | **$ 570,408** | **$ 605,756** | **$ 446,664** | **$ (35,348)** | **$ 1,075,244** | |

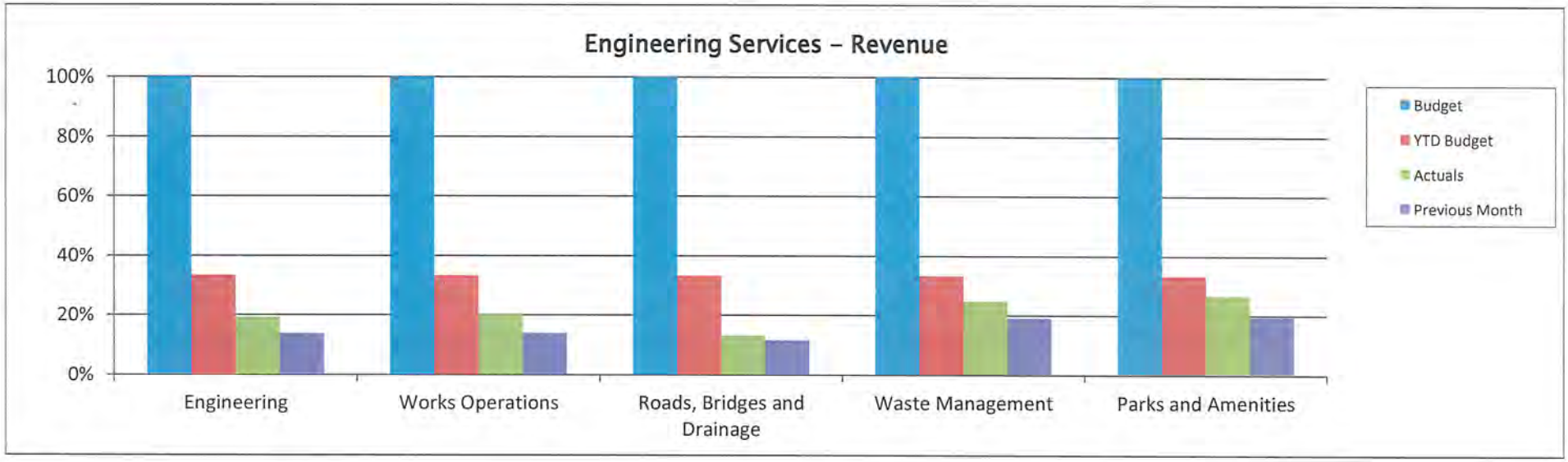



**Variance**

| | |
|---|---|
| Strategic Projects | Revenue less than YTD budget - Budget timing - sale of property and capital contributions. |
| Strategic Projects | Expenditure more than YTD budget - Made Open expenses ahead of budget. |
| Executive Services | Revenue more than YTD budget - Reimbursement of staff costs from Cradle Coast Authority. |
| Executive Services | Expenditure more than YTD budget - Budget timing - mainly Cradle Coast Authority payment. |

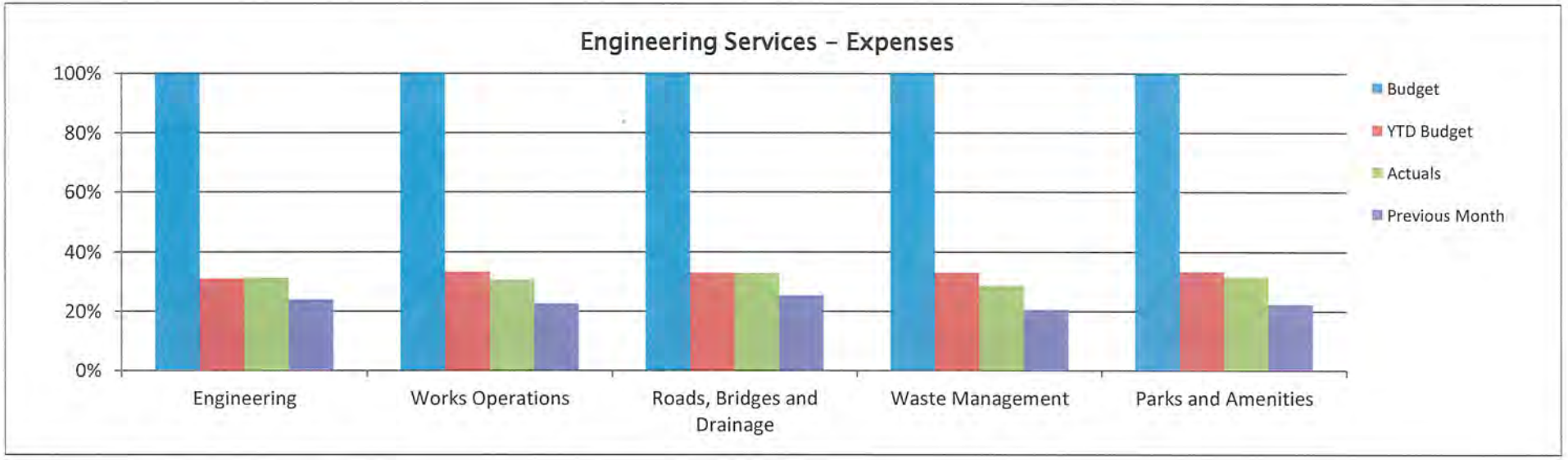
| ENGINEERING SERVICES | Budget | YTD Budget | Actuals | Previous Month | YTD Variance | Remaining | % of Budget |
|---|---|---|---|---|---|---|---|
| **Revenue** | | | | | | | |
| Engineering | (1,406,000) | (468,640) | (267,003) | (191,420) | (201,637) | (1,138,997) | 19% |
| Works Operations | (1,157,000) | (385,720) | (232,854) | (160,424) | (152,866) | (924,146) | 20% |
| Roads, Bridges and Drainage | (3,260,000) | (1,086,720) | (426,187) | (377,194) | (660,533) | (2,833,813) | 13% |
| Waste Management | (652,000) | (217,360) | (161,580) | (123,993) | (55,780) | (490,420) | 25% |
| Parks and Amenities | (405,000) | (135,000) | (107,668) | (78,612) | (27,332) | (297,332) | 27% |
| | $ (6,880,000) | $ (2,293,440) | $ (1,195,291) | $ (931,643) | $ (1,098,149) | $ (5,684,709) | |




**Variance**

| | |
|---|---|
| Engineering | Revenue under YTD budget - Engineering capital allocations and Plant allocations behind budget. |
| Works Operations | Revenue under YTD budget - Works capital allocations and Private Works revenue behind budget. |
| Roads, Bridges and Drainage | Revenue under YTD budget - Capital grants and contributions not yet received. |
| Waste Management | Revenue under YTD budget - Mainly Resource Recovery Centre - entry fees, scrap metal and Tip Shop sales. |
| Parks and Amenities | Revenue under YTD budget - Budget timing - plant allocated and proceeds on sale of property. |

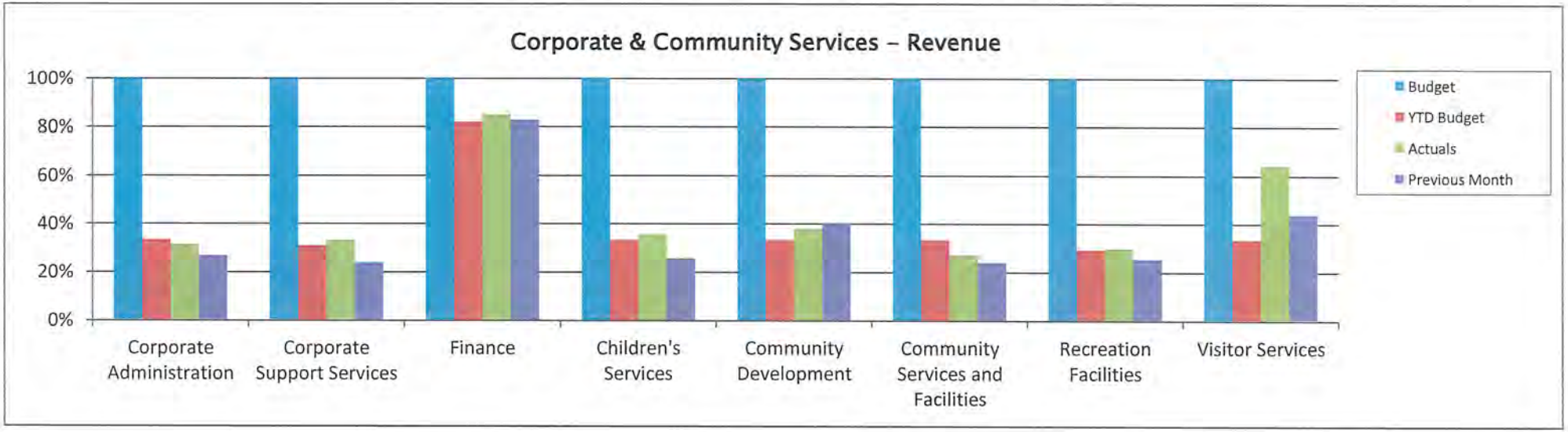
| ENGINEERING SERVICES | Budget | YTD Budget | Actuals | Previous Month | YTD Variance | Remaining | % of Budget |
|---|---|---|---|---|---|---|---|
| **Expenses** | | | | | | | |
| Engineering | 1,406,000 | 435,440 | 440,057 | 336,030 | (4,617) | 965,943 | 31% |
| Works Operations | 1,195,000 | 398,248 | 366,326 | 269,744 | 31,922 | 828,674 | 31% |
| Roads, Bridges and Drainage | 6,900,000 | 2,276,788 | 2,274,212 | 1,748,473 | 2,576 | 4,625,788 | 33% |
| Waste Management | 3,565,000 | 1,181,300 | 1,020,520 | 731,659 | 160,780 | 2,544,480 | 29% |
| Parks and Amenities | 2,521,000 | 840,200 | 795,118 | 559,165 | 45,082 | 1,725,882 | 32% |
| | $ 15,587,000 | $ 5,131,976 | $ 4,896,234 | $ 3,645,070 | $ 235,742 | $ 10,690,766 | |




**Variance**

| | |
|---|---|
| Engineering | Expenditure over YTD budget – Timing – mainly staff costs. |
| Works Operations | Expenditure under YTD budget – Timing – mainly staff costs. |
| Roads, Bridges and Drainage | Expenditure under YTD budget – Timing of costs in general. |
| Waste Management | Expenditure under YTD budget – Garbage and recycling collection costs for October not received. |
| Parks and amenities | Expenditure under YTD budget – Timing of expenses mainly in Parks. |

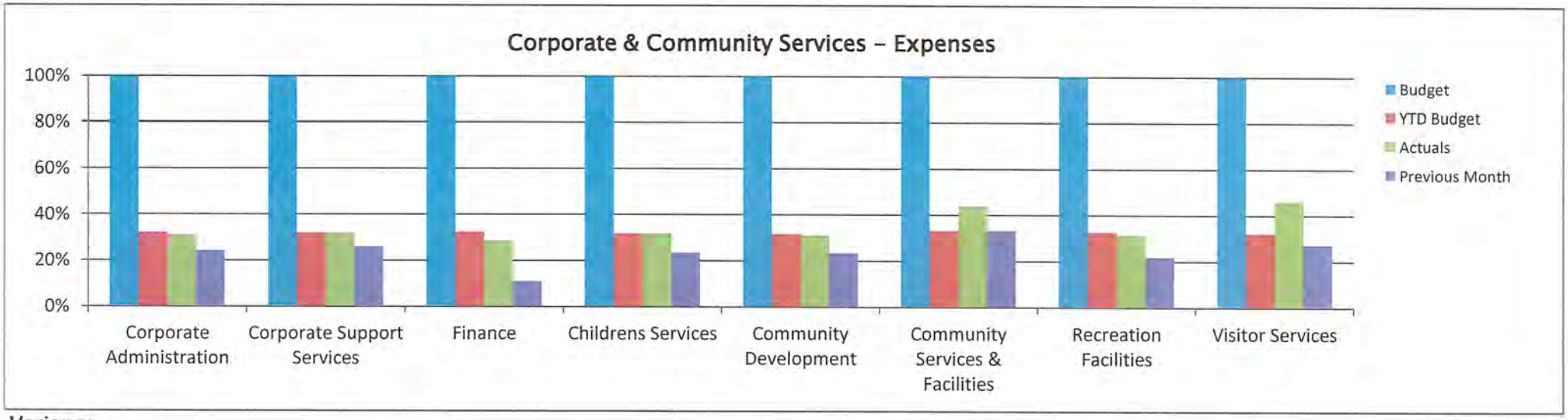
| CORPORATE & COMMUNITY SERVICES | Budget | YTD Budget | Actuals | Previous Month | YTD Variance | Remaining | % of Budget |
|---|---|---|---|---|---|---|---|
| **Revenue** | | | | | | | |
| Corporate Administration | (36,200) | (12,040) | (11,253) | (9,662) | (787) | (24,947) | 31% |
| Corporate Support Services | (3,276,000) | (1,008,640) | (1,082,445) | (778,214) | 73,805 | (2,193,555) | 33% |
| Finance | (18,378,000) | (15,077,200) | (15,611,388) | (15,211,258) | 534,188 | (2,766,612) | 85% |
| Children's Services | (1,323,300) | (440,980) | (471,092) | (339,096) | 30,112 | (852,208) | 36% |
| Community Development | (42,920) | (14,284) | (16,356) | (17,221) | 2,072 | (26,564) | 38% |
| Community Services and Facilities | (1,069,350) | (356,161) | (290,108) | (256,531) | (66,053) | (779,242) | 27% |
| Recreation Facilities | (500,500) | (146,608) | (148,804) | (126,572) | 2,196 | (351,696) | 30% |
| Visitor Services | (134,200) | (44,760) | (86,015) | (58,573) | 41,255 | (48,185) | 64% |
| | $ (24,760,470) | $ (17,100,673) | $ (17,717,460) | $ (16,797,127) | $ 616,787 | $ (7,043,010) | |




**Variance**

| | |
|---|---|
| Corporate Support Services | Revenue greater than YTD budget – Timing differences – labour on-costs ahead of budget. |
| Finance | Revenue greater than YTD budget – Rates received reflected as gross receipt. |
| Children's Services | Revenue greater than YTD budget – Revenue ahead of budget. |
| Community Services and Facilities | Revenue less than YTD budget – APHU change – no receipts from new occupants as yet. |
| Visitor Services | Revenue greater than YTD budget – Income from ticket sales greater than budget (offset by expenses). |

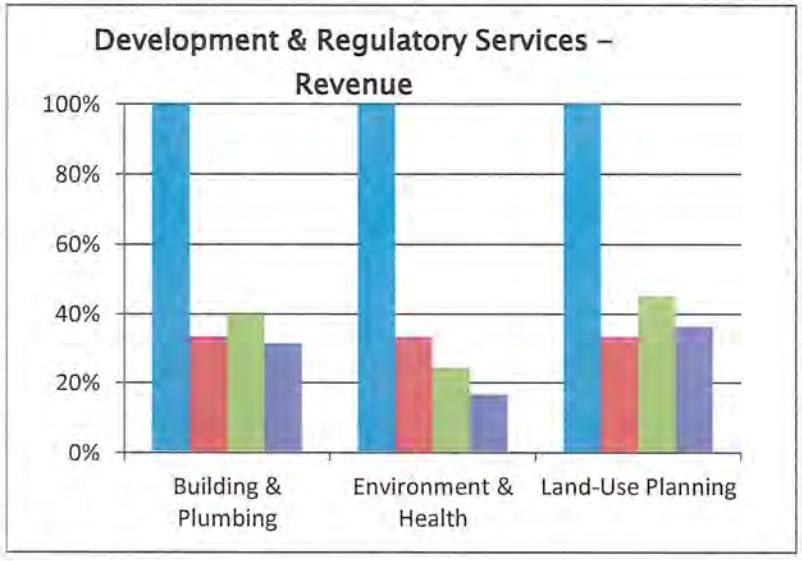
| CORPORATE & COMMUNITY SERVICES | Budget | YTD Budget | Actuals | Previous Month | YTD Variance | Remaining | % of Budget |
|---|---|---|---|---|---|---|---|
| **Expenses** | | | | | | | |
| Corporate Administration | 693,200 | 222,144 | 213,034 | 166,190 | 9,110 | 480,166 | 31% |
| Corporate Support Services | 4,090,000 | 1,298,520 | 1,295,869 | 1,056,398 | 2,651 | 2,794,131 | 32% |
| Finance | 1,713,000 | 553,074 | 487,815 | 186,424 | 65,259 | 1,225,185 | 28% |
| Children's Services | 1,319,300 | 418,329 | 417,596 | 307,602 | 733 | 901,704 | 32% |
| Community Development | 713,920 | 225,075 | 221,714 | 166,705 | 3,361 | 492,206 | 31% |
| Community Services and Facilities | 1,520,350 | 501,902 | 666,795 | 503,872 | (164,893) | 853,555 | 44% |
| Recreation Facilities | 1,907,500 | 617,552 | 594,540 | 412,840 | 23,012 | 1,312,960 | 31% |
| Visitor Services | 334,200 | 107,100 | 152,792 | 90,463 | (45,692) | 181,408 | 46% |
| | $ 12,291,470 | $ 3,943,696 | $ 4,050,155 | $ 2,890,495 | $ (106,459) | $ 8,241,315 | |

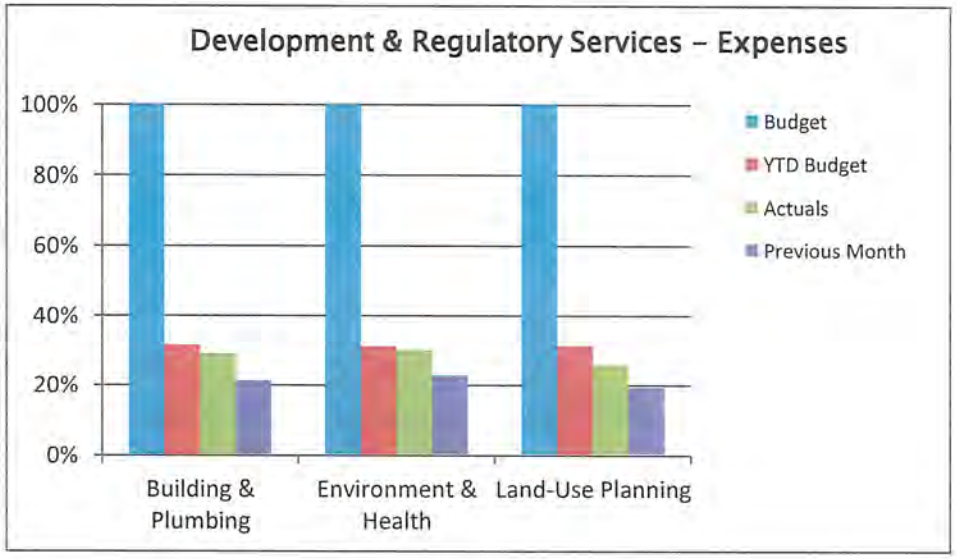



**Variance**

| | |
|---|---|
| Finance | Actuals less than YTD budget - Timing of expenses mainly Fire Service Contribution and Land Tax. |
| Community Services and Facilities | Actuals greater than YTD budget - Aged Persons Home Units change. |
| Recreation Facilities | Actuals less than YTD budget - Timing of expenses in general. |
| Visitor Services | Actuals greater than YTD budget - Payment for Aladdin and Vicar of Dibley productions ticket sales. |

| DEVELOPMENT & REGULATORY SERVICES | Budget | YTD Budget | Actuals | Previous Month | YTD Variance | Remaining | % of Budget |
|---|---|---|---|---|---|---|---|
| **Revenue** | | | | | | | |
| Building and Plumbing | (294,000) | (98,080) | (117,446) | (91,860) | 19,366 | (176,554) | 40% |
| Environment and Health | (70,000) | (23,360) | (16,968) | (11,552) | (6,392) | (53,032) | 24% |
| Land-Use Planning | (147,000) | (49,000) | (66,180) | (53,388) | 17,180 | (80,820) | 45% |
| | **$ (511,000)** | **$ (170,440)** | **$ (200,594)** | **$ (156,799)** | **$ 30,154** | **$ (310,406)** | |
| **Expenses** | | | | | | | |
| Building and Plumbing | 578,000 | 182,140 | 167,691 | 122,484 | 14,449 | 410,309 | 29% |
| Environment and Health | 355,000 | 110,520 | 106,821 | 80,868 | 3,699 | 248,179 | 30% |
| Land-Use Planning | 551,000 | 172,280 | 141,853 | 106,204 | 30,427 | 409,147 | 26% |
| | **$ 1,484,000** | **$ 464,940** | **$ 416,364** | **$ 309,557** | **$ 48,576** | **$ 1,067,636** | |

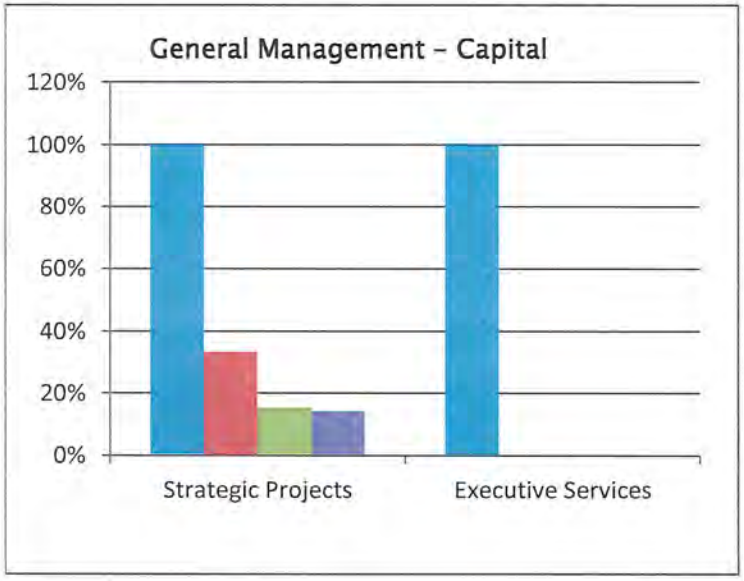


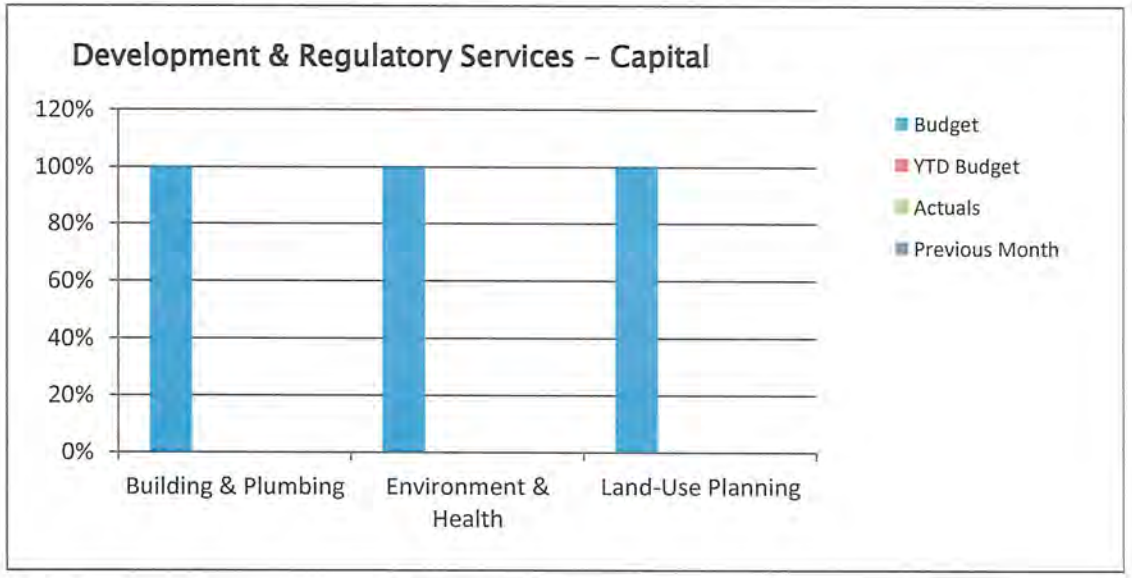




**Variance**

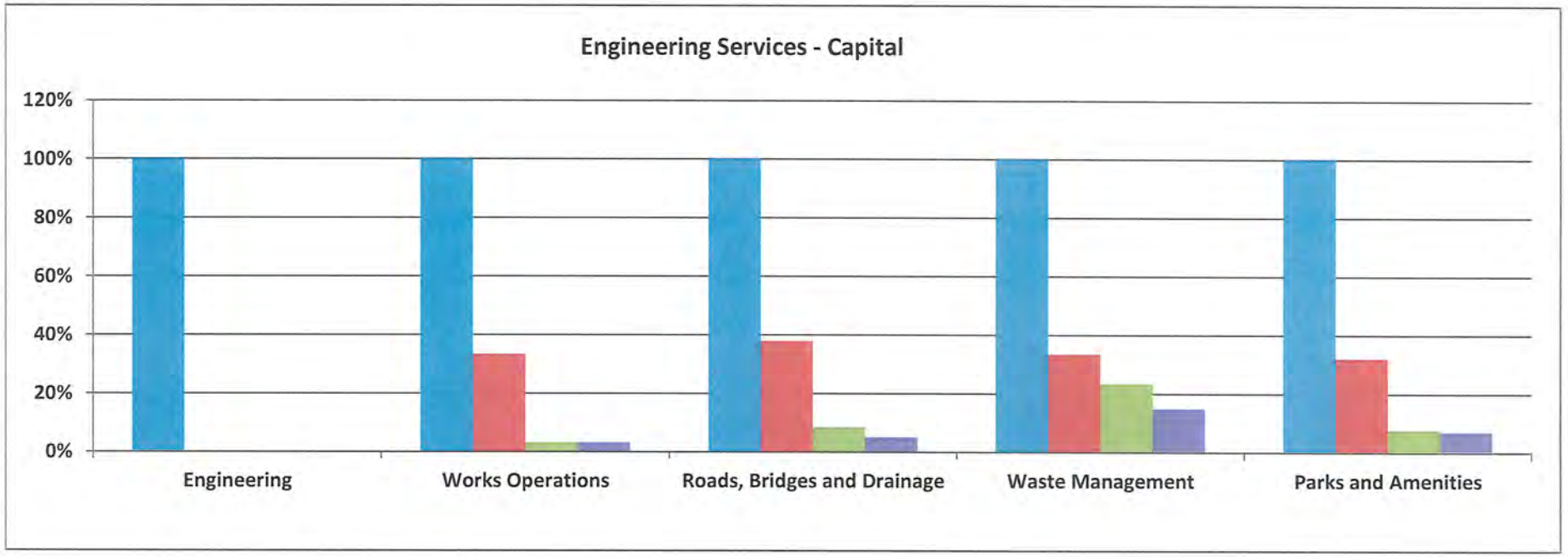
| | |
|---|---|
| Building and Plumbing | Revenue greater than YTD Budget - Mainly inspection and connection fees and building related fees. |
| Building and Plumbing | Expenses less than YTD Budget - Building related costs and timing of staff costs. |
| Land-Use Planning | Revenue greater than YTD Budget - Mainly valuation fees - Seaside Crescent. |
| Land-Use Planning | Expenses less than YTD Budget - Timing related to staff costs. |

| | Budget | YTD Budget | Actuals | Previous Month | YTD Variance | Remaining | % of Budget |
|---|---|---|---|---|---|---|---|
| **GENERAL MANAGEMENT** | | | | | | | |
| Strategic Projects | 3,135,000 | 1,044,968 | 481,024 | 444,870 | 563,944 | 2,653,976 | 15% |
| Executive Services | - | - | - | - | - | - | 0% |
| | **$ 3,135,000** | **$ 1,044,968** | **$ 481,024** | **$ 444,870** | **$ 563,944** | **$ 2,653,976** | |
| **DEVELOPMENT & REGULATORY SERVICES** | | | | | | | |
| Building & Plumbing | - | - | - | - | - | - | 0% |
| Environment & Health | 30,000 | - | - | - | - | 30,000 | 0% |
| Land-Use Planning | - | - | - | - | - | - | 0% |
| | **$ 30,000** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 30,000** | |

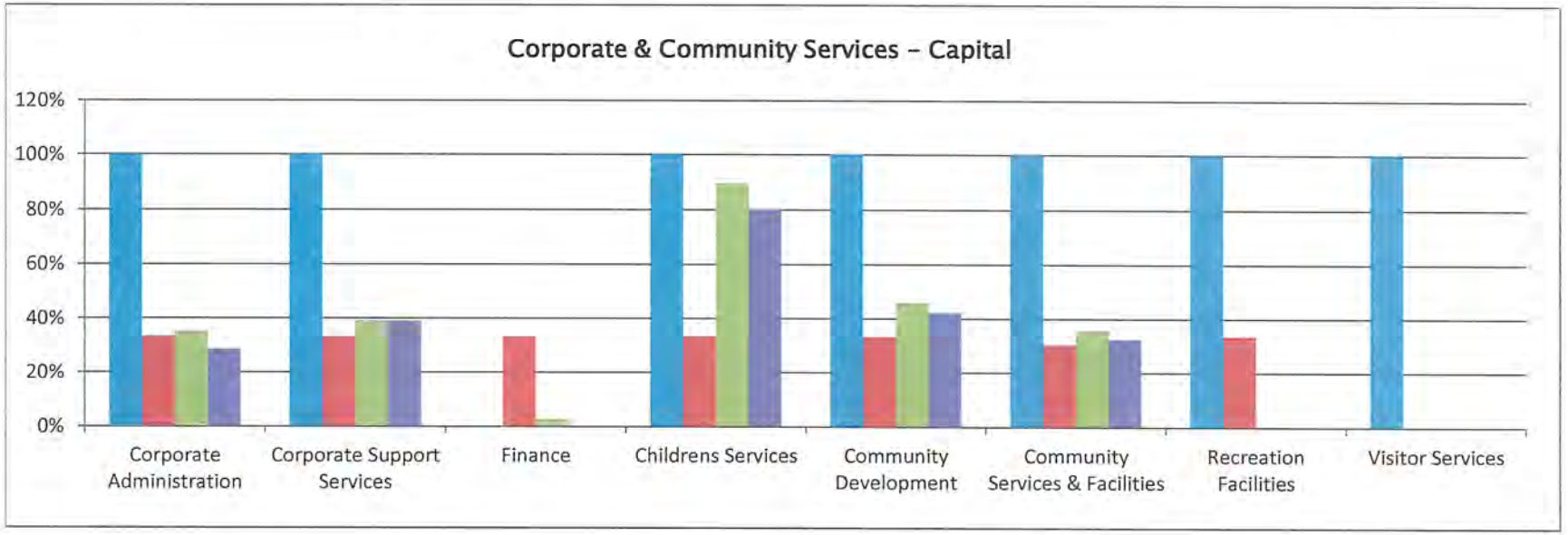


| ENGINEERING SERVICES | Budget | YTD Budget | Actuals | Previous Month | YTD Variance | Remaining | % of Budget |
|---|---|---|---|---|---|---|---|
| Engineering | 90,000 | – | – | – | – | 90,000 | 0% |
| Works Operations | 198,500 | 66,140 | 6,210 | 6,210 | 59,930 | 192,290 | 3% |
| Roads, Bridges and Drainage | 7,166,000 | 2,710,200 | 599,942 | 358,747 | 2,110,258 | 6,566,058 | 8% |
| Waste Management | 393,000 | 130,840 | 91,657 | 57,876 | 39,183 | 301,343 | 23% |
| Parks and Amenities | 665,000 | 211,696 | 48,957 | 45,027 | 162,739 | 616,043 | 7% |
| | $ 8,512,500 | $ 3,118,876 | $ 746,766 | $ 467,860 | $ 2,372,110 | $ 7,765,734 | |



| | Budget | YTD Budget | Actuals | Previous Month | YTD Variance | Remaining | % of Budget |
|---|---|---|---|---|---|---|---|
| **CORPORATE & COMMUNITY SERVICES** | | | | | | | |
| Corporate Administration | 102,000 | 34,048 | 35,810 | 28,994 | (1,762) | 66,190 | 35% |
| Corporate Support Services | 123,500 | 41,164 | 48,156 | 48,093 | (6,992) | 75,344 | 39% |
| Finance | - | - | - | - | - | - | 0% |
| Childrens Services | 35,000 | 11,640 | 925 | - | 10,715 | 34,075 | 0% |
| Community Development | 258,000 | 86,056 | 230,973 | 206,458 | (144,917) | 27,027 | 90% |
| Community Services & Facilities | 457,000 | 152,232 | 209,869 | 193,109 | (57,637) | 247,131 | 46% |
| Recreation Facilities | 276,500 | 83,900 | 98,715 | 89,365 | (14,815) | 177,785 | 36% |
| Visitor Services | 10,000 | 3,360 | - | - | 3,360 | 10,000 | 0% |
| | $ 1,262,000 | $ 412,400 | $ 624,447 | $ 566,019 | $ (212,047) | $ 637,553 | |




| | |
|---|---|
| Strategic Projects | Expenses less than budget - Timing of projects relating to the receipt of Grant income. |
| Works Operations | Expenses less than budget - Timing of projects relating to plant replacement and washdown bay. |
| Roads, Bridges and Drainage | Expenses less than budget - Timing of projects - bigger road projects not commenced. |
| Parks and Amenities | Expenses less than budget - Timing of projects - mainly playgrounds and public amenities. |
| Community Development | Expenses greater than budget - Timing of projects mainly Ulverstone History Museum. |
| Community Services & Facilities | Expenses greater than budget - Timing of projects mainly APHU and Wharf storage building. |

# BANK RECONCILIATION

## FOR THE PERIOD 1 OCTOBER 2015 TO 31 OCTOBER 2015

| | |
|---|---|
| Balance Brought Forward (30/9/2015) | 13,447,189.97 |
| Add, Revenue for month | 1,509,973.07 |
| | 14,957,163.04 |
| Less, Payments for month | 1,975,721.32 |
| Balance as at 31 October 2015 | 12,981,441.72 |

| | |
|---|---|
| Balance as at Bank Account as at 31 October 2015 | 585,901.34 |
| Less, Unpresented Payments | - 9,794.61 |
| | 576,106.73 |
| Cash on Hand | - 30,273.50 |
| Operating Account | 545,833.23 |
| Interest Bearing Term Deposits | 12,435,608.49 |
| | 12,981,441.72 |

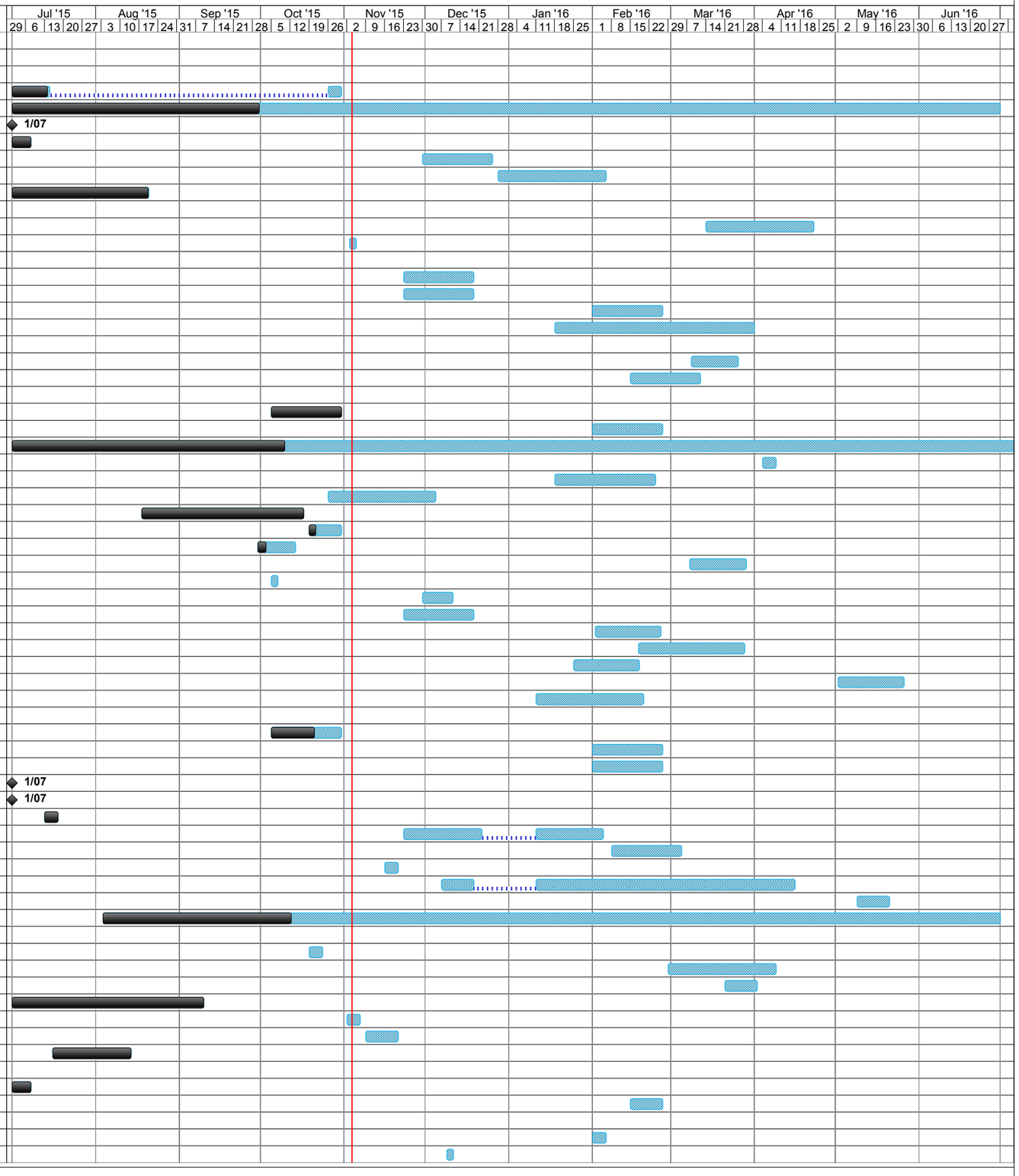
Andrea O'Rourke
ASSISTANT ACCOUNTANT

03-November-2015

# Works Program 2015-2016

(Schedule indicates site construction only)

| Status | Task Name | Budget | Notes |
|---|---|---|---|
| | **Works Schedule 2015-2016 Revised Oct 2015 Draft** | **$10,850,500** | |
| | **CAPITAL WORKS PROGRAM 2015-16** | **$10,850,500** | |
| | **Strategic Projects** | **$1,645,000** | |
| | Reibey Street Beautification | $113,000 | Eastern Block |
| | Dial Regional Sports Complex | $649,000 | Design/Consultation... |
| | Wongi Lane Bus Interchange | $320,000 | |
| | Leven River Seawall & Pathway | $273,000 | |
| | Wharf Mooring Bollards | $40,000 | Power & water |
| | Hiscutt Park Pond | $200,000 | Siltation & weir improvements |
| | Leven River Wharf - Pontoon | $50,000 | C/O |
| | **Property Management** | **$527,000** | |
| | Dial Road Development | $422,000 | |
| | East Ulverstone Industrial Estate | $105,000 | |
| | **Works Depot** | **$116,000** | |
| | Painting Program | $5,000 | |
| | Office Building | $25,000 | External Refurbishment |
| | Training/Meeting Room | $20,000 | |
| | Washdown Bay | $66,000 | Stage 1 |
| | **Emergency Services** | **$12,000** | |
| | Buttons Creek - Flood Resilience Program | $5,000 | |
| | SES Building and Equipment | $7,000 | |
| | **Roads - Urban Sealed** | **$2,405,000** | |
| | Street Resealing | $50,000 | Preparation Works |
| | Street Resealing | $190,000 | Sealing Works |
| | Traffic Management/Safety Improvements | $18,000 | |
| | Victoria Street Laneway | $2,000 | |
| | Hobbs Parade | $300,000 | Tasma Parade to Queen Street Rehab |
| | McDonald Street | $310,000 | Dunning Street to Leven Street |
| | Trevor Street | $160,000 | Laurel Place to Reservoir |
| | Leighlands Avenue | $175,000 | Cluan Crescent to Tongs Court |
| | Thomas Street | $70,000 | Leighlands Avenue to Cluan Crescent |
| | Ironcliffe Road Retaining Wall | $80,000 | No.58 replacement |
| | Safe Cycling Routes | $5,000 | |
| | Railway Crossings | $39,000 | |
| | Kerb Ramp Improvements | $42,000 | |
| | Crescent Street/Reibey Street/Kings Parade | $104,000 | |
| | Kings Parade/Queen's Gardens | $250,000 | |
| | Queen Street | $190,000 | Blackspot Project |
| | Jermyn Street/Leven Street Intersection | $230,000 | Blackspot Project |
| | Main Road Pedestrian Crossing | $190,000 | Vulnerable Road User |
| | **Roads - Rural Sealed** | **$2,251,000** | |
| | Road Resealing | $100,000 | Preparation Works |
| | Road Resealing | $631,000 | Sealing Works |
| | Pine Road Geofabric Reseal | $100,000 | Sealing Works |
| | Raymond Road Landslip | $10,000 | |
| | Penguin Road Landslip | $50,000 | Lonah |
| | South Road Guardrail | $35,000 | No.530 Extension |
| | Gunns Plains Road | $200,000 | Bank Stabilisation |
| | Raymond Road Landslip | $90,000 | West |
| | Raymond Road Parking | $10,000 | Preston Falls |
| | Nine Mile Road | $1,000,000 | Widening & Safety Improvements |
| | Intersection Improvements | $20,000 | Ironcliffe Road/Gardiner Place Bench |
| | Traffic Management | $5,000 | |
| | **Footpaths** | **$433,000** | |
| | Dial Street | $3,000 | Interpretation signage |
| | Victoria Street | $200,000 | The Quadrant to Patrick Street - West Side |
| | Midway Point | $30,000 | Link Formation - Preservation Drive |
| | West Ulverstone Shared Pathway | $80,000 | Complete link behind tennis courts |
| | Arnold Street | $30,000 | Northern end |
| | Reibey Street | $40,000 | Paver Replacement |
| | Trevor Street | $50,000 | East of Lovett St |
| | **Bridges** | **$536,000** | |
| | Penguin Creek - Browns Lane | $86,000 | Replacement and Road Reservation |
| | Gawler River - Coxs Road | $450,000 | Replacement |
| | **Car Parks** | **$696,000** | |
| | West Ulverstone Recreation Ground | $80,000 | Reseal |
| | Disabled Parking Spaces | $50,000 | |

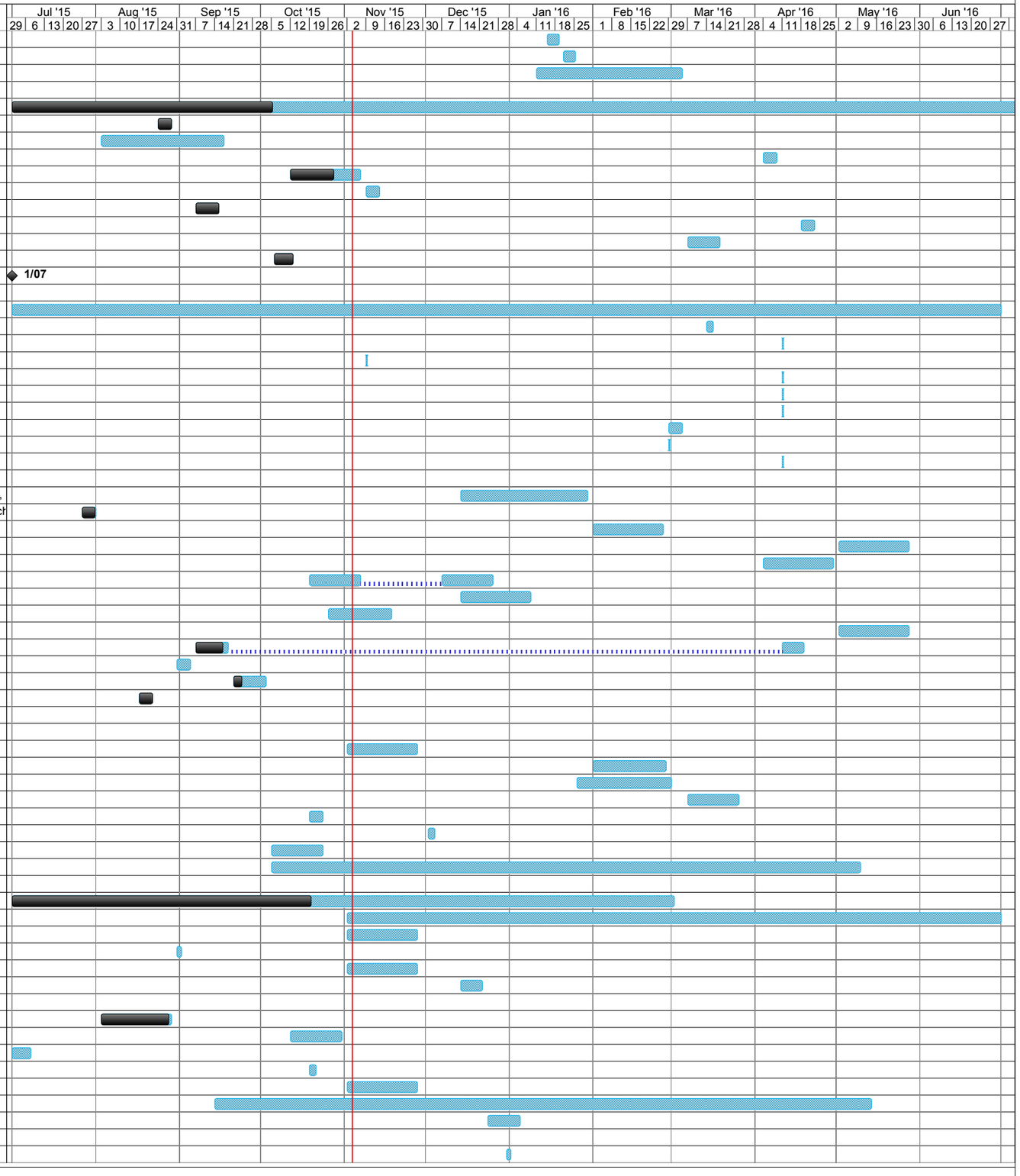



Date: Wed 4/11/15 19 | Task | Progress

# Works Program 2015-2016

(Schedule indicates site construction only)

| Status | Task Name | Budget | Notes |
|---|---|---|---|
| | Car Park Signage | $50,000 | |
| | Strategy Items | $66,000 | Safety, On-street linemarking |
| | Ulverstone CBD | $450,000 | Furners/Coles |
| | **Drainage** | **$184,000** | |
| | Side Entry Pits | $20,000 | |
| | Leven Street | $20,000 | Alexandra Road to James Street |
| | Risby Street | $9,000 | Side Entry Pits |
| | Deviation Road | $10,000 | No.63 Improvements |
| | South Road/Lyndara Drive | $40,000 | 1A Lyndara Drive Augmentation |
| | Fairway Park | $20,000 | Outfall Extension |
| | Main Road | $20,000 | No.160 Improvements |
| | Bertha Street | $10,000 | Outfall Improvements |
| | Forth Road | $15,000 | No.1-3 Pipe Open Drain |
| | Seaside Crescent | $12,000 | |
| | Miscellaneous Drainage | $8,000 | |
| | **Household Garbage** | **$380,000** | |
| | Penguin Refuse Disposal Site | $197,000 | Site Rehabilitation |
| | Resource Recovery Centre - Site Development | $50,000 | Layout Improvements |
| | Resource Recovery Centre - Rehabilitation | $30,000 | Environmental Improvements |
| | Resource Recovery Centre - Leachate Improvements | $50,000 | Subsoil Drainage |
| | Castra Transfer Station - Site & Rehabilitation | $3,000 | Environmental Improvements |
| | Preston Transfer Station - Site & Rehabilitation | $3,000 | Environmental Improvements |
| | South Riana Transfer Station - Site & Rehabilitation | $2,000 | Environmental Improvements |
| | Preston Transfer Station - Safety Improvements | $20,000 | Fall Arrest Gate |
| | Preston Transfer Station - Retaining Wall | $20,000 | Replacement |
| | Ulverstone Transfer Station - Site & Rehabilitation | $5,000 | Environmental Improvements |
| | **Parks** | **$308,000** | |
| | Playground Renewals | $100,000 | West Beach, Fairway Park, Beach Road BB Hoop, |
| | Parks Asset Renewals | $7,000 | Taylors Flats - BBQ, Car Barriers - Johnsons Beach |
| | Fairway Park - Beach Road | $10,000 | |
| | Beach Access Upgrades | $10,000 | |
| | Flagpole Replacements | $5,000 | |
| | Park Signage Upgrade | $10,000 | |
| | Heybridge Playground | $60,000 | |
| | Nicholsons Point Redevelopment - Stage 2 | $20,000 | |
| | Industrial Estate | $15,000 | Greenbelt |
| | Forth Recreation Ground | $10,000 | Tree Planting |
| | Sulphur Creek Hall Reserve | $7,000 | Tennis Court Removal |
| | Johnsons Beach Master Plan | $12,000 | Stage 1 |
| | Ulverstone Rowing Club | $5,000 | Car Barriers |
| | Josephine Street Beach Access | $30,000 | |
| | **Public Amenities** | **$234,000** | |
| | Toilet Refurbishments | $30,000 | |
| | Bus Shelter Renewals | $10,000 | |
| | Coles Toilet Renewal | $120,000 | |
| | Nicholsons Point Boat Ramp | $25,000 | |
| | Toilet Furniture Upgrade | $5,000 | |
| | Public Toilets | $5,000 | Minor Works External |
| | Drinking Water Stations | $6,000 | |
| | Public Toilet | $3,000 | Lighting Upgrade/Sulphur Creek Toilets |
| | **Cemeteries** | **$60,000** | |
| | Memorial Park - Watering System | $10,000 | |
| | Memorial Park - New Plinths | $15,000 | |
| | Memorial Park - Seating | $5,000 | |
| | Ulverstone General Cemetery - Signage | $2,000 | |
| | Memorial Park - Path System | $15,000 | |
| | Master Plan | $3,000 | |
| | **Administration Centre** | **$82,000** | |
| | Painting Program | $5,000 | |
| | Carpet Replacement Program | $10,000 | Walkway/planning |
| | Office Furniture | $2,000 | |
| | Council Chamber Chair Replacement | $5,000 | |
| | Lighting Upgrade | $10,000 | |
| | Heat Pump Renewals | $10,000 | |
| | Electrical Upgrade | $40,000 | Stage 1 (RCD Protection) |
| | **Community Development** | **$15,000** | |
| | Ulverstone Entry Signage | $15,000 | |

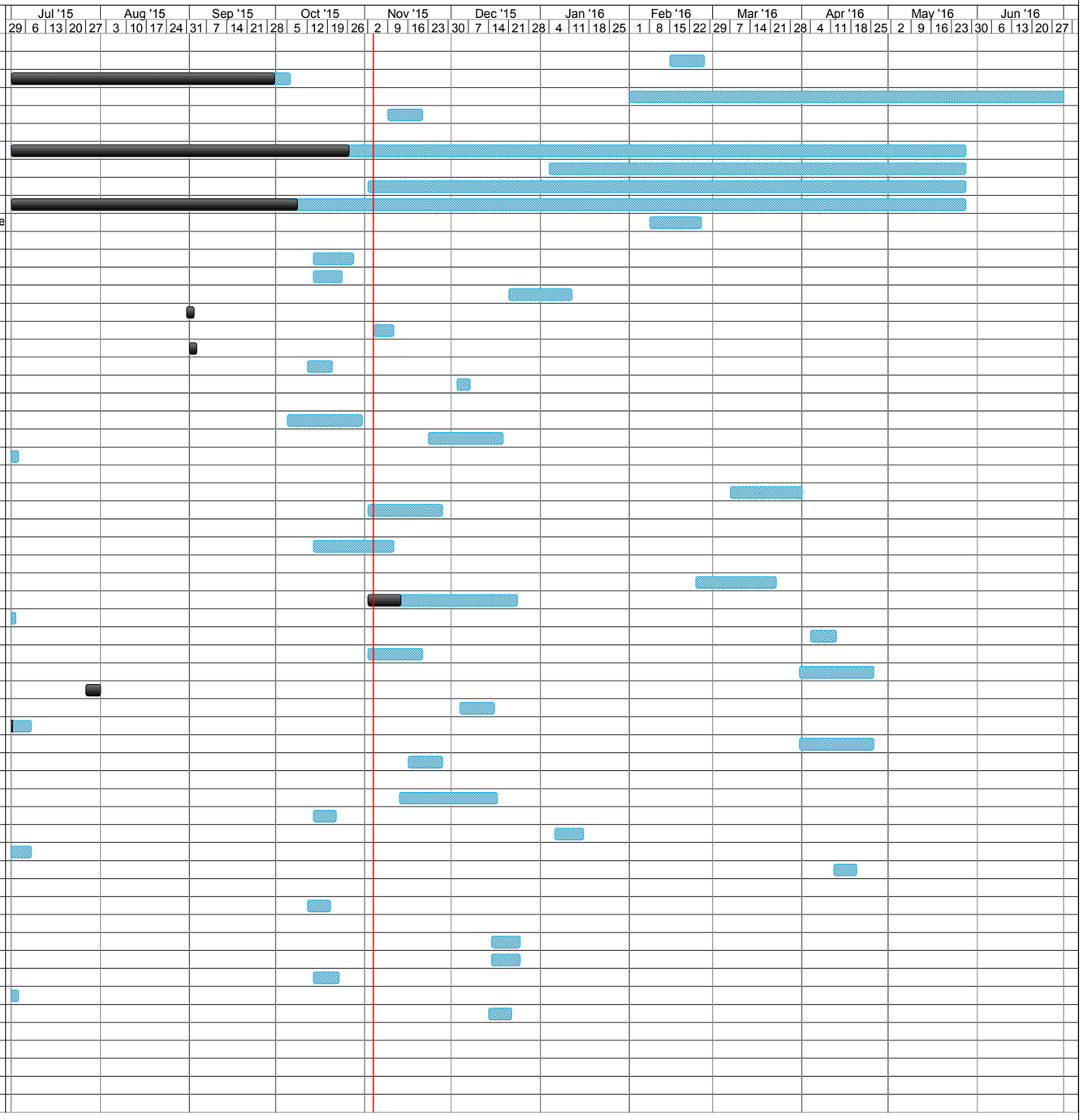



Date: Wed 4/11/15 19 | Task | Progress

# Works Program 2015-2016

(Schedule indicates site construction only)

| Status | Task Name | Budget | Notes |
|---|---|---|---|
| | **Cultural Activities** | **$246,000** | |
| | Ulverstone History Museum - Clock Display | $10,000 | |
| | Ulverstone History Museum - Insulation & Electrical | $220,000 | |
| | Ulverstone Band | $13,000 | Instruments |
| | Art Gallery | $3,000 | Acquisitions |
| | **Housing** | **$140,000** | |
| | Aged Persons Home Units - Internal Rehabilitation | $50,000 | |
| | Aged Persons Home Units - HWC Renewal | $15,000 | |
| | Aged Persons Home Units - External Rehabilitation | $50,000 | |
| | Aged Persons Home Units - Electrical Replacements | $15,000 | |
| | Aged Persons Home Units - Fencing/Surrounds | $10,000 | Fencing at Cooinda,Howe Lane/Carroo Court garde |
| | **Cultural Amenities** | **$179,000** | |
| | Wharf Building - Gnomon/River Room Renewal | $10,000 | |
| | Wharf Building - Storage Roller Door | $5,000 | |
| | Wharf Building - Decking | $20,000 | |
| | Wharf Building - Operable Door | $5,000 | |
| | Wharf Building - Tables and Chairs | $10,000 | |
| | Wharf Building - Western Wall Blinds | $5,000 | |
| | Wharf Building - Waste Fence | $25,000 | |
| | Sustainability Assessment | $2,000 | |
| | **Public Halls and Buildings** | **$86,000** | |
| | Ulverstone Surf Club | $25,000 | Balcony Structure Repair |
| | Turners Beach Hall | $20,000 | Roof Renewal |
| | Sustainability Assessment | $5,000 | |
| | **Caravan Parks** | **$15,000** | |
| | Amenities | $5,000 | Painting Program |
| | Ulverstone Caravan Park | $10,000 | Electrical Upgrade |
| | **Swimming Pool and Waterslide** | **$5,000** | |
| | Waterslide | $5,000 | Fencing & Surrounds |
| | **Active Recreation** | **$182,500** | |
| | Turners Beach Recreation Ground | $15,000 | Goal Post Renewals |
| | Poultry Pavilion Renewal | $40,000 | |
| | Asset Renewal | $2,500 | |
| | Cricket Wicket Renewals | $10,000 | |
| | Ulverstone Showground | $20,000 | Surface Renewals |
| | River Park Resurfacing | $10,000 | |
| | Showgrounds - Community Precinct Car Park | $25,000 | |
| | Ulverstone Tennis Club | $25,000 | Court Removal |
| | Showgrounds - Ground Lighting (design) | $10,000 | Stage 2 |
| | Showgrounds - Fencing | $20,000 | |
| | Ulverstone Recreation Ground - bird management | $5,000 | |
| | **Recreation Centres** | **$68,000** | |
| | Ulverstone Stadium 2 | $40,000 | Guttering and External Refurbishment |
| | Ulverstone Sports & Leisure Centre - Squash Court | $10,000 | Lighting Upgrade |
| | Ulverstone Sports & Leisure Centre - Security/Wifi Review | $10,000 | |
| | Sustainability Assessment | $3,000 | |
| | Risk Assesment - Outcomes | $5,000 | |
| | **Visitor Information Services** | **$10,000** | |
| | Ulverstone Visitor Information Centre Panels | $10,000 | |
| | **Child Care** | **$35,000** | |
| | Ulverstone Childcare Internal/External Painting | $5,000 | |
| | Penguin Playcentre - Internal Painting | $5,000 | |
| | Ulverstone Childcare - Box Gutter | $10,000 | |
| | Young Endeavours Fence | $10,000 | |
| | Childcare Car Park | $5,000 | |
| | **LEGEND** | **$0** | |
| | Not Started | $0 | |
| | Commenced (Construction or Preliminaries) | $0 | |
| | Complete | $0 | |
| | Deferred | $0 | |




Date: Wed 4/11/15 19 | Task | Progress

CENTRAL COAST COUNCIL

I certify that this is the Code for Tenders and Contracts referred to in Minute No. 328/2015 of a meeting of the Council held on 16/11/2015

Acting Executive Services Officer

# Code for Tenders and Contracts

## November 2015

CENTRAL COAST COUNCIL

PO Box 220 / DX 70506
19 King Edward Street
Ulverstone Tasmania 7315
Tel 03 6429 8900
Fax 03 6425 1224
admin@centralcoast.tas.gov.au
www.centralcoast.tas.gov.au

# Table of Contents


1 INTRODUCTION ..... 3

2 DEFINITIONS ..... 4

3 PURCHASING PRINCIPLES ..... 5

3.1 Open and effective competition ..... 5

3.2 Value for money ..... 6

3.3 Enhancement of the capabilities of local business and industry ..... 6

3.4 Ethical behaviour and fair dealing ..... 7

4 ETHICS AND PROBITY ..... 7

4.1 Ethics ..... 7

4.2 Probity ..... 7

4.3 Purchasing Code of Conduct ..... 8

5 MAKING THE PURCHASE ..... 8

5.1 Procurement overview – processes ..... 8

5.2 Planning the Purchase ..... 9

5.3 Purchasing Documentation ..... 10

5.3.1 Verbal Quotations (for purchases below $10,000 excluding GST) ..... 10

5.3.2 Written Quotations (for purchases between $10,000 and $100,000 excluding GST) ..... 10

5.3.3 Tenders (for purchases greater than $100,000 excluding GST) ..... 11

5.4 Inviting Offers ..... 13

5.4.1 Verbal Quotations ..... 13

5.4.2 Written Quotations ..... 13

5.4.3 Tenders ..... 14

5.5 Communication with all potential suppliers and bidders – Contact Officer ..... 15

5.6 Receiving Offers ..... 15

5.6.1 Verbal and Written Quotations ..... 15

5.6.2 Tenders ..... 16

5.7 Evaluating Offers ..... 16

5.7.1 Verbal and Written Quotations ..... 16

5.7.2 Tenders ..... 17

5.8 Tender Review ..... 18

5.8.1 Purchase Audit Committee ..... 18

5.8.2 Tender Evaluation Panel ..... 19

5.9 Notification of successful and unsuccessful tenderers ..... 19

5.10 Debriefing unsuccessful tenderers ..... 20

5.11 CONTRACT MANAGEMENT ..... 20
5.12 STANDING TENDERS ..... 21
5.13 MULTIPLE-USE REGISTER ..... 21
5.14 MULTIPLE-STAGE TENDERS ..... 23
5.14.1 Process ..... 24
6 EXEMPTIONS ..... 25
7 COMPLAINTS PROCESS ..... 27
8 CONTRACT RENEWALS AND EXTENSIONS ..... 27
8.1 CONTRACT RENEWALS ..... 27
8.2 CONTRACT EXTENSIONS ..... 28
9 DISPOSALS ..... 28
9.1 DISPOSALS LESS THAN $5,000 ..... 28
9.2 DISPOSALS GREATER THAN $5,000 ..... 28
10 REPORTING ..... 29
10.1 ANNUAL REPORT ..... 29
10.2 REPORTING TO COUNCIL ..... 29
11 COMMON USE CONTRACTS ..... 29
11.1 DEPARTMENT OF TREASURY AND FINANCE ..... 29
11.2 LOCAL BUY ..... 30

# 1 Introduction

The purpose of this Code for Tenders and Contracts (Code), is to provide a policy framework on best practice tendering and procurement methods in line with the legislative requirements of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulations 2015* (the Regulations).

With this Code the Central Coast Council (the Council) aims to achieve the purchasing principles of:

- open and effective competition;
- value for money;
- enhancement of the capabilities of local business and industry; and
- ethical behaviour and fair dealing.

The Act requires every council to adopt a code relating to tenders and contracts by 1 January 2006.

This Code:

- is consistent with the Act and the Regulations; and
- includes procedures and guidelines for any prescribed matter.

As a measure of accountability and transparency, the General Manager will:

- make a copy of this Code (and any amendments) available for public inspection at the public office during ordinary office hours;
- make copies of this Code available for purchase at a reasonable charge; and
- publish a copy of this Code on the Council's website.

The Act and Regulations require the Council to invite tenders for any contract it intends to enter into for the supply or provision of goods or services valued at or above $250,000 (excluding GST). The Council has however chosen to maintain its threshold at $100,000 and in accordance with the Regulations, the Council will invite tenders for all contracts valued at or over $100,000 (excluding GST) by one of the following means:

- an open tender process; (refer Sections 5.1 through to 5.12)
- a multiple-use register; or (refer Section 5.13)
- a multiple-stage tender (refer Section 5.14).

There are circumstances in which the Council is exempt from undertaking the above processes. These circumstances are described in Section 6.

For purchases under the $100,000 threshold, the Council, in accordance with the Regulations, has decided that a quotation process will be undertaken. The Council may

choose to grant an exemption from undertaking a quotation process where the same circumstances exist for that of a tender described in Section 6.

The Council will not split a contract into two or more contracts for the primary purpose of avoiding compliance with the requirement to publicly invite tenders.

## 2 Definitions

**Building Construction** – the construction and refurbishment of buildings and residential properties, and associated maintenance (services and residential) and professional services (e.g. architects).

**Code** – refers to this Code for Tenders and Contracts which has been developed in accordance with the requirements of the *Local Government Act 1993* and the *Local Government (General) Regulations 2015.*

**Consultant** – a person or organisation, external to the Council, engaged under a contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by the Council. The consultant will be expected to exercise his or her own skills and judgement independently of the Council. It is the advisory nature of the work that distinguishes a consultant from a contractor.

**Contractor** – a person or organisation, external to the Council, engaged under a contract for service (other than as an employee) to provide specified services to the Council.

**Contract** – a contract is an obligation, such as an accepted offer, between competent parties upon a legal consideration, to do, or abstain from doing, some act.

**Expression of Interest (EOI)** – an Expression of Interest may be used as a means of exploring the market or to pre-qualify businesses to reduce the cost of tendering by restricting the issue of formal tenders.

**Industry Capability Network Tasmania (ICNTAS)** – promotes Tasmanian industry through import replacement and opportunities for participation in major projects, government procurement and commercial developments. For more information go to www.icntas.org.au.

**Local Business** – any business operating in the Central Coast municipal area that has a permanent office or presence in the municipal area.

**Multiple-stage Purchasing** – a process which allows for a preliminary assessment of the market to be made in terms of the capabilities of potential suppliers and the goods and services that are available to satisfy the requirement, before a final purchasing stage is undertaken.

**Preferred Supplier** – a supplier that has satisfied the Council's selection criteria and is approved for the purchase of particular goods and services.

**Procurement** – the entire process by which all resources are obtained by an entity, including planning, design, standards determination, specification writing, selection of suppliers, financing, contract administration, disposals and other related functions.

**Probity** – probity is a risk management approach to ensuring procedural integrity.

**Probity Adviser** – a Probity Adviser provides advice on probity issues before and during the process of tendering and contracting to ensure the process is fair and in accordance with the Council's guidelines.

**Public Tender** – a tender where any business that can meet the requirements of the Request for Tender has the opportunity to bid.

**Purchasing** – the acquisition of goods or services.

**Quotation** – the bid submitted in response to a Request for Quotation from the Council.

**Request for Quotation** – either a verbal or written request for offers from businesses capable of providing a specified good or service.

**Request for Tender** – a document soliciting offers from businesses capable of providing a specified good or service. Requests for Tender are usually advertised.

**Standing Tender** – a tender from which a single tenderer or multiple tenderers may be contracted for a specified period to provide specified goods or services during that period without the need for a further tender process.

**Tender** – a proposal, bid or offer that is submitted in response to a Request for Tender from the Council.

**Tender Box** – the point of lodgement for tenders to ensure that the documentation is kept secure until the tender period closes.

**Tender Evaluation Panel** – a committee established to review the process used for all building and construction, and goods and services tenders over $100,000 (excluding GST).

**Value for Money** – achieving the desired outcomes at the best possible price.

**Verbal Quotation** – a verbal response to a request for a quotation.

**Written Quotation** – a written response to a request for a quotation.

# 3 Purchasing Principles

This Code has been developed in order to have a transparent set of strategies and procedures that the Council will follow in order to comply with the four purchasing principles as required in the *Local Government (General) Regulations 2015*. Below is a brief definition of each principle and what it means in practice to the Council.

## 3.1 Open and effective competition

**Open and effective competition** – ensuring that the purchasing process is impartial, open and encourages competitive offers.

In practice this means that the Council will:

- use transparent and open purchasing processes so that potential contractors, suppliers and the public can have confidence in the outcomes;

- adequately test the market by applicable processes, e.g. by open tender or by seeking quotations;
- avoid biased specifications; and
- treat all suppliers consistently and equitably.

## 3.2 Value for money

**Value for money** – achieving the desired outcome at the best possible price.

In practice this means that the Council will weigh-up the benefits of each purchase against the costs of that purchase. In doing this, it may take the following factors into consideration:

- fitness for purpose;
- maintenance and running costs over the lifetime of the product;
- the advantages of buying locally, e.g. shorter delivery times, local backup and servicing, and the availability of spare parts;
- the contribution to the achievement of other Council objectives such as industry development and employment creation;
- quality assurance and perceived level of risk;
- the capacity of the supplier, e.g. managerial and technical abilities; and
- disposal value.

## 3.3 Enhancement of the capabilities of local business and industry

Enhancement of the capabilities of local business and industry – ensuring that local businesses that wish to do business with the Council are given the opportunity to do so.

In practice this means that the Council:

- will actively seek bids from local business, if available, particularly from those which have previously requested the opportunity to quote;
- will, for purchases less than $10,000 (excluding GST), seek at least one verbal quote from a local business, if available. Exemptions may apply to items below $500 (excluding GST), refer to table on pages 9 and 10;
- will, for purchases between $10,000 and $100,000 (excluding GST), seek at least one written quote from a local business, if available; and
- will, for purchases greater than $100,000 (excluding GST), seek to get at least one tender from a local business, if available.

## 3.4 Ethical behaviour and fair dealing

This principle means that all purchasing is undertaken in a fair and unbiased way and in the best interests of the Council.

In practice this means that the Council will:

- be fully accountable for the purchasing practices that it uses and the decisions it makes;
- ensure that decisions are not influenced by self-interest or personal gain (i.e. declining gifts or other personal benefits from suppliers);
- identify and deal with conflicts of interest;
- maintain confidentiality; and
- ensure that all procurement is undertaken in accordance with the Council's policies.

# 4 Ethics and Probity

## 4.1 Ethics

The Council will observe the following ethical standards when making purchasing transactions:

- all business will be conducted in the best interests of the ratepayers, avoiding any situation which may impinge, or might be deemed to impinge, on impartiality;
- all expenditure will be in accordance with the requirements of the *Local Government Act 1993* and the *Local Government (General) Regulations 2015*;
- all procurement activity will be undertaken without favour or prejudice and will aim to maximise value in all transactions;
- confidentiality will be maintained in all dealings; and
- acceptance of gifts, gratuities or any other benefits which may influence, or might be deemed to influence, equity or impartiality will not be permitted.

## 4.2 Probity

In order to achieve probity, the Council will consider the following five probity principles throughout all stages of procurement and contracting processes to ensure success in achieving the best value for public money:

- open competitive processes;
- transparency of process;
- identification and resolution of conflicts of interest;

- accountability; and
- monitoring and evaluating performance.

## 4.3 Purchasing Code of Conduct

The following points make up the Council's Purchasing Code of Conduct. The Council aims to:

- ensure that all potential suppliers are provided with identical information upon which to base tenders and quotations and are given equal opportunity to meet the requirements;
- establish and maintain procedures to ensure that fair and equal consideration is given to all tenders and quotations received;
- promote honesty and equity in the treatment of all suppliers of goods and services;
- provide a prompt and courteous response to all reasonable requests for advice and information from potential or existing suppliers;
- promote fair and open competition and seek value for money for the Council and its local community;
- seek to minimise the cost to suppliers for participation in the procurement process;
- protect commercial-in-confidence information;
- satisfy accountability standards;
- establish processes that avoid situations where private interests of the Council's employees may conflict with public/council duty and provide for the declaration of any conflicts of interest that do arise; and
- provide a clear statement that soliciting or accepting remuneration or other benefit from a supplier for the discharge of official duties is not permitted and may be illegal.

# 5 Making the Purchase

## 5.1 Procurement overview – processes

The following procurement overview is provided to give a brief outline on the way in which the Council procures routine goods and services:

- plan the purchase, which includes the selection of the most appropriate purchasing method;
- prepare the relevant documents, e.g. quotation, tender or expression of interest;
- invite and receive offers;

- evaluate those offers;
- advise the successful bidder and offer to debrief any unsuccessful bidders; and
- manage any contract that has been implemented as a result of the procurement.

## 5.2 Planning the Purchase

During the planning phase of a purchase the following steps may be taken by the Council's staff:

- any relevant approval to undertake a purchase is obtained;
- an estimate of the cost of the good or service is undertaken and available Council funding of such a purchase is confirmed and an appropriate method of purchasing is chosen;
- market research and consultation is undertaken, e.g. what products are available on the market and how many suppliers;
- the specifications, shall where applicable, comply with the *Work Health and Safety Act 2012*;
- the specifications are defined and mandatory requirements are identified. The specifications will usually be developed in consultation with relevant Council stakeholders (useful resources during this phase may include previous or similar specifications);
- the establishment of a Tender Evaluation Panel, if required (refer Section 5.8.2);
- the establishment of evaluation criteria and evaluation methodology, undertaken by Project Manager and reviewed by the Purchase Audit Committee (refer Section 5.8.1);
- the development of a risk assessment and management plan;
- the commencement of a contract management plan; and
- if necessary, the engagement of a Probity Adviser.

There are three tendering and procurement thresholds that require different levels of involvement in planning and executing the purchase. The following table refers to the thresholds and summarises what purchasing method the Council utilises based on the total dollar value of the purchase.

| **Procurement Value** | **Minimum Requirement** |
|---|---|
| $10,000 and below (excluding GST) | **Verbal Quotations**<br><br>Where possible, at least three verbal quotations will be obtained, of which the Council will seek at least one from a local business (if available) and issue a purchase order form to the successful business including the agreed price. |

| Procurement Value | Minimum Requirement |
|---|---|
| | **Exemption from obtaining verbal quotations**<br><br>Quotations are not required for one-off purchases valued at $500 or less that fall outside the Preferred Supplier Listing where it would not be cost-effective to obtain verbal quotations. |
| Between $10,000 and $100,000 (excluding GST) | **Written quotations**<br><br>Where possible, at least three written quotations will be obtained, of which the Council will seek at least one from a local business (if available). |
| $100,000 and greater (excluding GST) | **Any one of the following:**<br>**Public Tender** -<br>. The tenders will be advertised in the Saturday edition of The Advocate newspaper or other newspapers as appropriate.<br>. Each of the tenders will be advertised on the Council's own website.<br>. The Council will seek at least one tender from a local business (if available).<br>**Multiple-use Register** (refer Section 5.13).<br>**Multiple-stage Tender** (refer Section 5.14). |

The Council will apply the above requirements to the purchase of all goods and services with the exception of certain circumstances. The circumstances in which the above requirements may not be used are described under Section 6 - *Exemptions.*

## 5.3 Purchasing Documentation

### 5.3.1 Verbal Quotations (for purchases below $10,000 excluding GST)

Central Coast Council will undertake most purchases below $10,000 on a verbal basis and as such there will not be any formal quotation documentation. However, the Council may choose, for all but very low-value/low-risk purchases, to provide suppliers with a written specification and request a written quotation.

### 5.3.2 Written Quotations (for purchases between $10,000 and $100,000 excluding GST)

The Request for Quotation (RFQ) is a document inviting offers from businesses to provide a specified good or service. The Council's quotation documents will include all terms and conditions of quotation, together with a clear description of the goods or services required, and the details of any applicable Council policies.

The complexity of the documentation will depend upon the nature and value of the purchase. Generally, the RFQ documentation will consist of:

- **Conditions of Quotation** – The conditions set out the terms under which the Council will receive and evaluate offers. The conditions will usually include:
  - the evaluation criteria and a brief outline of the evaluation methodology to be used;
  - the closing date, time and place of lodgement;
  - the Council's contact details;
  - pricing requirements, i.e. the price should exclude GST;
  - relevant Council policies and principles;
  - the entitlement of unsuccessful bidders to be debriefed; and
  - information about the Council's complaints process.
- **Specification** – the specification clearly, accurately and completely describes the essential requirements of the good or service being purchased. It is the basis of all offers and is the foundation for the contract. The specification will usually include the:
  - functional requirements;
  - performance requirements; and
  - technical requirements.

### 5.3.3 Tenders (for purchases greater than $100,000 excluding GST)

The Request for Tender (RFT) is a document inviting offers from businesses to provide a specified good or service. The Council's RFT documentation usually consists of four main parts. These four parts are:

- **Conditions of Tender** – The Conditions of Tender set out the terms under which the Council will receive and evaluate tenders. The conditions will usually include:
  - the evaluation criteria and a brief outline of the evaluation methodology to be used;
  - the closing date, time and place of lodgement;
  - the Council's contact details;
  - pricing requirements, i.e. the price should show GST separately;
  - relevant Council policies and principles;
  - the entitlement of unsuccessful tenderers to be debriefed; and

- information on the Council's complaints process.

. **Specification** – The specification clearly, accurately and completely describes the essential requirements of the goods or service being purchased. It is the basis of all offers and is the foundation for the contract. The specification will usually include the:

  - functional requirements;

  - performance requirements; and

  - technical requirements.

. **Conditions of Contract** – The Conditions of Contract contain the contractual terms defining the obligations and rights of the parties concerned. Generally, contracts are used for all purchases over $100,000 (excluding GST), or where there are material risks involved.

. **Tender Form** -- The Tender Form must be completed, signed and returned by the tenderer. It includes a declaration by the tenderer that: the tenderer agrees to the Conditions of Tender; the information provided in the tender is accurate and correct; and the person signing the form is duly authorised to do so.

The Council, when preparing the tender documentation, will undertake the following procedures and processes:

. prepare clear and concise tender documentation that includes all the terms and conditions of the planned purchase with a clear description of the goods or services required and details of any applicable Council policies;

. prepare tenders that include details of the intended duration of the contract, including any extensions that are applicable to the contract;

. prepare tenders that include details of the evaluation criteria (which are based on the specifications), any weightings to be used in the assessment of bids and the evaluation methodology;

. under no circumstances modify the evaluation criteria or methodology after the request for tender has been released without advising all potential tenderers;

. prepare specifications that do not restrict competition, reflect bias to any brand, or act as a barrier to the consideration of any alternatives;

. provide advice and details of any briefing sessions to be held in relation to the purchase;

. provide details about the availability of debriefing sessions for unsuccessful tenderers;

. provide details about the Council's complaints process and include the contact details of the complaints officer;

. prepare documentation that clearly specifies the Council's contact details (including Contact Officer), closing time, date and place of lodgement;

- prepare documentation that clearly states how and in what circumstances the purchasing documentation can be altered, including the length of time given to tenderers to prepare their submissions (which is to be at least 14 days from the date on which the tender notice is published);
- provide advice about the treatment of late submissions;
- provide an indication if alternative bids will be considered; and
- where applicable, documentation such as tenders will be cleared by the Council's legal advisers and the General Manager before being issued.

## 5.4 Inviting Offers

### 5.4.1 Verbal Quotations

The Council will follow the following procedures when inviting verbal quotations:

- provide each supplier with the same information and give each supplier the same amount of time to prepare a quote; and
- seek at least one verbal quotation from a local business (if available).

### 5.4.2 Written Quotations

The Council will follow the following procedures when inviting written quotations:

- where possible, it will seek at least three written quotations of which one quotation will be sought from a local business if available;
- in some cases, it may choose to advertise a quotation if advantageous to do so;
- it will directly send the invitation to quote to identified businesses (such as businesses that already provide the service and businesses identified during the market research phase);
- exemption from seeking quotations will only be granted by the General Manager in circumstances outlined under Section 6 - *Exemptions;*
- it will issue the request for quotation documentation either by mail, facsimile or email;
- when issuing a request for quotation to a business, the details of that business will be recorded. The details recorded will include: name of business; address; contact person; email; telephone; and facsimile; and
- the time it provides to bidders to respond to the request for quotation will depend largely upon the nature and the complexity of the purchase, but equal time will be given to all businesses requested to quote.

### 5.4.3 Tenders

The Council will do the following in respect of inviting tenders:

- For tenders, it will advertise each tender, at a minimum, in the Saturday edition of The Advocate newspaper, and on the Council's website at www.centralcoast.tas.gov.au. The following information will be specified:
  - the nature of the goods or services the Council requires;
  - any identification details allocated to the contract;
  - where the tender is to be lodged;
  - particulars identifying a person from whom more detailed information relating to the tender may be obtained; and
  - the period within which the tender is to be lodged.
- The tender documentation will either be made available via mail, email, facsimile or electronically available from the Council's website at www.centralcoast.tas.gov.au. (Any electronic or online tendering process undertaken by the Council will be in accordance with the requirements of the *Electronic Transactions Act 2000)*.
- It may send tender documentation directly to identified businesses, however, it will not provide any documentation to any potential tenderer until the tender has been advertised (so as not to give one tenderer an advantage over another).
- It will endeavour to get a minimum of three bids of which it will seek at least one from a local business if available.
- In accordance with the Purchasing Code of Conduct (refer Section 4.3) it will ensure that all potential suppliers are provided with identical information upon which to base tenders and are given equal opportunity to meet the requirements.
- When inviting tenders it will ensure that sufficient time has been provided to allow tenderers to prepare an adequate response. At a minimum tenders will be open for 14 days. However, this may increase, dependent on whether the requirements are complex, or if it is likely that interested businesses may need to form partnerships/ consortiums with other businesses in order to fulfil the requirements of the tender.
- When issuing a RFT to a business, the details of that business will be recorded. The details recorded will include: name of business; address; contact person; email; telephone; and facsimile.
- If for any reason, there is a need to alter the tender documentation once it has been issued, an addendum will be sent to all businesses that have been issued with that documentation; and
- If it is necessary to extend the closing date of the tender, the following will be done:
  - all businesses that have been issued with tender documentation will be advised in writing of the change in closing date; and

- the new closing date will be advertised in all newspapers and websites where the original advertisement was placed.

## 5.5 Communication with all potential suppliers and bidders – Contact Officer

In accordance with the Council's Purchasing Code of Conduct (refer Section 4.3) and the Purchasing Principles (refer Section 3), the Council will do the following in respect of communication with all potential suppliers and bidders:

. nominate one Contact Officer for each purchasing activity and clearly specify their name, contact details (including phone number and mailing address) so that tenderers know who to contact for more information (one person only for probity reasons);

. the Contact Officer will be the sole point of communication with potential suppliers and bidders and will document any questions asked of them by a potential supplier or bidder and any response given;

. where possible, the Contact Officer will request that questions from potential suppliers and bidders be put in writing (email or facsimile will suffice). Any response from the Contact Officer will also be provided in writing;

. where possible, the Contact Officer will limit the provision of information to the clarification of procedural issues; and

. any additional information provided to one prospective tenderer will also be provided to everyone else who has requested or received tender documentation.

## 5.6 Receiving Offers

### 5.6.1 Verbal and Written Quotations

In receiving quotations, the Council will hold any written or verbal quotation received prior to the closing time in a secure location to maintain confidentiality, to ensure probity and to protect the individuals involved from claims of unfair practices.

Depending upon the nature and value of the purchase, the Council may from time to time choose to use a Tender Box as a point of lodgement for written quotations, to ensure that the documentation is kept secure until the tender period closes.

All quotations that the Council receives will be clearly marked with the time and date of receipt, and recorded in an appropriate schedule or register.

The Council treats information provided by suppliers as confidential and will not provide this information to unauthorised persons.

For written quotations, the Council will follow the procedures set out in the conditions of quotations for any late quotations and, by accepting a late quotation, the Council will ensure that it is not providing an advantage to that bidder over other bidders.

### 5.6.2 Tenders

The Council will provide a locked Tender Box at the designated tender lodgement location. The Tender Box will not be opened until the time set for the closing of tenders has elapsed. If two or more tenders are open at the same time, two or more locked Tender Boxes will be provided.

The Council treats information provided by suppliers as confidential and will not provide this information to unauthorised persons. The Council may in some cases notify all tenderers of prices tendered prior to a decision being made.

In receiving tenders, the Council may reject non-compliant offers (in accordance with the terms of the tender documents) which:

- are lodged after the closing time without a valid reason;
- are not signed where required;
- are incomplete, e.g. questions have not been answered, pages are missing, or required documentation has not been attached (e.g. insurance certificates);
- do not comply with mandatory conditions of tender; or
- fail to meet mandatory specifications.

When opening tenders the Council will ensure that tenders are:

- opened in the presence of a minimum of two officers; and
- clearly identified and recorded.

The Council will follow the procedures set out in the conditions of tender for any late tender submissions and by accepting a late tender, the Council will ensure that it is not providing an advantage to that tenderer over other tenderers.

## 5.7 Evaluating Offers

### 5.7.1 Verbal and Written Quotations

The Council, when evaluating verbal and written quotations, does so with the objective of identifying the offer that best meets the requirements and provides the best value for money. When evaluating quotations it takes into consideration the following aspects of a bid:

- value for money, taking into account estimated life, disposal value and maintenance requirements and costs;
- price;
- compliance with quotation specifications;
- quality, delivery and service;

- the full benefits of sourcing locally;
- the consequences, including possible risks, of entering into a contract where there is one supplier, or a limited number of suppliers, that can provide and maintain the particular product over its lifetime; and
- any relevant Council policies.

### 5.7.2 Tenders

The Council will evaluate tenders in accordance with the evaluation criteria and methodology specified in the evaluation plan, which was developed prior to offers being invited. Under no circumstances will the Council modify the evaluation criteria or methodology after the RFT has been released unless all potential tenderers are advised of the change in writing.

In evaluating tenders the Council will undertake the following steps:

- **Evaluate compliance** – screen all offers to ensure that they are complete and comply with all mandatory evaluation criteria. Offers which do not meet all mandatory criteria may be excluded from further evaluation. Non-compliant offers include those that:
  - are lodged after the closing time without a valid reason;
  - are not signed where required;
  - are incomplete, e.g. questions have not been answered, pages are missing, or required documentation has not been attached (e.g. insurance certificates);
  - do not comply with mandatory conditions of tender; or
  - fail to meet mandatory specifications.
- **Clarify offers** – it may be necessary to seek clarification from a tenderer if an offer is unclear. Clarification does not mean that tenderers can revise their original offer. Any clarification sought should be documented.
- **Evaluate qualitative/non-cost criteria** – this stage involves a detailed analysis of each offer against the non-cost or qualitative evaluation criteria and weightings specified in the evaluation plan (the supplier must demonstrate that they meet the evaluation criteria, not just assert it).
- **Short-list offers** – this step is only used for complex purchases in order to eliminate offers that are clearly not competitive. However, during this process, eliminated offers are not yet totally rejected, and may be re-visited later in the evaluation process.
- **Requests for tenderers to make a formal presentation** –-if appropriate, and tenderers have been forewarned in the Conditions of Tender, tenderers may be requested to make a formal presentation to the Tender Evaluation Panel, clarifying their tender and providing the opportunity for the Tender Evaluation Panel to ask questions. Under these circumstances, the tenderer will be directed to not

introduce new or revised information. All information, questions and answers will be formally recorded by the Council.

. **Calculate value for money and compare offers** – the aim of the Council's comparative evaluation process is to determine which offer best meets all the requirements of the specification and offers the best value for money. The major factors which the Council takes into consideration when evaluating value for money are:

  - the quality of the proposed good or service, i.e., how well it meets the specified requirements; vs
  - whole of life costs; vs
  - risk, i.e., the capacity of the tenderer to deliver the good or service, as specified, on time and on budget.

. **Select preferred tenderer** – when selecting the offer that represents the best value for money for the Council, and where two or more firms are ranked equally following the value for money assessment, the Council will give preference to a Tasmanian business over an interstate or overseas businesses. In selecting a preferred tenderer for a high risk/high value or complex process, the Council will often undertake a due diligence investigation to ensure that the tenderer has the capacity and stability to fulfil all of the requirements of the contract.

. **Write the evaluation report** – on completion of the evaluation process the Council will document the selection of a successful tenderer in an evaluation report to be submitted to the relevant Director. In the case of tenders in the amount of $100,000 or more, an evaluation report will be submitted by the relevant Director to obtain formal approval of the Council. For tenders under $100,000 approval of the successful tender will be as per the General Manager's delegation. The Council's evaluation reports include:

  - a comprehensive record of the evaluation method, the rationale used to select the preferred supplier, and whether it is recommended that negotiations should be undertaken, and on what basis; and
  - reasons for overlooking lower priced tenders.

## 5.8 Tender Review

### 5.8.1 Purchase Audit Committee

A Purchase Audit Committee may be established by the Council to review the purchase/lease process of goods and services to ensure that the Council's procurement policies are adhered to.

Standing tenders, and contracts over $100,000 will always be reviewed by the Purchase Audit Committee.

The Purchase Audit Committee will consist of the Finance Group Leader, the Assets Group Leader/Engineering Group Leader (whichever is not involved in the relevant purchase) and the Regulatory Services Group Leader.

Prior to proceeding with invitations/advertising for Quotation or Tender, the Purchase Audit Committee will review and consider the following aspects of the process:

- the purchase and evaluation process adopted;
- the evaluation criteria;
- consideration for local business opportunity; and
- critical dates;

to ensure that these aspects meet the criteria set down in the Purchasing and Procurement Policy and under the Code for Tenders and Contracts.

Following evaluation of offers and prior to approval by the relevant Director, the Purchase Audit Committee will confirm that due process has been followed.

### 5.8.2 Tender Evaluation Panel

A Tender Evaluation Panel (the Panel) may be established by the Council to review the purchase/lease of all goods and services over $100,000 (excluding GST), prior to the awarding of contracts, to ensure that the Council's procurement policies are adhered to.

The Panel will consist of between two and four members who are knowledgeable of the purchase requirements.

Members of the Panel will individually review and consider each of the tenders.

The Panel will evaluate each of the tenders received within the context of the criteria and weightings as approved by the Purchase Audit Committee.

The Panel will recommend for approval that tender that best meets the relevant criteria.

That recommendation will then be forwarded to the Purchase Audit Committee to confirm that due process has been followed.

On completion of the Purchase Audit Committee's confirmation, the Panel will report to the relevant Director to obtain approval of the Council.

## 5.9 Notification of successful and unsuccessful tenderers

Once the preferred tenderer is selected and all relevant Council approvals to proceed with the purchase have been granted, the Council will write and (in most cases) telephone the preferred tenderer to notify them that they have been successful. After the preferred tenderer has been notified, the Council will notify all unsuccessful tenderers in writing of their non-selection.

The Council will advise the unsuccessful tenderers in writing of:

- the tender outcome, including the contract number and title;
- the successful tenderer;

- the term of the contract; and
- the total contract price for the term of the contract.

Details of tenders awarded will be displayed on the Council's public notice board and on its website for a period of not less than 14 days.

All unsuccessful tenderers will be offered a debriefing session.

## 5.10 Debriefing unsuccessful tenderers

The purpose of the debriefing session is to help unsuccessful tenderers submit more competitive bids in future by identifying ways in which the tenderer's offer could be improved.

The Council will provide a debriefing interview to any unsuccessful tenderer who requests one. At this interview the unsuccessful tenderer will be briefed as follows:

- how their offer performed with respect to the evaluation criteria; and
- strengths as well as weaknesses of their offer.

During this interview, the following will not happen:

- comparisons between the unsuccessful tenderer's offer and the winning, or any other, offer; or
- the debriefing interview being used to justify the selection of the successful tenderer.

The Council will document the proceedings at each debriefing interview, including:

- who attended (from the Council and from the business concerned);
- the information provided to the unsuccessful tenderer;
- any issues arising;
- the details of any information that was requested, but not disclosed due to commercial-in-confidence considerations; and
- any likely future complaints, and recommendations for further action.

Where a multiple-stage purchasing process is used, e.g. where Expressions of Interest are used to short-list tenderers, suppliers not short-listed may be offered a debriefing interview, in a similar way to unsuccessful tenderers.

## 5.11 Contract Management

A contract defines the rights and obligations of both parties once the tender is awarded. A contract is established when an offer is made and accepted. A contract comprises all

relevant information provided to and by the business which has made the successful offer. This includes:

- the conditions of tender;
- the specifications, including any plans and other attachments;
- the successful offer; and
- the conditions of contract.

A draft copy of the conditions of contract will usually be included in the Council's original RFT.

For complex or high value purchases it may be necessary for the Council to enter into negotiations prior to finalising the contract in consultation with the Council's legal advisers. The purpose of these negotiations is to:

- test the understandings and assumptions made by tenderers in determining their costs;
- clarify and rectify any false assumptions; and
- achieve operational refinements and enhancements that may result in cost reductions.

The outcomes of these negotiations will be reflected in the final contract and, once completed and agreed, the formal contract is then signed by both parties.

A formal contract management plan is not required for all contracts, but the Council may develop contract management plans for contracts that involve large dollar amounts, complex technical requirements, or when the contract manager is responsible for managing a large number of contracts simultaneously.

## 5.12 Standing tenders

From time to time the Council may utilise a standing tender in which one or more tenderers are contracted through an open tender process to provide specified goods or services over a period of time without the need for a further tender process.

The way in which a standing tender is established is the same as for an open tender process where the specification and description of the tender describe the intent of the standing contract and the conditions of its use.

## 5.13 Multiple-use register

For contracts valued at under $100,000 (excluding GST) from time to time the Council may utilise a multiple-use register process to establish a register of suppliers that the Council has determined satisfy the conditions for participation in that register, and that the Council intends to use more than once.

If it is determined that the Council will establish such a register, the General Manager will invite expressions of interest from prospective applicants for inclusion on a register by publishing at least once in a daily newspaper circulating in the municipal area a notice specifying –

- the nature of the goods or services the Council requires; and
- any identification details allocated to the register; and
- where the application is to be lodged; and
- the person from whom more detailed information may be obtained; and
- the period within which the application is to be lodged.

The General Manager will ensure that applicants are provided with the following in order to make an application:

- details of the categories of goods or services required;
- the criteria for evaluating applications;
- the method of evaluating applications against the criteria;
- a reference to the Council's Code for Tenders and Contracts.

The Council will advise all prospective tenderers of the results of their application including all categories for which they are registered and the reasons for rejection or inclusion on the register as soon as practicable.

When the Council wishes to use the register, the Council will invite all successful applicants that are registered for the relevant category to tender for the provision of the required good or service.

The Council will review any established register at least once every two years.

The Council will allow a prospective applicant to apply for inclusion on a register of tenderers at any time, unless the prospective tenderer –

- has applied within the previous 12 months; and
- has not been accepted.

For contracts valued at over $100,000 (excluding GST), where the Council might wish to utilise a multiple-use register process, individual contracts will be let only after being approved by the Council.

The following table outlines the differences between a standing tender and a multiple-use register:

| Standing tender | Multiple-use register |
|---|---|
| . Outcome of a procurement process.<br>. Can purchase directly from successful tenderers.<br>. Successful tenderers selected following evaluation.<br>. Size is set at conclusion of process.<br>. Indicative or set price.<br>. Operates for a finite period.<br>. Re-opens at conclusion of period. | . Part of a procurement process.<br>. Basis for select tendering.<br>. Conditions for participation stated.<br>. Cannot limit size.<br>. No pricing.<br>. Can operate indefinitely.<br>. Open continuously or annually. |

## 5.14 Multiple-stage tenders

From time to time the Council may utilise a multiple-stage tendering process to:

. gain market knowledge and clarify the capability of suppliers (however, it will not be used as a substitute for conducting market research);

. short-list qualified tenderers; and

. obtain industry input.

A multiple-stage tendering process may be more costly and time-consuming for both suppliers and for the Council, and as such will usually only be used where:

. the best way to meet the requirement is unclear;

. it is considered appropriate to pre-qualify businesses and restrict the issue of formal tenders (to reduce the cost of tendering);

. there are benefits which cannot be obtained by researching the market through conventional means; and

. maximum flexibility is required throughout the procurement process.

The multiple-stage processes that the Council may use are as follows:

. **Expression of interest** – an expression of interest (sometimes called a registration of interest) is generally used to short-list potential suppliers before seeking detailed offers. Suppliers are short-listed on their technical, managerial and financial capacity, reducing the cost of tendering by restricting the issue of formal tenders to those suppliers with demonstrated capacity.

. **Request for proposal** – may be used by the Council when a project or requirement has been defined, but where an innovative or flexible solution is sought.

. **Request for tender** – may be used by the Council when a project requirement has been defined to solicit offers from businesses capable of providing a specified good or service.

- **Request for information** – may be used at the planning stage of a project to assist with defining the project. The Council will not issue a request for information to identify or select suppliers.

- **Closed tender process** – may be used if the initial specification is well defined and an expression of interest or request for proposal has already been used to short-list suppliers. Suppliers will be informed in advance that only those short-listed will be requested to tender.

The Council is mindful of the following aspects when conducting a multiple-stage tender process:

- the same mandatory requirements regarding advertising and seeking at least one bid from a local business, that apply to a public tender process;

- that a short-listed party cannot be engaged without going through a more detailed second (tender) stage process unless approved by an absolute majority of the Council; and

- when using a request for information, issues relating to intellectual property and copyright must be clarified prior to using the information provided to prepare the Request for Tender.

### 5.14.1 Process

The General Manager will invite expressions of interest, and use the list of suppliers who lodge an application, as the basis for inviting potential suppliers to submit tenders.

The General Manager is to publish at least once in a daily newspaper circulating in the municipal area a notice requesting any interested supplier to submit an expression of its interest to supply the goods or services required. The notice is to specify:

- the nature of the goods or services the Council requires;

- any identification details allocated to the contract;

- where the expression of interest is to be lodged;

- particulars identifying a person from whom more detailed information relating to the tender may be obtained; and

- the period within which the expression of interest is to be lodged.

The General Manager will ensure that prospective tenderers are provided with the following in order to lodge an expression of interest:

- details of the goods or services required;

- the criteria for evaluating expressions of interest;

- the method of evaluating expressions of interest against the criteria;

- details of any further stages in the tender process; and

- a reference to the Council's Code for Tenders and Contracts.

The General Manager will then arrange for an invitation to tender to be sent to all of the suppliers that expressed an interest in providing the goods or services required unless it has been stated specifically in the notice that the Council may limit the suppliers that it will invite to participate.

Provided that the notice requesting expressions of interest states specifically that the Council may limit the suppliers it will invite to participate and the relevant requirements and evaluation criteria have been specified in the notice or associated documentation, the General Manager, in determining the suppliers that will be invited to tender, may:

- in assessing the technical ability, assess the extent to which an application meets the technical performance specifications of the procurement; and

- limit the number of businesses that the Council invites to tender, based on its rating of applications, provided that the largest number of potential suppliers selected, is consistent with an efficient tender process.

The General Manager will:

- ensure that the evaluation criteria that is used to make a decision at the first stage of the process (expression of interest), is consistent with the criteria to be used for the second (tender) stage; and

- not directly engage a short-listed party without going through a more detailed second (tender) stage process unless approved by an absolute majority of the Council.

## 6 Exemptions

The *Local Government (General) Regulations 2015* provide that councils must publicly invite tenders for the purchase of goods and services with a value in excess of $250,000 (excluding GST).

The Council is committed to:

- encouraging open and effective competition between suppliers with the objective of obtaining value for money; and

- enhancing opportunities for local business.

As per the Regulations, the Council may not issue a tender or use a quotation process where the goods and services sought relate to:

"(a) an emergency if, in the opinion of the general manager, there is insufficient time to invite tenders for the goods or services required in that emergency;

(b) a contract for goods or services supplied or provided by, or obtained through, an agency of a State or of the Commonwealth;

(c) a contract for goods or services supplied or provided by another council, a single authority, a joint authority or the Local Government Association of Tasmania;

(d) a contract for goods or services obtained as a result of a tender process conducted by –

(i) another council; or

(ii) a single authority or a joint authority; or

(iii) the Local Government Association of Tasmania; or

(iv) any other local government association in this State or in another State or a Territory; or

(v) any organisation, or entity, established by any other local government association in this State or in another State or Territory;

(e) a contract for goods or services in respect of which a council is exempted under another Act from the requirement to invite a tender;

(f) a contract for goods or services that is entered into at public auction;

(g) a contract for insurance entered into through a broker;

(h) a contract arising when a council is directed to acquire goods or services due to a claim made under a contract of insurance;

(i) a contract for goods or services if the council resolves by absolute majority and states the reasons for the decision, that a satisfactory result would not be achieved by inviting tenders because of –

(i) extenuating circumstances; or

(ii) remoteness of the locality; or

(iii) the unavailability of competitive or reliable tenderers;

(j) a contract of employment with a person as an employee of the council."

Point (i) above may be applied for one or more of the following reasons:

- where it can be established that there is only one supplier of a particular product or service and there is no appropriate substitute available, or where alternative options are not viable or do not provide value for money;
- where the original product or service has been selected through an open tender process and the request for exemption relates to the proposed purchase of an upgrade or addition to the existing system, and there are limited supply options;
- the product is being trialled to assist in the evaluation of its performance prior to a large scale purchase for which open tenders will be called;

- to assist in the development of a new product in conjunction with a private sector business;
- where the cost to the Council and to suppliers would outweigh the value for money benefits of calling public tenders;
- projects of genuine urgency, e.g. in the case of a natural disaster or similar emergency circumstances; or
- other exceptional circumstances, where conclusive justification of the request is provided.

Where an exemption has been granted on the basis of point (a) or (i) above, the Council will report in the Council's Annual Report the following details:

- a brief description of the reason for not inviting public tenders;
- a description of the goods or services acquired;
- the value of the goods or services acquired; and
- the name of the supplier.

# 7 Complaints Process

Tasmanian councils are provided with broad competency powers under the *Local Government Act 1993* to carry out the role of providing services to their communities.

The Act also includes accountability measures under which councils can be held responsible to their communities for their actions and decisions.

The Council has a formal complaint process which can be used should you wish to make a complaint about the Council's purchasing and procurement process.

In the first instance, complainants are encouraged to seek resolution through the Director in charge of the relevant purchasing/tender process. If relevant, complainants are encouraged to seek a debriefing, if they have not already done so.

If a complainant is not satisfied with the response of the Director, the complainant is able to write to the General Manager providing copies of all correspondence and other relevant material. The General Manager will take whatever action is considered necessary to resolve the complaint. In certain circumstances, the Council may employ a Probity Adviser to investigate the complaint.

# 8 Contract Renewals and Extensions

## 8.1 Contract renewals

In most cases, where the goods or services being delivered under the contract are required on an ongoing basis, the Council will undertake a new procurement process (tender/quotation) prior to the completion of the existing contract.

## 8.2 Contract extensions

In some circumstances, it may be desirable for the Council to extend an existing contract, rather than seek new tenders or quotations for the delivery of the goods or services.

Contracts will only be extended:

- by an absolute majority of the Council;
- following a full evaluation of the performance of the current contractor; and
- where the principles of open and effective competition are protected.

As a general rule, the Council will not extend contracts if:

- the original contract does not allow an extension;
- since the previous tender, the market has changed substantially; or
- the nature of the goods or services required has substantially changed.

# 9 Disposals

Disposals are to be conducted so that the best return to the Council is achieved. Disposal of land will be made in accordance with Division 1 of Part 12 of the *Local Government Act 1993.*

## 9.1 Disposals less than $5,000 (excluding GST)

The Council will dispose of items with an estimated disposal value of less than $5,000 at the discretion of the General Manager.

The Council will only dispose of items that cannot be reused or recycled and with no commercial use or appreciable market value by disposing them at approved refuse sites or by destruction.

## 9.2 Disposals greater than $5,000 (excluding GST)

The Council shall dispose of items with an estimated disposal value in excess of $5,000 by way of tender, public auction, or trade-in.

When disposing of items by tender, the Council may choose to advertise the item for disposal in specialist newspapers or journals, or in the appropriate classified section of the local daily newspaper, e.g. boats and marine section if disposing of a boat, if these are more likely to attract appropriate interest.

# 10 Reporting

## 10.1 Annual Report

The Council will publish in its Annual Report in relation to tenders valued at over $250,000 (excluding GST) and all contracts for the supply or provision of goods or services valued at or above $100,000 (excluding GST), awarded or entered into in the financial year, including extensions granted:

- a description of the tender or contract;
- the period of the tender or contract;
- the periods of any options for extending the tender or contract;
- the value of any tender awarded or, if a tender was not required, the value of the contract excluding GST;
- the business name of the successful tenderer; and
- the business address of the successful tenderer.

Where an exemption has been granted from a tender process [refer Section 6, points (a) to (j)], the Council will report in the Council's Annual Report the following details:

- a brief description of the reason for not inviting public tenders;
- a description of the goods or services acquired;
- the value of the goods or services acquired; and
- the name of the supplier.

## 10.2 Reporting to Council

The General Manager will report at each Council meeting any instance, since the previous meeting, where a purchase of a good or service is made where a public tender or quotation process is not used.

# 11 Common Use Contracts

## 11.1 Department of Treasury and Finance

Where the Department of Treasury and Finance has established whole-of-Government contracts for the supply of goods or services to agencies and other authorised organisations, the Council may choose to utilise the following whole-of-Government contracts:

| Contract | Title |
|---|---|
| C106 | **Cartage – Interstate**<br>Provision of express freight services throughout Australia. This contract provides government users with competitive rates for the following delivery services – next flight, overnight, two day economy, three day off-peak, prepaid satchels and international document and parcel freight. |
| C141 | **Computer Software – Microsoft**<br>The contract is for the supply of Microsoft licenses through Open Government program (no minimum order size) and Enterprise Agreement program (minimum 250 licenses). |
| C150 | **Computer Hardware and Related Services**<br>Provision of computer hardware and related services via a manufacturer/ reseller network. |
| P450 | **Petroleum Products**<br>Provision of motor spirit and automotive diesel either in bulk or via a fuel card/reseller network, fuel oil, heating oil and kerosene. |
| V672 | **Vehicles**<br>Provision of a comprehensive range of passenger and light commercial vehicles. |
| V675 | **Vehicles Hire and Drive**<br>This contract covers the rental of passenger vehicles in Tasmania and throughout Australia. |

Information on these contracts is available from the Department of Treasury and Finance's website at www.purchasing.tas.gov.au.

## 11.2 Local Buy

Local Buy is the Local Government Association Queensland procurement service, established in 2001 to aggregate the buying power of local government authorities, shorten procurement timeframes and streamline interactions between business and local government without the time consuming and administrative burden of following the Local Government Act and Regulations requirements for seeking tenders or quotes. The system is available through the Local Government Association of Tasmania for purchases across a diverse range of goods and services from Local Buy contracted suppliers.

CENTRAL COAST COUNCIL

I certify that this is the Purchasing and Procurement Policy referred to in Minute No. 328/2015 of a meeting of the Council held on 16/11/2015

Acting Executive Services Officer

# Purchasing and Procurement

## Policy

November 2015

CENTRAL COAST COUNCIL

PO Box 220 / DX 70506
19 King Edward Street
Ulverstone Tasmania 7315
Tel 03 6429 8900
Fax 03 6425 1224
admin@centralcoast.tas.gov.au
www.centralcoast.tas.gov.au

## *TABLE OF CONTENTS*


POLICY ..... 3

PURPOSE ..... 3

STANDARD (INCLUDING RELEVANT LEGISLATION) ..... 3

DEFINITIONS ..... 3

REVIEW ..... 3

RESPONSIBILITIES ..... 3

- PRINCIPLES ..... 3
- OPEN AND EFFECTIVE COMPETITION ..... 4
- VALUE FOR MONEY ..... 4
- ENHANCEMENT OF THE CAPABILITIES OF LOCAL BUSINESS AND INDUSTRY ..... 4
- ETHICAL BEHAVIOUR AND FAIR DEALING ..... 5
- SOCIAL PROCUREMENT ..... 5
- PROCUREMENT CATEGORIES ..... 5
- GOODS AND SERVICES UP TO $10,000 (EXCLUDING GST) IN VALUE ..... 5
- GOODS AND SERVICES OVER $10,000 AND UP TO $100,000 (EXCLUDING GST) ..... 6
- QUOTATION DOCUMENTATION ..... 6
- GOODS AND SERVICES OVER $100,000 (EXCLUDING GST) ..... 6
- PURCHASE AUDIT COMMITTEE ..... 7

APPENDICES ..... 7

## *POLICY*

To provide a workable guideline using purchasing and procurement practices and to ensure consistency in the purchase of goods and services, leases or rental of equipment for the Council.

## *PURPOSE*

The purpose of this Policy is to ensure that the Council operates and maintains a purchasing system that meets the Council's business and legal requirements.

## *STANDARD (INCLUDING RELEVANT LEGISLATION)*

The Purchasing and Procurement Policy has been developed in accordance with organisational, legislative and other related documents.

## *DEFINITIONS*

*Policy* – A policy is a guiding principle or plan for an activity and its accomplishment.

*Procedure* – A procedure is an established way of doing an activity, or a step-by-step instructional document relating to a specific topic.

*Local Business* – any business operating in the Central Coast municipal area that has a permanent office or presence in the municipal area.

## *REVIEW*

As a rule, this Policy will be reviewed every four years unless organisational and legislative changes require more frequent modifications.

## *RESPONSIBILITIES*

### *PRINCIPLES*

The Council's purchasing and procurement practices are based on the following broad principles:

- all purchases of goods and services, leases or rentals of equipment, and disposals of property must be made in the name of the Central Coast Council, in accordance with the guidelines incorporated within this Policy;
- verbal quotations (where possible) must be obtained for the purchase of goods and services costing more than $500 and less than $10,000 (excluding GST) and a purchase order form is to be issued to the successful business including the agreed price;
- three quotes (where possible) must have been received for the procurement of goods and services with a value between $10,000 and $100,000 per item (excluding GST) prior to an order or contract being made;
- the procurement of goods and services with a value greater than $100,000 per item (excluding GST) must be undertaken through public tender).

Further to the above general principles, the Policy is based on four specific principles:

- open and effective competition where no individual supplier should be given advantage over others;
- value for money;
- enhancement of the capabilities of local business and industry; and

- ethical behaviour and fair dealing.

There may be instances where suppliers believe that we have not adhered to these general principles or to specific procurement policies. The Council's complaints process is to be used to resolve such concerns.

### *OPEN AND EFFECTIVE COMPETITION*

Purchasing should be carried out consistently and equitably and should ensure open and effective competition.

The objectives of open and effective competition are:

- to demonstrate the probity and effectiveness of Council's procurement practices to the community;
- to ensure that businesses wishing to supply goods and services to the Council are given the opportunity to do so; and
- to maximise benefits to the Council.

All suppliers should be treated consistently and equitably.

### *VALUE FOR MONEY*

A value for money approach is to be adopted for the purchasing of goods and services. The best way to satisfy the requirement of obtaining value for money is to ensure that there is a strong element of competition in the allocation of orders or awarding of contracts. This is ensured by a system of obtaining competitive tenders or quotations wherever practicable. The degree of formality with which this is done would normally depend on the value or complexity and sensitivity of the commodity being purchased. It is not good practice to use excessive time and paperwork on simple purchases of low value.

"Value for money" is aimed at achieving the best overall value for the money spent, which may not necessarily mean choosing the cheapest price. Other criteria such as the degree of compliance with specified quality standards and the known performance and capacity of suppliers must also be taken into consideration as well as maintenance, impact on the environment and whole of life costings.

### *ENHANCEMENT OF THE CAPABILITIES OF LOCAL BUSINESS AND INDUSTRY*

The Central Coast Council will encourage bids from local business as much as possible and further enhance opportunities for local business.

Wherever possible, the Council will seek at least one quotation or tender application from a local business if available.

Generally, opportunities for local businesses are enhanced by:

- developing good relations with local suppliers and contractors and their industry organisations;
- establishing a greater degree of contact with industry by providing information about the Council's purchasing needs;
- eliminating any practices that favour overseas suppliers over local suppliers;
- avoiding non-standard specifications that local suppliers cannot meet without major investment, when standard products from local suppliers could satisfy the need;

- giving preference to locally sourced goods and services, where price, performance, quality, suitability and other evaluation criteria are comparable;

- providing feedback to uncompetitive local suppliers to improve their competitiveness.

### *ETHICAL BEHAVIOUR AND FAIR DEALING*

The following ethical standards shall be observed:

- all business should be conducted in the best interests of the Council, avoiding any situation which may impinge, or might be deemed to impinge, on impartiality;

- public money will be spent efficiently and effectively and in accordance with the Council's policies;

- maintain confidentiality in all dealings; and

- decline gifts, gratuities or any other benefits which may influence, or might be deemed to influence equity or impartiality; and

- be equitable in the treatment of all suppliers of goods and services, i.e. should be given equal information.

### *SOCIAL PROCUREMENT*

Social Procurement generates positive outcomes by building on initiatives already undertaken by the Council in enhancing sustainable and strategic procurement practice, further enabling procurement to effectively contribute towards building stronger communities and meeting the social objectives of the Council.

The Council is committed to Social Procurement by:

- ensuring all procurement practices are sustainable and strategically aligned with the wider Council objectives;

- achieving greater value for money across the community through the use of effective procurement;

- ensuring all businesses have the same opportunity to tender for Council contracts; and

- enhancing partnerships with other Councils, suppliers and community stakeholders.

### *PROCUREMENT CATEGORIES*

The following categories for orders applies to those goods and services which are not covered by the Tender process.

### *GOODS AND SERVICES UP TO $10,000 (EXCLUDING GST) IN VALUE*

Verbal quotations may be obtained for the purchase of goods and services costing more than $500 and less than $10,000 (excluding GST). Where verbal quotations are obtained, at least one quotation must be sought from a local business.

Verbal quotations are to be sought except:

- where goods or services are needed immediately in an emergency situation and the quotation process would hamper the effectiveness or quality or immediacy of achieving the desired outcome.

- where rates are considered reasonable and consistent with normal market rates for items of a like nature, and the consistency

with normal market rates is tested from time to time by way of seeking three quotations to confirm, or otherwise, that the purchases are achieving value for money and complying with standards.

Orders for the same service are not to be split in order to bring the amount under $10,000 (excluding GST).

### *Goods and Services over $10,000 and up to $100,000 (excluding GST)*

Written quotations are to be obtained for the purchase of goods and services costing more than $10,000 but less than $100,000 (excluding GST), unless otherwise authorised by the relevant Director.

Where possible, in accordance with the Request for Quotation Form, at least three written quotations should be obtained, while at least one quotation must be from a local business.

### *Quotation Documentation*

The following information is required to be documented when receiving written quotations:

- value for money, taking into account estimated life, disposal value and maintenance requirements and costs;
- price;
- compliance with quotation specifications;
- quality, delivery and service;
- the full benefits of sourcing locally;
- the consequences, including possible risks, of entering into a contract where there is only one supplier, or a limited number of suppliers, that can provide and maintain the particular product over its lifetime; and
- any relevant Council policies.

Unsuccessful suppliers are entitled to be provided on request, with details of the successful offer including the name of the supplier and the price accepted.

### *Goods and Services over $100,000 (excluding GST)*

Tenders must be called for all purchases of supplies, goods and services, and leases or rentals of equipment valued in excess of $100,000 (excluding GST), and in accordance with the Code for Tenders and Contracts.

Exemptions from calling open tenders will only be granted in the following instances:

- an emergency if, in the opinion of the General Manager, there is insufficient time to invite tenders for the goods or services required in that emergency;
- a contract for goods or services supplied or provided by, or obtained through, an agency of a State or of the Commonwealth;
- a contract for goods or services supplied or provided by another council, a single authority, a joint authority or the Local Government Association of Tasmania;
- a contract for goods or services in respect of which the Council is exempted under another Act from the requirement to invite a tender;
- a contract for goods or services that is entered into at public auction;

- a contract for insurance entered into through a broker;
- a contract arising when the Council is directed to acquire goods or services due to a claim made under a contract of insurance;
- a contract for goods or services if the Council resolves by absolute majority and states the reasons for the decision, that a satisfactory result would not be achieved by inviting tenders because of extenuating circumstances; remoteness of the locality or the unavailability of competitive or reliable tenderers;
- a contract of employment with a person as an employee of the Council.

### *PURCHASE AUDIT COMMITTEE*

A Purchase Audit Committee may be established by the Council to review the purchase/lease process of goods and services to ensure that the Council's procurement policies are adhered to.

Standing tenders, and contracts over $100,000, will always be reviewed by the Purchase Audit Committee.

The Purchase Audit Committee will consist of the Finance Group Leader, the Assets Group Leader/Engineering Group Leader (whichever is not involved in the relevant purchase) and the Regulatory Services Group Leader.

Prior to proceeding with invitations/ advertising for Quotation or Tender, the Purchase Audit Committee will review and consider the following aspects of the process:

- the purchase and evaluation process adopted;
- the evaluation criteria;
- consideration for local business opportunity; and
- critical dates;

to ensure that these aspects meet the criteria set down in the Purchasing and Procurement Policy and under the Code for Tenders and Contracts.

Following evaluation of offers and prior to approval by the relevant Director, the Purchase Audit Committee will confirm that due process has been followed.

## *APPENDICES*

APPENDIX A

Purchasing Flow Chart

APPENDIX B

Tender Preliminary Document (checklist)

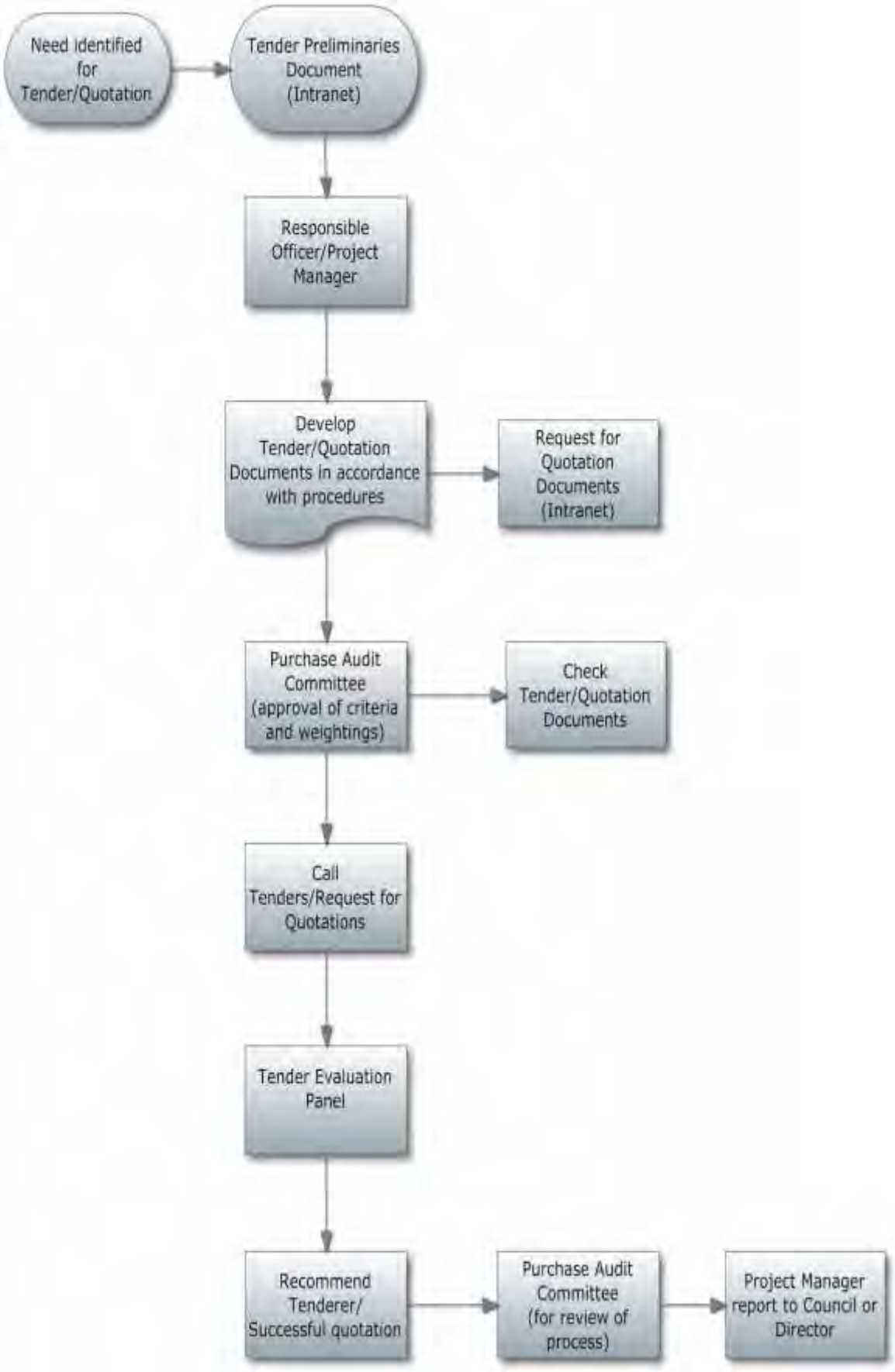
RELATED DOCUMENTS

Code for Tenders and Contracts

Request for Quotation Form

SANDRA AYTON
GENERAL MANAGER

## Appendix A – Purchasing Flow Chart






*Note:* If this document is a printed copy always check the electronic version to ensure it is up to date.

Appendix B

# TENDER CHECKLIST

| Contract Name | | Contract No | |
|---|---|---|---|

**1. Project Description**

| |
|---|
| |

**2. Estimated Cost of the Project and Funding**

| |
|---|
| |

**3. Define Options**

| |
|---|
| |

**4. Approval**

| |
|---|
| |

**5. Managing the Project**

| |
|---|
| |

**6. Reporting**

| |
|---|
| |

**7. Tender Advertisement**

| |
|---|
| |

## 8. Tender Evaluation

| ***Criteria*** | ***Weighting**** |
|---|---|
| *Compliance with the tender documents* | 10% |
| *Previous experience* | *10%* |
| *Management/Supervisory Personnel* | *10%* |
| *Proposed Construction Program* | *20%* |
| *WHS Policy, Procedures and Record* | *15%* |
| *Price* | *35%* |
| ***TOTAL*** | ***100%*** |

***Weighting will vary to suit circumstances.**

| | | |
|---|---|---|
| Prepared by | | Date |
| Approved by | Group Leader | Date |

## B - CHECKLIST FOR TENDER DOCUMENT COMPILATION

| **Contract Name:** | | **Contract No:** | |
|---|---|---|---|

| | | *Yes* | *No* |
|---|---|---|---|
| 1. | Confirm that all documents Compilation. | | |
| | Existing drawings | ☐ | ☐ |
| | Original drawings | ☐ | ☐ |
| | Site establishment drawing | ☐ | ☐ |
| | General conditions of contract AS 2124 – 1992 | ☐ | ☐ |
| 2. | Type of Contract payment clearly indicated (e.g. SOR, Lump Sum) | ☐ | ☐ |
| 3. | Schedule of Quantities/Schedule of Rates confirmed | ☐ | ☐ |
| 4. | Security of documentation assured | ☐ | ☐ |
| 5. | "Appropriate Person" designated to supervise the tender process | | |

*Name* _____

*Position* _____

7. Person assigned to respond to tender queries.

*Name* _____

*Position* _____

| | | *Yes* | *No* |
|---|---|---|---|
| 8. | Annexure Parts A and B for General Conditions of Contract completed and included. | ☐ | ☐ |
| 9. | Tender evaluation panel installed, tender appraisal criteria determined and transferred to tender assessment forms | ☐ | ☐ |

Names and comments: _____

_____

_____

10. Documentation compiled by:

11. Documentation Checked and Approved:

Signed: _____ Date: _____

*Group Leader*

12. Documentation issued to Purchase Audit Committee for review ☐



*Note:* If this document is a printed copy always check the electronic version to ensure it is up to date.

## C - CHECKLIST FOR TENDER ADVERTISING

| **Contract Name** | | **Contract No** | |
|---|---|---|---|

*Yes* *No*

1. Project reviewed and approval to advertise:

| | | |
|---|---|---|
| Invited quotations | Estimate < $50,000 (excl. GST)<br>Approval by Director Infrastructure Services | ☐ |
| Public Tender | Estimate > $50,000 (excl. GST)<br>Approval by Director Infrastructure Services | ☐ |
| Public Tender | Estimate > $100,000 (excl. GST)<br>Approval by the Council | ☐ |

2. Advertising requirement

Dates _____ Medium _____

3. Advertisement

| | | Date |
|---|---|---|
| Create advert using template My Templates – Infrastructure Services – Advert | ☐ | …… |
| Submit to Newspaper(s) through Corporate Services Assistant | ☐ | …… |
| Confirm Proof provided by Newspaper | ☐ | …… |
| Submit to Website through Corporate Services Assistant | ☐ | …… |

Name _____

I have reviewed the entries on this checklist and certify that Council is justified in advertising tenders for the subject contract in the methods and on the dates described above.

Signed _____ Date _____

*Group Leader*



*Note:* If this document is a printed copy always check the electronic version to ensure it is up to date.

## D - CHECKLIST FOR RECEIPT OF TENDERS

| **Contract Name** | | **Contract No** | |
|---|---|---|---|

### Tender Period

1. List of Tenderers names, addresses and date of collection (refer form D1)
2. Supplementary notices sent to all Tenderers and listed on form D1

### Tender Opening

3. Personnel present at Tender Box opening (min 2)

Appropriate Person *Name* _____

Other *Name* _____

Other *Name* _____

*Date* _____ *Time of Day* _____

*Satisfactory Action Taken*

| | *Yes* | *No* |
|---|---|---|
| 4. Secure filing of Tenders | ☐ | ☐ |
| 5. List of Tenderers' prices without appraisal (refer form D1) | ☐ | ☐ |
| 6. Standard acknowledgement letter sent to Tenderers | ☐ | ☐ |

### Preliminary Assessment

| | | |
|---|---|---|
| 7. Conformity of Tenders checked and recorded | ☐ | ☐ |
| Lodged on time | ☐ | ☐ |
| Lodged in accordance with instructions | ☐ | ☐ |
| Tender Submission Documents all provided | ☐ | ☐ |
| All documents signed as required | ☐ | ☐ |
| OHS Information Provided | ☐ | ☐ |

If "No", describe……..

……



*Note:* If this document is a printed copy always check the electronic version to ensure it is up to date.

8. Requests for supplementary details determined and actioned ☐ ☐

If “No”, describe……..

……

9. Mathematical price extensions verified correct or reported ☐ ☐

If “No”, describe……

……

Checklist completed by

Signed _____ Date _____

10. Documents provided to Tender Evaluation Panel. ☐ ☐

Delivery Date: _____

## FORM C1 LIST OF TENDERERS

| Contract Name | | Contract No | | | | | |
|---|---|---|---|---|---|---|---|
| **Tenderer** | **Postal Address** | **Date Collected** | **Collection Method** | **Tender Sum** | **Sup 1** | **Sup 2** | **Sup 3** |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

## E - CHECKLIST FOR TENDER ASSESSMENT
## (One page for each Tender)

| **Contract Name** | | **Contract No:** | |
|---|---|---|---|

## 1. CONTRACTOR'S DETAILS

| Name | | Contact Person | |
|---|---|---|---|
| Address | | Telephone | |

### 2. TENDER EVALUATION PANEL NOMINATION AND DECLARATION

| PANEL MEMBERS NAME | CONFLICT OF INTEREST YES | CONFLICT OF INTEREST NO | IF YES, SPECIFY | SIGNATURE |
|---|---|---|---|---|
| | ☐ | ☐ | | |
| | ☐ | ☐ | | |
| | ☐ | ☐ | | |
| | ☐ | ☐ | | |

### 3. ISSUES FROM PRELIMINARY ASSESSMENT

……

……

……

### 4. THE EVALUATION PANEL FINDS THIS TENDER:

☐ conforming ☐ nonconforming

### 5. NOMINATION & DECLARATION ACKNOWLEDGMENT

I acknowledge the record above regarding conflict of interest for the tender evaluation panel and conformity with regard to the tender received.

Signed _____ Date

*Group Leader*



*Note:* If this document is a printed copy always check the electronic version to ensure it is up to date.

## G - TENDER ASSESSMENT REPORT

| **Contract Name** | | **Contract No** | |
|---|---|---|---|

**Tender Evaluation Panel** _____

_____

_____

_____

| **Tender** | **Consensus Assessment Points (Total)** | **Summary Comment** |
|---|---|---|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |

**Tender Evaluation Panel Recommendation**

It is recommended _____

_____

_____

**Signed** 1._____**Date:**

2._____**Date:**

3._____**Date:**

4._____ **Date:**

**Documentation issued to Purchase Audit Committee for review** ☐



*Note:* If this document is a printed copy always check the electronic version to ensure it is up to date.

## H - CHECKLIST FOR PURCHASE AUDIT COMMITTEE (PAC)

| **Contract Name** | | **Contract No** | |
|---|---|---|---|

**PRE-TENDER REVIEW**

Tender reviewed by PAC in relation to

Purchase and evaluation process adopted ☐

Evaluation criteria ☐

Consideration for local business ☐

Critical Dates ☐

Signed _____ Date _____
*Finance Group Leader*

Signed _____ Date _____
*Assets Group Leader/Engineering Group Leader*

Signed _____ Date _____
*Regulatory Services Group Leader*

**POST-TENDER REVIEW**

Evaluation supported by PAC and due process followed ☐

Signed _____ Date _____
*Finance Group Leader*

Signed _____ Date _____
*Assets Group Leader/Engineering Group Leader*

Signed _____ Date _____
*Regulatory Services Group Leader*