

# LITCHFIELD COUNCIL



*Community effort is essential*

## Special Council Meeting BUSINESS PAPER FRIDAY 9/03/2018

Meeting to be held commencing 6:00pm  
In Council Chambers at 7 Bees Creek Road, Freds Pass

A handwritten signature in black ink, appearing to read 'K. Conrick', written in a cursive style.

**Kaylene Conrick, Chief Executive Officer**

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting or a Committee meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.



# SPECIAL COUNCIL AGENDA

---

## LITCHFIELD COUNCIL MEETING

**Notice of Meeting  
to be held in the Council Chambers, Litchfield  
on Friday, 9 March 2018 at 6:00pm**

Kaylene Conrick  
Chief Executive Officer

---

Number	Agenda Item	Page
1	Opening of Meeting	
2	Acknowledgement of Traditional Ownership	
3	Apologies and Leave of Absence	
4	Disclosures of Interest	
5	Public Forum – Special Council Meeting Item Only	
6	Officers Reports	
6.1	RFT17-159 – Waste Transportation Tender – Contract Award	1-3
7	Confidential Items	
7.1	RFT17-159 – Waste Transportation Contract – Tender Evaluation Report	
8	Close of Meeting	
9	Next Meeting	

NOTE: Attachments too large to include in the agenda can be found on Council's website at [www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au)



# COUNCIL REPORT

---

**Agenda Item Number:** 6.1  
**Report Title:** RFT17-159 – Waste Transportation Tender -Contract Award  
**Report Number:** 18/00037  
**Meeting Date:** 9 March 2018  
**Attachments:**

## Purpose

To award the Contract for waste transportation from Council's three waste transfer stations, following an advertised tender process for RFT17-159 – Waste Transportation.

## Summary

The request for tender RFT17-159 – Waste Transportation was publicly advertised on Tenderlink on 2 December 2017 and closed on 19 December 2017. In the Request for Tender (RFT), Council nominated a Schedule of Rates arrangement for a four-year contract period with an option of extensions for up to two years. Four tenders were received and the schedule of rates submitted by each tenderer were used by Council to estimate expenditure over the four-year life of the contract. The tenderers were:

Company
Cleanaway Waste Management Pty Ltd
NT Recycling Solutions Pty Ltd
Veolia Environmental Services (Australia) Pty Ltd
VTG Waste Recycling Pty Ltd

Based on an assessment of the tenders in accordance with the assessment criteria specified by Council in the RFT, the tender submitted by Veolia Environmental Services (Australia) Pty Ltd was considered the preferred tender, estimated at approximately \$1,101,716 (GST inclusive) over a four-year period.

A separate evaluation report in the Confidential section of this meeting Agenda sets out additional information about the tender evaluation process.

## Recommendation

THAT Council award a contract for *RT17-159 – Waste Transportation* to Veolia Environmental Services (Australia) Pty Ltd in accordance with their submitted tender, estimated at approximately \$1,101,716 (GST inclusive) over a four-year period.

## Background

### Completion of existing contract

The existing waste transportation contract is held by Veolia and dates back to 2012. It is set to conclude on 31 March 2018. The new contract will commence on 1 April 2018, subject to award by Council.

### Tender submissions

The RFT called for a Schedule of Rates for the transport of waste from the three waste transfer stations to the Shoal Bay landfill as well as rates for the removal of waste oil from the three transfer stations and disposal at an offsite facility. At Council's preference, the schedule of rates was designated on a single trip basis, rather than a volumetric, weight or hourly basis.

In response to the RFT, Council received four tenders from the following organisations:

Company	Address
1. Cleanaway Waste Management Pty Ltd	875 Stuart Highway Holtze NT 0829
2. NT Recycling Solutions Pty Ltd	19 Pruen Road Berrimah NT 0821
3. Veolia Environmental Services Australia Pty Ltd	13 Beaton Road Berrimah NT 0828
4. VTG Waste Recycling Pty Ltd	90 Pruen Road, Berrimah NT 0828

### Tender Evaluation

A three-person tender assessment panel (TEP) comprising the Waste Manager, Director Corporate and Community Services and an Engineering Officer carried out an assessment of each submitted tender against the criteria set out in the RFT. Council also engaged probity advisory services from KPMG Darwin to supervise the tender evaluation process from a probity perspective.

The TEP considered any possible risks associated with the work and determined that each tenderer had properly understood and tendered for the works. Based on an assessment of the tenders and in accordance with the assessment criteria, the tender submitted by Veolia Environmental Services (Australia) Pty Ltd achieved the highest score and was subsequently considered the preferred tender.

The preferred tender is within Council's budget allocation for waste transportation services over the four-year contract term.

## Links with Strategic Plan

*Priority # 1 – Everything you need*

## Legislative and Policy Implications

Council's tendering processes are undertaken in accordance with the NT Local Government Act and procurement policies, as well as Council's Procurement Policy.

## Risks

NIL

## **Financial Implications**

The works to be contracted are within the 2017-18 budget allocation.

## **Community Engagement**

Council's draft Waste Strategy, which is currently out for public consultation, outlines the need for Council to award a waste transportation contract in Year 1 of the strategy. Awarding the contract is consistent with the draft Strategy.

**Recommending Officer:** **Kaylene Conrick, Chief Executive Officer**

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.

*Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.*