



Ordinary Meeting of Council Agenda

Tuesday 11 December 2018

Open Forum 5.30pm

Ordinary Meeting 6.00pm

Council Chambers, Civic Centre,
Stuart Highway, Katherine

Notice of Meeting of Council
Notice is hereby given in accordance with Section 59
of the Local Government Act

1. Welcome to the Country

I am honoured to be on the ancestral lands of Katherine's Aboriginal peoples. I acknowledge the First Australians as the traditional custodians of the continent, whose cultures are among the oldest living cultures in human history. I pay respect to the Elders of the community and extend my recognition to their descendants who are present.

2. Opening Prayer

Grant O God to this Council wisdom, understanding and sincerity of purpose in the Governance of this Municipality. Amen

3. Present

4. Apologies and Leave of Absence

5. Confirmation of Previous Minutes

5.1 Minutes of the Ordinary Meeting of Council held 27 November 2018.

The Minutes from Ordinary Meeting of Council 27 November 2018 be received and recorded as true and accurate.

6. Business Arising from Previous Minutes

7. Conflict of Interest

Members Disclosure Conflict of Interest

Council declares any conflicts of interest in line with Conflict of Interest Policy. A copy of this policy can be downloaded from www.ktc.nt.gov.au or obtained by emailing records@ktc.nt.gov.au

8. Mayoral Business

9. Correspondence and Documents to be Tabled

10. Petitions

11. Questions

With Notice

Without Notice

12. Notice of Motion**13. Reports of Officers**

13.1	Monthly Report of the Chief Executive Officer - November 2018	<u>1-7</u>
13.2	Monthly Report Corporate & Community Development - November 2018	<u>8-11</u>
13.3	Monthly Report Infrastructure and Environment Services - November 2018	<u>12-18</u>
13.4	Tender 18/09 – Zimin Drive Edge Break Repairs	<u>19-25</u>
13.5	Tender 18/12 – Slashing of Roadside Vegetation	<u>26-31</u>

14. Reports from Representatives on Committees**15. Late Agenda****16. General Business****17. Confidential Items**

NIL

18. Next Ordinary Meeting of Council

The first Ordinary Meeting of Council for 2019 will be held on Tuesday 22 January 2019.

19. Meeting Close

FOLDER: Local Governance / Council Meetings / Chief Executive Officer Report

MEETING: ORDINARY MEETING OF COUNCIL – 11 DECEMBER 2018

REPORT TITLE: MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR NOVEMBER 2018

PURPOSE OF THE REPORT

To present the Report of the Chief Executive Officer for the month of November 2018.

COMMENTS

The following highlighted items for November 2018 are brought to Council's attention:

Task	Responsible Officer	Status / Update
Council Meeting 27 November		
Further work required for the McAdam Road item. Report lain on the table.	XIE	
Further work required for the Tender Weighting item. Report lain on the table.	XIE	

All six actions for the October meeting were completed.

Open Forum 27 November		
Talk to Housing Commission – repairs do not seem to be getting done, i.e. gate repairs.		
Hydraulic fluid spills from trucks on roads –Possible Council policy?		
Knotts Crossing Cemetery – progress update.		
Hydraulic Fracturing - Clarification on exemption boundaries.		

Due to the short timeframes between meetings, there are no updates on items raised at the Community Forum.

Council Meeting 21 August		
Low Security Prison Farm. Commitment to make further investigation of what this may look like. Lobby during elections.	CEO	Ongoing
Keep community updated on the work being progressed from the "Let's Talk Katherine" forum via our webpage and/or FB page.	XCCD	Council Officers are working independently on an update to the community. This is an ongoing project.
Check with Minister on funding request for a multi-use waste mulcher.	CEO	No decision has been relayed as yet. Council have advocated for a positive decision on two occasions so far and are currently awaiting a decision.



Council Meeting 26 June		
Check on all YMCA expenses after a six (6) month period.	XCCD	Ongoing
Development of a policy on Phasing out and Banning of Single use plastics at KTC venues, i.e. showgrounds and Lindsay Street.	XCCD	Ongoing

Council Meeting 22 May		
New survey methods at the VIC	VIC Mgr	This will be encompassed in the long term marketing plan being developed in 2019.
Investigate ways to further reduce our electrical consumption, i.e. electricity audit.	XIE	Ongoing

Katherine East Neighbourhood Centre Consultation

Consultation by the NT Planning Commission (NTPC) is underway with a number of pop-up stalls and information sessions run to date. Attendance at the pop-up stalls has been good with average attendance at the two information sessions despite advertising across a number of mediums. Fortunately, the attendance and range of views collected at the important workshop session was very good.

The NTPC Officers have strong skills in listening to the community and will continue to provide a number of options for community input as the consultation continues. Interest in the community advisory group has been good and we expect the group's input to be extremely useful in the ongoing consultation phase of the Katherine East development.

The CEO attended a number of the sessions through the month.

Prime Minister Meeting

The Mayor and CEO attended a luncheon with Prime Minister Scott Morrison on Friday 16 November 2018 and were able to speak to the Prime Minister, the Minister for Indigenous Affairs, the Minister for Resources and Northern Australia to further Katherine's projects, profile and issues. Contact with a number of other key NT Government stakeholders was also made.

Meeting with Senator Scullion

On 21 November 2018, the Mayor and CEO met with Senator Scullion and were able to update him on Katherine's progress, identify a partnership to support the education / youth space, seek support for the Katherine East Neighbourhood Centre as well as the Katherine Logistics & Agribusiness Hub.

Dr Simon Quilty was also invited and spoke to a great project that he is doing with repeat clients to hospital who needed more than treatment care to get their lives back on track and to lessen their repeat presentations. There is already documentary evidence that the project is making a positive difference. There is a reduction on EDA presentations and Careflight and St John Ambulance callouts, and an improvement in primary health care engagement.



Water Park Facility

The Federal Government has been lobbied for upgrades to the pool as part of their election commitments. Both sides of politics have been approached with this proposal that was initiated by Jo Nichol from Warren Snowdon's office.

Showground, Sportsgrounds and CBD Projects

The briefs for the Showgrounds, Sportsgrounds and CBD projects are done and after internal feedback the tenders are to go out for consultant appointment (closing in January 2019). Positive meetings have been had with the internal Project Control Groups over the last week. Community consultation in various forms will form part of all the projects.

All three major projects and the Hot Springs project will be featured in a combined newsletter to be sent out.

Officer Abbreviation List

CEO	Chief Executive Officer	MCERS	Mgr Compliance Environment & Regulatory Services
COO	Chief Operating Officer (formerly DCCS)	MIE	Mgr Infrastructure & Environment
XCCD	Exec Mgr Corporate and Community Development	MVIC	Mgr Visitor Information Centre
MCFAS	Mgr Customer Finance Administration Services	CO	Communications Officer
XIE	Exec Mgr Infrastructure and Environment	EA	Executive Assistant
SO	Sustainability Officer	CSO	Community Support Officer
MA	Management Accountant	GO	Governance Officer


Staff Statistics – November (2018-2019 Financial Year.)

Sick Leave Summary (excluding Maternity Leave)				
2018	Number of Permanent Employees	Total Hours Used	Total Days Lost	Total days lost per person
EXECUTIVE Sick/Family leave hours used	6	56.20	7.39	1.23
GOVERNANCE - Civic Sick/Family leave hours used	4	37.00	4.87	1.22
CORPORATE AND COMMUNITY DEVELOPMENT - Civic Sick/Family leave hours used	9	63.73	8.39	0.93
CORPORATE AND COMMUNITY DEVELOPMENT - Visitor Information Centre Sick/Family leave hours used	4	3.80	0.50	0.13
CORPORATE AND COMMUNITY DEVELOPMENT - Library Sick/Family leave hours used	9	42.50	5.59	0.62
INFRASTRUCTURE & ENVIRONMENT - Civic Sick/Family leave hours used	3	43.98	5.79	1.93
INFRASTRUCTURE & ENVIRONMENT - Depot Sick/Family leave hours used	13	129.19	17.00	1.31
INFRASTRUCTURE & ENVIRONMENT - Inspectorate Sick/Family leave hours used	3	0.00	0.00	0.00
INFRASTRUCTURE & ENVIRONMENT - Waste Management Sick/Family leave hours used	4	3.00	0.39	0.10
TOTALS	55	379.40	49.92	0.91



Service Requests Received
Council received One hundred and fifty (150) service requests for the month of November 2018.

Environment		Buildings/Facilities		Roads/Traffic/Parking		Inspectorate		Other Requests	
Wheelie Bins	12	Waste Management Transfer Station		Licence/Permits – Road Events	3	Abandoned Vehicle	2	Equipment Hire – Collars, Cages etc	
Other Bins	1	Civic Centre	2	Carparks		Animal – Other	3	Streetlights	16
Domestic Rubbish Collection	2	Public Toilets	1	Road Opening/Closing (Telstra, Aurora etc)	2	Animal at Large	12	Cemetery / Burial Records	5
Litter	2	Showgrounds	1	Road Opening/Closing – Footpath/Driveways		Animal Cruelty	3	Risk Management – Accidents – General	
Hazardous Waste Disposal		Katherine East Community Centre		Street Signs	1	Animals – Lost and Found	3	General Requests – Complaints	
Mowing of Verges-Nature Strips-Ovals	8	Airport	1	Street – Road Cleaning	1	Animal Attack		Disabled Parking Permits	
Street and Other Lighting	2	Visitor Information Centre		Permit to Work Within NT Government Road Reserve		Animal Menace		Plaques and Headstones	
Sprinklers and Watering	4	Parks & Cenotaph	1	Driveways		Animal Nuisance	2	Ombudsman Complaints	
General	2	BMX		Road Maintenance	6	Miscellaneous	3	Community – Festival or Events	
Waste Disposal – Asbestos – Other	3	Lindsey Street Complex		Footpaths		Parking Control	1	Alcohol Permit	
Weeds	3	Sportsground	4	Line Marking/Pavement Management	1	Unauthorised Camping	2	Planning and Development	
Trees & Vegetation	7	General		Traffic Management	2	Overgrown/Unkempt Land	1	Vandalism	
Tenders/Quotations		Swimming Pool		Planning and Development	1	Dog Licence	1	Sign Request	4
Bores and Water Readings		Playgrounds and Equipment		Laneways		After Hours Callout		Miscellaneous Requests	14
Waste Management Facilities		Skate Park		Road Access		Public Health Risk Activities		Tenders/Quotations	
Illegal Dumping	2	Hot Springs		Drains	3	Dangerous Animals		Licence or Permits – Mobile food van	
Total	48	Total	10	Total	20	Total	33	Total	39



Service Requests Completed

Council completed One hundred and twelve (112) service requests for the month November 2018. Thirty eight (38) are awaiting resolution.

Environment		Buildings/Facilities		Roads/Traffic/Parking		Inspectorate		Other Requests	
Wheelie Bins	12	Waste Management Transfer Station		Licence/Permits – Road Events	3	Abandoned Vehicle	1	Equipment Hire – Collars, Cages Etc	
Other Bins	1	Civic Centre	2	Carparks		Animal – Other	3	Street Lighting	14
Domestic Rubbish Collection	2	Public Toilets		Road Opening/Closing (Telstra, Aurora etc)	1	Animal at Large	9	Cemetery / Burial Records	4
Litter	1	Showgrounds	1	Road Opening/Closing – Footpath/Driveways		Animal Cruelty	3	Risk Management – Accidents – General	
Hazardous Waste Disposal		Katherine East Community Centre		Street Signs	1	Animals – Lost and Found	2	General Requests – Complaints	
Mowing of Verges-Nature Strips-Ovals	8	Airport	1	Street – Road Cleaning	1	Animal Attack		Disabled Parking Permits	
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Sprinklers and Watering	4	Parks & Cenotaph	1	Driveways		Animal Nuisance		Ombudsman Complaints	
General	1	BMX		Road Maintenance	5	Miscellaneous	3	Community – Festival or Events	
Waste Disposal – Asbestos – Other		Lindsey Street Complex		Footpaths		Parking Control	1	Alcohol Permit	
Weeds	1	Sportsground	3	Line Marking/Pavement Management		Unauthorised Camping	1	Planning and Development	
Trees & Vegetation	4	General		Traffic Management	1	Overgrown/Unkempt Land	1	Planning and Development	
Tenders/Quotations		Swimming Pool		Planning and Development Laneways		Dog Licence		Sign Request	2
Bores and Water Readings		Playgrounds and Equipment		Bike Paths		After Hours Callout		Miscellaneous Requests	10
Waste Management Facilities		Skate Park		Drains		Public Health Risk Activities		Tenders/Quotations	
Illegal Dumping	1	Hot Springs			1	Dangerous Animals		Licence or Permits – Mobile food van	
Total	37	Total	8	Total	13	Total	24	Total	30

Complaints Received

Council received zero (0)* complaints for the month of November 2018.

Administration	September	FY
Elected Members	0	0
VIC	0	0
Management	0	0
Library	0	0
Rangers	0	0
Works	0	0

* Statistics compiled over the financial year.

Complaints Completed

Council completed zero (0)* complaints for the month of November 2018.

Administration	September	FY
Elected Members	0	0
VIC	0	0
Management	0	0
Library	0	0
Rangers	0	0
Works	0	0

* Statistics compiled over the financial year.

OFFICER RECOMMENDATION

That it be recommended to Council:

That the Chief Executive Officer Report for the month of November 2018 be received and noted.



Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation: Nil
Schedule of Attachments: Nil



REPORT

FOLDER: Local Governance / Council Meetings / Corporate and Community Development

MEETING: ORDINARY MEETING OF COUNCIL – 11 DECEMBER 2018

REPORT TITLE: CORPORATE AND COMMUNITY DEVELOPMENT REPORT FOR THE MONTH OF NOVEMBER 2018

Purpose of Report

To present the Report for Corporate and Community Development for the month of November 2018.

LIBRARY

A special Story Time took place on 7 November 2018, this was to celebrate Diwali, which is an Indian celebration. Culture, dance and stories were told and shown to the children.

Pine Creek Primary School visited the library on 16 November 2018. The children were excited to visit a big library and see how many books there were. Quiet reading time was held by the teacher and class room support persons before the library set up a craft. The children decorated their own library bags to take back to Pine Creek. 13 students in total with one (1) school teacher and two (2) class room support workers attended.

This month saw improvements in the patron and computer counts, while Story Time was down in numbers and Wriggle & Rhyme were up in numbers. This time of the year we start to see a decline in numbers.

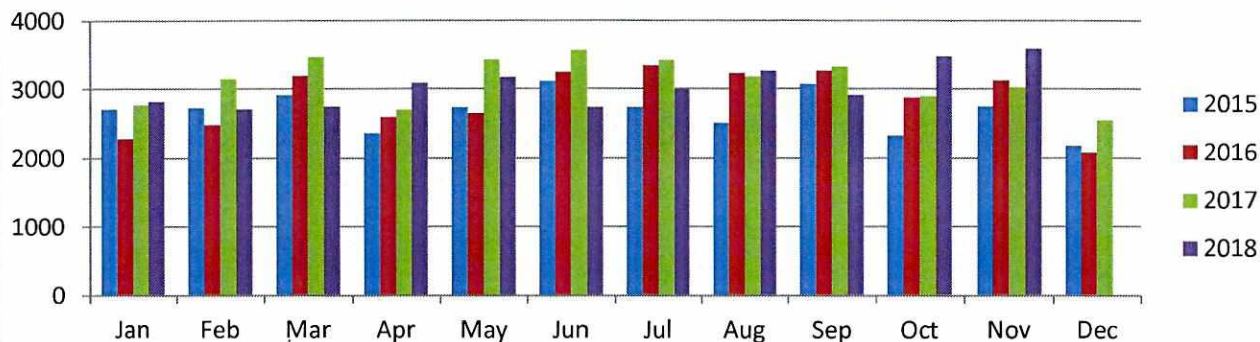
Programs & Events

Program	Date & Time
Story Time	Wednesdays, 10.30am - 11am (ongoing)
Wriggle & Rhyme	Tuesdays, 9.30am – 10.00am (ongoing)
Wriggle & Rhyme	Thursdays, 10.30am - 11am (ongoing)
Special Story Time – Diwali Festival	7 November 2018
KROW Meeting	6 October 2018

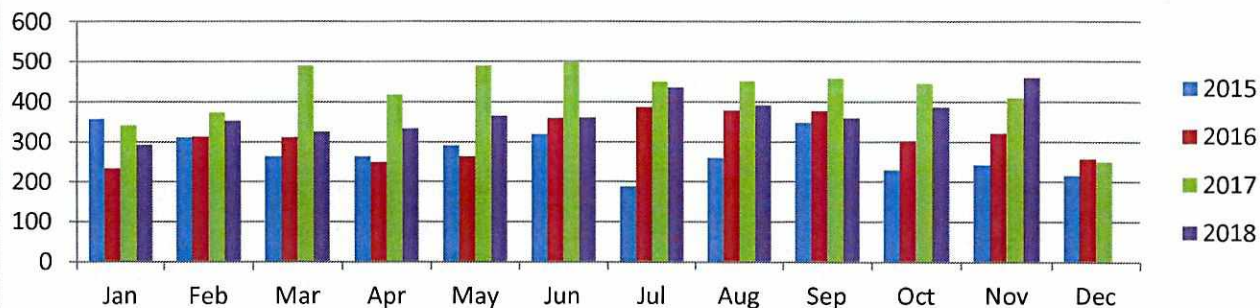
Displays

Name	Date
Remembrance Day	1 – 16 November 2018
Read it! Watch it! Listen to it!	16 – 30 November 2018
Story Time Children's Craft	7 – 30 November 2018

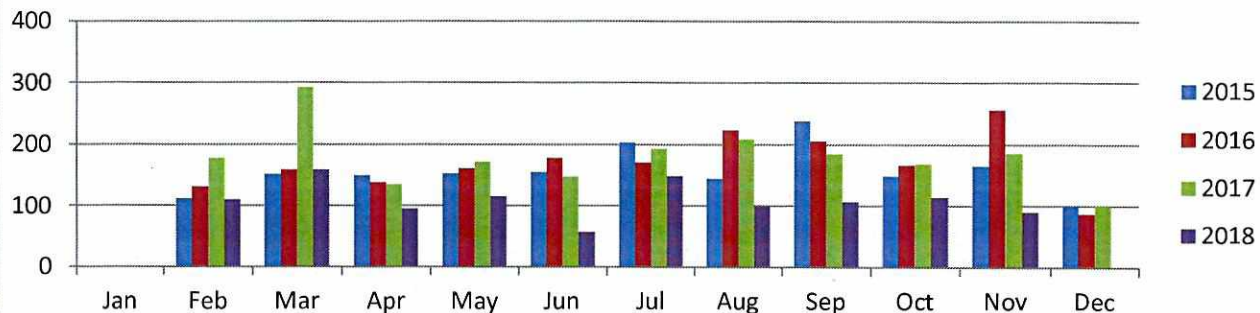
Patron Number



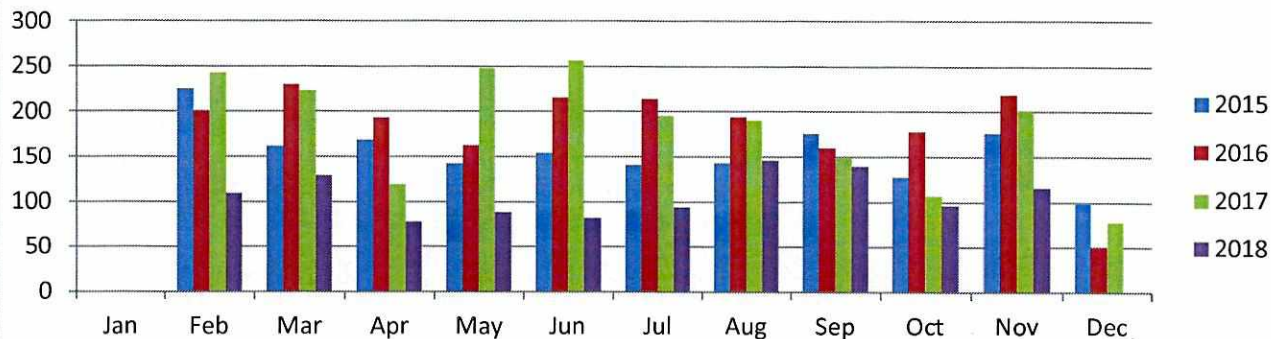
Computer Usage



Story Time



Wriggle & Rhyme



KATHERINE VISITOR INFORMATION CENTRE (KVIC)

Feedback

- 16 visitors completed a customer service satisfaction survey. All the surveys (100%) rated the level of service and information as excellent.

Improvements

- As the visitor numbers decrease, our team can spend more time with each customer to create a fulfilled itinerary for the Top End with *all* information needed, as well as plan for the upcoming 2019 dry season.
- Updated *Katherine – What’s open* and *Katherine – Caravan parks* sheets and regional operator wet season closures.
- The Bowali Visitor Centre Team visited the KVIC to conduct a Kakadu Wet Season product update with an informative presentation on wet season opportunities.

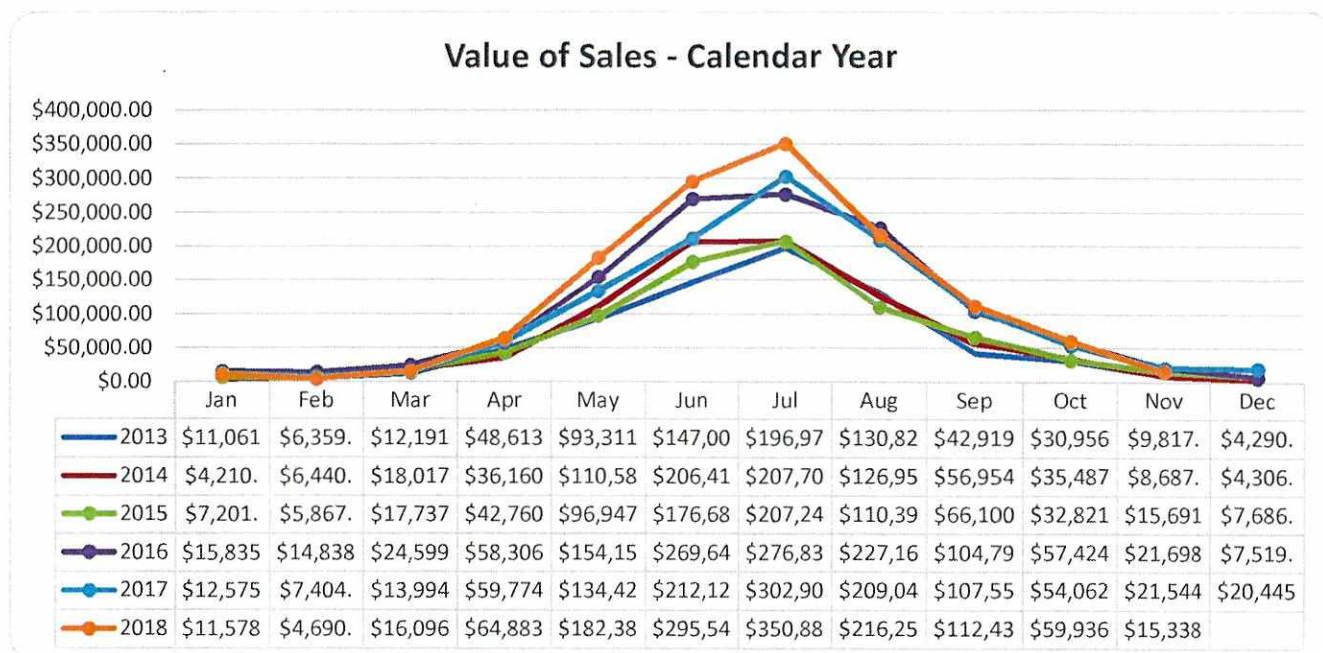
Analysis/Comment

Total for November 2018 was \$15,338.50, a decrease of 28.8% on November 2017.

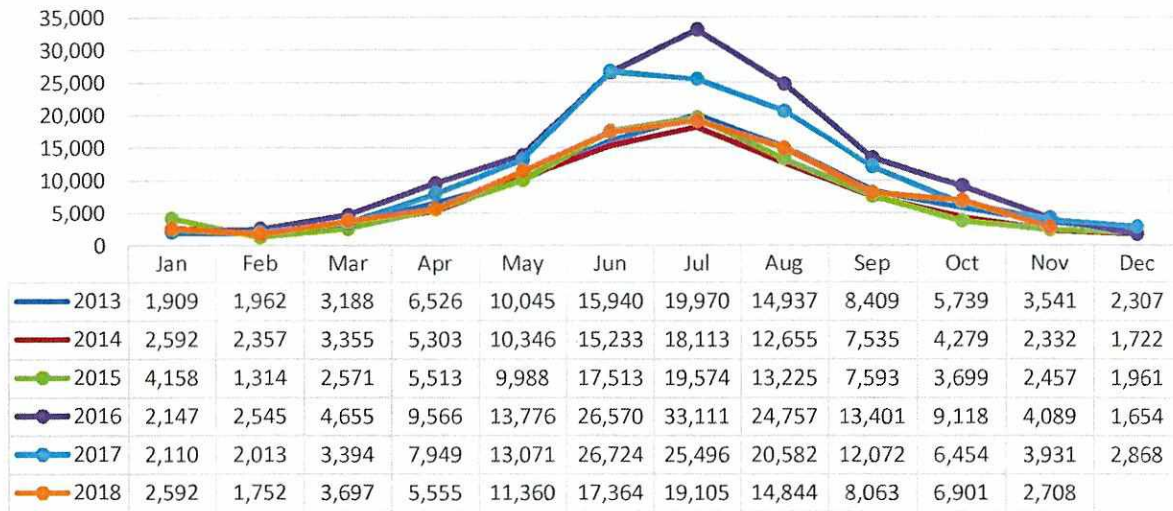
Visitor numbers for November 2018, recorded on door counter, were 2708, a decrease of 31.11% on November 2017.

An average sale per visitor for November was \$5.66, compared to last year’s average of \$5.48 per visitor. An increase of 3.28% per visitor in November 2018, compared to November 2017.

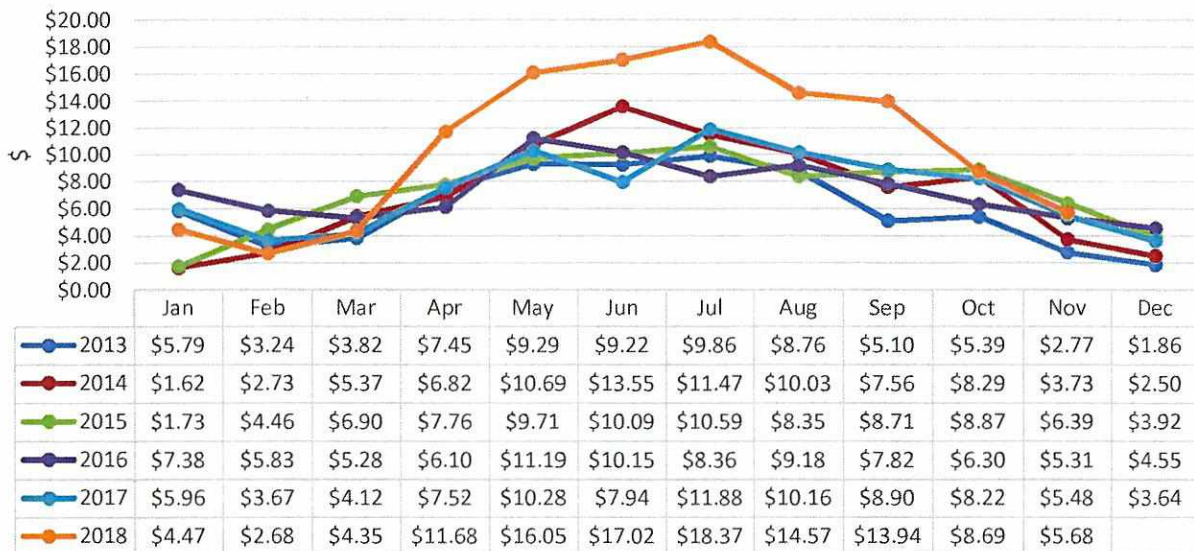
Visitors sales and numbers have been affected due to weather and the seasonal closure of a number of attractions.



Number of Visitors - Calendar Year



Average Sales Per Visitor



OFFICER RECOMMENDATION

That it be recommended to Council:

That the Corporate and Community Services report for the month of November 2018 be received and noted.

Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation: Executive Manager – Corporate & Community Development, Ms Rosemary Jennings
 Schedule of Attachments: NIL



REPORT

FOLDER: Local Governance / Council Meetings / Works & Services Reports
MEETING: ORDINARY MEETING OF COUNCIL – 11 DECEMBER 2018
REPORT TITLE: INFRASTRUCTURE & ENVIRONMENT SERVICES REPORT FOR THE MONTH OF NOVEMBER 2018

Purpose of Report

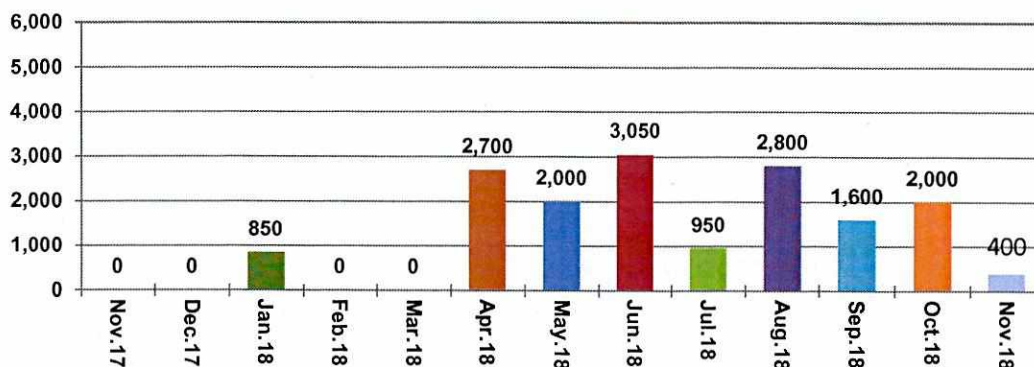
To inform Elected Members of tasks, activities and projects undertaken by the Environment & Infrastructure Services, during the month of November 2018.

Facilities

Parks & Open Areas

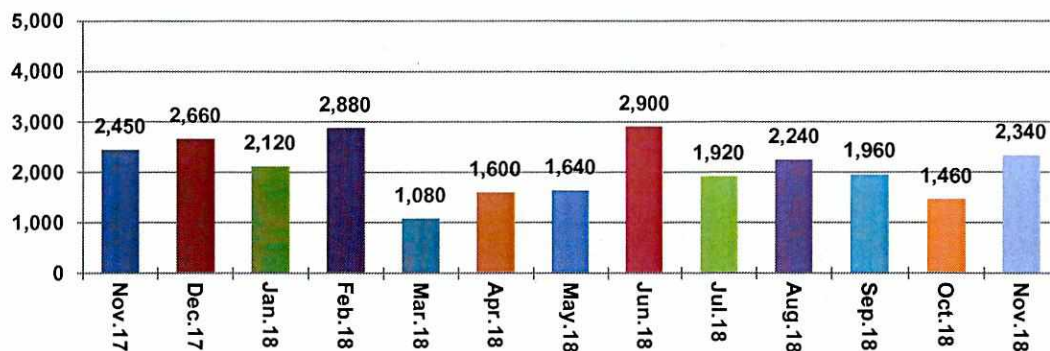
- Council staff conducted the following works:
 - Secured temporary fencing at Hot Springs
 - Mowed the Hot Springs, Ryan Park, Lockheed Park, Prior Park, Fuller Park, Town Square, Dakota Park and O'Shea Park
 - Repaired sprinklers at Cenotaph due to vandalism
 - Excavated test holes at Hot Springs behind gabion walls
 - Mowing and gardening of CEO's residence and surrounding areas
 - Closed off Hot Springs top pool
 - Removed fallen tree branches at O'Shea Park
 - Conducted weed spraying at O'Shea, Lockheed and Ryan Parks
 - Conducted pruning of East Side Parks
- Council contractor Cav's Mowing removed fallen tree branches at Hot Springs top pool
- Council Staff replaced 8 broken, damaged and vandalised sprinkler components throughout the larger urban area. The total cost of these repairs and installations to date (2018/19 financial year) is \$7,750.00 when compared to \$11,650 in the same months of the 2017/18 financial year.

Monthly Sprinkler Replacement (\$)



- The Urban Litter Collection statistics are based on weights recorded over the weighbridge located at the Waste Management Facility and include refuse from areas throughout the broader urban area. Katherine Terrace is not included in these statistics. The total amount of litter collected by Council staff to date (2018/19 financial year) is 9,920kgs when compared to 7,970kgs in the same months of the 2017/18 financial year.

Monthly Urban Litter Collection (kg)



Katherine Sportsgrounds

- Council staff conducted the following works:
 - Mowed the Sportsground ovals and Softball area
 - Conducted pruning at Sportsgrounds
 - Inspected and repaired water leak at Oval 1
 - Removed fallen tree branches
 - Fixed power outage and toilet at Tennis Club
 - Repaired irrigation at Oval 2

Katherine Showgrounds

- Council contractor Kendel Building conducted the following works following the break-in incident:
 - Repaired the Camel's shed wall
 - Replaced broken window at Stuart McDouall Hall
 - Replaced door on Old Secretary's Office
 - Repaired roller door on Buntine Pavilion
- Council contractor Hohns Metal manufactured and install stairs at the new rodeo camping toilet block.
- Council staff conducted the following works:
 - Conducted weed spraying at the Showgrounds
 - Dismantled the bored head at Showgrounds
 - Mowed the Showgrounds and surrounds area
 - Removal of branches from Showgrounds area conducted during after hours
- Council contractor McIntyre Irrigation repaired the bore at Showgrounds

Buildings

- Council staff conducted the following works:
 - Inspected Civic Centre bore for electrical problems and assisted Council contractor with trench digging
 - Mowed the Visitor Information Centre area.
 - Back filled the trench to bore at Civic Centre
 - Cleaned undercroft at Civic Centre
 - Conducted weeding, hedging and mowing at Civic Centre
 - Collected and delivered trollies from Library to Civic Centre
 - Conducted blowing off bike path behind St Joseph's High School
 - Emptied the Depot skip bin
 - Turned off hydrant at Civic Centre
 - Conducted weed spraying at the Visitor Information Centre
 - Replaced flag pole rope at Civic Centre
- Council contractor Duncan Electrical repaired the bore at Civic Centre
- Council contractor Katherine Plastering and Tiling repaired the Visitor Information Centre garden edging

Katherine Memorial Cemetery

- There were three (3) burials during the month of November 2018.
- Council staff conducted the following works:
 - Conducted whipper snipping around plinths and mowing at Cemetery
 - Excavated grave and prepped for funeral with backfill
 - Installed plaques at Cemetery
 - Hired the excavator for Depot staff to conduct digging of three (3) graves for funerals

Katherine Civil Airport

- Council staff and contractor, RHADS Security, carried out daily serviceability inspections. No issues were found.
- Council contractor Arafura Street Sweeping carried out sweeping of the RPT and GA Aprons during the month of November 2018.
- Council contractor Kleen Yards pumped out the septic tank at the Airport.
- Council staff cleaned the drain at the Airport.
- Repaired potholes at Airport terminal

Road Reserves

Road Pavements

- Council contractor Arafura Site & Street Sweeping carried out the scheduled sweeping and kerbside spraying for the month of November 2018.
- Council staff conducted the following works:
 - Installed private owned businesses signs at information bays

- Conducted pruning of CBD, South side, Giles Street and East side
- Repaired SEP on corner of Condon Street and Victoria Highway
- Repaired potholes on Burnet Court and Railway Terrace car park
- Pruned Tick Market car park and Giles Street
- Fabricated and fitted SEP cover at Riverbank Drive
- Refitted SEP cover on Victoria Highway service road (in front of Quintis)
- Installed SEP cover on Victoria Highway service road (in front of Toyota)
- Fabricated lentil for SEP on Victoria Highway service road (in front of Yates)
- Installed bollard at Palmer Street to prevent truck damage
- Mowed Railway Terrace
- Removed a tractor tyre at Maluka drain
- Installed Roads to Recovery signs on Florina Road
- Commenced removal of Safety House signs around the township
- Removal of gravel on corner of Mahoney and Usher Road in Stuart Estate
- Inspected an overhanging tree at 17 Gregory as per resident complaint
- Warning signs erected at Emungalan, Uralla and Florina Roads
- Lowered the hand rail at Low Level Bridge
- Removal of branches along Giles Street, Railway Terrace, Walter Young Street and East Parks
- Installation of guide posts to culvert at Florina Road near Hendry Road
- Reinstated signs at Florina Road and Lindsay Street near Target crossing
- Council contractor Remote Civil conducted repaired verge washouts on Maluka Road.
- Council contractor Cav's Mowing removed dangerous tree at Hudspeth Place adjacent to bike path
- Council contractor SJ Traffic Consulting conducted the Safety Audit at Visitor Information Centre to Tick Market pedestrian crossing to support the Black Spot Funding Application.
- Council contractor Katherine Plastering and Tiling repaired lifted pavers at Warburton Street and repaired Target car park edging

Personnel & Services

Community Events

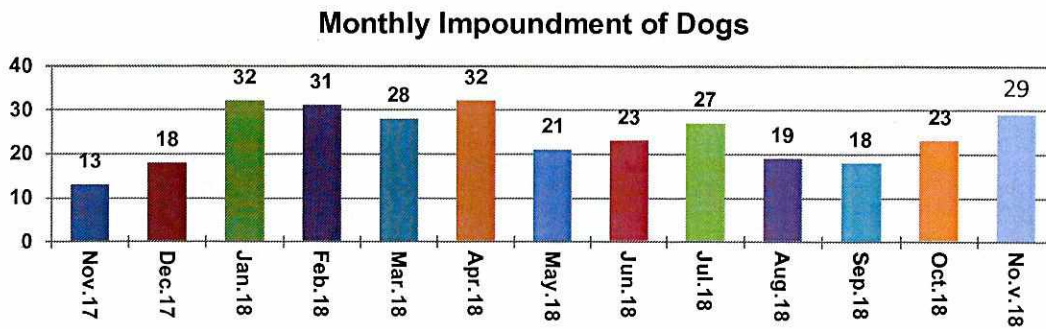
- Council staff and contractors carried out various tasks in preparation for public hires/events held in several Council owned facilities during the month of November 2018.
- Council staff and contractors carried out various tasks
- Council staff conducted clean-up and checked power for Remembrance Day.
- Erected Christmas Carol banners

Building Activities within the Municipality

- Council considered the following number of planning applications during the month of November 2018:
 - 2 x Clearing of Native Vegetation

Inspectorate Services

- Please refer to *Attachment A* for a full breakdown on the Regulatory Services conducted by Council Rangers over the month of November 2018.
- Council staff Norman Stanley and Matthew McDonald completed the Fire Warden training.
- Pound Statistics for the month of November 2018 are as follows:
 - 18 dogs returned to their owners.
 - Three (3) dogs euthanized.
 - Two (2) dog purchased by new owners.
 - One (1) dog was sent to NT Rehoming Group.
 - Five (5) dogs are carried over.



OFFICER RECOMMENDATION

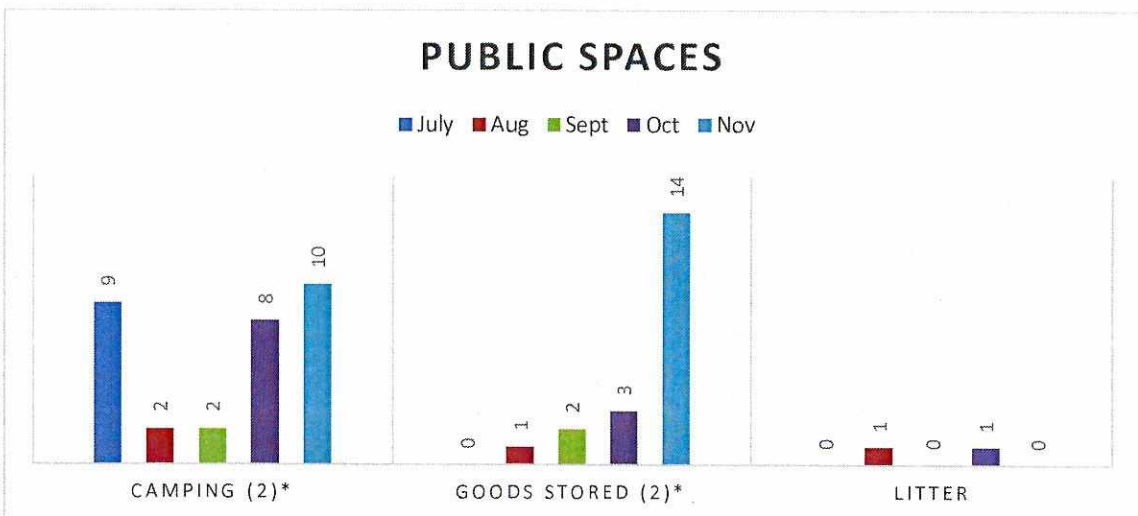
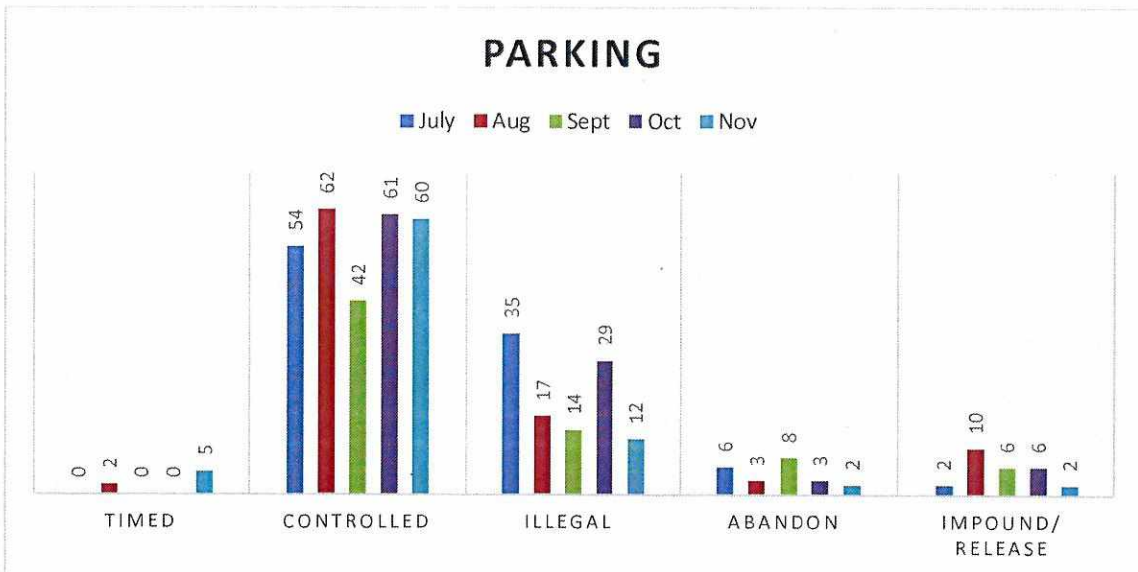
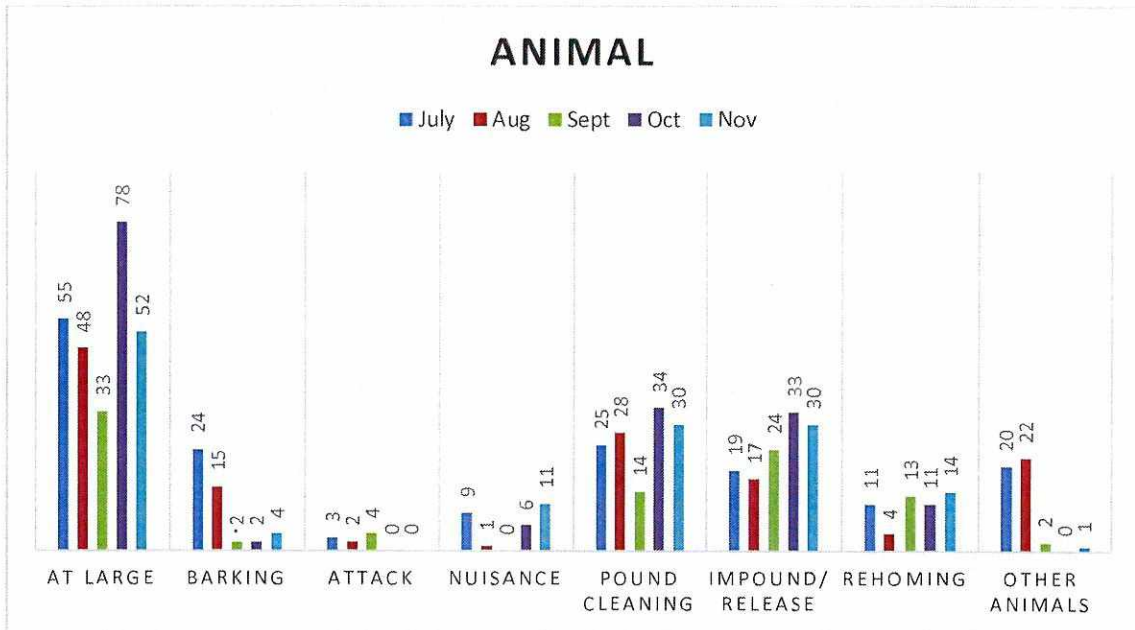
That it be recommended to Council:

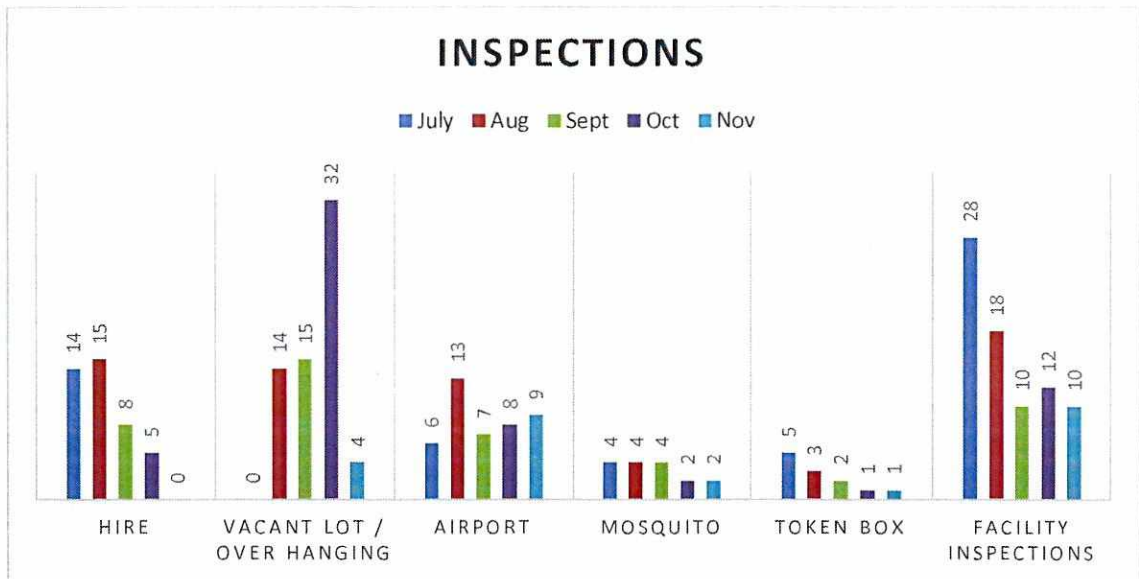
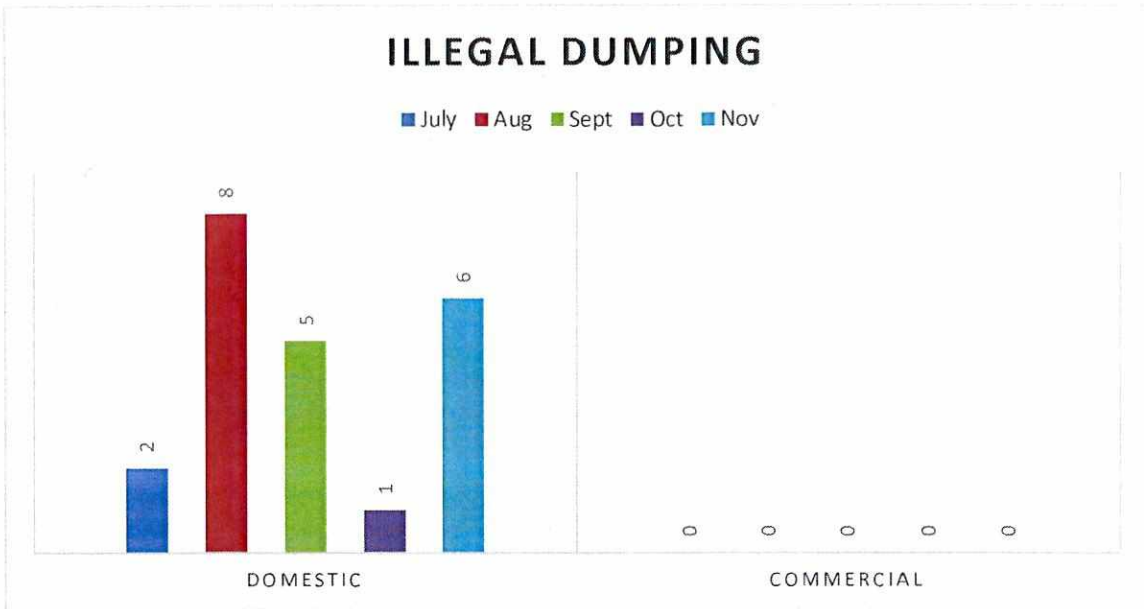
- That the report of the Infrastructure & Environment Services for the month of November 2018 be received and noted.

Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation: Executive Manager – Infrastructure & Environment, Jamie Craven
Schedule of Attachments: Attachment A: Rangers Breakdown of Tasks – November 2018

RANGERS BREAKDOWN OF TASKS – NOVEMBER 2018







KATHERINE TOWN COUNCIL

REPORT

FOLDER: Tenders / Tenders 2018 / T18-09 - Zimin Drive Edge Break Repairs

MEETING: ORDINARY MEETING OF COUNCIL – 11 DECEMBER 2018

REPORT TITLE: TENDER 18/09 – ZIMIN DRIVE EDGE BREAK REPAIRS

PURPOSE OF REPORT

To seek endorsement from Elected Members to award Tender 18/09 Zimin Drive Edge Break Repairs.

BACKGROUND

Tender 18/09 - Zimin Drive Edge Break Repairs includes shoulder and seal rehabilitation to a 1.6km section of Zimin Drive between Florina Road and Shadforth Road currently exhibiting extensive edge breaking of the seal resulting in the road being quite narrow in places.

ADVERTISING AND SUBMISSIONS

Tender 18/09 – Zimin Drive Edge Break Repairs was advertised in the Katherine Times on the 26th September and 3rd October, with submissions closing at 2:00pm on Wednesday 24th October 2018. Four (4) valid tender submissions were received through Council's e-Tendering portal Tenderlink; details to follow.

Budget Impact

The budget for the contract was estimated at \$200,000.00 (GST exclusive).

As referenced in the following Schedule of Rates Summary table, the four (4) tenders and their respective submitted values (GST inclusive);

	<u>Schedule 1</u>
1. Downer Edi Works	\$220,548.11
2. Downes Graderways	\$203,236.00
3. Gun Profiling	\$116,198.06
4. Remote Civil	\$111,060.51

NB: individual line item values are not shown in the summary due to commercial in confidence considerations.

Further commentary as to the Tender Assessment Panel's interpretation of the price variance rationale is referenced within 'Summary of Assessment'.



VALUE FOR MONEY ASSESSMENT (VFM)

A qualitative (operational, non-priced criteria) and quantitative (goods and services, priced criteria) assessment of each valid tender submission was undertaken by an Assessment Panel comprising the following officers:

Anthony Brandon – Fleet and Logistics Officer
 Andrew Wilson – Manager – Compliance, Regulatory & Environmental Services
 Jamie Craven – Executive Manager, Infrastructure & Environment

Section 1.13 of the tender document describes the method by which the Tender Assessment Panel shall review all valid submissions, outlines the relevant documentation which all tenderers should be familiar with, and provides the following percentage breakdown of the Non-Priced Criteria relevant to the specification (as agreed upon by the Panel prior to release of the specification).

PERCENTAGE WEIGHTINGS AND ASSESSMENT CRITERIA FROM RESPONSE SCHEDULES	
PAST PERFORMANCE	15%
LOCAL DEVELOPMENT AND VALUE ADDING	15%
CAPACITY	20%
PRICE	50%
TOTAL	100%

Commentary from the Panel regarding each tenderer's submission (including, but not limited to any perceived and/or actual risks or vulnerabilities, and any information supplied in addition to that which was requested), is collated and used to finalise the qualitative assessment of the Non-Priced Criteria; detail is provided further in the 'Summary of Assessment'.

The final Value for Money rating for each Tenderer is shown in the attached VFM Assessment – Summary (Attachments C) and referred to below:

1. Downer Edi Works	92.71
2. Downes Graderways	96.62
3. Gun Profiling	126.50
4. Remote Civil	140.55

Summary of Assessment

The following summary comprises the Panel's assessment of the individual tender submission's responses against the noted Non-Priced Criteria requirements and the average score from ten (10) allocated per criterion (refer Attachment C for scoring matrix).



KATHERINE TOWN COUNCIL

Downer Edi Works

Past Performance – 9
 Local Development and Value Adding – 8
 Capacity – 8.67

Downes Graderways

Past Performance – 9
 Local Development and Value Adding – 8.67
 Capacity – 8

Gun Profiling

Past Performance – 6.33
 Local Development and Value Adding – 6
 Capacity – 6.67

Remote Civil

Past Performance – 8.67
 Local Development and Value Adding – 8.33
 Capacity – 8

RECOMMENDED SUBMISSION

The Tender Assessment Panel recommends Remote Civil as representing the greatest Value for Money return to the Council for those works specified in T18/09 – Zimin Drive Edge Break Repairs.

Remote Civil have a reputation of providing quality work to Katherine Town Council and in this instance have also provided the most competitive price of all the tenderers.

The submission value of \$111,060.51 (GST inclusive) falls well below the available project budget and accommodates all tender stipulations.

OFFICER RECOMMENDATION

That it be recommended to Council:

1. That Tender 18/09 - Zimin Drive Edge Break Repairs, be awarded to Remote Civil at their submitted schedule of rates price of \$111,060.51 (GST inclusive).

Robert Jennings
CHIEF EXECUTIVE OFFICER



KATHERINE TOWN COUNCIL

Delegation:
Attachments:

Executive Manager – Infrastructure & Environment, Jamie Craven
A: Tender Opening Declaration
B: Best Practice Guidelines for Tender Assessment – FS#1 (excerpt);
Value for Money (VFM) Scoring Matrix
C: Value for Money (VFM) Assessment



BEST PRACTICE GUIDELINES FOR TENDER ASSESSMENT – FS#1

FACTSHEET: SCORING TENDERS

This Factsheet outlines the recommended tender assessment scoring method and provides a value for money assessment matrix and an accompanying descriptor scale, suitable for use in the procurement of most supplies.

VALUE FOR MONEY ASSESSMENT TOOL

The standard evaluation tool/spreadsheet is based on normalised evaluation methods. This method uses a weighted comparative evaluation matrix to determine which Tender represents the best value for money available in the market. It does this by examining the Tender against the stated selection criteria and the market responses received.

SCORING SCALE

SCORE *	DESCRIPTION
9	The panel is completely confident the Tenderer: <ul style="list-style-type: none"> Understands the requirements; and Will be able to satisfactorily complete the requirements to a very high standard.
7	The panel is confident that the Tenderer: <ul style="list-style-type: none"> Understands the requirements; and Will be able to satisfactorily complete the requirements to a high standard.
5	The panel is reasonably confident that the Tenderer: <ul style="list-style-type: none"> Understands the requirements; and Will be able to satisfactorily complete the requirements to a reasonable standard.
3	The panel has some reservations whether the Tenderer: <ul style="list-style-type: none"> Understands the requirements; and Will be able to satisfactorily complete the requirements. <p>If Minor concern: rate higher (4) If Major concern: rate lower (1 or 2)</p>
0	The Tenderer did not address the requirement or The panel is not confident that the Tenderer: <ul style="list-style-type: none"> Understands the requirements; and / or Will be able to satisfactorily meet the requirement.

* 'In between' scores such as 2, 4, 6, 8 and 10 are acceptable.

Source: Government of Western Australia



KATHERINE TOWN COUNCIL



VALUE FOR MONEY (VFM) ASSESSMENT - SUMMARY

Tender	T18/09	ZIMIN DRIVE SHOULDER REHABILITATION	Downes Graderways	DOWNER EDI WORKS	Gun Profiling	Remote Civil
Budget	\$200,000.00	Value	184,760.00	200,498.28	105,634.60	100,964.10
Weighting	15%	Past Performance	9.00	9.00	6.33	8.67
	15%	Local Development and Value Adding	8.67	8.00	6.00	8.33
	20%	Capacity	8.00	8.67	6.67	8.00
	50%		✓ 42.5% ✓	42.8% ✓	31.8% ✓	41.5%
	50%	Price	5.4%	50%	95%	99%
		VFM Ranking	● 96.62%	● 92.71%	● 126.50%	● 140.55%
		Recommended Tenderer:	Remote Civil			
		Commentary:	Very competitive price History of quality work carried out for Council			

With a VFM Score of:

140.55

Panel Members Endorsement:

Jamie Craven

Andrew Wilson

Anthony Brandon

Date:

16/11/18

16/11/18

15/11/18



KATHERINE TOWN COUNCIL

REPORT

FOLDER: Tenders / Tenders 2018 / T18-12 – Slashing of Roadside Vegetation

MEETING: ORDINARY MEETING OF COUNCIL – 11 DECEMBER 2018

REPORT TITLE: TENDER 18/12 – SLASHING OF ROADSIDE VEGETATION

PURPOSE OF REPORT

To seek endorsement from Elected Members to award Tender 18/12 Slashing of Roadside Vegetation.

BACKGROUND

Tender 18/12 – Slashing of Roadside Vegetation includes all KTC controlled roads located on the Darwin side of the Katherine River which equates to an approximate total length of 56km.

After seeking some preliminary indicative quotes and comparing against the available budget, it was decided that the optimal slashing range would be 9m from either side of the seal. This equates to 2 or 3 passes of a tractor depending on the width of the slasher used and makes the scope of works easier to cost while still providing a sufficient cut width for safety purposes.

ADVERTISING AND SUBMISSIONS

Tender 18/12 – Slashing of Roadside Vegetation was released on Tenderlink from 16th November and advertised in the Katherine Times on the 21st November, with submissions closing at 2:00pm on Monday 3rd December 2018. Two (2) valid tender submissions were received through Council's e-Tendering portal Tenderlink; details to follow.

Budget Impact

The budget for the contract was estimated at \$55,000.00 (GST inclusive) which is equivalent to the amount that Council previously spent on contract mowing services for all North and South parks as well as the Civic Centre grounds. This mowing will now be undertaken internally by KTC staff and the budget savings have been transferred to part of our slashing requirements.

As referenced in the following Schedule of Rates Summary table, the two (2) tenders and their respective submitted values (GST inclusive);

Schedule 1

- | | |
|-------------------------------|-------------|
| 1. McCoy's Garden Engineering | \$78,251.80 |
| 2. Katherine Tree Maintenance | \$72,910.20 |

NB: individual line item values are not shown in the summary due to commercial in confidence considerations.

As this will be the first time in quite a number of years that KTC has put out slashing work externally, the costs were somewhat unknown. Both the mowing of parks and slashing is now shared between KTC staff and contractors so the overall efficiency will be reviewed and incorporated more effectively into next year's budget.



KATHERINE TOWN COUNCIL

VALUE FOR MONEY ASSESSMENT (VFM)

A qualitative (operational, non-priced criteria) and quantitative (goods and services, priced criteria) assessment of each valid tender submission was undertaken by an Assessment Panel comprising the following officers:

Anthony Brandon – Fleet and Logistics Officer
 Andrew Wilson – Manager – Compliance, Regulatory & Environmental Services
 Jamie Craven – Executive Manager, Infrastructure & Environment

Section 1.13 of the tender document describes the method by which the Tender Assessment Panel shall review all valid submissions, outlines the relevant documentation which all tenderers should be familiar with, and provides the following percentage breakdown of the Non-Priced Criteria relevant to the specification (as agreed upon by the Panel prior to release of the specification).

PERCENTAGE WEIGHTINGS AND ASSESSMENT CRITERIA FROM RESPONSE SCHEDULES	
PAST PERFORMANCE	15%
LOCAL DEVELOPMENT AND VALUE ADDING	15%
CAPACITY	20%
PRICE	50%
TOTAL	100%

Commentary from the Panel regarding each tenderer's submission (including, but not limited to any perceived and/or actual risks or vulnerabilities, and any information supplied in addition to that which was requested), is collated and used to finalise the qualitative assessment of the Non-Priced Criteria; detail is provided further in the 'Summary of Assessment'.

The final Value for Money rating for each Tenderer is shown in the attached VFM Assessment – Summary (Attachments C) and referred to below:

- | | |
|-------------------------------|-------|
| 1. McCoy's Garden Engineering | 77.64 |
| 2. Katherine Tree Maintenance | 80.72 |



Summary of Assessment

The following summary comprises the Panel's assessment of the individual tender submission's responses against the noted Non-Priced Criteria requirements and the average score from ten (10) allocated per criterion (refer Attachment C for scoring matrix).

McCoy's Garden Engineering

Past Performance – 8.67
Local Development and Value Adding – 9
Capacity – 8

Katherine Tree Maintenance

Past Performance – 9
Local Development and Value Adding – 9
Capacity – 8

RECOMMENDED SUBMISSION

The Tender Assessment Panel recommends Katherine Tree Maintenance as representing the greatest Value for Money return to the Council for those works specified in T18/12 – Slashing of Roadside Vegetation.

Katherine Tree Maintenance provided a very impressive list of similar ongoing and completed works showing their experience in delivering this type of work.

The submission value of \$72,910.20 (GST inclusive) is above the allocated project budget which will need to be reviewed for next year's program. Council staff will be completing slashing operations on the southern side of the river so a comparison can be made afterwards as to what the best value for money is. The shortfall will need to come out of the rural roads budget which will mean a slightly reduced shoulder maintenance grading program.

OFFICER RECOMMENDATION

That it be recommended to Council:

1. That Tender 18/12 – Slashing of Roadside Vegetation, be awarded to Katherine Tree Maintenance at their submitted schedule of rates price of \$72,910.20 (GST inclusive).

A handwritten signature in blue ink, appearing to read 'R. Jennings'.

Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation: Executive Manager – Infrastructure & Environment, Jamie Craven

Attachments: A: Tender Opening Declaration
B: Best Practice Guidelines for Tender Assessment – FS#1 (excerpt);
Value for Money (VFM) Scoring Matrix
C: Value for Money (VFM) Assessment



KATHERINE TOWN COUNCIL

CONTRACT No:	T18/12	
PURPOSE:	Slashing of Roadside Vegetation	
ADVERTISED:	in Katherine Times 21 November and E-Tender from 16 November	
CLOSING:	Monday 3rd December @ 1400hrs	
OPENED:	Monday 3rd December @ 1502hrs	
PRESENT:	Andrew Wilson, 	Jamie Craven, 
		Tony Brandon 
RECEIVED:	BUSINESS NAME	VALUE \$ (Inc GST)
	Katherine Tree Maintenance	72910.20
	McCoy's Garden Engineering	78251.80



BEST PRACTICE GUIDELINES FOR TENDER ASSESSMENT – FS#1

FACTSHEET: SCORING TENDERS

This Factsheet outlines the recommended tender assessment scoring method and provides a value for money assessment matrix and an accompanying descriptor scale, suitable for use in the procurement of most supplies.

VALUE FOR MONEY ASSESSMENT TOOL

The standard evaluation tool/spreadsheet is based on normalised evaluation methods. This method uses a weighted comparative evaluation matrix to determine which Tender represents the best value for money available in the market. It does this by examining the Tender against the stated selection criteria and the market responses received.

SCORING SCALE

SCORE *	DESCRIPTION
9	The panel is completely confident the Tenderer: <ul style="list-style-type: none"> • Understands the requirements; and • Will be able to satisfactorily complete the requirements to a very high standard.
7	The panel is confident that the Tenderer: <ul style="list-style-type: none"> • Understands the requirements; and • Will be able to satisfactorily complete the requirements to a high standard.
5	The panel is reasonably confident that the Tenderer: <ul style="list-style-type: none"> • Understands the requirements; and • Will be able to satisfactorily complete the requirements to a reasonable standard.
3	The panel has some reservations whether the Tenderer: <ul style="list-style-type: none"> • Understands the requirements; and • Will be able to satisfactorily complete the requirements. <p>If Minor concern: rate higher (4) If Major concern: rate lower (1 or 2)</p>
0	The Tenderer did not address the requirement or The panel is not confident that the Tenderer: <ul style="list-style-type: none"> • Understands the requirements; and / or • Will be able to satisfactorily meet the requirement.

* 'In between' scores such as 2, 4, 6, 8 and 10 are acceptable.

Source: Government of Western Australia



KATHERINE TOWN COUNCIL



VALUE FOR MONEY (VFM) ASSESSMENT - SUMMARY

Tender T18/12	Roadside Slashing	McCoys Garden Engineering	Katherine Tree Maintenance
Budget	\$50,000.00	Value 71,138.00	66,282.00
Weighting	15%	Past Performance 8.67	9.00
	15%	Local Development and Value Adding 9.00	9.00
	20%	Capacity 8.00	8.00
	50%	✓ 42.5% ✓ 43.0%	
	50%	Price 35%	38%
		VFM Ranking ● 77.64% ● 80.72%	

Recommended Tenderer: Katherine Tree Maintenance

Commentary: Very experienced in providing this type of service
 Will collaborate with both Kalano Community Association and Katherine Traffic Control to create opportunity for trained indigenous staff to be utilised in conjunction with for this contract

With a VFM Score of: 80.72%

Panel Members Endorsement:
 Jamie Craven _____ Date: 4/12/18
 Andrew Wilson _____ 4/12/18
 Anthony Brandon _____ 4/12/18

