

LONGREACH REGIONAL COUNCIL ORDINARY MEETING AGENDA

Thursday 15 October 2020

Ilfracombe Recreation Centre, Ilfracombe

LATE ITEMS

15. Late Items

15.1	Longreach Regional Council Annual Report 2019-2020 (DEFERRED)	
15.2	Audit and Risk Committee - Minutes and Recommendations 9 October 2020	1
15.3	Longreach Showgrounds Multi-purpose Shadecover Tender	3
15.4	Referral Agency Assessment Application (Alternative Siting Assessment) - 180 Galah Street, Longreach	9
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15. LATE ITEMS

15.2 - Audit and Risk Committee - Minutes and Recommendations 9 October 2020

15. LATE ITEMS

15.2 Audit and Risk Committee - Minutes and Recommendations 9 October 2020

File Ref:

Consideration of the minutes and recommendations of the Audit Committee meeting held on 9 October 2020.

Council Action

Deliver

Applicable Legislation

Local Government Act 2009

Local Government Regulation 2012

Policy Considerations

Internal Audit Policy No. 1.10

Enterprise Risk Management Policy No. 1.11

Advisory Committee Policy No. 2.31

Audit and Risk Committee Policy No. 2.32

Corporate and Operational Plan Considerations

CORPORATE: AUDIT AND RISK MANAGEMENT			
Link to Corporate Plan	Activity	Key Performance Indicators	Operational Targets
4.2	Audit and Risk Committee	Schedule a minimum of 4 meetings per year in accordance with approved work program.	A minimum of 4 meetings held with outcomes and recommendations reported to Council.
4.2.2	Operational risks are monitored and managed in accordance with legislative requirements.	Minimum two risk review undertaken. Risk register maintained.	Quarterly and Annual risk reviews completed and findings reported to Council along with Audit and Risk Committee. Accurate register of risks.

Budget Considerations

Nil

Previous Council Resolutions related to this Matter

(Res-2020-09-241)

Moved Cr Martin seconded Cr Nunn

That Council endorses:

1. That the Audit and Risk Committee note the;
 - i. Budget Financial Statements for 2020-2021, Long Term Financial Forecast;
 - ii. Quarterly Finance Graphs and Investment Report for period ended 30 June 2020 as presented;
 - iii. Monthly financial statements for the period ended 31 July 2020 as presented;
 - iv. QTC Report; and
 - v. Draft Shell Financial Statements.
2. That the Audit and Risk Committee note the work to date and once received, consider the Depreciation Position Paper and Methodology Review of Asset Revaluations.
3. That the Committee notes the Interim Audit Report.
4. The Audit and Risk Committee recommends that Council accepts the internal audit report for Property, Plant & Equipment as presented to the Audit & Risk Committee and implements recommendations as advised by the Internal Auditor.
5. That the Audit and Risk Committee note the status of the following;

15. LATE ITEMS

15.2 - Audit and Risk Committee - Minutes and Recommendations 9 October 2020

- a) *Quarterly Risk Reviews and Risk Action updates;*
 - b) *Audit Issue Register;*
 - c) *QTC Reports; and*
 - d) *Fraud & Misconduct Report; and*
6. *Advises the Audit and Risk Committee of this decision.*

CARRIED

Officer Comment

Responsible Officer/s: *Corinne Ballard, Corporate Services Administration Officer*

The Annual Financial Statements were presented to the Committee for approval.

That the Audit and Risk Committee endorse the Mayor's and the Chief Executive Officer's signing of the General Purpose Financial Statements, Management Certificate and the Current Year End Financial Sustainability Statement Certificate Accuracy as presented subject to minor amendments.

Council Officers and Directors have worked with Kimberley Dillon, Executive Officer, Governance and Special Projects to prepare the Annual Report for 2019-2020. The document was reviewed and approved by the Committee for endorsement by Council following the inclusion of the signed Longreach Regional Council General Purpose Financial Statements for financial year ended 30 June 2020 have been incorporated into the document once received from the Queensland Audit Office.

That the Audit and Risk Committee recommends Council endorse the Annual Report for 2019-2020.

Risk Management Factors:

This matter has been assessed using Council's Risk Matrix to decide the likelihood and consequence of any risk to Council:

Likelihood: Possible
Consequence: Moderate
Rating: Medium9

Poor management of financial and risk matters.

Environmental Management Factors:

Not applicable

Other Comments:

Not applicable

Recommendations:

That Council notes the Audit and Risk Committee Outcomes as presented.

15.3 Longreach Showgrounds Multi-purpose Shadecover Tender

File Ref:

Consideration of the Tender evaluation for the Longreach Showgrounds – Netball Shade Structure.

Council Action

Deliver

Applicable Legislation

Local Government Act 2009

Local Government Regulation 2012

Policy Considerations

01-01 Procurement Policy

01-16 Project Decision Framework Policy

10-01 Quality Assurance Policy

10-02 Workplace Health and Safety Policy

Corporate and Operational Plan Considerations

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets
4.2.2 4.4.1	Identify and pursue external funding opportunities in collaboration with other departments	Council maximises opportunities for grant funding. All applications \$50,000.00 or over are undertaken in accordance with the Project Decision Framework	All grants applied for have had whole of life costs considered and approved by the Project Decision Framework group prior to lodgement.
4.2.1	Deliver the annual capital and one-off works program	Achieve annual capital and one-off works program.	Achievement of capital expenditure budget delivered on time and at <100% of budgeted cost.

Budget Considerations

As per 2020/2021 Financial Year approved budget allocation (SG008 – Capital Works Budget)

Previous Council Resolutions related to this Matter

Nil

Officer Comment

Responsible Officer/s: Brendon Harvey, Public Facilities Manager

Background:

In 2019/2020 Longreach Regional Council in partnership with the Longreach Netball Association developed a business case for the installation of a large undercover shade structure for the Longreach Netball Courts. This was approved by the Project Decision Framework Group in March of 2020 and the Active Communities Infrastructure grant was identified through the Department of Housing and Public Works (Sport and Recreation), as a possible funding body.

An application was submitted to the fund and in April 2020, Council officers were notified that our grant application was successful for \$900,000.00 excluding GST.

The funding agreement was to cover:

- Shade structure that covers 3 x existing netball courts;
- Lighting for night time play;
- Hose reels and potable water taps;
- Solar panel array with battery storage for use at night time; and
- Industrial fans for ventilation

15.3 - Longreach Showgrounds Multi-purpose Shadecover Tender --Appendix 1

On 4 September 2020, Longreach Regional Council invited tenders via LG Tenderbox (LRC010202) and the Longreach Leader for the Design and Construction of this netball shade structure.

The Request for Tender (RFT) was open for a period of 28 days, seven more than the prescribed 21 day period.

Throughout the tender period there were:

- 102 individual downloads of the tender information;
- 7 Site Inspections undertaken; and
- 15 x Tender submissions.

Upon closure of the Tender, evaluation commenced against the advertised criteria and weightings:

Criteria	Weighting
Price	40%
Capability and Experience	20%
Methodology and Timeframe	20%
Local Contractor Use	10%
Site Inspection	10%

Issue:

The results of this Tender evaluation are attached to this Council report with commercially sensitive information redacted.

For this project to progress, Council is asked to review and endorse the below recommendation.

Risk Management Factors:

This matter has been assessed using Council’s Risk Matrix to decide the likelihood and consequence of any risk to Council:

Business Area	Likelihood	Consequence	Risk Score	Comments
Operational Business Continuity	Rare	Insignificant	L2	Minimal concern that this project affects Council’s ability to run its business effectively
Environmental	Rare	Minor	L2	Minimal concern of adverse environmental impact not directly associated with the construction of a shade structure.
Information Technology	Rare	Insignificant	L2	Nil Information technology equipment involved in this project or at risk of damage due to this project.
Strategic/ Governance/ Reputation	Unlikely	Minor	L4	Possible community concern regarding project, progress or other concerns. Managed internally through project team.
Human Resources	Unlikely	Insignificant	L2	Contractor responsible for staffing levels, manageable through contract.
Infrastructure Asset/Property	Possible	Minor	M6	Possible damage from contractor existing infrastructure. Manageable through contract.
Workplace Health and Safety	Possible	Catastrophic	H15	As with any construction projects, care and consideration needs to be given to the safety of all workers. While this is evaluated as possibly

15.3 - Longreach Showgrounds Multi-purpose Shadecover Tender --Appendix 1

				catastrophic measures will be taken through appropriate safety documentation, training and qualifications this can be managed.
Financial and Economic	Possible	Insignificant	L3	Potential for variations to the contract due to unknown circumstances of sub-soil, force majeure or other factors impacting completion of this project.

Environmental Management Factors:

Nil

Other Comments:

George Bourne and Associates – Consulting Engineers conducted the evaluation on behalf of Longreach Regional Council officers.

Attached is their letter of recommendation, as well as, the evaluation results.

It should be noted that although Greenline Group had the highest score, this offer was non-compliant and it is not recommended that this offer be accepted.

The letter states that XXL Constructions Pty Ltd is the most competitive option from tenders submitted, according to the evaluation criteria and weighting provided above.

Appendices

1. REDACTED - Longreach Netball Courts Shade Roof Cover - Tender Summary (ID 362772).pdf
2. Longreach Netball Courts Shade Roof Cover - Letter of Recommendation - Letter Only (ID 362960).pdf

Recommendation:

That Council:

- 1) *Review and accept the recommendation of the evaluation, as attached;*
- 2) *authorise the Chief Executive Officer or approved delegate to enter into contract negotiations with XXL Constructions Pty Ltd; and*
- 3) *authorise the Chief Executive Officer to enter into a formal instrument of agreement with XXL Constructions Pty Ltd pending successful contract negotiations.*

15.3 - Longreach Showgrounds Multi-purpose Shadecover Tender --Appendix 1



LRC010202: Longreach Netball Shade Structure

(LRC Tender Box)
(LRC Tender Box)
(Open Tender)

Proposed members (Number, First, Surname) (LRC Tender Box)
Tender Box (Number only)

Supplier (Business Name)	Local Supplier	Site Visit	Price for total contract (ex GST)	Evaluation Matrix - Score Weightings out of 10*					Total	Comments - include relevant details to support scoring
				Capability & Experience	Methodology & Timeline	Site Inspection	Local Contractor Use	Price		
Allstate Building Services Pty Ltd	N/A	Y/N	36%	30%	20%	10%	10%	46.10%		
BLANCO BUILDING PTY LTD	N/A	Y/N	10.0	1.1	4	0	0	46.10%		
Central Insulation Pty Ltd	N/A	Y/N	9.1	5	10	0	5	78.30%		
G & S Sanzon Construction Pty Ltd	N/A	Y/N	9.8	8	10	3	2.5	80.90%		
Greenline Group Pty Ltd	N/A	Yes	7.2	8	7.5	0	2.5	37.10%		
UV Construction Pty Ltd	N/A	Yes	9.7	5	10	10	5	88.10%		
United Constructors	N/A	Yes	8.1	5	5	10	5	71.30%		
WHE Building	N/A	Yes	1.9	5	10	10	5	64.70%		
Wheggs Steel	N/A	Yes	0.0	5	10	10	4	36.10%		
Scott Brothers Construction	Yes	Yes	7.8	4	5	0	10	51.40%		
SHADE IN NET AUSTRALIA PTY LTD	N/A	Y/N	5.5	5	7.5	0	5	60.50%		
SUNSHED PTY LTD	N/A	Y/N	9.0	10	10	0	5	79.00%		
THE SHED PTY LTD	N/A	Y/N	8.2	5	10	0	5	60.50%		
UKL Construction Pty Ltd	N/A	Yes	5.7	5	10	10	5	83.10%	Compliant	

* All 20% scores should be taken into account in the final ranking.

Approved by: _____ (Your name) _____ (Your Title) _____ (Date)

Signed by: Jason Barger, BUILDING SUPERVISOR/CONSULTANT & ASSOCIATE

Capability & Experience	Methodology & Timeline	Site Inspection	Local Contractor Use	Price
10	10	10	10	10
9	9	9	9	9
8	8	8	8	8
7	7	7	7	7
6	6	6	6	6
5	5	5	5	5
4	4	4	4	4
3	3	3	3	3
2	2	2	2	2
1	1	1	1	1
0	0	0	0	0

Strong experience in identical work with LRC and good performance

Strong experience in identical work outside LRC and good performance

experience in work or in other projects. Not with LRC

limited demonstration of experience, errors in quote.

Demonstrated full scope showing full understanding. Date of FC within time limits

Basis scope and understanding, or FC date outside of time limits

Unsatisfactory scope or understanding, date outside of FC time limits

No Methodology or time frame

Attended site inspection

Did not attend site inspection

Company based in LRC and uses Local Contractors

Company based in LRC or uses Local Contractors

Company not based in LRC and does not use Local Contractors



George Bourne & Associates
73 Elm Street // PO Box 169
Barcaldine, QLD, 4725

Enquiries : Jason Burger
Email : jburger@gbaengineers.com
Proj. No./Doc. ID : 200202/362960

Initials : JLB:JMC

13 October 2020

The Chief Executive Officer
Longreach Regional Council
96A Eagle Street,
LONGREACH QLD 4730

Attention : Brendon Harvey

Dear Brendon,

**LONGREACH REGIONAL COUNCIL
LONGREACH NETBALL COURTS SHADE ROOF COVER
LETTER OF RECOMMENDATION**

On the 4th September 2020, tender documents for the "Longreach Netball Courts Shade Roof Cover" were uploaded to LG Tenderbox and were viewed by sixty-nine (69) tenderers (see enclosed Tender Mailing List).

At the close of tenders 2:00pm, 2nd October 2020, fourteen (14) submissions were received from:

1. Allwood Building Services Pty Ltd
2. Blanco Building Pty Ltd
3. Central Industries Pty Ltd
4. WHF Group Pty Ltd
5. G & K Lawson Constructions Pty Ltd
6. Greenline Group Pty Ltd
7. JVJ Constructions Pty Ltd
8. Linked Group Services Pty Ltd
9. MBC Building Pty Ltd
10. McHugh Steel
11. Scott Brothers Construction
12. Shade N Net Australia Pty Ltd
13. Spantech Pty Ltd
14. XXL Constructions Pty Ltd

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-2-

We recommend XXL Constructions Pty Ltd in accordance with the attached tender analysis. Whilst XXL Constructions were not the lowest tenderer (6th) they demonstrated the highest scores in the other evaluation criteria. XXL Constructions propose a Gable Metal-roof. The structure will have full engineering design and analysis to Australian Standards. XXL Constructions are also committed to utilize local trades.

Should you require further information regarding the content of this letter, please do not hesitate to contact Jason Burger of this office.

Yours faithfully



for **GEORGE BOURNE & ASSOCIATES**

Enclosures : (1) Tender Recipients List
(2) Tender Summary
(3) Tenderer Submissions

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15. LATE ITEMS

15.4 - Referral Agency Assessment Application (Alternative Siting Assessment) - 180 Galah Street, Longreach

15.4 Referral Agency Assessment Application (Alternative Siting Assessment) - 180 Galah Street, Longreach

File Ref: DA20/21-018

Consideration of a Referral Agency Assessment Application for an alternative siting assessment lodged with Council on 29 September 2020 for a shed to be constructed on land located at 180 Galah Street, Longreach and described as Lot 147 on L3576.

Council Action

Deliver

Applicable Legislation

Building Act 1975

Planning Act 2016

Planning Regulation 2017

Queensland Development Code

Policy Considerations

Nil

Corporate and Operational Plan Considerations

COMMUNITY AND CULTURAL SERVICES				
Function / Service	Link to Corp Plan	Activity	Key Performance Indicators	Operational Targets
Building Services & Regulation	4.1.4	Building certification services	Building certification services comply with statutory requirements and are client connected and outcome driven	100% of building applications assessed within 10 business days and without the need to extend the decision period. 95% of customer requests are responded to within 2 days.

Budget Considerations

Nil

Previous Council Resolutions related to this Matter

Nil

Officer Comment

Responsible Officer/s: Kelli Doyle, Town Planning Support Officer
Mark Slater, Consultant Building Surveyor

Background:

The applicant has requested to construct a new shed within the required 6m setback from the Owl Street road boundary. The information provided within the application locates the shed 1m from the Owl Street road boundary where a previous shed, which has since been demolished, was located for the past 30 years.

Issue:

The new shed setback is not in line with the requirements of the Queensland Development Code, hence the reason for the application being referred to Council for consideration.

15. LATE ITEMS

15.4 - Referral Agency Assessment Application (Alternative Siting Assessment) - 180 Galah Street, Longreach

Risk Management Factors:

This matter has been assessed using Council's Risk Matrix to decide the likelihood and consequence of any risk to Council:

Likelihood: Rare
Consequence: Minor
Rating: 1

Environmental Management Factors:

Nil

Other Comments:

The application was assessed by Mark Slater, Council's Consultant Building Surveyor. His assessment summary was that the proposed shed location has the potential to impact traffic, i.e. cars parked across the footpath reserve. The garden is heavily tree lined which would prevent moving the shed further down the boundary; however his recommendation is that although there was a shed located in the proposed position previously, there seems to be no reason the new proposed shed cannot be repositioned to an alternative location to provide an increased setback to satisfy the QDC requirements of a setback 6m from the road boundary.

Council Officers undertook a site inspection with the builder, owners of the property and Council's Consultant Building Surveyor to discuss the QDC legislation and look at the alternative setback as per the QDC requirements. The area proposed by Council's Consultant Building Surveyor has established garden beds and lawn and it would situate the proposed shed in the middle of the back yard, affecting the aesthetics of the existing garden area.

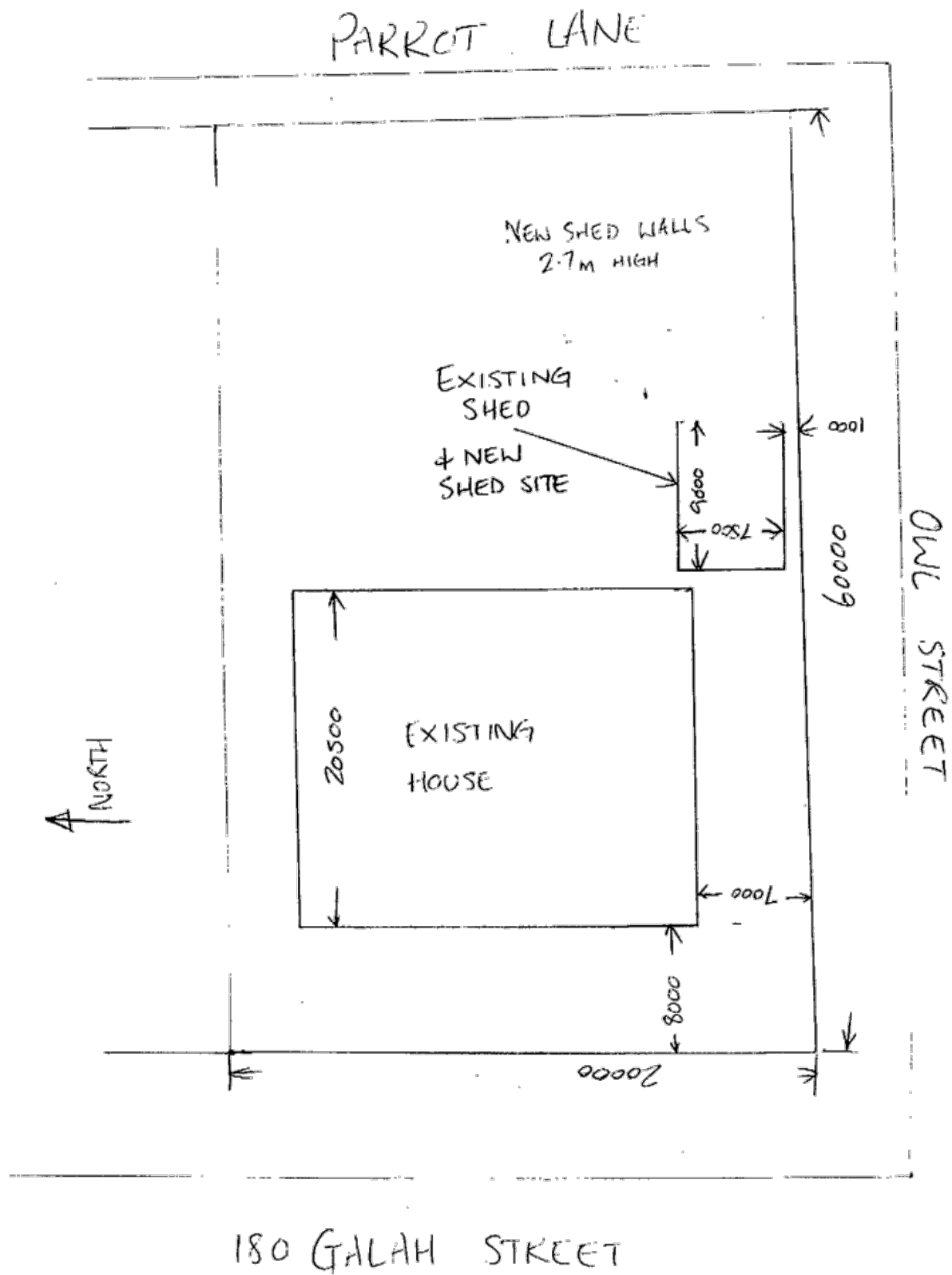
Appendices

1. DA2021-018 Site Plan.pdf
2. Siting Variation Assessment - 180 Galah St, Longreach.pdf

Recommendation:

That pursuant to section 32 and 33 of the Building Act 1975, Planning Act 2016 and schedule 9, table 3 of the Planning Regulations 2017, the shed at 180 Galah Street, Longreach and described as Lot 147 on L3576;

- a) be approved with a 1m setback from the Owl Street road boundary as per the applicants request and the attached site plan, OR*
- b) be approved with a setback of 6m as per the recommendation of Council's Consultant Building Surveyor.*



15.4 - Referral Agency Assessment Application (Alternative Siting Assessment) - 180 Galah Street, Longreach --Appendix 2

SITING VARIATION ASSESSMENT SHEET	
For Single Residential Use	

Address <u>180 Galah St, Longreach</u>	Lot / Plan No: <u>Lot 147 on L3576</u>
Contact Person <u>George Kent</u>	Contact Number <u>0409 271 699</u>

Relevant Residential Code issues for consideration	Yes	No	Comments/Likely Impact
Does the proposal maintain residential amenity both internal and external to the site?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Does the proposal meet the accommodation and associated needs of one family?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Does the proposal provide for physical access and connection to a constructed road?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Further approvals may be required from council to construct a second driveway from Owl Street.
Is the maximum height of a building or structure higher than 8.5 metres?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Is the area covered by buildings or roofed structures greater than 50% of the lot?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the proposal provide adequate provision for recreational space?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Are the location and design of car parking provision appropriate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The 1m setback may cause vehicles to straddle the path reserve
Is the proposal sited, designed and constructed in a manner which does not cause a nuisance or disturbance to the occupiers or users of nearby land, particularly nearby residents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There are two other small sheds positioned on the boundary of Owl Street.
Does the proposal adversely affect the visual character and aesthetics of the nearby area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no neighbouring properties on the opposite side of Owl Street
Is the proposal compatible with the physical characteristics of the site and its surrounds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There are no neighbouring properties on the opposite side of Owl Street
Is the height of the proposed buildings or structures compatible with the physical characteristics of the site and its surrounds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is the proposed buildings or structures sited and designed to provide:			
- Space around buildings and structures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
- Access to natural light and ventilation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
- Provision for privacy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Will the proposal affect any existing approved pool fence?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Will the proposal comply with the "Deemed to Satisfy" provisions of the BSA for fire separation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Does the proposal require Build Over/Near Council infrastructure approval?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the proposal encroach into a registered easement?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Is the proposal shed near and Urban Stormwater Flow Path?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Form No: GBA-SF164

Issue Date: July 2019

**15.4 - Referral Agency Assessment Application (Alternative Siting Assessment) - 180 Galah Street,
Longreach --Appendix 2**

Relevant Residential Code issues for consideration			Comments/Likely Impact
	Yes	No	
Is a statement required from the owners of the adjoining properties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Are further grounds for consideration of the proposal required from the applicant?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Consider relocating the proposed position of the shed

Summary			
<p>The proposed shed location has the potential to impact traffic, i.e Cars parked across the footpath reserve. The garden is heavily tree lined which would prevent moving the shed further down the boundary, however there is space for possible re-orientation or repositioning of the shed to provide an increased boundary setback. A shed of similar size was located in the proposed location prior to demolition.</p>			
.....			
.....			
.....			
Can approval be issued? Recommendation: Although there was a shed located in the proposed position previously, there seems to be no reason the new proposed shed cannot be repositioned to an alternative location to provide an increased setback to satisfy the QDC requirements.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Council decision

Inspector's Name	<u>Mark Slater</u>	Contact Number	<u>0477 087 567</u>	Date	<u>08/10/2020</u>
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15. LATE ITEMS
15.5 - Civic Centre - Audio Visual Refurbishment Tender

15.5 Civic Centre - Audio Visual Refurbishment Tender

File Ref:

This Council report is in relation to recent Tender submissions for the Longreach Civic and Cultural Centre – Audio Visual Refurbishment project.

Council Action

Deliver

Applicable Legislation

Local Government Act 2009

Local Government Regulation 2012

Policy Considerations

01-01 Procurement Policy

01-16 Project Decision Framework Group Policy

10-01 Quality Assurance Policy

10-02 Workplace Health and Safety Policy

Corporate and Operational Plan Considerations

Link to Corp. Plan	Activity	Key Performance Indicators	Operational Targets
4.2.1	Deliver the annual capital and one-off works program	Achieve annual capital and one-off works program.	Achievement of capital expenditure budget delivered on time and at <100% of budgeted cost.

Budget Considerations

As per 2020/2021 Financial Year approved budget allocation (HC019 - Capital Works Budget)

Previous Council Resolutions related to this Matter

Nil

Officer Comment

Responsible Officer/s: Brendon Harvey, Public Facilities Manager

Background:

In 2020/2021 Financial Year approved budget, Council committed funds to the refurbishment of aging audio visual components within the Longreach Civic and Cultural Centre. This included lights, projectors, speakers, control units, as well as, allowances for hearing impaired improvements.

Longreach Regional Council officers advertised a Tender (LRC010088) titled Civic Centre – Audio Visual Replacement on Friday 31 July 2020, until 24 August 2020, a period of 24 days, three more than the prescribed 21 day period. During the Tender period there were:

- 73 individual downloads of the tender information;
- 4 Site Inspections undertaken; and
- 9 x Tenders submitted.

15. LATE ITEMS
15.5 - Civic Centre - Audio Visual Refurbishment Tender

Upon closure of the Tender, evaluation commenced against the advertised criteria and weightings:

Criteria	Weighting
Price	50%
Methodology	20%
Experience	20%
Site Inspection	10%

Issue:

The results of this Tender evaluation are attached to this Council report with commercially sensitive information redacted.

For this project to progress, Council is asked to review and endorse the below recommendation.

Risk Management Factors:

This matter has been assessed using Council's Risk Matrix to decide the likelihood and consequence of any risk to Council:

Business Area	Likelihood	Consequence	Risk Score	Comments
Operational – Business Continuity	Rare	Insignificant	L2	Minimal concern that this project affects Council's ability to run its business effectively
Environmental	Rare	Minor	L2	Minimal concern of adverse environmental impact.
Information Technology	Rare	Insignificant	L2	Minimal chance that this project will affect Council Information Technology equipment, as IT is involved in project and create allowances for testing etc.
Strategic/ Governance/ Reputation	Unlikely	Minor	L4	Possible community concern regarding project, progress or other concerns. Managed internally through project team.
Human Resources	Unlikely	Insignificant	L2	Contractor responsible for staffing levels, manageable through contract.
Infrastructure – Asset/Property	Possible	Minor	M6	Possible damage from contractor existing infrastructure. Manageable through contract.
Workplace Health and Safety	Possible	Catastrophic	H15	As with any construction projects, care and consideration needs to be given to the safety of all workers. While this is evaluated as possibly catastrophic measures will be taken through appropriate safety documentation, training and qualifications this can be managed.
Financial and Economic	Possible	Insignificant	L3	Potential for variations to the contract due to unknown circumstances of the building construction, layout etc.

15. LATE ITEMS
15.5 - Civic Centre - Audio Visual Refurbishment Tender

Environmental Management Factors:

Nil

Other Comments:

The evaluation was completed by an Evaluation Panel, including the Senior ICT Officer, Procurement Officer, DCCS Administration Assistant and the Public Facilities Manager.

Throughout the evaluation consideration was given only to the information provided within the Tender documents, as per standard procedure.

Further, the evaluation spreadsheet will outline the weightings and explanation for the scoring provided.

Appendices

1. REDACTED - Evaluation - Civic Centre Upgrade.pdf

Recommendation:

That Council resolve to:

1. *review and accept the recommendation of the evaluation, as attached;*
2. *authorise the Chief Executive Officer or approved delegate to enter into contract negotiations with Brisbane Sound Group; and*
3. *authorise the Chief Executive Officer to enter into a formal instrument of agreement with Brisbane Sound Group pending successful negotiations.*

Civic Centre – Audio Visual Replacement

Procurement method was LGT tender box
 Invitations sent Open Tender


Supplier (Business Name)	Local Supplier Y/N	Price (Whole Cost)	Evaluation Matrix - Score Weighing out of 10			Total	Notes
			Price 50%	Methodology 20%	Experience 20%		
Birkbeck Sound Group	No		10	8	4	10	64.00%
Entertainment Production Supplies	No		6	8	6	10	66.00%
Event Solutions Group	No		3	8	6	10	63.00%
Event solutions Group	No		9	8	6	10	83.00%
Event solutions Group	No		9	8	6	10	83.00%
Live Event Services	No		9	3	2	0	39.00%
Macrophone	No		3	7	2	10	53.00%
Microphone	No		2	7	2	10	38.00%
S.S.A. Producers	No		3	3	6	0	37.00%

Recommendation is to accept the quotation from Birkbeck Sound Group for the Refurbishment of the Civic Centre Audio Visual Set Up.

Criteria	Evaluation Structure	Example
Price	Explanation	Example
	1451.000 - \$550,000	10
	5200.000 - \$200,000	9
	9220.000 - \$220,000	8
	2240.000 - \$240,000	7
	2540.000 - \$260,000	6
	2840.000 - \$280,000	5
	3140.000 - \$300,000	4
	3440.000 - \$320,000	3
	3740.000 - \$340,000	2
4040.000 - \$360,000	1	
4340.000 - \$380,000	0	
Experience	Explanation	Example
	Responses will be given 46 points for any prior works with councils, and 14 points for public works.	10

Prepared by: Katherine Costa Procurement Officer 

Signed by: 

Approved by: Kristen Grant Community & Cultural Services Administration 

Signed by: 

Approved by: Michael Beard Senior Information Technology Officer 

Signed by: 

Approved by: Brendon Harvey Public Facilities Manager 

Signed by: 