



AGENDA

Services & Organisation Committee Meeting

Tuesday, 9 June 2020

commencing at 1.30pm

Council Chambers, 9 Pelican Street, Tewantin

Committee: Crs Joe Jurisevic (Chair), Amelia Lorentson, Clare Stewart, Frank Wilkie

“Noosa Shire – different by nature”

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REPORTS FOR CONSIDERATION OF THE COMMITTEE**1 1920T090 TREE MANAGEMENT & MAINTENANCE PREFERRED SUPPLIER ARRANGEMENT (PSA) - TENDER ACCEPTANCE**

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Infrastructure Services Department

Index **ECM / Project and Contract / 1920T090 Tree Management Maintenance / Reports to Council**
ECM / Project and Contract / 1920T090 Tree Management Maintenance / Awarded Contract
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Attachments **1. Evaluation Matrix – Category 1 to Category 4**

EXECUTIVE SUMMARY

Tree management and maintenance is a major component of work managed predominantly by the Parks & Gardens Branch. Contractors are used to perform the bulk of the workload generated by both proactive and reactive tree works within the Noosa Shire. A number of contractors are required for the various categories of tree work, which are:

- Tree Planting and Establishment
- Tree Services (i) Major and (ii) Minor
- Specialised Tree Works (e.g. root barrier installation, plant health programs)
- Tree Assessment and Consultancy

To accommodate the multitude of these works, a contractor panel (Preferred Supplier Arrangement) is drawn upon and allocated work on an as needs basis. The approximate value of tree work undertaken by contractors is around \$1.2 million per annum. The panel is also available to be used by other branches within Council.

RECOMMENDATION

That Council note the report by the Parks and Gardens Coordinator to the Services & Organisation Committee Meeting dated 9 June 2020 and:

- A. Approve the establishment of 1920T090 – Preferred Supplier Arrangement (PSA) for the provision of Tree Management and Maintenance Services for an initial period of two (2) years for the suppliers listed in Table 1 PSA Recommended Suppliers within the report; and
 - B. Authorise the CEO to approve three (3) optional periods of up to one (1) year each. Options to extend are solely at the discretion of Council and dependent upon contractor performance and the ongoing need for the services by Council under the panel.
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REPORT

The previous 1516T002 Register of Pre-Qualified Suppliers for Tree Goods and Services expired on 28 May 2020 with no further options for annual extension and as such, a new arrangement for tree management and maintenance is required to continue the required work. Due to the amount of work that is available, it was found that the size (number of suppliers) of the previous panel arrangement exceeded Council's needs. As such, this new tender sought to establish a suitably sized panel to be able to respond to the expected workload.

1. Tender Process

Council invited tenders for the establishment of a new PSA for Tree Maintenance and Management Services on 21 February 2020, which was advertised in the Sunshine Coast Daily on 22 February 2020 and the Noosa News on 25 February 2020.

Required services were grouped into the following four (4) categories with specifications for each:

- Category 1 – Tree Planting and Establishment
- Category 2 – Tree Services (i) Major and (ii) Minor
- Category 3 – Specialised Tree Works
- Category 4 – Tree Assessment and Consultancy

The specifications set standards including:

- Outlining the type of work and relevant specifications for each category;
- Qualifications and experience of staff undertaking the work, both supervisors and operators;
- Best practice techniques, methodologies and relevant Workplace Health & Safety requirements (i.e. signage);
- Types of plant, equipment and materials for supply.

An evaluation panel reviewed twenty-five (25) conforming submissions in accordance with the following non-price evaluation criteria:

- Capability & Resourcing
- Contract Experience & Capacity
- Methodology
- Quality
- Health & Safety
- Environment & Sustainability
- Contribution to Local Economy

As the tender sought a schedule of rates response, categories 1, 2 and 4 applied a scenario based price evaluation; however, due to the varied nature of Specialised Tree Work, it was considered that it would be impractical to consider price as a criteria fairly. As a result, the pricing submitted for each supplier was given a \$1 pricing value due to the varying types of work. The tendered rates can be used to assess and determine pricing based upon the services being offered when work is required. Any specialised services above \$10,000 will be subject to an Invitation to Quote process in accordance with the Panel Management Plan.

The number of suppliers required for each category has been based on the expected workload for each category. Categories 2(i) and (ii) and Category 4 have resulted in (10) suppliers each; and Categories 1 and 3 have resulted in three (3) suppliers each based upon a lower workload for these types of work.

In accordance with the above specification and the outcome of the evaluation, it is proposed that the following suppliers be included on panel arrangement 1920T090 – Preferred Supplier Arrangement (PSA) for the provision of Tree Management and Maintenance Services.

Table 1: PSA Recommended Suppliers

PSA Recommended Suppliers	Category 1	Category 2 (i)	Category 2 (ii)	Category 3	Category 4
Active Tree Services Pty Ltd	✓	✓	✓	✓	✓
Arbor Australis Consulting Pty Ltd	-	-	-	-	✓
Arboriculture Contracting Services Pty Ltd	-	✓	✓	-	-
Branch Creek Services Pty Ltd	-	✓	✓	-	-
Bush and Beach Tree Services Pty Ltd	-	✓	-	-	✓
Consult Arborist Pty Ltd	-	-	-	-	✓
ETS Vegetation Management	-	✓	✓	-	✓
Heritage Tree Services	-	-	-	✓	✓
Pinnacle Arborpro Pty Ltd	-	-	-	-	✓
Professional Tree Surgery*	-	✓	✓	-	-
RST Systems Pty Ltd	✓	✓	✓	-	-
Steve's Tree Cutting	-	✓	✓	-	-
Sunshine Tree Surgery Pty Ltd*	-	-	✓	-	-
Tree Fix	-	-	-	-	✓
Tree Solutions Australia Pty Ltd	-	✓	✓	-	✓
Treesafe Australia Pty Ltd*	✓	✓	✓	✓	✓
Total number of suppliers to each category under the panel	3	10	10	3	10

*denotes suppliers based in the Noosa Shire

Previous Council Consideration

Nil.

Finance

The use of suppliers on this panel arrangement is funded mainly through the Arborist Services Cost Centre within Parks & Gardens, which will be approved as part of the 2020/21 Council budget. The pricing put forward by suppliers on the panel does not represent a large increase compared to the previous panel arrangement pricing and should not impact on the quantity or quality of works achieved within future budgets.

Risks & Opportunities

Establishment of the new panel (with proposed option periods) will allow Council to regularly review the performance of each panel member and make informed decisions regarding future panel member arrangements. Establishment of the new panel also allows staff to engage pre-qualified suppliers to undertake work in a timely manner without the need for an extended quotation process.

In accordance with the Conditions of Arrangement, Council reserves the right to refresh the arrangement allowing for the on-boarding of additional suppliers in consideration of the ongoing need for the services by Council under the panel.

Workplace Health & Safety

Prior to work being undertaken by suppliers under the panel arrangement, Council will confirm relevant Workplace Health & Safety documentation is in compliance with Council requirements.

Consultation

External Consultation - Community & Stakeholder

Nil.

Internal Consultation

Departments/Sections Consulted:

- | | | |
|--|---|--|
| <input type="checkbox"/> Chief Executive Officer
Executive Officer
Executive Support | <input type="checkbox"/> Community Services
Director
Community Development
Community Facilities
Libraries & Galleries
Local Laws
Waste & Environmental Health | <input checked="" type="checkbox"/> Corporate Services
Director
Financial Services
ICT
X Procurement & Fleet
Property
Revenue Services |
| <input type="checkbox"/> Executive Services
Director
Community Engagement
Customer Service
Governance
People and Culture | <input checked="" type="checkbox"/> Environment & Sustainable Development
Director
Building & Plumbing Services
Development Assessment
Economic Development
X Environmental Services
Strategic Land Use Planning | <input checked="" type="checkbox"/> Infrastructure Services
X Director
Asset Management
Buildings and Facilities
X Civil Operations
Disaster Management
Infrastructure Planning,
Design and Delivery |

NOOSA SHIRE COUNCIL Weighted Attribute Evaluation Spreadsheet - Final Evaluation

ATTACHMENT 1

Contract Title:	PSA Tree Management & Maintenance Services
Contract No:	1920T090

No.	NAME OF TENDERER (Conforming Tenders Only)	PRICE * (excl of GST)
1	Active Tree Services Pty Ltd	\$97
2	ETS Vegetation Management	\$101
3	RST Systems Pty Ltd	\$80
4	The Landscape Construction Company Pty Ltd	\$310
5	Tree Fix	\$160
6	Treesafe Australia Pty Ltd	\$196

CATEGORY 1 - TREE PLANTING AND ESTABLISHMENT

*NB. Price based on common work scenario applying Respondent's submitted schedule of rates.
i.e. Planting 45Lt Stock (Range: 10+ Trees; per tree) + Planting Establishment (12 week period range (Range: 10+ Trees); per tree)

Number of Tenders Evaluated =

NON-CONFORMING TENDERS

PART A - Non price elements		1 Active Tree Services Pty Ltd		2 ETS Vegetation Management		3 RST Systems Pty Ltd		4 The Landscape Construction		5 Tree Fix		6 Treesafe Australia Pty Ltd	
Evaluation Criteria	Weighting (%)	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting
Capability & Resourcing	35%	69	24.15	60	21.00	80	28.00	76	26.60	60	21.00	76	26.60
Contract Experience & Capacity	10%	35	3.50	30	3.00	85	8.50	72.5	7.25	30	3.00	80	8.00
Methodology	15%	80	12.00	65	9.75	90	13.50	75	11.25	65	9.75	70	10.50
Quality	10%	90	9.00	90	9.00	80	8.00	90	9.00	75	7.50	80	8.00
Health & Safety	5%	73	3.65	73	3.65	73	3.65	79	3.95	57	2.85	60	3.00
Environment & Sustainability	5%	90	4.50	90	4.50	85	4.25	90	4.50	80	4.00	80	4.00
Contribution to Local Economy	5%	55	2.75	60	3.00	55	2.75	50	2.50	57.5	2.88	77.5	3.88
Total Technical Score	85%	59.55		53.90		68.65		65.05		50.98		63.98	
Normalised Technical Score (Tn)		73.73		66.74		85.00		80.54		63.12		79.21	

PART B - Price element		1 Active Tree Services Pty Ltd	2 ETS Vegetation Management	3 RST Systems Pty Ltd	4 The Landscape Construction	5 Tree Fix	6 Treesafe Australia Pty Ltd
Total Fees (Pc)	15%	\$97	\$101	\$80	\$310	\$160	\$196
Average Fees (Pav) \$.....	\$157						
Price Score		139	136	149	3	98	75
Normalised Price Score (Pn)		93	91	100	2	66	51
Weighted Price Score (Pw)		13.94	13.67	15.00	0.28	9.88	7.58

Total Score of price and non price elements	87.67	80.41	100.00	80.82	73.00	86.79
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Assessment Panel	Position Title
Contract Administrator & Assessment Panel Member 1	Parks and Gardens Coordinator
Assessment Panel Member 2	Arborist - Tree Assessment Officer
Assessment Panel Member 3	Technical Officer Parks & Gardens
Assessment Panel Member 4	Workplace Health and Safety Advisor

NOOSA SHIRE COUNCIL Weighted Attribute Evaluation Spreadsheet - Final Evaluation

Contract Title:	PSA Tree Management & Maintenance Services
Contract No:	1920T090

No.	NAME OF TENDERER (Conforming Tenders Only)	PRICE * (excl of GST)
1	Active Tree Services Pty Ltd	\$579
2	Arboriculture Contractors Australia Pty Ltd	\$605
3	Branch Creek Pty Ltd	\$495
4	Bush & Beach Tree Services Pty Ltd	\$465
5	ETS Vegetation Management	\$444
6	Farrugia Bros Vegetation management	\$410
7	Noosa Tree Man	\$635
8	Professional Tree Surgery	\$355
9	RST Systems Pty Ltd	\$524
10	Steve's Tree Cutting	\$420
11	Top Cut Tree Solutions Pty Ltd	\$828
12	Tree Fix	\$447
13	Tree Logistics	\$710
14	Tree Solutions Australia Pty Ltd	\$440
15	Treesafe Australia Pty Ltd	\$410

CATEGORY 2 - MAJOR TREE SERVICES

* NB. Price based on common work scenario applying Respondent's submitted schedule of rates.
i.e. Stump Grinding (per hour) + Maintenance/Removal (3-Person Crew) + Elevated Work Platform (18m; per hour)

Number of Tenders Evaluated = 15

NON-CONFORMING TENDERS

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PART A - Non price elements		1 Active Tree Services Pty Ltd		2 Arboriculture Contractors Australia		3 Branch Creek Pty Ltd		4 Bush & Beach Tree Services Pty Ltd		5 ETS Vegetation Management		6 Farrugia Bros Vegetation		7 Noosa Tree Man		8 Professional Tree Surgery		9 RST Systems Pty Ltd		10 Steve's Tree Cutting		11 Top Cut Tree Solutions Pty Ltd		12 Tree Fix		13 Tree Logistics		14 Tree Solutions Australia Pty Ltd		15 Treesafe Australia Pty Ltd	
Evaluation Criteria	Weighting (%)	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting		
Capability & Resourcing	35%	77	26.95	80	28.00	80	28.00	70	24.50	62	21.70	54	18.90	74	25.90	80	28.00	80	28.00	80	28.00	80	28.00	54	18.90	70	24.50	80	28.00	80	28.00
Contract Experience & Capacity	10%	75	7.50	82.5	8.25	80	8.00	50	5.00	67.5	6.75	50	5.00	55	5.50	80	8.00	85	8.50	87.5	8.75	35	3.50	65	6.50	70	7.00	80	8.00	87.5	8.75
Methodology	15%	80	12.00	90	13.50	70	10.50	80	12.00	65	9.75	60	9.00	75	11.25	85	12.75	90	13.50	90	13.50	85	12.75	65	9.75	70	10.50	65	9.75	70	10.50
Quality	10%	90	9.00	60	6.00	65	6.50	80	8.00	90	9.00	50	5.00	60	6.00	60	6.00	80	8.00	80	8.00	80	8.00	75	7.50	70	7.00	80	8.00	80	8.00
Health & Safety	5%	73	3.65	45	2.25	54	2.70	54	2.70	73	3.65	66	3.30	54	2.70	63	3.15	73	3.65	54	2.70	60	3.00	57	2.85	54	2.70	63	3.15	60	3.00
Environment & Sustainability	5%	90	4.50	70	3.50	85	4.25	80	4.00	90	4.50	65	3.25	60	3.00	80	4.00	85	4.25	80	4.00	80	4.00	80	4.00	80	4.00	80	4.00	80	4.00
Contribution to Local Economy	5%	55	2.75	60	3.00	55	2.75	60	3.00	60	3.00	60	3.00	75	3.75	77.5	3.88	55	2.75	62.5	3.13	55	2.75	60	3.00	75	3.75	66.25	3.31	77.5	3.88
Total Technical Score	85%	66.35		64.50		62.70		59.20		58.35		47.45		58.10		65.78		68.65		68.08		62.00		52.50		59.45		64.21		66.13	
Normalised Technical Score (Tn)		82.15		79.86		77.63		73.30		72.25		58.75		71.94		81.44		85.00		84.29		76.77		65.00		73.61		79.51		81.87	

PART B - Price element		1 Active Tree Services Pty Ltd		2 Arboriculture Contractors Australia		3 Branch Creek Pty Ltd		4 Bush & Beach Tree Services Pty Ltd		5 ETS Vegetation Management		6 Farrugia Bros Vegetation		7 Noosa Tree Man		8 Professional Tree Surgery		9 RST Systems Pty Ltd		10 Steve's Tree Cutting		11 Top Cut Tree Solutions Pty Ltd		12 Tree Fix		13 Tree Logistics		14 Tree Solutions Australia Pty Ltd		15 Treesafe Australia Pty Ltd	
Total Fees (Pc)	15%	\$579		\$605		\$495		\$465		\$444		\$410		\$635		\$355		\$524		\$420		\$828		\$447		\$710		\$440		\$410	
Average Fees (Pav) \$.....	\$518	88		83		104		110		114		121		77		131		99		119		40		114		63		115		121	
Price Score		67		63		79		84		87		92		59		100		75		90		31		86		48		88		92	
Normalised Price Score (Pn)		10.06		9.49		11.91		12.58		13.04		13.79		8.83		15.00		11.28		13.57		4.58		12.97		7.18		13.13		13.79	
Weighted Price Score (Pw)		10.06		9.49		11.91		12.58		13.04		13.79		8.83		15.00		11.28		13.57		4.58		12.97		7.18		13.13		13.79	
Total Score of price and non price elements		92.22		89.35		89.55		85.88		85.29		72.54		80.77		96.44		96.28		97.86		81.34		77.98		80.78		92.63		95.66	

Assessment Panel	Position Title
Contract Administrator & Assessment Panel Member 1	Parks and Gardens Coordinator
Assessment Panel Member 2	Arborist - Tree Assessment Officer
Assessment Panel Member 3	Technical Officer Parks & Gardens
Assessment Panel Member 4	Workplace Health and Safety Advisor

NOOSA SHIRE COUNCIL Weighted Attribute Evaluation Spreadsheet - Final Evaluation

Contract Title:	PSA Tree Management & Maintenance Services
Contract No:	1920T090

No.	NAME OF TENDERER (Conforming Tenders Only)	PRICE * (excl of GST)
1	Active Tree Services Pty Ltd	\$300
2	Arboriculture Contractors Australia Pty Ltd	\$348
3	Branch Creek Pty Ltd	\$305
4	Bush & Beach Tree Services Pty Ltd	\$335
5	ETS Vegetation Management	\$275
6	Farrugia Bros Vegetation management	\$275
7	Noosa Tree Man	\$393
8	Professional Tree Surgery	\$230
9	Reliable Tree Services	\$385
10	RST Systems Pty Ltd	\$341
11	Steve's Tree Cutting (Jatla Pty Ltd)	\$260
12	Sunshine Tree Surgery Pty Ltd	\$380
13	Top Cut Tree Solutions Pty Ltd	\$585
14	Tree Fix	\$341
15	Tree Logistics	\$560
16	Tree Solutions Australia Pty Ltd	\$240
17	Treesafe Australia Pty Ltd	\$320

CATEGORY 2 - MINOR TREE SERVICES

* NB. Price based on common work scenario applying Respondent's submitted schedule of rates.
i.e. Stump Grinding (per hour) + Maintenance/removal (2-Person Crew, per hour)

Number of Tenders Evaluated = 17

PART A - Non price elements.		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17	
		Active Tree Services Pty Ltd		Arboriculture Contractors Australia		Branch Creek Pty Ltd		Bush & Beach Tree Services Pty Ltd		ETS Vegetation Management		Farrugia Bros Vegetation		Noosa Tree Man		Professional Tree Surgery		Reliable Tree Services		RST Systems Pty Ltd		Steve's Tree Cutting (Jatla Pty Ltd)		Sunshine Tree Surgery Pty Ltd		Top Cut Tree Solutions Pty Ltd		Tree Fix		Tree Logistics		Tree Solutions Australia Pty Ltd		Treesafe Australia Pty Ltd	
Evaluation Criteria	Weighting (%)	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting
Capability & Resourcing	35%	77	26.95	80	28.00	80	28.00	70	24.50	62	21.70	54	18.90	74	25.90	80	28.00	76	26.60	80	28.00	80	28.00	86	30.10	80	28.00	57	19.95	70	24.50	80	28.00	80	28.00
Contract Experience & Capacity	10%	75	7.50	82.5	8.25	80	8.00	45	4.50	65	6.50	55	5.50	55	5.50	80	8.00	57.5	5.75	77.5	7.75	87.5	8.75	90	9.00	60	6.00	65	6.50	70	7.00	80	8.00	85	8.50
Methodology	15%	80	12.00	90	13.50	70	10.50	80	12.00	65	9.75	60	9.00	75	11.25	85	12.75	70	10.50	90	13.50	90	13.50	80	12.00	85	12.75	65	9.75	70	10.50	65	9.75	70	10.50
Quality	10%	90	9.00	65	6.50	65	6.50	80	8.00	90	9.00	50	5.00	60	6.00	60	6.00	70	7.00	80	8.00	80	8.00	70	7.00	80	8.00	75	7.50	70	7.00	80	8.00	80	8.00
Health & Safety	5%	73	3.65	51	2.55	54	2.70	54	2.70	73	3.65	66	3.30	54	2.70	63	3.15	51	2.55	73	3.65	54	2.70	66	3.30	60	3.00	57	2.85	54	2.70	63	3.15	60	3.00
Environment & Sustainability	5%	90	4.50	70	3.50	85	4.25	80	4.00	90	4.50	65	3.25	60	3.00	80	4.00	75	3.75	85	4.25	80	4.00	75	3.75	80	4.00	80	4.00	80	4.00	80	4.00	80	4.00
Contribution to Local Economy	5%	55	2.75	60	3.00	55	2.75	60	3.00	60	3.00	60	3.00	75	3.75	77.5	3.88	81.25	4.06	55	2.75	62.5	3.13	80	4.00	55	2.75	57.5	2.88	75	3.75	66.25	3.31	77.5	3.88
Total Technical Score	85%	66.35		65.30		62.70		58.70		58.10		47.95		58.10		65.78		60.21		67.90		68.08		69.15		64.50		53.43		59.45		64.21		65.88	
Normalised Technical Score (Tn)		81.56		80.27		77.07		72.15		71.42		58.94		71.42		80.85		74.01		83.46		83.68		85.00		79.28		65.67		73.08		78.93		80.97	
PART B - Price element		Active Tree Services Pty Ltd		Arboriculture Contractors Australia		Branch Creek Pty Ltd		Bush & Beach Tree Services Pty Ltd		ETS Vegetation Management		Farrugia Bros Vegetation		Noosa Tree Man		Professional Tree Surgery		Reliable Tree Services		RST Systems Pty Ltd		Steve's Tree Cutting (Jatla Pty Ltd)		Sunshine Tree Surgery Pty Ltd		Top Cut Tree Solutions Pty Ltd		Tree Fix		Tree Logistics		Tree Solutions Australia Pty Ltd		Treesafe Australia Pty Ltd	
Total Fees (Pc)	15%	\$300		\$348		\$305		\$335		\$275		\$275		\$393		\$230		\$385		\$341		\$260		\$380		\$585		\$341		\$560		\$240		\$320	
Average Fees (Pav) \$.....	\$345																																		
Price Score		113		99		112		103		120		120		86		133		89		101		125		90		31		101		38		131		107	
Normalised Price Score (Pn)		85		74		84		77		90		90		65		100		66		76		93		67		23		76		28		98		80	
Weighted Price Score (Pw)		12.72		11.16		12.56		11.58		13.54		13.54		9.70		15.00		9.96		11.39		14.02		10.12		3.45		11.39		4.26		14.67		12.07	
Total Score of price and non price elements		94.28		91.43		89.63		83.74		84.95		72.48		81.11		95.85		83.97		94.85		97.70		95.12		82.73		77.06		77.34		93.61		93.05	

Assessment Panel	Position Title
Contract Administrator & Assessment Panel Member 1	Parks and Gardens Coordinator
Assessment Panel Member 2	Arborist - Tree Assessment Officer
Assessment Panel Member 3	Technical Officer Parks & Gardens
Assessment Panel Member 4	Workplace Health and Safety Advisor

NOOSA SHIRE COUNCIL Weighted Attribute Evaluation Spreadsheet - Final Evaluation

Contract Title:	PSA Tree Management & Maintenance Services
Contract No:	1920T090

No.	NAME OF TENDERER (Conforming Tenders Only)	PRICE (excl of GST)
1	Active Tree Services Pty Ltd	\$1
2	Arboriculture Contractors Australia Pty Ltd	\$1
3	Branch Creek Pty Ltd	\$1
4	ETS Vegetation Management	\$1
5	Heritage Tree Services Pty Ltd	\$1
6	RST Systems Pty Ltd	\$1
7	Sunshine Tree Surgery	\$1
8	Tree Fix	\$1
9	Tree Logistics	\$1
10	Tree Solutions Australia Pty Ltd	\$1
11	Treesafe Australia Pty Ltd	\$1

CATEGORY 3 - SPECIALISED TREE WORKS

NON-CONFORMING TENDERS = Number of Tenders Evaluated = 11

PART A - Non price elements		1 Active Tree Services Pty Ltd		2 Arboriculture Contractors Australia		3 Branch Creek Pty Ltd		4 ETS Vegetation Management		5 Heritage Tree Services Pty Ltd		6 RST Systems Pty Ltd		7 Sunshine Tree Surgery		8 Tree Fix		9 Tree Logistics		10 Tree Solutions Australia Pty Ltd		11 Treesafe Australia Pty Ltd	
Evaluation Criteria	Weighting (%)	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting
Capability & Resourcing	35%	77	26.95	62	21.70	62	21.70	60	21.00	80	28.00	74	25.90	70	24.50	52	18.20	62	21.70	62	21.70	80	28.00
Contract Experience & Capacity	10%	37.5	3.75	67.5	6.75	70	7.00	32.5	3.25	82.5	8.25	65	6.50	70	7.00	52.5	5.25	32.5	3.25	67.5	6.75	85	8.50
Methodology	15%	80	12.00	70	10.50	70	10.50	65	9.75	75	11.25	65	9.75	70	10.50	50	7.50	65	9.75	60	9.00	70	10.50
Quality	10%	90	9.00	60	6.00	65	6.50	90	9.00	80	8.00	80	8.00	70	7.00	75	7.50	70	7.00	80	8.00	80	8.00
Health & Safety	5%	73	3.65	45	2.25	54	2.70	73	3.65	57	2.85	73	3.65	66	3.30	57	2.85	54	2.70	63	3.15	60	3.00
Environment & Sustainability	5%	90	4.50	70	3.50	85	4.25	90	4.50	85	4.25	85	4.25	75	3.75	80	4.00	80	4.00	80	4.00	80	4.00
Contribution to Local Economy	5%	55	2.75	60	3.00	55	2.75	60	3.00	57.5	2.88	55	2.75	80	4.00	57.5	2.88	75	3.75	66.25	3.31	77.5	3.88
Total Technical Score	85%	62.60		53.70		55.40		54.15		65.48		60.80		60.05		48.18		52.15		55.91		65.88	
Normalised Technical Score (Tn)		80.77		69.29		71.48		69.87		84.48		78.45		77.48		62.16		67.29		72.15		85.00	

PART B - Price element		Active Tree Services Pty Ltd	Arboriculture Contractors Australia	Branch Creek Pty Ltd	ETS Vegetation Management	Heritage Tree Services Pty Ltd	RST Systems Pty Ltd	Sunshine Tree Surgery	Tree Fix	Tree Logistics	Tree Solutions Australia Pty Ltd	Treesafe Australia Pty Ltd
Total Fees (Pc)	15%	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1
Average Fees (Pav) \$.....	\$1											
Price Score		100	100	100	100	100	100	100	100	100	100	100
Normalised Price Score (Pn)		100	100	100	100	100	100	100	100	100	100	100
Weighted Price Score (Pw)		15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00

Total Score of price and non price elements	95.77	84.29	86.48	84.87	99.48	93.45	92.48	77.16	82.29	87.15	100.00
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Assessment Panel	Position Title
Contract Administrator & Assessment Panel Member 1	Parks and Gardens Coordinator
Assessment Panel Member 2	Arborist - Tree Assessment Officer
Assessment Panel Member 3	Technical Officer Parks & Gardens
Assessment Panel Member 4	Workplace Health and Safety Advisor

NOOSA SHIRE COUNCIL Weighted Attribute Evaluation Spreadsheet - Final Evaluation

Contract Title:	PSA Tree Management & Maintenance Services
Contract No:	1920T090

No.	NAME OF TENDERER (Conforming Tenders Only)	PRICE * (excl of GST)
1	Active Tree Services Pty Ltd	\$128
2	Arbor Australis Consulting Pty Ltd	\$145
3	Arboriculture Contractors Australia Pty Ltd	\$98
4	Bush & Beach Tree Services Pty Ltd	\$80
5	Consult Arborist Pty Ltd	\$100
6	ETS Vegetation Management	\$91
7	Heritage Tree Services Pty Ltd	\$125
8	Independent Arboricultural Services	\$140
9	Pinnacle Arborpro Pty Ltd	\$95
10	RST Systems Pty Ltd	\$189
11	Sunshine Tree Surgery Pty Ltd	\$120
12	Tree Dimensions Pty Ltd	\$180
13	Tree Fix	\$108
14	Tree Logistics	\$70
15	Tree Solutions Australia Pty Ltd	\$80
16	Treesafe Australia Pty Ltd	\$140
17	Urban Forest Concepts	\$150

CATEGORY 4 - TREE ASSESSMENT AND CONSULTANCY

* NB. Price based on common work scenario applying Respondent's submitted schedule of rates.
i.e. Tree assessment and report preparation (per hour)

Number of Tenders Evaluated = 17

PART A - Non price elements		1 Active Tree Services Pty Ltd		2 Arbor Australis Consulting Pty Ltd		3 Arboriculture Contractors Australia		4 Bush & Beach Tree Services Pty Ltd		5 Consult Arborist Pty Ltd		6 ETS Vegetation Management		7 Heritage Tree Services Pty Ltd		8 Independent Arboricultural		9 Pinnacle Arborpro Pty Ltd		10 RST Systems Pty Ltd		11 Sunshine Tree Surgery Pty Ltd		12 Tree Dimensions Pty Ltd		13 Tree Fix		14 Tree Logistics		15 Tree Solutions Australia Pty Ltd		16 Treesafe Australia Pty Ltd		17 Urban Forest Concepts	
Evaluation Criteria	Weighting (%)	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting	Score	Resultant score x weighting		
Capability & Resourcing	35%	73	25.55	84	29.40	46	16.10	70	24.50	72	25.20	64	22.40	80	28.00	80	28.00	77	26.95	73	25.55	70	24.50	74	25.90	72	25.20	70	24.50	71	24.85	75	26.25	68	23.80
Contract Experience & Capacity	10%	65	6.50	90	9.00	50	5.00	60	6.00	85	8.50	62.5	6.25	82.5	8.25	77.5	7.75	80	8.00	72.5	7.25	70	7.00	60	6.00	80	8.00	55	5.50	65	6.50	75	7.50	57.5	5.75
Methodology	15%	80	12.00	70	10.50	50	7.50	80	12.00	80	12.00	65	9.75	75	11.25	75	11.25	90	13.50	80	12.00	70	10.50	70	10.50	65	9.75	50	7.50	70	10.50	60	9.00	70	10.50
Quality	10%	90	9.00	90	9.00	60	6.00	80	8.00	80	8.00	90	9.00	80	8.00	50	5.00	70	7.00	80	8.00	70	7.00	80	8.00	75	7.50	70	7.00	80	8.00	80	8.00	50	5.00
Health & Safety	5%	73	3.65	61	3.05	45	2.25	54	2.70	57	2.85	73	3.65	57	2.85	63	3.15	73	3.65	66	3.30	54	2.70	57	2.85	54	2.70	63	3.15	60	3.00	39	1.95		
Environment & Sustainability	5%	90	4.50	90	4.50	70	3.50	80	4.00	80	4.00	90	4.50	85	4.25	50	2.50	75	3.75	85	4.25	75	3.75	80	4.00	80	4.00	80	4.00	80	4.00	60	3.00		
Contribution to Local Economy	5%	55	2.75	55	2.75	60	3.00	60	3.00	52.5	2.63	60	3.00	57.5	2.88	47.5	2.38	57.5	2.88	55	2.75	80	4.00	50	2.50	60	3.00	75	3.75	66.25	3.31	77.5	3.88	65	3.25
Total Technical Score	85%	63.95		68.20		43.35		60.20		63.18		58.55		65.48		59.73		65.23		63.45		60.05		59.60		60.30		54.95		60.31		61.63		53.25	
Normalised Technical Score (Tn)		79.70		85.00		54.03		75.03		78.74		72.97		81.60		74.44		81.29		79.08		74.84		74.28		75.15		68.49		75.17		76.81		66.37	

PART B - Price element		1 Active Tree Services Pty Ltd		2 Arbor Australis Consulting Pty Ltd		3 Arboriculture Contractors Australia		4 Bush & Beach Tree Services Pty Ltd		5 Consult Arborist Pty Ltd		6 ETS Vegetation Management		7 Heritage Tree Services Pty Ltd		8 Independent Arboricultural		9 Pinnacle Arborpro Pty Ltd		10 RST Systems Pty Ltd		11 Sunshine Tree Surgery Pty Ltd		12 Tree Dimensions Pty Ltd		13 Tree Fix		14 Tree Logistics		15 Tree Solutions Australia Pty Ltd		16 Treesafe Australia Pty Ltd		17 Urban Forest Concepts	
Total Fees (Pc)	15%	\$128	\$145	\$98	\$80	\$100	\$91	\$125	\$140	\$95	\$189	\$120	\$180	\$108	\$70	\$80	\$140	\$150																	
Average Fees (Pav) \$.....	\$120																																		
Price Score		94	79	118	133	117	124	96	83	121	42	100	50	110	142	133	83	75																	
Normalised Price Score (Pn)		66	56	84	94	82	88	68	59	85	30	71	35	78	100	94	59	53																	
Weighted Price Score (Pv)		9.92	8.38	12.53	14.12	12.35	13.15	10.14	8.82	12.79	4.49	10.58	5.28	11.64	15.00	14.12	8.82	7.93																	
Total Score of price and non price elements		89.62	93.38	66.56	89.15	91.09	86.12	91.75	83.25	94.08	83.57	85.43	79.57	86.80	83.49	89.29	85.62	74.30																	

Assessment Panel	Position Title
Contract Administrator & Assessment Panel Member 1	Parks and Gardens Coordinator
Assessment Panel Member 2	Arborist - Tree Assessment Officer
Assessment Panel Member 3	Technical Officer Parks & Gardens
Assessment Panel Member 4	Workplace Health and Safety Advisor

2 REGIONAL ARTS DEVELOPMENT FUND - GRANT RECOMMENDATIONS - 2019-20

Author **Community Development Manager, Alison Hamblin**
Community Services Department

Index **ECM/ Subject/RADF/2019-20**

Attachments **1. RADF Recommendations for Funding**

EXECUTIVE SUMMARY

Not applicable.

RECOMMENDATION

That Council note the report by the Community Development Manager to the Services & Organisation Committee Meeting dated 9 June 2020 and approve the Regional Arts Development Fund recommendations for 2019-20 Round 2 funding as outlined in Attachment 1 to the report.

REPORT

The Regional Arts Development Fund (RADF) supports cultural activity through the professional development and employment of arts and cultural workers in regional Queensland. RADF is a partnership, jointly funded, between State Government, through Arts Queensland, and Noosa Council.

The RADF Committee chair position was vacant at the time of assessment but the position will be filled by Councillor Karen Finzel going forward. Noosa Council's Arts and Culture Officer stood in as chairperson for the assessment of this round. The RADF Committee comprises external professional arts industry representatives with Council officers in supporting roles.

RADF Committee Members include:

- Belinda Simonsen, Noosa Council Community Development Officer (Arts and Culture)
- Michael Brennan, Noosa Council Gallery Director
- Toni Wills, Community Representative
- Alicia Sharples, Community Representative
- Cal Webb, Community Representative (undertook assessment but not moderation)
- Michael Donovan, Community Representative
- Liz Ellison, Community Representative
- Kathy Lynch, Community Representative
- Noelle Nelson, Community Representative (undertook assessment but not moderation)

This report covers the second RADF grant round for 2019-20 which closed on 25 March 2020.

Promotion

Promotion of this RADF grant round included media releases to newspapers. Additional information was also posted on Council's website, circulated to Council's arts database and placed on social media (Facebook). An arts grants information session was also held in February.

Support to applicants was provided by the Arts and Culture Development Officer, the Community Development Officer and the Grants Officer. Staff attended face-to-face meetings with individual applicants and responded to telephone enquiries and emails.

As per the Community Grants Policy all RADF applicants were required to speak to a grants officer to discuss their project and get support through the application process.

Assessment

The RADF program supports the implementation of the Noosa Cultural Plan and prioritises projects which align with the aims and focus areas within the Cultural Plan.

RADF applications were assessed against the following generic RADF assessment criteria:

- Will the project develop the paid artist's professional life?
- Will the project benefit the community, both directly and indirectly?
- Is the project well planned and achievable?
- Will the project increase the sustainability of quality and diverse creative communities?

They were also assessed against the Noosa RADF Committee's two priority areas for 2019-20 which are key focus areas from the Cultural Plan:

- Arts, Environment and Sense of Place
- Participation

All the recommended applications addressed one or both of these priority areas.

A total of 10 applications requesting \$38,655 were received and assessed by the RADF committee

In accordance with RADF Guidelines, committee members are required to declare any conflicts of interest and once declared the committee member is then not involved in related deliberations. In this round, one committee member declared a conflict of interest for one of the applications.

The RADF Committee has recommended 7 applications totalling \$30,685 for funding. The projects recommended for funding are rated excellent in quality and diversity, and will employ quality artists and arts workers who will engage in valuable arts and cultural activities across the region.

RADF funding notification

Upon Council endorsement of this report, successful applicants will be notified by email including a letter of acceptance for signature by the applicant.

Unsuccessful applicants who do not meet the grant criteria or who are not funded due to lack of available funds will be advised in writing. Feedback is provided by the assessment panel on areas of the project or application that may be modified or improved.

Previous Council Consideration

Since 2014, Noosa Council has had a partnership with Arts Queensland to deliver the RADF program. As part of this partnership, Noosa Council is able to offer grants to artists and arts organisations within the Noosa Shire. These are assessed by the RADF committee and approved by Council twice each year.

Finance

RADF is a partnership between State Government, through Arts Queensland and Noosa Council.

Council has a funding agreement which runs from October 2019 to September 2020 with Arts Queensland. Noosa Council’s RADF program is equally funded by Noosa Council and Arts Queensland.

Risks & Opportunities

There are no risk implications.

Consultation

External Consultation - Community & Stakeholder

- The RADF Committee members
- Partnership Officer, Arts Queensland

Internal Consultation

- Director Community Services
- Libraries and Galleries Manager
- Gallery Director
- Community Development Officer – Arts and Culture
- Grants Officer, Community Development
- Management Accountant
- Community Development Manager

Departments/Sections Consulted:

<input type="checkbox"/> Chief Executive Officer Executive Officer Executive Support	<input checked="" type="checkbox"/> Community Services x Director x Community Development Community Facilities x Libraries & Galleries Local Laws Waste & Environmental Health	<input checked="" type="checkbox"/> Corporate Services Director x Financial Services ICT Procurement & Fleet Property Revenue Services
<input type="checkbox"/> Executive Services Director Community Engagement Customer Service Governance People and Culture	<input type="checkbox"/> Environment & Sustainable Development Director Building & Plumbing Services Development Assessment Economic Development Environmental Services Strategic Land Use Planning	<input type="checkbox"/> Infrastructure Services Director Asset Management Buildings and Facilities Civil Operations Disaster Management Infrastructure Planning, Design and Delivery

Attachment 1 REGIONAL ARTS DEVELOPMENT - GRANT RECOMMENDATIONS 2019-20

Applicant	Project Description	Special Conditions / Comments	Recommended Funding
Press Gang Printmakers (auspiced by Noosa Arts and Crafts Assoc. Inc.)	'True Grit' - Two day printmaking workshop with master printmaker Bronwyn Rees.	Recommend the artist work with Noosa Council's Arts and Culture Development Officer to resubmit in the next RADF Grants round for reassessment.	\$0.00
Ms Lisa Smith	'Body, Breath, Voice and Song Workshops' - Experienced international performer and health professional to deliver a suite of singing workshops for the community.		\$3,000.00
Ms Alison Burnley	'The Lullaby Ensemble' will nurture the creativity of new mums through rehearsing and performing traditional folk lullabies from across the globe.		\$4,900.00
Ms Barbora Tomíková	'State of Emergency' - Like Song Lines, Fire United Australia Art exhibition to document Noosa bushfires and resilience through photography and personal stories in cooperation with Cooroy Butter Factory Arts Centre		\$5,000.00
Sunshine Troupe Inc.	'Je Suis Toi' (I am You) - The development then public performance of a theatrical production, on the themes of isolation and connection, combining words, movement and music created by people with disabilities.		\$5,000.00
Hinterland Art Group Inc.	'The Great Up-cycling Challenge and Exhibition' -Workshops and exhibition to highlight up-cycling and recycling into art / useful items in partnership with Pomona Community House.		\$3,095.00
Ms Gail Hewton	'Dance for Seniors' - a series of four short videos to promote dance for older people which will include professional development in video production through the process.		\$4,690.00
Ms Jessica Scurrah	'The Noosa Story' - A painting exhibition that will pay respect to the Pioneers of Noosa who have worked hard to preserve our pristine environment.	Recommend the artist work with Noosa Council's Arts and Culture Development Officer to resubmit in the next RADF Grants round for reassessment	\$0.00
Miss Amanda Bennetts	'40 Under 40 Exhibition' A visual arts exhibition to be held in Cooroy in January 2021, consisting of 40 art works by local artists aged under 40 years of age.		\$5,000.00
Noosa Music Society Inc.	'Young Performer Workshops' - Flute, Clarinet and Percussion masterclasses for local emerging musicians culminating in a public performance.	Recommend the artist work with Noosa Council's Arts and Culture Development Officer to resubmit in the next RADF Grants round for reassessment	\$0.00
		Total excluding GST	\$30,685.00

3 2020/21 BUDGET - PUBLIC CONSULTATION TRIAL

Author Director Corporate Services, Michael Shave
Corporate Services Department

Index ECM/ 7.26 - 2020 – 2021 Budget

Attachments 1. Mayoral Minute, Ordinary Meeting, 21 November 2019

EXECUTIVE SUMMARY

Not applicable.

RECOMMENDATION

That Council note the report by the Director Corporate Services to the Services & Organisation Committee Meeting dated 9 June 2020 and agree to defer the commencement of the public consultation trial of Council's budget to the 2021/22 financial year budget process.

REPORT**1 Background**

At Council's Ordinary Meeting on 21 November 2019 a Mayoral Minute was tabled relating to a proposal to commence a trial public consultation process for the 2020/21 budget. The proposal outlined the need for increased public sector transparency and that one way to engender both trust and awareness of the cost of Council's many services and activities is to allow community members to scrutinise and make comment upon the budget during the deliberation period.

The proposal also outlined that community input into the budget process will help deliver a greater understanding about budgetary trade-offs and decisions, performance challenges, new rates or levies, and financial sustainability requirements, with Council being able to take into consideration well-informed recommendations from its community who it represents.

It was proposed that as part of the trial, a model that included a 2 part public consultation process be implemented, whereby:

1. Community Groups and Incorporated Associations based in Noosa Shire be invited to provide an individual member to represent their organisation on a new body to be called the Community Representative Budget Reference Group; and
2. All relevant documents associated with the budget deliberations be made available through the Your Say Noosa portal on Council's website.

Following consideration of the proposal, Council passed the following resolution:

"That Council:

- A. *Agree to undertake a trial public consultation process during the development of the 2020-21 budget as set out in this Mayoral Minute;*
- B. *Note that any actual budget decisions can only be made as a resolution of Council as part of the budget adoption process under the Local Government Act but that community input into this process will be valuable for Councillors and the organisation;*

- C. *Agree that the cost of this public consultation process will be referred to Budget Review 3; and*
- D. *Note this proposal is for the 2020-21 budget process only, and may be refined or reconsidered by any future Council for any future Noosa Council budgets.”*

2 Progress in Implementing Recommendations and COVID-19 Pandemic Impacts

Following the resolution, work commenced in late 2019 – early 2020 to identify the full list of community groups and incorporated associations to be contacted and invited to participate in the reference group. Some initial work had also commenced in considering the format and content of information that would be made available online through the Your Say Noosa portal to ensure that the information provided was relatively simple to understand to ensure maximum community input.

Unfortunately the momentum of the project was halted due to the COVID-19 pandemic and the redirection of staff focus and resources to deal with the immediate impacts of the crisis on Council and the community, including local businesses. It was also considered impractical to continue with the creation of a Community Representative Budget Reference Group given:

- Community and business stakeholder groups were also individually dealing with the crisis which has been changing on a weekly basis; and
- The ability to hold any reference group meetings due to social distancing measures and likely challenges implementing a technology solution in the required timeframe.

Following the initial crisis management response by Council, further urgent analysis has also been required to understand the financial sustainability implications on Council from the pandemic, for the remainder of the 2019/20 financial year and the 2020/21 budget and forward estimates contained in the 10 year financial plan. This work has been essential in developing a financial recovery plan and to ‘reset’ normal business as usual decision making processes regarding the development of the annual budget, which normally includes targeting an operating surplus position and meeting the other ratio targets contained in Council’s Financial Sustainability Policy.

Unfortunately this additional work has meant that it is now impractical to proceed with the trial as per the November Council resolution. It is proposed however that as business as usual returns to the organisation, businesses, and the general community over the coming months, the trial can recommence for the 2021/22 budget process.

Previous Council Consideration

Ordinary Meeting Minutes, 21 November 2019, Item 1, Page 3

That Council:

- A. *Agree to undertake a trial public consultation process during the development of the 2020-21 budget as set out in this Mayoral Minute;*
- B. *Note that any actual budget decisions can only be made as a resolution of Council as part of the budget adoption process under the Local Government Act but that community input into this process will be valuable for Councillors and the organisation;*
- C. *Agree that the cost of this public consultation process will be referred to Budget Review 3; and*
- D. *Note this proposal is for the 2020-21 budget process only, and may be refined or reconsidered by any future Council for any future Noosa Council budgets.*

Finance

The background information to the Mayoral Minute outlined that costs associated with meeting facilitation and other staff resourcing would need to be considered in a future budget review. This would also apply should the trial be considered for the 2021/22 financial year through a future 2020/21 budget review.

Risks & Opportunities

Risks

1. Failure to recommence the trial for the 2021/22 budget process may result in reputational risk for Council being realised particularly regarding transparency and accountability to the community.
2. Currently governments are still challenged regarding the COVID-19 pandemic in particular risks regarding second waves of infections in the community. These challenges will need to be considered in the context of the ability to commence the pilot project for the 2021/22 budget process, and communicated accordingly if they are realised.

Opportunities

1. The budget consultation process provides an opportunity for Council to further engage with its community to ensure that decisions made regarding levels of service and the allocation of resources aligns with the expectations of the community it represents.

Consultation

External Consultation - Community & Stakeholder

Nil.

Internal Consultation

Chief Executive Officer

Departments/Sections Consulted:

<input checked="" type="checkbox"/> Chief Executive Officer Executive Officer Executive Support	<input type="checkbox"/> Community Services Director Community Development Community Facilities Libraries & Galleries Local Laws Waste & Environmental Health	<input type="checkbox"/> Corporate Services Director Financial Services ICT Procurement & Fleet Property Revenue Services
<input type="checkbox"/> Executive Services Director Community Engagement Customer Service Governance People and Culture	<input type="checkbox"/> Environment & Sustainable Development Director Building & Plumbing Services Development Assessment Economic Development Environmental Services Strategic Land Use Planning	<input type="checkbox"/> Infrastructure Services Director Asset Management Buildings and Facilities Civil Operations Disaster Management Infrastructure Planning, Design and Delivery

ATTACHMENT 1

ORDINARY MEETING AGENDA

21 NOVEMBER 2019

3 MAYORAL MINUTES

MAYORAL MINUTE

I hereby give notice of my intention to move the following motion at the Ordinary Meeting on Thursday, 21 November 2019:

1 TRIAL PUBLIC CONSULTATION ON THE 2020-21 BUDGET

That Council:

- A. *Agree to undertake a trial public consultation process during the development of the 2020-21 budget as set out in this Mayoral Minute;*
- B. *Note that any actual budget decisions can only be made as a resolution of Council as part of the budget adoption process under the Local Government Act but that community input into this process will be valuable for Councillors and the organisation;*
- C. *Agree that the cost of this public consultation process will be referred to Budget Review 3; and*
- D. *Note this proposal is for the 2020-21 budget process only, and may be refined or reconsidered by any future Council for any future Noosa Council budgets.*

BACKGROUND

One of the considerations of the State Government's local government reforms could see councils "consult with the community in the preparation of the budget" (Local Government Regulatory Reforms, Key amendments currently under consideration, April 2019).

On 28 June 2019, at the adoption of the 2019/20 budget, I announced that we would be commencing public consultation on future Council budget processes.

Public trust in government has been eroded in recent years with polling showing a worrying decline in support for democracy. Although Local Government enjoys higher trust rating than State or Federal Government, in Queensland, events at Ipswich and Logan Councils, CCC investigations at Gold Coast and Moreton Bay, and the State's recent drive to implement Belcarra recommendations all play into a growing attitudinal shift.

In this climate, demands for increased public sector transparency are inevitable.

Noosa Council needs to be on the front foot, including building community trust through better public understanding of the Council's budget decision-making. One way to engender both trust and awareness of Council's many services and activities is to allow community members to scrutinise and make comment upon the budget during the deliberation period.

This will help deliver understanding about budgetary trade-offs and decisions, performance challenges, new rates or levies, and financial sustainability requirements. Furthermore, Council can take into consideration well-informed recommendations from its community who it represents.

It must be acknowledged that only the elected Councillors can formally approve and thus adopt a budget. All budget decisions are made by Councillors, and this responsibility cannot be delegated. However, a community consultation process can better inform that decision-making by Councillors.

ORDINARY MEETING AGENDA

21 NOVEMBER 2019

Since de-amalgamation, Noosa Council's budget process has been rigorous, pioneering a zero-based or build-from-base budget approach. This method of developing a budget has been applauded by the Queensland Audit Office. It has also been successful, ensuring an appropriate balance of ratepayer affordability and service delivery, with minimal rate increases.

Since 2014, Noosa has gone from having the highest rates amongst similar sized councils, to a mid-range position amongst those councils.

What has not been so successful is Council's ability to explain the complexities of the budget process, nor to improve the community's understanding of the many factors involved in formulating a Council budget.

The upcoming 2020/21 budget introduces further complexity as the local government elections will be held in March. This will result in a somewhat unique schedule for budget development.

The proposed model

This model for Community Consultation on the Budget is designed and proposed for the 2020-21 budget process only. It may be assessed, refined and/or altered for future Council budget deliberations. The model should thus be treated as a trial process.

It is proposed that all internal Councillor budget workshops be open to the public. This has not happened previously.

The actual public consultation is proposed to occur in two parts:

1. Community Representative Intensive Consultation.

Community Groups and Incorporated Associations based in Noosa Shire will be invited to provide an individual member to represent their organisation on a new body to be called the *Community Representative Budget Reference Group*. The criteria for inclusion will be that the organisation has a membership of at least 50 or more current members. Thus sporting, business representatives, environment, community representative and other groups may all choose to participate.

The individuals chosen by the organisations to represent them will form the *Community Representative Budget Reference Group*. Each representative must be available to attend two full days of budget information sessions.

These two days will be separated by a week or so and facilitated by an independent professional facilitator.

The first session will provide the groundwork for budget decision-making. Community representatives will receive all the material that Councillors normally review during early budget workshops:

- budget overview;
- benchmarking against other similar councils;
- corporate plan priorities;
- financial sustainability policy overview;
- service level catalogue;
- 10 year capital program; and
- relevant current budget-related Council policies.

The second session will offer an opportunity to test various ideas and approaches. The community representatives will be provided with the 2020/21 Council new initiatives, proposed service level changes and any other recommended budget changes from the previous year that are being

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proposed for consideration. It will thus allow community representatives to see how initiatives and/or changes to service levels and/or capital projects influence the outcome of the budget.

Participants will be able to make suggestions and see the impacts of such suggestions on Council's operating position and potential general rate increase. Under consideration at this session will be:

- new initiatives being raised (both staff and councillor initiatives);
- proposed 10 year capital program;
- draft revenue position;
- draft expenditure position;
- any recommended changes in staffing numbers;
- levy increase or decrease options;
- general rate increase options; and
- CPI and LGAQ Cost Index figures.

It is recommended that all Councillors attend both of the Community Group Representative sessions as observers. Appropriate staff will also be on hand to provide information and advice. Being observers, Councillors will not be able to debate with the community representatives, however, like staff, they may be called on to provide explanations to specific questions.

At the end of the second day, Councillors and staff will have a better understanding of the priorities and viewpoints of the participating community representatives.

Following these sessions, the community representatives may choose to consult with their organisations on any of the issues raised during the sessions. In doing so, they should have a reasonable understanding of the budget process and its complexities. Those organisations may in turn choose to make representation to Council in support of specific budget-related issues.

2. On-line Consultation Via Your Say Noosa

All relevant documents associated with the budget deliberations will be made available through the Your Say Noosa portal on Council's website. This will include not only the detailed spreadsheets and presentations, but also helpful fact sheets and summary documents. Feedback will be sought from any interested resident who wishes to make comment. Those responses will be collated and provided to Councillors.

This broader approach to garnering submissions and input replicates the processes that Council already undertakes for other matters such as planning scheme, local laws and proposed strategies. It ensures that any member of the community has the ability to consider the budget documents and make their own submission. For those who are not members of local organisations, or who would like to make individual requests, they can do so via Your Say Noosa.

Conclusion

Whilst the *Community Representative Budget Reference Group* process may provide the more informed response to budget issues, the on-line process will allow all residents to also have their say, particularly with regard to individual projects and priorities. Through the website everyone can not only view Council's budget and budget-related documents, but also get access to quick facts.

The unknown in a general process that is simply on-line (i.e. with no face-to-face information sessions) is that it is potentially exposed to the possibility of single-issue interest groups focusing on individual budget items or initiatives.

Of course, this is no different to Council being lobbied via email or petition generally. However, single-issue lobbying is often engaged in without full understanding of the broader issues and impacts on the overall budget or, more pointedly, on rate increases. Nevertheless, it is important that all

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residents have the opportunity to make suggestions on matters related to the annual budget, and that they have access to the budget documents to help them understand the budget process.

Meanwhile, the facilitated sessions with community group representatives should provide a good overview of community opinions, with no specific representative group or community sector dominating the discussion.

Plainly all of this will require resourcing. There will be additional work for staff. Attending resident representative workshops, preparing presentations and on-line material, collating responses, and responding to requests for information will all add to staff workload during the budget process.

Apart from the paid facilitator for the consultation sessions, there will likely also be a need for additional staff support to coordinate the whole consultation process. Funding for this will have to be considered during Budget Review Three.


This proposed budget consultation method should be considered as a trial. Plainly we are heading into somewhat uncharted territory, and the process will need to be refined in coming years.

Moving forward, staff will also undertake an assessment of available on-line tools that allow residents to input budget ideas and see for themselves the impacts those ideas have on rates, services etc. Such software is already available, but needs to be properly researched to determine its usefulness.

Schedule-wise, initial preparation of the budget and associated documents can occur internally prior to the March elections. Plainly, any actual budget deliberations will be left to the new Council following the election. Arguably, it is best that the public consultation process also occur after the election – if for no other reason than to avoid the community participants finding themselves politicised during the election campaign. A proposed schedule for the whole budget process forms Attachment 1 to this Mayoral Minute.

Overall, this proposed process seeks to find a workable and efficient means of garnering community input into our budget deliberations. Efforts to do so by other councils have been considered, ranging from Community Juries to making all budget workshops open to the public. There appears to be no perfect solution. I have spoken with Mayor Curran about Gympie Council's efforts to engage their community in budget processes.

The two-pronged approach being proposed here seeks to allow all residents opportunity for input, whilst structuring an opportunity for resident representatives to participate in a more detailed review of Council's budget. I am not aware of any other local government that has attempted this sort of approach. But then Noosa Council is "different by nature".


.....
Cr Tony Wellington

15 November 2019
.....
Date



Date	Event
28 March 2020	Noosa Council election
April – May 2020	<p>Councillor Workshop #1</p> <ul style="list-style-type: none"> • Scene setting • Base budget position • Councillor priorities • Capital program <p>Councillor Workshop #2</p> <ul style="list-style-type: none"> • New initiatives • Service Level Catalogue review (by exception only) • Agree overall general rate rise % targets <p>Councillor Budget Workshop #3</p> <ul style="list-style-type: none"> • Fees and Charges • Levies presentations (where required) • General rates modelling • Draft Budget Policies
May 2020	<p>Consultation – Your Say Noosa Suite of budget documents including draft rate rise</p>
May 2020	<p>Consultation – Reference Group Session # 1</p> <ul style="list-style-type: none"> • Scene setting • Understanding the budget process • Provision of information package for session 2
May 2020	<p>Consultation – Reference Group Session # 2</p> <ul style="list-style-type: none"> • Discussion and feedback session on rate setting, new initiatives, service levels and capital program
June 2020	<p>Councillor Budget Workshop #4</p> <ul style="list-style-type: none"> • Outcomes of public consultation • Consider final budget position
Late June 2020	Special Budget Meeting – Adoption of Budget and Operational Plan

4 COUNCILLOR REMUNERATION FREEZE

Author Chief Executive Officer, Brett de Chastel
CEO's Office

Index ECM/ Subject/ Councillors Employment

Attachments Nil.

EXECUTIVE SUMMARY

Not applicable

RECOMMENDATION

That Council note the report by the Chief Executive Officer to the Services & Organisation Committee Meeting dated 9 June 2020 regarding Councillor remuneration and:

- A. Note that the Local Government Remuneration Commission has recommended a 2% increase for Councillor remuneration from 1 July 2020; and
 - B. Agree not to accept the recommended increase and instead, adopt a "Councillor Remuneration Freeze" for the 2020/21 financial year.
-

REPORTLocal Government Remuneration Commission

As Councillors are aware, remuneration for local government elected representatives is set by the Local Government Remuneration Commission. This is an independent State body that determines the annual remuneration for Mayors, Deputy Mayors and Councillors for all councils across Queensland. The Commission is currently chaired by former Noosa Mayor Mr Bob Abbot with Mr Reimen Hii and Ms Andrea Ranson as Commission members.

Under the Local Government Act, the functions of the Commission are:

- to establish the categories of local governments
- to decide the category to which each local government belongs
- to decide the maximum amount of remuneration payable to the councillors in each of the categories; and
- any other function related to the remuneration of councillors directed, in writing, by the Minister.

The Council categories are reviewed every four years, while the remuneration levels are reviewed annually. The latest annual report from the Commission can be found here - <https://www.dlgrma.qld.gov.au/resources/report/local-government/local-government-remuneration-commission-report-2019.pdf>

Councils across Queensland have been allocated into one of 8 categories based on their size, scale etc. Noosa Council is a category 3 Council. Other category 3 councils are:

- Cassowary Coast Regional Council
- Central Highlands Regional Council

- Gympie Regional Council
- Isaac Regional Council
- Livingstone Shire Council
- Lockyer Valley Regional Council
- Maranoa Regional Council
- Scenic Rim Regional Council
- South Burnett Regional Council
- Southern Downs Regional Council
- Tablelands Regional Council
- Western Downs Regional Council
- Whitsunday Regional Council

These are the other Councils that we typically use as benchmarks when looking at local government issues.

Councillor Remuneration

For the 2019/20 financial year, the (former) Remuneration Tribunal set the following remuneration for category 3 councils:

Position	Remuneration
Mayor	\$130,584
Deputy Mayor	\$81,615
Councillor	\$69,372

See page 14 - <https://www.dlgrma.qld.gov.au/resources/report/local-government/remuneration-discipline-tribunal-report-2018.pdf>

The remuneration of Councillors is due to increase from 1 July 2020 by 2% as per the determination by the Local Government Remuneration Commission.

The purpose of this report is to propose that due to the extraordinary circumstances arising from the coronavirus pandemic, it would be appropriate for Councillors to agree to a “wage freeze” and not accept the scheduled 2% remuneration increase from 1 July 2020. A Council can elect to do so by resolution and this report proposes the appropriate resolution to achieve that outcome. The economic impacts of the virus have been very significant for our community and it is appropriate for the Council to not accept any increase in Councillor remuneration at this time.

Previous Council Consideration

Nil.

Finance

Not accepting the recommended 2% remuneration increase from 1 July 2020 will save Council \$11,180.

Risks & Opportunities

This is an opportunity for the Council to demonstrate community leadership at this time of economic hardship caused by the impact of the coronavirus pandemic.

Consultation

External Consultation - Community & Stakeholder

Nil.

Internal Consultation

Mayor and Councillors.

Departments/Sections Consulted:

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Chief Executive Officer
Executive Officer
Executive Support | <input type="checkbox"/> Community Services
Director
Community Development
Community Facilities
Libraries & Galleries
Local Laws
Waste & Environmental Health | <input type="checkbox"/> Corporate Services
Director
Financial Services
ICT
Procurement & Fleet
Property
Revenue Services |
| <input type="checkbox"/> Executive Services
Director
Community Engagement
Customer Service
Governance
People and Culture | <input type="checkbox"/> Environment & Sustainable Development
Director
Building & Plumbing Services
Development Assessment
Economic Development
Environmental Services
Strategic Land Use Planning | <input type="checkbox"/> Infrastructure Services
Director
Asset Management
Buildings and Facilities
Civil Operations
Disaster Management
Infrastructure Planning,
Design and Delivery |