

SPM(13) – 20 DECEMBER 2022

# Special Council Meeting

---

Minutes

The **Special Council Meeting** of the **Alpine Shire Council** was held wholly by electronic means on **20 December 2022** commencing at **5:00pm**.

**PRESENT**

**COUNCILLORS**

Cr John Forsyth

Cr Ron Janas

Cr Katarina Hughes

Cr Simon Kelley

Cr Sarah Nicholas

Cr Kelli Prime

**OFFICERS**

Will Jeremy - Chief Executive Officer

Alan Rees - Director Assets

Helen Havercroft - Director Corporate Performance

**APOLOGIES**

Cr Tony Keeble

Cr Sarah Nicholas

# Agenda

1.	Recording and livestreaming of Council meetings.....	3
2.	Acknowledgement of traditional custodians, and recognition of all people.....	3
3.	Apologies.....	3
4.	Declarations by Councillors of conflict of interest.....	3
5.	Presentation of reports by officers.....	4
5.1	Director Customer and Community – Helen Havercroft.....	4
5.1.1	Provision of Public Waste and Recycling Collection, and Servicing and Cleaning of Public Amenities and Council Facilities - Kiewa Valley.....	4

## **1. Recording and livestreaming of Council meetings**

*The CEO read the following statement:*

All council meetings are filmed with both video and audio being recorded.

The reasoning behind recording council meetings is to hold us more accountable and improve transparency of Council's decision-making to our community.

The full meeting is being streamed live on Council's YouTube channel which is "Alpine Shire Council" and will also be available on the YouTube channel shortly after this meeting.

## **2. Acknowledgement of traditional custodians, and recognition of all people**

*The Mayor read the following statement:*

Alpine Shire Council acknowledges the Traditional Owners of the lands on which we are meeting today. Council also acknowledges all of the Traditional Owners of the wider lands of the area known as the Alpine Shire.

We also acknowledge those people who have contributed to the rich fabric of our community and strive to make wise decisions that will improve the quality of life for all.

## **3. Apologies**

Cr Keeble

Cr Nicholas

## **4. Declarations by Councillors of conflict of interest**

Nil

## 5. Presentation of reports by officers

### 5.1 DIRECTOR CUSTOMER AND COMMUNITY – HELEN HAVERCROFT

#### 5.1.1 Provision of Public Waste and Recycling Collection, and Servicing and Cleaning of Public Amenities and Council Facilities - Kiewa Valley

File Number: CQ22104

#### **INTRODUCTION**

This report relates to the award of a contract for public waste and recycling collection, and servicing and cleaning of public amenities and Council facilities in the Kiewa Valley.

*Cr Janas*

*Cr Prime*

*That Council:*

1. *Awards Contract No. 22104 'Provision of Public Waste and Recycling Collection, and Servicing and Cleaning of Public Amenities and Council Facilities - Kiewa Valley' to People Works Cleaning Services Pty Ltd for a nine-month period commencing 27 December 2022 for the total estimated value of \$226,152 (GST exclusive);*
2. *Notes that Ausbright Facilities Management will no longer be compensated for any Kiewa Valley elements of the CQ20021a or CQ20021c contracts while People Works Cleaning Services Pty Ltd hold the Kiewa Valley cleaning contract;*
3. *Notes a weekly audit will be undertaken of amenity cleaning to oversee the cleaning standard; and*
4. *Delegates authority to Council's Chief Executive Officer to sign the Contract at the appropriate time.*

*Carried*

#### **BACKGROUND**

Council awarded contracts CQ20021a, CQ20021b and CQ20021c to Ausbright Facilities Management at the August 2020 Ordinary Council Meeting. These contracts together cover the following services;

- Cleaning of Council Facilities (Ovens and Kiewa Valley)
- Public Waste and Recycling Collection and Cleaning of Public Area Amenities (Ovens Valley)
- Public Waste and Recycling Collection and Cleaning of Public Area Amenities (Kiewa Valley)

Council has received increasing evidence, shared with the contractor, showing that the contractual obligations are not being fulfilled. The performance measures associated with the contract have not been met and in a negotiated solution it has been agreed with Ausbright Facilities Management that to maintain Ovens Valley and Kiewa Valley to a good standard the Kiewa Valley should be apportioned out of the contract.

## **ISSUES**

### Underperformance

Council receive regular complaints about the quality of the cleaning being provided by Ausbright Facilities Management across the Alpine Shire. The specific matters relating to underperformance against the contract are being discussed between the relevant parties.

### Risk Management

It has become evident that auditing the quality and frequency of cleaning would have demonstrated the underperformance sooner in the existing contract. To prevent this continuing and to assure the standard in any new contract Council will undertake weekly audits on the public place waste and cleaning services provided.

### Alternative Service Provider Sought for Kiewa Valley

In consultation with Ausbright Facilities Management and in order for Council to continue providing public place waste and cleaning services to the Kiewa Valley, Council sought quotes for the service from others.

### Collaborative Procurement Methodology

Collaborative procurement is encouraged under the *Local Government Act 2020* (LGA 2020) and Council's Procurement Policy to maximise value for money and achieve resource efficiencies. Council utilised the Procurement Australia 2508/0844 - DFM Services & Products - Cleaning & Property Panel.

Quotations were sought from contractors who were able to provide cleaning services in North East Victoria. One conforming submission was received, from People Works Cleaning Services Pty Ltd.

## **EVALUATION**

The evaluation panel consisted of the Manager Facilities and Community and Recreation Coordinator.

To determine the contractor's suitability to meet the needs of the Kiewa Valley, members of the evaluation panel assessed the contractor based on the following;

- Price
- Qualifications and Previous Performance
- Delivery
- Social
- Environmental

Reference checks were sought from within Local Government Authorities who currently engage People Works Cleaning Services Pty Ltd. The referees all provided excellent feedback on the contractor's responsiveness, quality of cleaning and provision of appropriate resourcing.

## **POLICY IMPLICATIONS**

The tender was advertised and evaluated in accordance with Council's Procurement Policy.

The recommendation is in accordance with the following Strategic Objective of the Council Plan 2021-2025:

- 1.2 Services and resources that enhance health and wellbeing

## **FINANCIAL AND RESOURCE IMPLICATIONS**

The total cost to Council to engage People Works Cleaning Services Pty Ltd is \$226,152 (GST exclusive).

Ausbright Facilities Management invoice for the hours of cleaning undertaken. Based on the previous hours of cleaning undertaken, the remaining value of the contract for the Kiewa Valley amounts to approximately \$99,000 (GST Exclusive). Ausbright Facilities Management will no longer be compensated under Contract CQ20021c and the Kiewa Valley portion of the facilities cleaning contract CQ20021a.

### *Current Financial Year*

The current contract is charged on hours at certain locations and therefore it is not possible before all current invoices are received and honoured to calculate what the exact additional unbudgeted spend will be but the expectation is that it will not exceed \$85,000 (GST exclusive).

### *Financial Year 2023/24*

Additional funds of approximately \$45,000 (GST exclusive) will form part of forthcoming budget planning.

## **CONSULTATION**

No public consultation has been undertaken specific to the recommendations in this report, however Council officers have received consistent feedback over a long period of time indicating that delivery of these services by Ausbright Facilities Management have fallen far short of our expectations.

## **CONCLUSION**

It is recommended that Council awards a short term cleaning contract to People Works Cleaning Services Ltd to work in the Kiewa Valley to ensure standards of public place and amenity cleaning are being properly maintained.

**DECLARATION OF CONFLICT OF INTEREST**

In accordance with section 130 of the *Local Government Act 2020*, and Chapter 7 section A6 of Council's Governance Rules, the following officers declare that they have no interests to disclose in providing this report.

- Director Corporate Performance
- Manager Facilities

**ATTACHMENT(S)**

Nil

There being no further business the Chairperson declared the meeting closed at 5:14p.m.

.....

Chairperson