

Section 221 of the *Local Government Regulation 2012* stipulates that a Significant Contracting Plan must be prepared prior to commencement of a contract that Council has identified as a Significant Contract. Council may, by resolution, amend a Significant Contracting Plan at any time before the end of the financial year to which the plan relates.

1. Key Information	
Significant Contract Title: Natural Area Management Services	
Group: Liveability and Natural Assets	Branch: Environmental Operations
Contract Administrator: Conor Jenkins	Position: Senior Natural Areas Service Planning Officer
Procurement Specialist: Brian Weychardt	
Contract/Project Description: Natural Area Management Services for bushland, weed control, revegetation in environmental reserves, and edges of lakes and constructed wetlands.	
Link to Procurement Plan: D2019/328692	

2. Council Resolutions	
Previous Council resolutions:	N/A
This plan endorsed by Council:	

3. Background
<p>Council manages approximately 7500ha of land within the environmental reserve network and approximately 80 lakes and constructed wetlands. Maintenance of these Natural areas includes weed control and revegetation works and is managed via internal staff through a contract delivery model.</p> <p>Maintenance functions include bushland regeneration, weed control, and revegetation in council managed environmental reserve network and edges of lakes and wetlands. The contract will consist of 9 separable portions including 8 contract zones plus a separable portion for specialist rope access weed control operations to service rocky headlands and steep slopes.</p>

4. Objectives
What are the objectives of this contract?
To provide professional Natural Area regeneration services across the Environmental Reserve network, including Councils constructed lakes and wetlands systems
How will objectives be achieved?
Council officers assess each site and provide annual work instructions to the contractor for site works.
How will achievement of objectives be measured?
Council will audit all contractors following completion of works and/or as contractor performance reviews on a 6 monthly basis.
What are the alternative ways of achieving the objectives? Include reasons for not adopting alternative ways.
Council may choose to expand on the internal service delivery teams.

5. Proposed category and contractual arrangements

Which category does this contract fall within?

Operational Works and Services

Which contractual arrangements should be applied to this contract, and why?

Goods and Services

Performance of frequent scheduled and reactive maintenance activities over the contract term.

6. Market and Risk Assessment

Provide an assessment of the market in which the contract is to happen, including an assessment of any procurement risks. Refer to the Risk Assessment Calculator in the Procurement Plan.

There are many known service providers locally and across South East Queensland which have provided competitive submissions for previous tenders. Incumbent contractors are considered local suppliers with established local presence. Procurement risks identified

1. Service requirements can fluctuate seasonally through prolonged wet or dry periods. This can directly impact on a Contractor's ability to deliver the required outcomes for the contract, while operating a sustainable business (staff retention considerations, knowledge and skills lost).
2. Contract Structure and ability to balance the needs the organisation and project outcomes whilst retaining a number of skilled contractors.

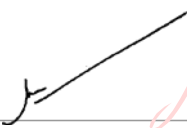

Proposed mitigations for identified risks:

1. This is a schedule of rates contract that can provide flexibility in delivery. Contract activities can be adjusted to suit prolonged wet or dry weather conditions.
2. Contract will be in multiple separable portions, and anticipate awarding no more than 2 zones to each contractor (subject to outcome of evaluation). This will allow for multiple local contractors to provide service to Council, as well as acting as a contingency for instances of such as performance issues with another contractor.

Undertake an assessment of operational risks relating to the contract/project. Attach details.

1. Environmental and Legislative Risks including management of biosecurity risks and herbicide application. Council officers conduct regular audits to ensure compliance with legislation, labels and permits. Council also requires a Herbicide log as part of the contractor report for every work visit and site
2. Workplace health and safety is considered an ongoing risk which is mitigated through legislative requirements which the contractor is required to adhere to. Council officers conduct regular contractor audits and the contractor is required to attend Contract performance meetings.

Approvals (prior to resolution)

Position	Name	Signature	Date
Manager, (of Branch seeking contract)	Chris Allan		Digitally signed by Chris.Allan@sunshinec oast.qld.gov.au Date: 2019.05.27 17:31:39+10'00'
Manager, Business & Innovation	Paul Skillen		31/05/2019