



2018/19 Business Development Branch
Significant Contracting Plan

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: Tree Maintenance Services

Group: BI

Branch: Parks and Gardens

Contract Administrator: Stephan Georg

Position: Contracts Officer

Procurement Specialist: Brian Weyhardt

Contract/Project Description: Tree Maintenance Services

Link to Procurement Plan:

https://eddieweb.scc.qld.gov.au/HPECContentManager?uri=11928465&t=record&lang=ln_english&mbd=false

2. Council Resolutions

Previous Council resolutions:

Nil

This plan endorsed by Council:

3. Background

The Tree Maintenance Services contract requires renewal due to contract expiry 30 November 2018.

This is a core service that Council provides to mitigate risk to the community and general public. This contract also provides an emergency response to disaster management and storm events.

4. Objectives

What are the objectives of this contract?

To provide tree maintenance and tree removal services while also mitigating risk to the community, and providing first response to disasters and storm events.

How will objectives be achieved?

Council officers undertake Visual Tree Assessments (VTA) to assess the risks and define the maintenance works to be conducted. Works are then allocated to the Contractor to be performed.

How will achievement of objectives be measured?

Through visual inspection audits of the works that have been conducted and reviewing contractor completion schedules.

What are the alternative ways of achieving the objectives? Include reasons for not adopting alternative ways.

Council may choose to expand the internal tree maintenance service teams.

8. 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 reactive services over a period of time. |

9. 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 levels and response times to customer requests are restricted due to budget. Service requirements can fluctuate seasonally through dry periods and disasters/extreme weather events. This can directly affect performance of actual spends compared with budget.
2. Contract Structure and ability to balance the needs of various stakeholders within the organisation.

Proposed mitigations for identified risks:

1. This schedule of rates contract provides flexibility and allows adjustment to meet community, budget, environmental and safety requirements. The proposed contract structure will have the ability to meet unforeseen events or disasters. Services can be reduced or eliminated due to budget limitation and based on risk and priority.
2. Stakeholder meeting has been held to understand the tree maintenance needs of the organisation and the contract structure will be tailored accordingly.

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

1. It has been identified during the current contract, incumbent contractors have experienced difficulties in meeting the demand during peak periods. The proposed structure for the new contract will be to establish a panel of approved contractors which supplement the service contractors to meet this peak demand.
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 | | | |
|---|------|-----------|------|
| Position | Name | Signature | Date |
| Manager, (of Branch seeking contract) | | | |
| Group Executive (of Group seeking contract) | | | |
| <i>Prior to going to Council</i> | | | |
| Manager, Business Development | | | |
| Chief Executive Officer | | | |