



44 Station Street  
Cobram Vic 3644  
[www.moirā.vic.gov.au](http://www.moirā.vic.gov.au)  
[info@moirā.vic.gov.au](mailto:info@moirā.vic.gov.au)

## **AGENDA**

**DELEGATED COMMITTEE OF COUNCIL MEETING**  
**FOR**  
**MONDAY 2 DECEMBER 2024**  
**TO BE HELD AT COUNCIL BRIEFING ROOM, STATION STREET COBRAM**  
**COMMENCING AT 11:30AM**

### **ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

We, the Moira Shire Council, acknowledges the traditional owners of the land upon which we meet and pay our respects to their Elders both past and present.

- 1. APOLOGIES**
- 2. DECLARATION OF ANY CONFLICT OF INTEREST**
- 3. OFFICER REPORTS FOR DETERMINATION**
  - 3.1 SUSTAINABLE COMMUNITIES**

ITEM 3.1.1 C019/24 Bulk Bin Collection Services
- 4. MEETING CLOSE**

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 3.1.1  
(DIRECTOR SUSTAINABLE  
DEVELOPMENT, BRYAN SWORD)

## C019/24 - BULK BIN COLLECTION SERVICES

### Recommendation

That the delegated committee of Council, appointed on 27 November 2024:

1. Award contract C019/24 – Bulk Bin Collection Services in accordance with unit rates as provided in Appendix A (Confidential) to Peter Foott Waste Collection Pty Ltd; and
2. Authorise the Chief Executive Officer to sign the contract documents and contract extensions within the provisions of the Contract.

### 1. Executive Summary

Moira Shire Council (Council) invited tenders from suitability qualified and experienced contractors to provide “campers waste bulk bins” to high visitation areas during times of peak usage such as school holidays and long weekends.

The Tender Evaluation Panel is recommending awarding the tender to Peter Foott Waste Collection Pty Ltd in accordance with the unit rates as outlined in Appendix A (Confidential).

### 2. Conflict of interest declaration

A material conflict of interest was disclosed by Administrator Sheed in this matter therefore the delegated committee was appointed by Council on 27 November 2024 including the Chair Administrator and the Chief Executive Officer.

### 3. Background & Context

Additional waste and recycling services for users of campgrounds and hiking trails are not provided in these areas and as a consequence, during periods of high seasonal visitation, this causes additional waste being placed in Council’s public place bins, which can often be left overflowing. To minimise the issues with littering and waste dumping associated with this, Council has conducted a tender process for the provision of a bulk bin collection service at designated areas during peak periods.

### Contract Details

The schedule of rates contract is for an initial term of 2 years commencing 1 December 2024. Upon mutual agreement the Contract can be extended in 2 x 2-year periods to a maximum contract period of 6 years (2+2+2).

### Receipt of Tenders

3 tender submissions were received.

### Supervision

Superintendent – Director, Sustainable Development  
Superintendent Representative – Manager, Waste and Sustainability

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 3.1.1  
(DIRECTOR SUSTAINABLE  
DEVELOPMENT, BRYAN SWORD)

**C019/24 - BULK BIN COLLECTION SERVICES (cont'd)**

**Panel Membership**

The following positions independently evaluated the submissions:

- Manager, Waste and Sustainability
- Technical Officer, Waste and Sustainability
- Team Leader, Waste Management Services

The Procurement Coordinator moderated the evaluation.

**Non-conforming tenders**

No submissions were deemed non-conforming.

**Tender Evaluation**

| Evaluation Criteria                                       | Evaluation Weighting |
|---|----------------------|
| Price   | 25%                  |
| Statement of Conformance                                  | 15%                  |
| Availability of Skills and Resources                      | 20%                  |
| Track Record  | 10%                  |
| Economic Stability  | 5%                   |
| Occupational Health and Safety                            | 10%                  |
| Environmental Stability                                   | 5%                   |
| Contribution to local economy and benefit to local region | 10%                  |

**4. Issues**

No issues to report.

**5. Strategic Alignment**

**Council Plan**

5. Transparent and  
accountable governance

The Council Plan addresses the need for a well-run Council by implementing a transparent, engaging and accountable governance structure for current and future generations.

**6. External Engagement**

A public tender process was undertaken.

**7. Budget / Financial Considerations**

Based on previous years usage, Council adopted a budget of \$200,000 for 2024/25. This will be reviewed annually to identify any potential savings.

FILE NO:  
5. TRANSPARENT AND ACCOUNTABLE  
GOVERNANCE

ITEM NO: 3.1.1  
(DIRECTOR SUSTAINABLE  
DEVELOPMENT, BRYAN SWORD)

**C019/24 - BULK BIN COLLECTION SERVICES (cont'd)**

**8. Risk & Mitigation**

| <b>Risk</b>   | <b>Mitigation</b>  |
|---------------|--|
| Financial     | <ul style="list-style-type: none"><li>- Staff will monitor spend to ensure the budgeted amount is adhered to.</li><li>- Undertaking an open tender process will ensure value for money to ratepayers</li></ul> |
| Environmental | <ul style="list-style-type: none"><li>- The supply of bulk bins for visitors to the Shire will minimise litter, overfilling of public litter bins and illegal dumping</li></ul>                                |

**9. Conclusion**

After considering the submissions, including price and specification requirements, the evaluation panel recommends that C019/24 – Bulk Bin Collection Services be awarded to Peter Foott Waste Collection Pty Ltd.

**Attachments**

- 1 Appendix A - Evaluation Summary (Confidential)
- 2 Appendix B - Schedule of Rates (Confidential)