



***CONTRACTS APPROVAL  
DELEGATED COMMITTEE***

***MINUTES***

***21 April 2021***

**MINUTES OF THE MEETING OF THE SPECIAL CONTRACTS APPROVAL DELEGATED  
COMMITTEE OF THE BALLARAT CITY COUNCIL, HELD BY A VIRTUAL MEETING  
ON WEDNESDAY 21 APRIL 2021 AT 12:30PM**

**Evan King  
(Chief Executive Officer)**

<b><i>MINUTES</i></b>
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**ORDER OF BUSINESS:**

PRESENT

Cr Ben Taylor (Chair)  
Cr Mark Harris  
Cr Tracey Hargreaves

IN ATTENDANCE

Mr Evan King (Chief Executive Officer)  
Mr Stephen Bigarelli (Acting Director Corporate Services)  
Mr Adrian Smith (Manager Fleet Services)  
Ms Lorraine Sendall (Minutes)

APOLOGIES

Nil

DECLARATIONS OF INTEREST

No conflicts of interest were recorded.

CONFIRMATION OF MINUTES

**RESOLUTION:**

**That the minutes of the Contracts meeting held on 7 April, 2021 as circulated, be confirmed.**

Moved Cr Mark Harris  
Seconded Cr Tracey Hargreaves

**CARRIED**

SECTION 66 MATTERS

**RESOLUTION:**

**That the Committee resolves, pursuant to Section 66 of the Local Government Act 2020, that the meeting be closed to members of the public, whilst the Committee is dealing with the following matters, that may include matters that are Commercial in Confidence that may prejudice Council: -**

Moved Cr Mark Harris  
Seconded Cr Tracey Hargreaves

**CARRIED**

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**5.1 TENDER MAV VP223796 2 x BACKHOE REPLACEMENT**  
(RO – Stephen Bigarelli / Adrian Smith)

**SUMMARY**

This report recommended that the Contracts Approval Delegated Committee approves the awarding of a contract which was facilitated via the MAV Procurement website for the supply of two Backhoe machines for Council's construction team and Trails/Waterways team.

**BACKGROUND**

Council's current machines have been in service since 2012 and backhoes are essential for maintaining Council's public waterways and trails along with maintaining the infrastructure throughout the municipality.

**KEY MATTERS**

The tender was posted on the MAV Procurement site on 20<sup>th</sup> January 2021 with the invitation period closing on 19<sup>th</sup> February, 2021 with two tenderers submitting two responses.

The Evaluation Panel met on 17 March, 2021 to review the initial scoring of the tender by evaluation panel members. The weighted score of each panel member for each submission was added in aggregate.

**RESOLUTION**

**That the Contracts Approval Delegated Committee:**

- 1. Resolves to award the supply of two Backhoe machines to JCB Ballarat for the supply of JCB 3CX machines for the total tendered price of \$451,979.00 (GST inclusive) (i.e. \$225,989.50 each). These units will replace current item Fleet numbers 7125 and 7710.**
- 2. Delegate to the Chief Executive Officer the authority to execute the associated contract on behalf of Council.**

Moved Cr Tracey Hargreaves  
Seconded Cr Mark Harris

**CARRIED**

The committee requested that the evaluation matrix, in future, includes headings and further information to clearly explain the scoring.

**SECTION 66 MATTERS**

**RESOLUTION:**

**That the Committee resolves to come out of Section 66 and adopt the resolutions made therein.**

Moved Cr Mark Harris  
Seconded Cr Tracey Hargreaves

**CARRIED**

There being no further business, the Chairperson declared the meeting closed at 12:38pm

**Confirmed this 5th day of May, 2021**

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**Cr Ben Taylor**  
**Chairperson**