

**NORTHERN SYDNEY REGIONAL ORGANISATION OF COUNCILS**

**ASSESSMENT PROCEDURE**

**EXPRESSIONS OF INTEREST  
PROVISION OF WASTE TRANSFER, PROCESSING  
AND DISPOSAL SERVICES**

**No. NSROC 03/01**

**SEPTEMBER 2003**

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## ASSESSMENT PROCEDURE

### 1 Purpose

- 1.1 This document describes the procedure for assessment of expressions of interest ("EOI") invited by public advertisement on 6, 9 and 16 September 2003 for the provision of waste transfer, processing and disposal services for participating councils within the Northern Sydney Regional Organisation of Councils ("NSROC").
- 1.2 The principal purpose of the EOI process is to assist participating councils to decide whether some form of joint tender process for waste disposal services would be worthwhile and, if so, what public benefits would be achieved.
- 1.3 At present, waste disposal services are provided by Waste Service NSW, a NSW Government agency and the sole provider of such services. The prices charged by Waste Service NSW are not subject to a competitive market. However, a private company, Collex Waste Management Pty Ltd, is currently establishing alternative waste transfer and disposal facilities, which are expected to be operational in 2004. Accordingly, councils propose to invite tenders in accordance with the Local Government Act for the provision of these services.
- 1.4 Given the nature of such services and the expenditure involved, it is considered that councils could obtain significant financial, operational and environmental benefits from a joint tender process compared with councils inviting tenders individually. However, councils' legal counsel has advised that they would be required to seek authorisation from the Australian Competition and Consumer Commission ("ACCC") to undertake a joint tender process. The application would need to outline the public benefits expected to flow from a joint tender process and address any anti-competitive aspects.
- 1.5 While it is envisaged at this time that open tenders would be invited, it is possible that councils could decide to use the expressions of interest received to identify tenderers for a selective tender process. However, this would be a separate assessment procedure to that described in this document.
- 1.6 Since inviting expressions of interest, other councils outside of the NSROC have indicated that they might also be willing to participate in a joint tender process. However, these councils are not involved in the assessment of expressions of interest.

### 2 Assessment Panel

- 2.1 Submissions will be evaluated by an assessment panel comprised of the following persons:
  - Tony Reed (Chairperson) Ryde
  - Ross Jones NSROC
  - Jude Colechin Ryde
  - Bo Karula North Sydney
  - Rob Holliday Hornsby
  - Tony Walmsley Warringah
  - Marcelle Psaila Willoughby
  - Greg Foster Willoughby
- 2.2 The assessment panel will be assisted by:
  - Mike Butler (independent probity adviser)

- 2.3 Other advisers to the assessment panel will be appointed as appropriate.
- 2.4 The assessment panel's report and recommendations will be submitted to the NSROC General Managers Group for review prior to submission to participating councils for decision.
- 3 Code of Conduct**
- 3.1 Assessment panel and advisers will be required to sign a Code of Conduct that includes provisions relating to confidentiality, disclosure of interests and dealings with interested parties (Attachment A).
- 4 Invitation for expressions of interest**
- 4.1 Expressions of interest were invited by public advertisement on 6, 9 and 16 September 2003. Upon payment of a standard fee, interested parties were provided with a detailed EOI document that set out the council's requirements, including information to be provided in submissions and the evaluation criteria.
- 4.2 An EOI briefing was held at Ryde Council at which interested parties could ask questions about the EOI process and councils' requirements. Several organisations were represented at the briefing.
- 4.3 Interested parties are also able to make inquiries about the EOI requirements to the nominated contact officer, Tony Reed of Ryde Council.
- 4.4 No restrictions were imposed on the provision of information to interested parties.
- 4.5 Expressions of interest must be lodged with NSROC (in the tender box at Lane Cover Council) by 2.00 pm on Friday, 17 October 2003.
- 4.6 Submissions will be opened and recorded immediately after the closing time by an opening committee comprised of:
- Tony Reed (Chairperson) Ryde
  - Ross Jones NSROC
  - Rob Holliday Hornsby
  - Mike Butler (probity adviser)
- 4.7 Access to submissions will be subject to the approval of the assessment panel. Assessment panel members and other authorised persons having access to submissions or information contained in submissions must keep such information secure at all times.
- 5 EOI document**
- 5.1 The EOI document provides details of councils' requirements, including an outline of councils' current waste collections, disposal facilities, restrictions on travel distances and operating hours. Prices are required based on individual and 'cluster' contracts.
- 5.2 Expressions of interest are required to include a number of schedules of specified information, including indicative prices, rise and fall provisions, proposed operating procedures, previous experience, OHS&R practices and environmental management system.
- 6 Assessment procedure**
- 6.1 All submissions will be assessed in accordance with the assessment procedure set out in this document.
- 6.2 The objective of the assessment procedure is to ascertain the potential benefits to participating councils of some form of cluster contracts compared with individual

- contracts with each council and to identify potential public benefits to support an application to the ACCC.
- 6.3 The assessment procedure has been developed having regard to the requirements of the Local Government Act and Tendering Regulation, and the probity principles published by the Independent Commission Against Corruption.
- 6.4 Where considered necessary, the assessment panel may seek clarifications and additional information from respondents to assist with the assessment of their submissions. Where appropriate, all questions and answers will be communicated or subsequently confirmed in writing. Care will be taken to ensure that the purpose of seeking clarifications is to resolve uncertainty and ambiguity, to have unacceptable qualifications withdrawn and to provide additional information essential for assessment, and does not amount to an opportunity to vary the substance of the submission and thereby obtain any unfair advantage in relation to other submissions.
- 6.5 The assessment panel will, as necessary and appropriate, seek and consider advice from legal, financial, environmental, OHS&R, probity and other advisers or third parties able to assist in assessing the merits of a submission or the suitability of a respondent.
- 6.6 The assessment panel may appoint subcommittees or expert panels to assess specific aspects of submissions and to report back to the assessment panel.
- 6.7 The assessment procedure, results and recommendations will be documented in an assessment report and endorsed by the assessment panel. Any variations to the assessment procedure, and the reasons for those variations, will be recorded in the assessment panel's report.
- 7 Assessment and scoring of submissions**
- 7.1 For assessment purposes, the EOI process is viewed as a 'dress rehearsal' of a future tender process. Accordingly, submissions will be assessed as if they were tenders but with a focus on those evaluation criteria most relevant to ascertaining potential benefits to councils and identifying consequential public benefits. Submissions will be assessed for each of the pricing options, allowing a direct comparison of the relative financial and other implications of individual council contracts and various cluster contracts.
- 7.2 Submissions will be checked to ensure that they are bona fide responses to and comply with the specified requirements, and contain sufficient information to warrant and enable detailed assessment. Submissions that fail this assessment will be set aside unless the deficiency is considered to be minor and readily remedied by seeking additional information from the respondent.
- 7.3 Submissions that satisfy the compliance check will then be assessed against the evaluation criteria set out below. Assessments will be based on the overall merit of submissions as determined by the assessment panel having regard to all of the evaluation criteria.
- 7.4 To assist the assessment panel to determine the overall merit of submissions, the following weighting factors will be applied to the evaluation criteria and a total weighted score calculated.
- 7.5 The purpose of weighting factors is to:
- (a) indicate the relative importance of the evaluation criteria in the assessment process; and
  - (b) provide a systematic basis for comparing and recording the relative merits of submissions against the evaluation criteria as a whole.

- 7.6 The evaluation criteria and weighting factors are as follows:

Weighting Factors	
Evaluation Criteria	Weighting Factor (%)
1. Service price	40
2. Rise and fall	5
3. Methodology and operational procedures	20
4. Environmental sustainability	30
5. Long term capacity	5
<b>Total</b>	<b>100</b>

- 7.7 While all the evaluation criteria are important, the following considerations were taken into account in determining their relative weighting factors:
- Obtaining value for money means achieving an appropriate balance of cost against other relevant factors. A balance of 50:50 is considered to be an appropriate balance unless there are specific reasons that price should dominate other factors or vice versa. In this case, service price and rise and fall together contribute 45% of the weighting, which is considered appropriate given the significance of the other criteria.
  - Environmental sustainability is weighted relatively highly as it is acknowledged as an increasingly critical issue in waste disposal.
  - Methodology and operational procedures (excluding environmental aspects) are weighted moderately to reflect their potential impact on councils, residents and waste collection contractors.
  - Long term capacity is weighted less significantly as it not likely to be a critical issue over the term of the proposed contract.
- 7.8 Other evaluation criteria mentioned in the EOI document (such as previous legal status, experience, referees and proposed personnel and subcontractors) are not considered to be as relevant to the principal purpose of this EOI process. They would need to be assessed, however, should councils consider a selective tender process at a later date.
- 7.9 Submissions will be assessed and scored to provide a consistent basis for comparing and recording their relative merits against each of the evaluation criteria.
- 7.10 Submissions will be scored between 0 (low) and 10 (high) points against each of the evaluation criteria. A score of less than 3 points will indicate that the submission does not satisfy the particular criterion.
- 7.11 Guidelines for the assessment and scoring of submissions against each of the evaluation criteria are set out in Appendix 1. The guidelines are intended to:
- indicate the assessment panel's agreed understanding of the meaning of the evaluation criteria and how to differentiate submissions of varying merit;
  - provide a consistent and, where possible, objective basis for individual and joint assessment of submissions; and
  - provide a basis for reporting the relative merits of submissions in the assessment panel's report.
- 7.12 Environmental sustainability will be evaluated having regard to an established environmental evaluation guide.

7.13 Submissions will be scored using the following scale.

Score	Indicators
10 Exceptional	<ul style="list-style-type: none"> <li>Exceeds expectations and provides significant added value.</li> <li>Exceptional response to requirements.</li> <li>Has no risks, weaknesses or omissions.</li> </ul>
7 - 9 Superior	<ul style="list-style-type: none"> <li>Fully acceptable in its current form.</li> <li>Fully responsive to and compliant with requirements.</li> <li>Has no risks, weaknesses or omissions of any significance.</li> </ul>
3 – 6 Acceptable	<ul style="list-style-type: none"> <li>Acceptable, subject to some qualifications.</li> <li>Responsive to and largely compliant with requirements.</li> <li>Has some risks, weaknesses and/or omissions that are able to be corrected and made acceptable.</li> </ul>
1 – 2 Unacceptable	<ul style="list-style-type: none"> <li>Unacceptable in its current form as a result of significant deficiencies.</li> <li>Not fully responsive to or compliant with requirements.</li> <li>Has significant risks, weaknesses and/or omissions that would be difficult to correct and make acceptable.</li> </ul>
0 Totally Unacceptable	<ul style="list-style-type: none"> <li>Unacceptable as a result of serious, fundamental deficiencies.</li> <li>Significantly unresponsive to and non-compliant with requirements.</li> <li>Has serious, fundamental risks, weaknesses and/or omissions.</li> </ul>

7.14 Following completion of assessment and scoring, submissions will receive a total weighted score, calculated as follows.

- (a) **Raw Score:** The score awarded by the assessment panel to each submission against each of the evaluation criteria following consideration of the views of individual members of the panel. The raw score may be derived by averaging individual members' scores.
- (b) **Weighting factor:** The weight assigned (as set out above) to each of the evaluation criteria to indicate its relative significance in determining an overall assessment of each submission.
- (c) **Weighted score:** The resultant score for each criterion following application of the relevant weighting factor to the score.
- (d) **Total weighted score:** The total of the weighted scores for each submission.

7.15 The scoring system, scoring guidelines and weighting factors are intended to assist the assessment panel to determine and record the relative merits of submissions in a systematic and consistent fashion. They are not intended to substitute for or restrict the assessment panel undertaking an accurate and fair assessment of the merits of applications on the evidence available.

7.16 The scores will not necessarily form the sole basis for reporting the relative merits of joint tenders compared with individual tenders. The policies of individual councils will also be taken into account as necessary.

7.17 If appropriate, the scores will be subjected to sensitivity analyses to determine the robustness of the assessment. Any lack of robustness indicated by the sensitivity analysis will be carefully considered by the assessment panel to ensure that its recommendations are justified.

7.18 The assessment panel will also have regard to existing 'gate' prices charged by Waste Service NSW to ensure service prices quoted are realistic.

**8 Endorsement**

8.1 The assessment panel endorses the assessment procedure described in this document.

.....  
**Tony Reed (Chairperson)**

.....  
**Ross Jones**

.....  
**Jude Colechin**

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**Tony Walmsley**

.....  
**Greg Foster**

.....  
**Bo Karula**

.....  
**Rob Holliday**

.....  
**Marcelle Psaila**

.....  
**Mike Butler (probity adviser)**



## **APPENDIX 1**

# **ASSESSMENT AND SCORING GUIDELINES**

**Background:**

In terms of critical attributes for the assessment of the Expression of Interest, the Evaluation Panel has determined the attributes listed in 7.6 to be relevant.

The Expression of Interest is to be assessed using a weighted attribute matrix with each attribute having a maximum point allocation of 10 points.

**Service Price:**

The service price is to be expressed in Dollars per tonne. The cheapest price submitted will rank with a 10 point score. The rest of the service price bids will be ranked on a pro rata basis.

**Rise and Fall Calculation:**

The rise and fall calculation will be established as a percentage per annum value based on the last three (3) years application of the formula. The lowest per annum result will be ranked at 10 points. The rest of the rise and fall calculations will be ranked on a pro rata basis.

**Methodology and Operational Procedures:**

In determining a ranking for each bid against this attribute, the assessment panel will take into consideration the following factors:

- Process control
- Staff requirements
- Proven technology – reference facilities
- Efficiency in waste reduction
- Operational reliability

**Environmental Sustainability:**

In determining a ranking for each bid against this attribute, the assessment panel will take into consideration the following factors:

- Global warming potential
- Air and water emissions

- Resource conservation
- Site remediation issues

**Long Term Capability:**

In determining a ranking for each bid against this attribute, the assessment panel will take into consideration the following factors:

- Availability of existing infrastructure
- Extent of reliance on proven technology
- Extent of reliance on new or unproven technology
- Capability of supplying a service for a ten (10) year and twenty (20) year horizon.

**ATTACHMENT A**

**CODE OF CONDUCT**

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**NORTHERN SYDNEY REGIONAL ORGANISATION OF COUNCILS  
CODE OF CONDUCT FOR EOI PROCESS  
PROVISION OF WASTE TRANSFER, PROCESSING AND DISPOSAL SERVICES**

**1. INTRODUCTION**

Selection of suppliers, disposal of assets, awarding of grants and other competitive selection processes are areas where, even with the best of intentions, significant probity issues can arise unless those responsible are aware of the potential problems and take conscious action to prevent them. By providing guidance in such matters, this Code is intended to help those involved in this EOI process to observe appropriate standards of probity and integrity. Assessment panel members who are unclear about any aspects of this Code are urged to discuss it with the panel chairperson and/or probity adviser.

**Note:** References to members of the assessment panel include, as appropriate, persons providing advice or assistance to the panel.

**2. PURPOSE**

The principal purpose of the EOI process is to assist participating councils to decide whether some form of joint tender process for waste disposal services would be worthwhile and, if so, what public benefits would be achieved.

The goal of panel members is to fairly evaluate expressions of interest received against the approved evaluation criteria and report on the assessed merits of a joint tender process.

**3. ACCOUNTABILITY**

Consistent with a requirement for professional and fair dealing, panel members must take reasonable steps to ensure that the information on which decisions or recommendations are based:

- is accurate and complete;
- excludes irrelevant information or unsubstantiated opinions;
- is fully and properly documented; and
- minimises personal bias.

Where there is any departure from applicable policies, procedures or normal practice, the reasons for the departure must be documented and approved by the panel or other authorised person as the case may require.

Panel members finding or suspecting improper or unethical behaviour or practices should immediately inform the chairperson of the panel and/or probity adviser. Alternatively, if that action is not considered appropriate, the matter should be reported to the Executive Director, NSROC.

**4. CONFIDENTIALITY**

Unless otherwise required by law, information contained in expressions of interest, other material provided to the panel, the content of the panel's discussions, and notes and other documents relating to the assessment process, are to be treated as strictly confidential and must be kept secure and not disclosed to any other party, including any councillor or council employee who has no official or properly authorised interest in the assessment process.

This requirement for confidentiality does not cease with the completion of the assessment process or decisions regarding the panel's recommendations.

Confidential information about current and future plans and initiatives of NSROC or member councils must also not be disclosed.

## **5. CONFLICT OF INTEREST**

Panel members must not use information obtained in the course of their duties as panel members to gain a direct or indirect advantage for themselves, family members or other close associates.

Panel members must disclose in writing to the panel chairperson if they become aware of any interest that they, or any member of their immediate family, or any other close associate, hold or are offered, which might possibly be thought to conflict with their duty as a panel member.

e.g. The panel member or other person works for an interested party;

or

the panel member or other person holds shares in an interested party;

or

the panel member or other person is offered employment or a contract by a person or organisation that has an interest in any expression of interest or other confidential material being handled by the assessment panel.

In most cases, early and open disclosure will allow the chairperson and the panel to consider the matter and prevent a conflict of interests from occurring. If the conflict is not serious, no action beyond disclosure may be required. If the conflict is serious, it may be necessary for the panel member to be replaced or for his or her participation to be suitably restricted.

## **6. COMMUNICATIONS**

All communications with interested parties must be in accordance with procedures approved by the panel, consistently applied and appropriately documented.

Panel members must not have any contact with interested parties in relation to the matters under consideration except as authorised by the panel.

Panel members must report to the panel chairperson any contact with an interested party or other person having an interest in matters being considered by the panel. Panel members must ensure that any contact with such persons as a result of other existing relationships does not give rise to a breach of this Code or provide cause for allegations of bias or unfair treatment.

## **7. GIFTS, GRATUITIES, HOSPITALITY**

Panel members must not use their position as a panel member to obtain benefits for themselves or anyone else.

Benefits may take the form of money, credits, discounts, seasonal or special occasion presents, food, drinks, appliances or furnishings, clothing, loans of goods or money, tickets to events or theatres, dinners, parties, transportation, vacation travel or hotel expenses and any other form of entertainment.

While it is appropriate to maintain cordial working relationships with interested parties and other persons having business with member councils and panel members, this must be done without subtle and inappropriate obligations being placed on those concerned.

Panel members must avoid giving any indication that gifts, gratuities or hospitality will be accepted, or that these may influence recommendations or decisions.

Panel members and members of their immediate family may not accept any gifts from interested parties (or associated parties). Panel members should immediately inform the chairperson of any offers received of gifts or inappropriate hospitality.

**CODE OF CONDUCT**

**TO:** THE CHAIRPERSON, ASSESSMENT PANEL:

I have read and understood the document titled *Code of Conduct for EOI Process* and agree to be bound by its contents in respect of my duties related to –

**ASSESSMENT PANEL**

EVALUATION OF EXPRESSIONS OF INTEREST

PROVISION OF WASTE TRANSFER, PROCESSING AND DISPOSAL SERVICES

Tony Reed (Chairperson)	Ryde	.....
Ross Jones	NSROC	.....
Jude Colechin	Ryde	.....
Tony Walmsley	Warringah	.....
Greg Foster	Willoughby	.....
Bo Karula	North Sydney	.....
Rob Holliday	Hornsby	.....
Marcelle Psaila	Willoughby	.....
Mike Butler	Probity adviser	.....

**DATE:** .....

**2. REQUEST FOR TENDERS – PROVISION OF WASTE TRANSFER  
PROCESSING AND DISPOSAL SERVICES FOR NSROC / SHOROC  
MEMBER COUNCILS.**





## **REQUEST FOR TENDERS**

**PROVISION OF WASTE TRANSFER, PROCESSING AND DISPOSAL  
SERVICES FOR NSROC MEMBER COUNCILS**

**(Closing Date 2.00pm XX October 2004)**

**Tender Number: NSROC 04/01**

**Cost of Documents      \$100(Including GST) each**  
**Tender closes at**  
**XXXXXXXXXX**

**BRIEF INSTRUCTIONS TO TENDERERS**  
(For details refer to the Conditions of Tender)

**TENDER FOR THE PROVISION OF WASTE TRANSFER, PROCESSING AND  
DISPOSAL SERVICES TO NSROC MEMBER COUNCILS**

1. **PURPOSE:** This request for Tenders is for the provision of waste transfer, processing and disposal services for the NSROC Member Councils and other participating Councils.
2. **DOCUMENTS:** Tender documents are available for a non-refundable fee of \$100 (including GST) from the Office of the NSROC, Lane Cove Council, 48, Longueville Road, Lane Cove, NSW 2066.
3. **INFORMATION:** All enquiries relating to the Tender must be directed to the Contact Officer, between 9.00 am and 4.30 pm, Monday to Friday. The Contact Officer is:  
Mr XXXXXXXXXI  
Telephone (02) XXXX XXX  
Fax (02) XXXXXXXXXXXX  
E-mail XXXXXXXXXXXXXXXX
4. **SITE VISIT/ MEETING:** A pre-Tender meeting/site visit will be held. The Tenderers should acquaint themselves with the site conditions prevailing in each Council and their requirements prior to the meeting. In order to avoid duplication and to save time, Tenderers are to send the questions to the Contact Officer at least 48 Hours before the meeting. Any questions offered at the meeting, if not answered, will be confirmed in the Minutes of the Meeting. Arrangements to inspect the area should be made with the Contact Officer.
5. **RETURNABLE SCHEDULES:** Without limiting the Tenderer's obligations, the Tenderer shall:
  - submit a Tender which includes all Returnable *Schedules* including the *Tender form* completely filled in and signed, together with any other documents, information and details necessary to make the Tender complete.
6. **LODGMET METHOD:** (*Refer to the detailed requirements of Clause 4.0 of the Conditions of Tendering*)

Complete Tenders (i.e. containing all completed schedules, documents, information and details required) shall be considered **ONLY** if received by the deadline: an **original** of the Tender along with seven (7) copies must be in the Tender Box by the deadline.

**Tenders MUST be enclosed in a sealed envelope or package and clearly endorsed:**

***TENDER FOR THE PROVISION OF WASTE TRANSFER,  
PROCESSING AND DISPOSAL SERVICES  
TENDER NUMBER: NSROC 01/03  
NSROC Tender Box – Lane Cove Council  
Ground Floor, 48 Longueville Road  
LANE COVE NSW 2066***

## **CONTENTS**

**Part A: Scope of Waste Transfer, Processing and Disposal Services**

**Part B: Conditions of Tender**

**Part C: Returnable Schedules**

**Part D: General Conditions of Contract and Form of Deed**

**Part E: Special Conditions**

**Part A: Scope of  
Waste Transfer, Processing and Disposal Services**

## 1.0 INTERPRETATION

In this Part A, and elsewhere, except where the context otherwise requires:

**"Clean-up Waste"** means disposal of household domestic waste that is set aside for kerbside collection. Items included would be broken and discarded furniture, appliances and fittings, fence palings, waste materials, but shall not include chemicals, putrescible matter, trade waste, stones, concrete, motor vehicle bodies or engine blocks, tyres, large quantities of building materials;

**"Closing Date and Time"** means the date and time by which Tenders must be received in accordance with the Conditions of Tender in Part B of this RFT;

**"Cluster"** means a grouping of 2 or more Member Councils (Principals) that are serviced by the one Contract.

**"Contractor"** means a Tenderer who enters into a Contract with one or more Principals and shall include any agent appointed in accordance with this specification to act on the Contractor's behalf;

**"Contract"** means any and each concluded agreement between one or more Principals and the Contractor for the carrying out and completion of the Services constituted by either:

- (i) The Contractor's Tender and the Principal's letter of acceptance (and any relevant correspondence or communications referred to in that letter of acceptance); or
- (ii) The Deed of Agreement duly executed by the Principal and the Contractor agreeing to contract on the terms of this RFT (and in accordance with the Contract documents referred to in the Deed of Agreement);

**"Food Waste"** means waste generated from the preparation and consumption of food exclusive of grease, oil, fat and meat waste;

**"Green Waste"** means any waste material that in its raw form comprises of vegetation including grass, leaves, mulch, plants, branches/twigs, tree loppings and trees;

**"Hazardous Waste"** any waste containing significant quantities of a substance that may constitute a danger to the life or health of living organisms and the environment, or pose a threat to the safety of humans or equipment if incorrectly handled. Hazardous waste properties include toxicity flammability, chemical reactivity, corrosivity and infectiousness.

**"LGA"** means Local Government Area;

**"Licensed Facility"** means a facility licensed by the EPA for the transfer, processing or disposal of waste.

**"Member Councils"** means the following Councils within the NSROC, namely;

- (i) Hornsby Shire Council
- (ii) Hunters Hill Municipal Council
- (iii) Ku-ring-gai Municipal Council
- (iv) Lane Cove Council
- (v) North Sydney Council
- (vi) The City Of Ryde, and
- (vii) Willoughby City Council

And the following Councils within SHOROC, namely;

- (i) Manly Council
- (ii) Mosman Municipal Council
- (iii) Pittwater Council
- (iv) Warringah Council

**"NSROC"** means the Northern Sydney Region of Councils;

**"Principal"** means each and every individual Member Council that enters into a Contract and where the context permits, includes its authorised delegates;

**"Putrescible Waste (Garbage)"** means waste including food or animal matter (including dead animals or animal parts), or unstable or untreated biosolids. This waste is able to be readily decomposed by microbial action and, during the process of such decomposition, often creates offensive odours;

**"RFT"** means this Request for Tenders including Parts A to E inclusive and all other specified documents;

**"Service"** means the provision of waste transfer, processing and disposal services as detailed in Part A of the Tender document;

**"SHOROC"** means the SHOROC Region of Councils.

**"Transfer Station"** means the waste handling facility used to transfer waste from collection vehicles to a bulk haul vehicle in order to achieve long-distance transportation efficiency. It may also be used to sort and redirect waste with the potential to recycle prior to disposal;

**"Waste"** has the same definition given in the Protection of the Environment Operations Act 1997 (NSW) exclusive of hazardous waste;

**"Weekend"** means the period of time from 6.00 pm each Friday to 6.00 am on the following Monday.

## **2.0 BRIEF DETAILS OF THE WASTE TRANSFER & DISPOSAL SERVICE REQUIREMENTS**

The NSROC on behalf of the Member Councils, invites Tenders for suitably qualified interested parties to receive Waste collected by the Member Councils and transfer, process and dispose of that Waste to a Licensed Facility.

## **3.0 DETAILS OF NSROC & MEMBER COUNCILS**

NSROC is a Region of Councils formed under Section 355 of the Local Government Act comprising of the seven (7) Member Councils;

## **4.0 DETAILS OF ACCC DETERMINATION AND AWARD OF THE CONTRACT**

The objective of this RFT is to seek Tenders from the Waste industry for the supply of Waste transfer, processing and disposal services to be supplied on an individual Member Council basis or on a Cluster basis.

Preliminary legal advice indicates that a Cluster arrangement may require formal authorisation from the Australian Competition and Consumer Commission (ACCC). NSROC has accordingly sought authorisation from the ACCC in accordance with Section 88 of the Trade Practices Act 1974 for this RFT and the proposed Contract. Authorisation from the ACCC has been gained (Reference No. XXXX).

By submitting a Tender in response to this RFT each Tenderer agrees that all information provided by it may be provided to the ACCC and agrees to do all things necessary to assist in obtaining ACCC.

## **5.0 SERVICE OPTIONS**

The Member Councils seek separate prices for the transfer and disposal of Putrescible Waste, Green Waste, Food Waste and Clean up Waste. The Tender should also reflect pricing for the Contract to be awarded on:

- (i) an individual Principal basis;
- (ii) on a total NSROC / SHOROC basis;
- (iii) on a Cluster of Principals basis in accordance with Schedule 2 of Part C: Returnable Schedules of this RFT.

It should be noted that the Schedule 2 provides for a Price Bid based on a Cluster formation of Councils nominated by the Tenderer.

## **6.0 GENERAL**

The term of the Contract shall be for a ten (10) Year period with two (2) and five (5) year options (refer Conditions of Tender 2.1 & General Conditions 2.3) commencing on XX XXXXX 200X or, if ACCC authorisation is sought in relation to the Contract, the date that authorisation is granted.

## **7.0 CONTRACT ADMINISTRATION AFTER AWARD OF THE CONTRACT**

The administration of the Contract after its award will be managed directly by the Member Council to which the Service will be provided even if the Contract is signed by more than one (1) Principal. In the case where a Cluster represents the area of Service under the Contract, the contract administration will be managed in precincts that relate to the LGA boundaries of the Member Councils in the Cluster.

## EXISTING SERVICE INFORMATION

### Specific Local Government Data

Listed below is an outline of each Member Council's current collection system, current point of waste disposal, product and accounts service requirements and environmental and alternate waste technology considerations. This data is indicative of previous and current trends relating to Waste collection by the Member Councils. The quantum may vary in future as a consequence of changes to collection contracts and technology.

#### NSROC COUNCILS

##### (i) WILLOUGHBY CITY COUNCIL

YEAR	GARBAGE TONNAGES	GREEN WASTE TONNAGES	CLEAN UP WASTE TONNAGES
97/98	12,291	5,698	1,319
98/99	12,637	6,392	1,286
99/00	13,517	6,644	1,432
00/01	14,868	6,657	1,325
01/02	13,580	6,553	1,287

Willoughby City Council currently uses the following Waste collection arrangements.

TYPE OF COLLECTION	CONTAINER	FREQUENCY
Garbage	140L MGB/80L MGB	Weekly
Green Waste	240L MGB	Weekly
Clean Up Waste	Kerbside	Quarterly

Willoughby City Council is considering including processing of Food Wastes. Depending on disposal this could be incorporated in the current Green Waste collection.

##### (ii) NORTH SYDNEY COUNCIL

YEAR	GARBAGE TONNAGES	GREEN WASTE TONNAGES	CLEAN UP WASTE TONNAGES
97/98	11,572	636	356
98/99	11,382	677	356
99/00	12,436	783	541
00/01	12,702	775	528
01/02	12447	881	645

North Sydney Council currently uses the following Waste collection arrangements.

TYPE OF COLLECTION	CONTAINER	FREQUENCY
Garbage	56L Handbin 80L, 120L, 240L MGB 660, 1000, 1500, 3000 Skip	Weekly
Green Waste	Bundled or containerised up to 240L MGB	Fortnightly Pre-Booked
Clean Up Waste	Kerbside	Fortnightly Pre-booked

##### (iii) KU-RING-GAI MUNICIPAL COUNCIL

YEAR	GARBAGE TONNAGES	GREEN WASTE TONNAGES	CLEAN UP WASTE TONNAGES
97/98	19,000	17,000	
98/99	19,000	17,000	
99/00	19,000	17,000	
00/01	19,000	17,000	
01/02	19,000	17,000	

Ku-ring-gai Municipal Council currently uses the following Waste collection arrangements.

Ku-ring-gai Municipal Council (continued)

TYPE OF COLLECTION	CONTAINER	FREQUENCY
Garbage – Domestic - Trade Waste	120L & 240L 240L, 1.5cm & 3 cm	Weekly 1 to 6 times per week
Green Waste	240L & 340L	Fortnightly
Clean Up Waste	Kerbside	

**(iv) HORNSBY SHIRE COUNCIL**

YEAR	GARBAGE TONNAGES	GREEN WASTE TONNAGES	CLEAN UP WASTE TONNAGES
97/98	47,640	581	5,782
98/99	47,467	2,061	2,151
99/00	49,273	2,663	2,506
00/01	49,310	2,628	2,963
01/02	50,098	8,324	3,163
02/03 (Estimate)	30,000	14,000	3,000

Hornsby Shire Council currently uses the following Waste collection arrangements.

TYPE OF COLLECTION	CONTAINER	FREQUENCY
Garbage – Domestic	140L	Weekly
Green Waste	240L	Fortnightly
Clean Up Waste	Kerbside	

NB: It should be noted that Hornsby Shire Council has existing Contracts in place for disposal of Green Waste at Kimbrikki and recycled product to Visy and EarthCare.

**(v) THE CITY OF RYDE**

YEAR	GARBAGE TONNAGES	GREEN WASTE TONNAGES	CLEAN UP WASTE TONNAGES
97/98	28,417	0	1,717
98/99	30,145	0	1,982
99/00	30,928	0	2,164
00/01	30,720	0	2,065
01/02	30,688	26	2,090

The City of Ryde currently uses the following Waste collection arrangements.

TYPE OF COLLECTION	CONTAINER	FREQUENCY
Garbage – Domestic - Trade Waste	240L & 1.1L 240L	Weekly Weekly
Green Waste	Bundled	20Weekly
Clean Up Waste	Kerbside	20 Weekly

**(vi) LANE COVE COUNCIL**

YEAR	GARBAGE TONNAGES	GREEN WASTE TONNAGES	CLEAN UP WASTE TONNAGES
97/98	5,460	923	347
98/99	5,774	1,064	413
99/00	5,638	1,135	435
00/01	5,867	1,230	385
01/02	5,659	1,430	436

Lane Cove Council currently uses the following Waste collection arrangements.

TYPE OF COLLECTION	CONTAINER	FREQUENCY
Garbage – Domestic	80L & 240L	Weekly
Green Waste	Bundled or optional container	Monthly
Clean Up Waste	Kerbside	On Call - unlimited



**(vii) HUNTERS HILL COUNCIL**

YEAR	GARBAGE TONNAGES	GREEN WASTE TONNAGES	CLEAN UP WASTE TONNAGES
97/98	2,321	205	260
98/99	2,450	195	150
99/00	2,505	210	140
00/01	2,722	204	130
01/02	2,815	216	130

Hunters Hill Council currently uses the following Waste collection arrangements.

TYPE OF COLLECTION	CONTAINER	FREQUENCY
Garbage – Domestic	120L	Weekly
Green Waste	Bundled	Monthly
Clean Up Waste	Kerbside	By Demand

**SHOROC COUNCILS:**

**(i) Manly Council**

YEAR	GARBAGE TONNAGES	GREEN WASTE TONNAGES	CLEAN UP WASTE TONNAGES
02/03	5,268	1,676	814

Manly Council currently uses the following Waste collection arrangements.

TYPE OF COLLECTION	CONTAINER	FREQUENCY
Garbage – Domestic	55 L	Weekly
Green Waste	Bundled	Monthly
Clean Up Waste	Kerbside	Twice per Annum

**(ii) Mosman Municipal Council**

YEAR	GARBAGE TONNAGES	GREENWASTE TONNAGES	CLEAN UP TONNAGES
97/98	5977	951	323
98/99	5545	947	224
99/00	6066	958	282
00/01	6008	885	350
01/02	6057	899	358

Mosman Council currently uses the following Waste collection arrangements.

TYPE OF COLLECTION	CONTAINER	FREQUENCY
Garbage	55L, 2X55L, 80L MGB, 120L MGB, 240L MGB, 240L MGB by two units, 240L MGB by 4 units.	Weekly
Greenwaste	Rigid containers, bundled with string, 240L MGB	Monthly
Cleanup	Kerbside	Twice per year

**(iii) Pittwater Council**

YEAR	GARBAGE TONNAGES	GREEN WASTE TONNAGES	CLEAN UP WASTE TONNAGES
02/03			

Pittwater Council currently uses the following Waste collection arrangements.

TYPE OF COLLECTION	CONTAINER	FREQUENCY
Garbage – Domestic	80L	Weekly
Green Waste	Bundled	8 Times per Annum
Clean Up Waste	Kerbside	Twice per Annum

<b>YEAR</b>	<b>GARBAGE TONNAGES</b>	<b>GREEN WASTE TONNAGES</b>	<b>CLEAN UP WASTE TONNAGES</b>
97/98	22,612	Nil	1,080
98/99	22,852	Nil	725
99/00	23,575	Nil	758
00/01	24,092	Nil	727
01/02	24,517	Nil	811

Warringah Council currently uses the following Waste collection arrangements.

<b>TYPE OF COLLECTION</b>	<b>CONTAINER</b>	<b>FREQUENCY</b>
Garbage – Domestic	80L, 120L and 240L	Weekly
Green Waste	Bundled	8 Times per Annum
Clean Up Waste	Kerbside	Twice per Annum

### 9.0 CURRENT DISPOSAL LOCATIONS

<u>Name of the Disposal Facility</u>	<u>Councils Using the Facility</u>
Artarmon Waste Management Centre	North Sydney Council Lane Cove Council Willoughby City Council
North Ryde Waste Management Centre	The City of Ryde Ku-ring-gai Municipal Council Hornsby Council Hunters Hill Council
Kimbriki Waste Management Centre	Manly Council Mosman Council Pittwater Council Warringah Council
Belrose Waste Management Centre	Manly Council Mosman Council Pittwater Council Warringah Council Hornsby Council
Seven Hills Waste Management Centre	Hornsby Council

### 10.0 RESTRICTION ON LOCATION OF TRANSFER STATION

If a Transfer Station is nominated for a service collection area in a Member Council's LGA, then the location of the Transfer Station should preferably be no further from the Member Council LGA's boundary than the following distances:

WILLOUGHBY CITY COUNCIL	10kms
NORTH SYDNEY MUNICIPAL COUNCIL	5kms
KU-RING-GAI MUNICIPAL COUNCIL	10kms
HORNSBY SHIRE COUNCIL	30kms
THE CITY OF RYDE	10kms
LANE COVE COUNCIL	5kms

RESTRICTION ON LOCATION OF TRANSFER STATION (continued)

HUNTERS HILL COUNCIL	10kms
MANLY COUNCIL	10kms
MOSMAN COUNCIL	15kms
PITTWATER COUNCIL	10kms
WARRINGAH COUNCIL	10kms

Tenderers should note that;

- (i) locations of Transfer Stations remote from relevant LGA boundaries will have a detrimental impact on existing collection contracts and current levels of service pertaining to the collection contracts;
- (ii) existing collection service contracts contain restrictions with regard to distances travelled;
- (iii) a Transfer Station located outside of the above limitations will therefore incur additional cost to the relevant Member Council.

A Tender including Transfer Stations outside the above limitations accordingly must address these cost impacts as part of the Tender bid.