

CT7289 TRAINING SERVICES FOR HEALTH, SAFETY AND WELLBEING, PROFESSIONAL DEVELOPMENT, AND DIVERSITY, EQUITY AND INCLUSION

Report Author: Executive Officer Organisational Development

Responsible Officer: Director, Corporate Services

Ward(s) affected: All

The author(s) of this report and the Responsible Officer consider that the report complies with the overarching governance principles and supporting principles set out in the Local Government Act 2020.

CONFIDENTIALITY

Confidential information is contained in Attachment 1. This information relates to contractual matters and contains commercially sensitive information including, but not limited to, the name of tendering parties, the evaluation panel members, the tendered prices, and the evaluation of the tenders received against the published evaluation criteria.

Any disclosure of the information included within the confidential attachment to this report could be prejudicial to the interests of the Council or other parties. If discussion of this information is required, the Council is recommended to resolve that the item be deferred to the confidential section of the agenda when the meeting is closed to members of the public in accordance with Section 3(1)(g)(i)(g)(ii) of the *Local Government Act 2020*.

This report seeks Council approval to award a contract that complies with Section 108 of the *Local Government Act 2020*.

PURPOSE

To seek Council approval to enter into contracts for the provision of Training Services under contract CT7289 H812 with the recommended Tenderers outlined in this report.

SUMMARY

This report summarises the evaluation process for the Request for Tender for the Provision of Training Services for Health, Safety and Wellbeing, Professional Development, and Diversity, Equity and Inclusion ('the Services'). The report seeks to gain Council approval to progress to contract award for the Services.

The tender was to create a panel of suitably qualified and experienced parties to provide various training services to Yarra Ranges Council staff across four broad categories:

- Health and Safety
- Mental Health and Wellbeing
- Leadership and Professional Development
- Diversity, Equity, and Inclusion.

The initial contract term is for three years, with three additional options to extend the contract for one year each, at the discretion of Council.

RECOMMENDATION

That

- 1. Council recommends the following providers be accepted onto a panel of providers for CT7289 Training Services for Health, Safety and Wellbeing, Professional Development, and Diversity, Equity and Inclusion:***
 - (a) Augmenting Workplaces***
 - (b) Beck Henshall Collaborations Pty Ltd***
 - (c) EDVOS (Trading as FVREE)***
 - (d) ICML Pty Ltd as the Trustee for the ICML Trust***
 - (e) Performance Culture Consulting Pty Ltd***
 - (f) Swinburne University of Technology***
 - (g) The Trustee for McConville Family Trust (Trading as McConville Risk Solutions)***
 - (h) Women's Health East Inc***
- 2. The Director Corporate Services be delegated authority to sign the contract documents.***
- 3. The Director Corporate Services be delegated authority to extend the contract term by three periods of one year each.***
- 4. The confidential attachment to this report remains confidential indefinitely as it relates to matters specified under Section 3(1) (g)(i), (g)(ii) of the Local Government Act 2020.***

DISCUSSION

Background

Yarra Ranges Council is committed to continual improvement. Staff at all levels of the organisation are encouraged to engage in training that contributes to a safer, more efficient, and higher performing workplace.

Various Council contracts relating to training services are due for expiry in late 2023. The purpose of this tender is to merge unique training service contracts due for expiry and form a panel of providers that can deliver a variety of training services for Council staff. The tender comprises 19 training services across four categories.

Options Considered

This tender process has been conducted in accordance with the requirements of Council's Procurement Policy.

A single stage competitive open tender was the relevant procurement methodology. An advertisement calling for tenders was placed in The Age newspaper on Saturday 20 May 2023. Tenders closed on Wednesday 14 June 2023 and 19 submissions were received.

Tenderers were asked to nominate the training services that align with their normal business operations and in which they have demonstrable relevant experience. This process is effective for Council and tenderers, as it provided multiple options for the construction of the panel to cover the breadth of services required to meet Council's staff training needs. By having discretion to create a panel of suppliers, Council mitigates the risk of reliance on a sole contractor to deliver critical services.

Tenders were assessed for conformity with the tender documents and no tenders were eliminated due to non-conformance. The Evaluation Panel scored tenders against pre-established evaluation criteria.

Evaluation Criteria	Weighting
Capability and Capacity <ul style="list-style-type: none">• Resourcing and personnel• Relevant experience	50%
Local Content / Community Benefit <ul style="list-style-type: none">• Ability to deliver training in the Yarra Ranges municipality• Commitment to social procurement	20%
Cost to Council	30%

Refer to Confidential Attachment 1 for details of tender evaluation criteria.

Recommendation

Following the evaluation process in accordance with the Evaluation Plan, the tender Evaluation Panel was unanimous in its decision to recommend eight (8) contractors to the panel for CT7289 Training Services for Health, Safety and Wellbeing, Professional Development, and Diversity, Equity and Inclusion:

- (a) *Augmenting Workplaces*
- (b) *Beck Henshall Collaborations Pty Ltd*
- (c) *EDVOS (Trading as FVREE)*
- (d) *ICML Pty Ltd as the Trustee for the ICML Trust*
- (e) *Performance Culture Consulting Pty Ltd*
- (f) *Swinburne University of Technology*

- (g) *The Trustee for McConville Family Trust (Trading as McConville Risk Solutions)*
- (h) *Women's Health East Inc*

FINANCIAL ANALYSIS

The budget in 2023-24 for these training services is covered in operational budget items across a number of teams, including:

- \$100,000 for OH&S related training across the organisation
- \$359,750 for Organisational Development training across the organisation, including Gender, Equality, and Inclusion training.

Combined, the total budget for this contract is \$459,750 in 2023-24. Following the conclusion of the first year of services, budget requirement will be reviewed and adjusted if necessary through the annual budget approval process.

APPLICABLE PLANS AND POLICIES

This report contributes to the following strategic objective in the Council Plan:

- High Performing Organisation:
 - An innovative, responsive organisation that listens and delivers quality, value for money services to our community.
- Connected and Healthy Communities:
 - Communities are safe, resilient, healthy, inclusive and socially well connected. Quality services are accessible to everyone.

RELEVANT LAW

This report seeks Council approval to award a contract that complies with Section 108 of the *Local Government Act 2020*.

SUSTAINABILITY IMPLICATIONS

Sustainability has been considered as part of the project specification and evaluation process. The tenderers have responded to sustainability implications satisfactorily.

COLLABORATION, INNOVATION AND CONTINUOUS IMPROVEMENT

Due to the nature of this project providing customised services for Council staff, no collaboration with other Councils, Governments or statutory bodies was sought.

RISK ASSESSMENT

A risk assessment for the project was developed and has been considered as a part of the project design, contract terms and conditions and evaluation process.

CONFLICTS OF INTEREST

No officers or delegates acting on behalf of Council through the Instrument of Delegation and involved in the preparation of, or authorisation of, this report have any general or material conflict of interest as defined with the *Local Government Act 2020*.

ATTACHMENTS TO THIS REPORT

Confidential Attachment – CT7289 Council Evaluation Report