



# Request for Quotation for the

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## **WYCHEPROOF SALEYARDS MASTER PLAN**

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## **1 INTRODUCTION**

As part of the Wycheproof Saleyards and Truck Wash Precinct Development, Buloke Shire Council (the Council) seek quotations for a suitably qualified consultant to develop a Master Plan for the Wycheproof Saleyards and Truck Wash Facility.

In accordance with its Procurement Policy, Council invites your organisation to submit a costed proposal to undertake consultation works to draft a Master Plan.

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## **2 BACKGROUND**

This project is intended to produce a Master Plan for the Wycheproof Saleyards and Truck Wash Facility outlining best practice processes for the delivery of a high quality store sheep sales venue for the region.

With farming communities at its centre, Buloke Shire is Victoria's true agricultural heartland.

The Shire covers more than 8,000 square kilometres of the Mallee region in the state's northwest, stretching between Lake Tyrrell, Victoria's largest salt-lake, and the northern reaches of the picturesque Avoca River.

Buloke Shire Council serves the communities of Wycheproof, Charlton, Donald, Birchip and Sea Lake, as well as the smaller townships of Berriwillock, Culgoa, Nandaly, Nullawil and Watchem. It has a total population of 6200.

Agriculture, specifically grain production, is the primary source of income and employment in the area. Other forms of farming, education, retail, community service sectors and light industry also provide employment and income.

Currently the Wycheproof Saleyards enjoy the reputation of selling high quality sheep sourced from as far afield as New South Wales, South Australia and Western Australia.

The Saleyards and Truck Wash service provides a facility for Agent and Vendors to conduct store sheep sales. Services involved in this facility include:

- Maintenance of the Saleyards facility.
- Maintenance of the Truck Wash facility.
- Maintenance of the Kiosk Facility and Saleyards Office.
- Process National Vendor Declaration (NVD's) and record livestock mob based and individual (EID) movements on sale days.
- NLIS data entry for sale days.
- NLIS reporting of sales figures and stock movement.
- Humane euthanasia of sick animals on sale days and disposal of carcasses.
- Administration of annual Saleyards User Agreements.

While the Wycheproof Saleyards Precinct is not a large facility by comparison to other saleyards throughout Victoria, it is an important facility. The Wycheproof Saleyards conducts only store sheep sales and represents the largest throughput for store sheep sales in Victoria. The Wycheproof Saleyards has a good reputation for quality livestock based on the efforts of the Agents using the facility over many years.

The Wycheproof Saleyards is an important facility for the Wycheproof and wider community representing \$14 million in gross sales for the 2018-19 financial period. This does not include the impact visitors to the precinct have on the community through revenue generated at other business in the region.

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## **3 AIMS OF PROJECT**

Develop a Master Plan to establish best practice for the delivery of a high quality store sheep sales venue for the Buloke region and wider afield.

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## **4 OBJECTIVES**

The Objectives of this project are to:

- Ensure consultation with public and stakeholders is conducted and acted upon
- Provide a framework that has tangible and implementable solutions to meet the needs of the Agents, Transporters, Primary Producers and Council
- Assess the viability of outsourcing management of the saleyards facility
- Recommend the best business model
- Provide Councils, potential investors and commercial operators with the necessary information to make informed decisions
- Deliver a document that can be used to seek grant funding for implementation of improvement works at the saleyards
- Assess the condition of the Saleyards and provide a recommended framework for infrastructure improvements essential for the long term viability of the Saleyards
- Assess technology needs for the future and identify ways of future proofing the Saleyards.
- Identify all risks and develop options for mitigating the risks
- Analyse and develop potential strategic opportunities.

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## **5 SCOPE OF THE WORKS**

Based on meeting the objectives above, the Services necessary to fulfill the requirements of this Consultancy Services Brief (hereinafter “Brief”) are detailed hereafter but not necessarily limited to:

- 5.1** The Consultant is required to manage, co-ordinate and incorporate in consultation with Buloke Shire Council, Livestock Agents, Transporters, Agriculture Victoria, NLIS, NSQA and Australian Livestock and Saleyards Association (ALSA) the best practice concepts for the efficient management of a high quality Saleyards and Truck Wash Facility.
- 5.2** The Consultant shall ensure the application of appropriate qualitative and quantitative standards within the Livestock Industry to achieve a design outcome that addresses relevant environmental constraints to provide appropriate serviceability over the lifetime of the facility.
- 5.3** The scope of the consultancy is to develop a detailed Master plan that will address the logistics, requirements and business model of establishing a commercially successful facility at the Wycheproof Saleyards.

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## **6 PROJECT OUTCOMES**

- Define the requirements for the Wycheproof Saleyards and Truck Wash Precinct and provide a framework that has tangible and implementable solutions to meet the needs of the Agents, Transporters, Primary Producers and Council
- Identify the legal requirements for a Saleyards and Truck Wash facility
- Identify models for viability (i.e. fully commercial, partnership between Councils and private investment, Council run) and recommend the best business model
- Define the current condition of the Saleyards and Truck Wash Facility and recommend a framework for infrastructure improvements
- Provide an implementation plan that will include:
  - ❖ Governance models and recommendation on best model
  - ❖ The necessary information required to make informed decisions
  - ❖ Operational management
  - ❖ Commercial strategy for long term viability

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❖ Potential strategic opportunities

- Recommend funding opportunities

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## **7 INFORMATION TO BE SUPPLIED TO CONSULTANT/CONTRACTOR**

Buloke Shire Council Saleyards and Truck Wash Facility Service Plan Summary

Current Saleyards User Agreement

Wycheproof Saleyards NSQA Manual

Livestock Standstill Plan (Draft)

List of contacts and stakeholders

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## **8 RELEVANT EXPERIENCE**

The submission should detail expertise in the following areas:

- Demonstrated successful experience in writing complex business plans
- Expertise in the Livestock Industry with particular reference to Saleyards and sheep sales
- Experience in logistics, transport planning and production and operations management
- Detailed knowledge of regulations (Victoria and Australia) pertaining to Livestock, Saleyards management and environment
- Financial expertise
- Awareness of agriculture and livestock issues and practices
- Demonstrated background in working in regional areas
- Broad knowledge of planning regulations
- Experience in working with Local Government

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## **9 LEVEL OF CONSULTATION**

Council wishes for an initial Master Plan concept to be developed and submitted to Council for consideration.

The Consultant will accordingly review and revise the Master Plan concept by a process of discussion and consultation with Council, and later, with the public and other stakeholders.

Council envisages this aspect of the services will involve but may not be limited to:

- meeting with the Saleyards Manager, being the Superintendent Waste and Environment (hereinafter “the Saleyards Manager”), to review the present Master Plan concept;
- public exhibition of the revised Master Plan concept including one public meeting to explain the proposal;
- consideration (with inputs from the Saleyards Manager) of any comments emanating from the exhibition of the Master Plan concept and provision of a final concept proposal; and
- adoption of the Master Plan Concept by Council.

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## **10 PROJECT METHODOLOGY**

The methodology proposed by the Consultant/Contractor will be addressed when responding to this Brief

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## 11 RESPONDING TO THE BRIEF

A response to this Brief should address the following issues, which will form the selection criteria:

- A methodology to undertake the tasks itemising the time allowed and the rate.
- A list of the key personnel and subcontractors involved identifying their relevant skill, scope and anticipated hours of input specifically into this project.
- A budget detailing all expenses inclusive of all travel and disbursements costs and as a result the submission should clearly indicate the places and purpose of travel.
- Hourly and daily rate in the event that additional work is required.
- Examples, if possible, of similar work undertaken.
- Availability to commence the project by the dates given in the brief.

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## 12 FINAL DOCUMENTATION

- The final report should provide all the information that is derived from the study clearly in appropriate tables and graphic form. The diagrams in the report should be able to be edited if required.
- Digital copy of all reports and background information (in both PDF and Microsoft Word) as advised by Council;
- Final documentation is also to include an information/presentation tool in electronic and hardcopy format for public dissemination of key elements of final plans and project.

The final report must contain detailed information on the tasks undertaken and outcomes with respect to all investigations, reviews and other activities which the Consultant is required to undertake under this Contract. It is the Councils' intention that the final report provide all information necessary to explain and justify recommendations provided by the Consultant and provide a logical, transparent, compelling and coherent rationale for attracting public and private sector investment. In particular, all assertions must be sourced and based on demonstrable facts.

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## 13 PROJECT MANAGEMENT/SUPERVISION

The project will be supervised by Mark McDonald, Superintendent Waste and Environment, Buloke Shire Council under the guidance of Councils Management Team and Senior Leadership Team. The consultant will appoint a project leader responsible for the overall management of the Project. The project leader will liaise directly with Council's supervisor.

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## 14 PROJECT BUDGET AND PAYMENT OF FEES

The proposed budget for this project is \$33,000 (GST inclusive). Councils will not consider the possibility of additional funding.

Professional services will be paid on the basis of a Schedule of Rates fee proposal, inclusive of all works specified and all other associated costs.

The proposed fee payment schedule will be (GST incl.):

Milestones	Task	%	Date completed by
Milestone One	Signing of contract and inception meeting	30%	20/12/2019
Milestone Two	Consultation process completed	10%	28/02/2020
Milestone Three	Completion of draft report	30%	27/03/2020
Milestone Four	Completion of final report	30%	24/04/2020

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## 15 PROJECT TIMELINES AND CONTRACTS

The Consultant/Contractor will be appointed under the terms and conditions generally included in AS 4122- 2000 *General Conditions for the engagement of Consultants* with such modifications as may be required to accommodate the specific requirements of the contract.

- Submissions close 06/12/2019
- Evaluation 13/12/2019
- Commencement of work 20/12/2019
- Completion of Project 24/04/2020

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## 16 SELECTION CRITERIA

Council will evaluate the submissions by applying the Best Value Principles. In applying the Best Value Principles, consideration will be given to a demonstrated understanding of the issues involved and methodological factors.

Submissions will be evaluated on the following criteria:

Price (20%)

Compliance with Specification (30%)

Social & Economic Benefit to the Buloke Shire Municipality (10%)

Track Record (20%)

Availability of Appropriate Skills & Resources (20%)

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## 17 INTELLECTUAL PROPERTY

The ownership of all Intellectual Property in all Information created as a result of the provision of Services shall vest in Council. The Contractor hereby assigns ownership of all Intellectual Property rights in such Information to the Council and will ensure that its employees, sub-contractors and agents execute all documents necessary to assign to the Council all such rights.

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## 18 GENERAL CONDITIONS

### 18.1 Lodgement & Closing Date

The Consultant is required to lodge its Submission to this Brief not later than **5:00pm on Friday 06 December 2019**.

Submissions should be lodged either via email to [buloke@buloke.vic.gov.au](mailto:buloke@buloke.vic.gov.au) attention Mark McDonald or;

addressed to – Mr Mark McDonald  
Superintendent Waste & Environment  
Buloke Shire Council  
PO Box 1  
Wycheproof Vic 3527

### 18.2 Enquiries

**Enquiries concerning this submission should be made to:**

Mark McDonald, Superintendent Waste & Environment

Telephone: 1300 520 520

Mobile: 0419 874 463

Email: [buloke@buloke.vic.gov.au](mailto:buloke@buloke.vic.gov.au)

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### 18.3 Acceptance

Council shall not be bound to accept any submissions for the service required under this request.

### 18.4 “Submission” Information Disclosure

Interested parties shall, prior to submitting their “submission”, become fully acquainted with the nature and extent of the agreement and the service to be carried out and completed, making all investigations, inspections and enquiries necessary. If the tenderer has any doubt on any aspect of the Request for Submissions, clarification shall be sought from the person nominated as Councils’ point of contact nominated in Section **Error! Reference source not found.** who shall issue any clarification information in writing only. Verbal advice or clarification will not be deemed as valid.

Councils have prepared this brief based upon known information and where factual information was not available estimated data has been provided. It is the applicant’s responsibility to ensure all information provided is verified, as Councils will not accept responsibility for any incorrect information.

### 18.5 Confidentiality

All responses will be treated as strictly confidential between Council and the Respondent. Council shall not disclose details of any response or part thereof to any party without prior written agreement of the Respondent.