

Whitsunday Coast Chamber of Commerce – Procurement presentation

Presenters:

Executive Manager Procurement, Property and Fleet Peter Shuttlewood
4 October 2018



Agenda

- i. Governance, probity and local government legislation
- ii. WRC Procurement Policy
- iii. Doing Business with Council
- iv. Questions



Governance and legislation

Local Government Act 2009
(As current 29/3/2018)

*Local Government
Regulation 2012*
(As current 18/02/2018)

WRC
Procurement
Policy



Governance, probity and legislation (Cont'd)

Section 104 – Financial management systems

(3) The sound contracting principles are—

- (a) value for money; and
- (b) open and effective competition; and
- (c) the development of competitive local business and industry; and
- (d) environmental protection; and
- (e) ethical behaviour and fair dealing.

(4) A contract for the supply of goods or services includes a contract about **carrying out work**.

(8) To remove any doubt, it is declared that subsection (1)(a) does not require equal consideration to be given to each of the sound contracting principles.



Governance, probity and legislation (Cont'd)

Section 228 Tender Process

- Includes both Expressions of Interest (EOI) and Request for Tender (RFT).
- RFTs to be used for large sized contractual arrangements and disposal of valuable non-current asset contracts.
- EOI's and RFT's must be advertised for a period not less than 21 days (Calendar).
- EOI's and RFT's must be advertised in a newspaper that circulates generally in the Local Government area.

EOI's process variance to RFT

- **Before** inviting EOI Council must **resolve** the benefit to the community and record those reasons in the minutes of the meeting.
- May prepare a shortlist to invite tenders; and then invite RFT's from that shortlist. (Dual process)



Whitsunday Regional Council Procurement Policy

Subject to the exceptions under the Regulation the following thresholds apply.

Threshold Limits	Required Action
\$0 - \$500 (Excluding GST)	One quote (Verbal)
\$501 - \$15,000 (Excluding GST)	Two quotes (Written)
\$15,001 - \$200,000 (Excluding GST) in a financial year with the same supplier.	Three quotes (Written)
>\$200,000 (Excluding GST) in a financial year with the same supplier.	Public tender



Governance, probity and legislation (Cont'd)

Division 3 – Exceptions to Medium sized and Large sized contractual arrangements

230. Exception if quote or tender consideration plan prepared.

231. Exception for contractor on approved contractor list

232. Exception for register of pre-qualified suppliers

233. Exception for a preferred supplier arrangement

234. Exception for LGA Arrangement

235. Other Exceptions

- a) The local government resolves it is satisfied that there is only 1 supplier reasonably available; or
- b) The local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or
- c) A genuine emergency exists; or
- d) The contract is for the purchase of goods and is made by auction; or
- e) The contract is for the purchase of second hand goods; or
- f) The contract is made with, or under an arrangement with, a government agency.



Governance, probity and legislation (Cont'd)

Approved Contractor List

- For services only. (Includes works)
- Requires expressions of interest to be called prior.
- Assessed using the Sound Contracting Principles.

Pre-qualified Supplier Arrangement

- For the supply of goods and services. (Includes works)
- Requires public tenders to be called.
- Suppliers must have the technical, financial and managerial capacity to perform contracts.

Preferred Supplier Arrangement

- For the supply of goods and services in large volumes or frequently.
- Aggregate demand to obtain value for money.
- Requires public tenders to be called.
- Two year term unless resolved by Council.

LGA Arrangement

- Local Buy



Whitsunday Regional Council Procurement Policy

- Procurement Policy – adopted by Council 13 December 2017

<http://www.whitsundayrc.qld.gov.au/DocumentCenter/View/3598>

- Public available document – on Councils website
- All Council officers with Financial Delegation must abide.
- Councils “rules” for all procurement activities – goods, services and works (Including disposal of assets)



Whitsunday Regional Council Procurement Policy

In this policy, township refers to the locations of Airlie Beach/Cannonvale, Bowen, Collinsville, and Proserpine.

In this policy, a 'regional supplier' is a supplier which:

- is beneficially owned by persons who are residents or ratepayers in the Whitsunday Regional Council area; or
- has its principal place of business within the Whitsunday Regional Council area; or
- Otherwise has a place of business within the Whitsunday Regional Council area that solely or primarily employs persons who are residents or ratepayers of the region.



Whitsunday Regional Council Procurement Policy

In this policy, township refers to the locations of Airlie Beach/Cannonvale, Bowen, Collinsville, and Proserpine.

In this policy, a 'local supplier' is a supplier which:

- has its principal place of business within that Township area where the goods or services are to be performed or delivered; or
- Otherwise has a place of business within the Township area that solely or primarily employs persons who are residents or ratepayers of the region.

A 'non-local' supplier is a supplier who is not a local or regional supplier.



Whitsunday Regional Council Procurement Policy

Council's commitment to competitive local business and industry is specifically demonstrated by the following:

- i. For procurement activities that require officers to seek two (2) quotations, the two (2) quotations must be sought from local suppliers only where a local supplier/s exists. Council officers may seek additional (i.e. more than 2) quotations from local or non-local suppliers.
- ii. For procurement activities that require officers to seek three (3) quotations, the three (3) quotations must be sought from local suppliers where local suppliers exist. Council officers may seek additional (i.e. more than 3) quotations from local or non-local suppliers.
- iii. For each procurement activity undertaken using tender arrangements, a "Local Supplier" assessment criteria with a 10% or 5% weighting dependant on classification must be used as part of the evaluation.



Whitsunday Regional Council Procurement Policy

Tender evaluation

Council will apply a three (3) step evaluation process:

- i. Council will confirm any mandatory criteria as stipulated under the tender before proceeding to stage 2.
- ii. Council will then assess tenders using the qualitative evaluation criteria the technical, managerial and quality capacity of the supplier in the delivery of the specified goods and/or services. (Local and regional suppliers who are non-conforming do not proceed to stage 2).
- iii. Council will then apportion a weighting based upon their supplier classification as described in the table below to the conforming tender price.

10%	5%	0%
Local Supplier	Regional Supplier	Non-local supplier



Doing Business with Council

Future Council opportunities

Public Tenders: Large sized Contracts above \$200,000 (Excluding GST) – no Exception used.

Advertised by LG Tender Box

<https://lgtenderbox.com.au/index.do>

Councils Website:

<http://www.whitsundayrc.qld.gov.au/260/Tenders-and-Supply>

Councils Terms of Business – Purchase Orders (Generally)

<http://www.whitsundayrc.qld.gov.au/DocumentCenter/View/1674>




Doing Business with Council

Upcoming procurement opportunities:


Contract	Form	Term
Provision of cleaning services	Preferred Supplier Agreement	Two years plus one year extension
PSA – Supply of Goods – Various (Engineering/plumbing/PPE etc.)	Preferred Supplier Agreement	One year plus one year
Shute Harbour Project – Construction	Construction	N/A
Provision of Wet and Dry Hire Plant (Commence in 6 months)	Preferred Supplier Arrangement	Two years
Work for Queensland – Grant	PSA arrangements	N/A



Doing Business with Council (Cont'd)



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Sourcingright Buyingright

Whitsunday Regional Council's VendorPanel

Welcome to Whitsunday Regional Council's VendorPanel.


These tools allow staff to seek quotes from our preferred suppliers, evaluate responses, and select best fit suppliers to meet business requirements.

If you do not yet have an account, please contact [Graham Jarvis](#).







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Doing Business with Council

Compliance requirement	Who	Reference
Australian Business Number (ABN)	All	https://abr.gov.au/For-Business,-Super-funds---Charities/Applying-for-an-ABN/
Public liability insurance	Anyone performing work or services on Council premises and worksites	
Public and products liability insurance	Anyone performing work or services on Council premises and worksites	
Workers Compensation Insurance (WorkCover)	Compulsory for anyone employing workers/Note can also insure individuals	https://www.worksafe.qld.gov.au/insurance/apply-for-workcover-policy-online
Plant and machinery insurance	Anyone performing work or services on Council premises and worksites which requires plant.	
White Card for Construction	Workers who are performing "construction work".	https://www.worksafe.qld.gov.au/licensing-and-registrations/work-health-and-safety-licences/what-licence-do-i-need/general-construction-induction/apply-for-a-general-construction-induction-card
Blue Card - Working with Children		https://www.bluecard.qld.gov.au/applications/applications.html
Work health and Safety Documentation (JSA/SWMS)	Anyone performing work or services on Council premises and worksites	https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation/work-health-and-safety-act-2011



Doing Business with Council

Local Buy is the Local Government Association of Queensland (LGAQ) contracts and tenders services business unit.

Council utilises Local Buy Contract for specialty services/works/goods or where they do not adversely disadvantage any business.

Examples:

- Bitumen reseals
- Sewer relining
- Light vehicle purchases
- Yellow plant purchases

To find out how you can get on a Local Buy contract you can:

Go to the website www.localbuy.net.au

Email: enquiry@localbuy.net.au

Phone: 07 3000 2115



Doing Business with Council

Key Contacts

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Questions

