BARKLY REGIONAL COUNCIL
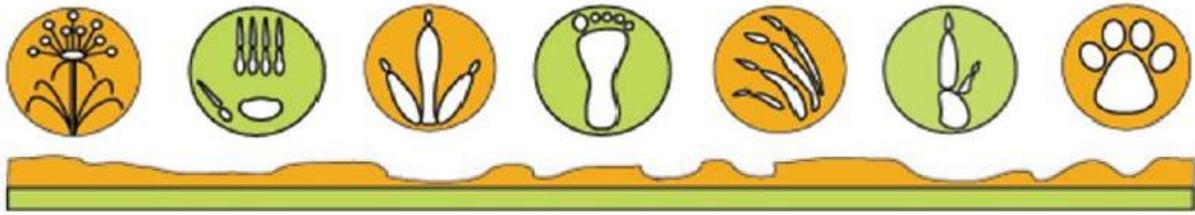
Resolution Register 2019

Procurement Sub Committee Meetings

Contents

3.1 Procurement Guidelines and Policy

MOTION

That Council:

    a)   Receive and note the Council's Procurement, Contract and Tender Guidelines and Policy.

RESOLVED

Moved: **Member Kris Civitarese**

Seconded: **Member Ronald Plummer**   **CARRIED UNAN.**

Resolved   *PRO 1/19*

The Sub-Committee requested that the Policy be amended to include that risk assessment's must form part of any Tender application for Tenders over $1million.

A template of the adverse behaviour form as per the PowerPoint presentation to be sent through to all members

Governance Officer to investigate whether communication channel in the Policy/Procedure is accurate and practical.

3.2   TenderLink Options Evaluation

MOTION

That the Committee:

a) Receive and note the report; and

b) Consider the alternatives to TenderLink;

c) Obtain a report and copy of all alternatives to TenderLink from external sources.

RESOLVED

Moved: **Member Kris Civitarese**

Seconded: Member Sid Vashist   **CARRIED UNAN.**

Resolved   PRO 2/19

Councillor Civitarese provided examples of two contract types Council could consider using for smaller jobs; Period Contracts and Service Maintenance Contracts. These contracts would be for projects under a prescribed value ($10,000 was mentioned) and would be a more equitable and fairer distribution of jobs for businesses within Tennant Creek, Elliott and the communities. The exact boundaries of the contracts would be discussed at the relevant Council meeting and next Procurement Sub-Committee to be held on 11 November 2019.

Friday, 30 October 2020 at 11:00am

3.1   Minutes from Previous Meeting

MOTION

That the Sub-Committee:

a) Receive and Note the minutes from the previous Sub-Committee meeting on the 15 October 2019.

RESOLVED

Moved: **Member Kris Civitarese**

Seconded: Member Sid Vashist   **CARRIED UNAN.**

Resolved   PRO 3/20

3.2   Tender Processes

MOTION

That the Sub-Committee:

   a)   Review and propose any improvements to the Tender Process outlined in this report.

RESOLVED

Moved: **Member Sid Vashist**

Seconded: Member Kris Civitarese   **CARRIED UNAN.**

Resolved   PRO 4/20

ACTION ITEM: Send out the tender questions to Sub-Committee as requested by Cr. Civitarese.

Cr. Civitarese wanted to ensure that the tender questions are always relevant to the scoring. For example if Indigenous employment is a question or component of the tender then it needs to be scored in the evaluation process otherwise it is time wasted for the applicant, if it is not going to affect their ability to win the job.

Cr. Civitarese also mentioned that the price is weighted heavily so there is no to overcome this and questioned if it should be reduced.

Steve Moore and Santosh Niraula explained that because financial capacity of Council is a significant factor when awarding tenders, particularly for large, expensive projects.

The Sub-Committee came to the agreement that to ensure that the price is effectively weighted in each instance that a formula needs to automatically calculate the figures to reflect the pricing differences without making the weight of the price be the deciding factor in every case.

Example:

Tender #1 - $100k – scores 10

Tender #2 - $103k – scores 9.95

Damian Carter also mentioned that before the tender evaluation is done that Santosh compiles a summary assessment for each of the panel participants.

Cr. Civitarese also confirmed that we ask for references from the tenderers and that we call them to confirm the references. Santosh confirmed this is the case.

ACTION ITEM: Gary Pemberton to work on the formula in the evaluation spreadsheet to ensure the weighting of price is fair.

3.3 Procurement

MOTION

That the Sub-Committee:

    a) Receive and note the verbal update on Procurement.

RESOLVED

Moved: **Member Kris Civitarese**

Seconded: **Member Sid Vashist**   **CARRIED UNAN.**

Resolved   PRO 5/20

ACTION ITEM: Include Period Contracts on next Sub-Committee Agenda.

The three current period contracts in progress were discussed:

- ➢ Security – Currently being finalised – should be done by December 2020
- ➢ Fuel – Work in progress – Gary is facilitating this
- ➢ Telstra – Currently in negotiations – Damian is facilitating

Gary confirmed that there is now a *Procurement Module* in TechOne. Training for this was conducted this week. This new module will assist with better record keeping for any purchases above $1500 as per our Procurement Policy.

There is also an aspect of the procurement module that allows staff to send jobs requiring 3 or more quotes to all local suppliers – this will assist in keeping records of who the RFQ went out to, which in the past has been difficult to track. This will require some templates to be set up in the new module which staff have now been trained how to do.

Wednesday, 27 November 2019 at 8:30 am

Notes

PERIOD CONTRACTS

The Sub-Committee noted that if period contracts were to proceed at Council, they need to be let out in a consistent manner. Council need to identify the types of services and the financial ceiling before putting out a period contract.

Questions were raised about loyalty and if company A were to win a period contract, company B may feel aggrieved, particularly in small towns and communities within the Barkly. Specific clauses can be introduced into our period contracts indicating that if Company A cannot complete the work, Company B will provide those services.

LOCAL BUY QUEENSLAND

Council previously approved the use of 4 categories of Local Buy

PROCUREMENT PROCESSES

Council need to ensure thorough processes are in place; standardising the list of all things that are to be attached to each PO including an email trail to all relevant organisations under the Trade Directory and all the quotes received by those relevant agencies.

More clarity over Council's Procurement Policy is required. We need to clearly identify the requirements for entry into the Trade Directory as our Policy is based on this Directory. Do the organisations need to have a permanent presence in the Barkly?

When sending out a quote, it needs to clearly outline what the quote is for.

A template of how to procure properly is to be created

Review of Trade Directory

Review of Procurement Policy and Procedures