

Introduction

This policy provides overarching guidance to Tweed Landcare's procurement and contracting processes.

Tweed Landcare uses independent contractors to deliver components of externally funded projects including project management, planning, on-ground works and events (workshops and field days). Our procurement and contracting processes for these projects need to meet the requirements of Tweed Landcare investors.

As a community organisation Tweed Landcare would like to support and build professional capacity in our local community. To achieve, this when practical, preference will be given to Tweed based contractors and opportunities will be shared among many contractors rather than just a few. Similarly, indigenous organisations will be used where required or appropriate e.g. for work on LALC property. If there is no local capacity due to the type of work or timeframe, for example, then contractors from outside the Tweed will be considered.

This Policy aims to meet the expectations of investors, partners, potential contractors and our community.

Policy

Panel of Providers

A Panel of Providers will be compiled from bi-annual applications. It will be a list of local contractors that can deliver various components of Tweed Landcare's externally funded projects including project management, planning, on-ground works and events (workshops and field days). Every two years Tweed Landcare will re-test the market to ensure the Panel of Providers is an up to date list of contractors for the range of project we deliver. Once Contractors are registered it will be their responsibility to provide updated documents (e.g. insurance and training).

Application process for Panel of Providers:

- Define skills required for various roles i.e. project management (experience, report writing, coordination, meet deadlines), bush regeneration (CALM, first aid, chemical certification, relevant experience, S132 certificate), plan writing (relevant experience, training) and events (experience, train the trainer, workplace training and assessment).
- Outline insurance requirements i.e. public liability (\$10 million/ \$20 million); professional indemnity; workers compensation.
- Promote call for Applications via e-mail list to known providers, email list, Facebook and website
- Potential contractors return completed 'Tweed Landcare Panel of Providers Application form' with supporting documents by closing date.
- Tweed Landcare Panel assess and rank applications against Criteria.
- Register updated with successful providers.
- Call for Applications every two years but can be continually updated.

Procurement

Unless an open tendering process is required by the investor Tweed Landcare will allocate contracts to contractors on our Panel of Providers (PP).

Process to allocate contracts

There are three mechanisms for the allocation of contracts:

1. *Open tender*: Tweed Landcare will only use this mechanism if required by the investor. It would involve advertising the opportunity outside of our Panel of Providers.

2. *Limited*: For contracts > \$30,000 TLI will seek tenders from our Panel of Providers. As a minimum contractors will need to answer *Criteria for allocation of contracts* (below), additional requirements may be added if required by the investor.
3. *Direct*: For contracts <\$30,000 Tweed Landcare will directly allocate contracts to contractors on our Panel of Providers based on the criteria below.

Criteria for Panel of Providers and allocation contracts:

1. Value for money
2. Relevant skills, experience and qualifications
3. Currency of insurance and training
4. Currency of WHS plan and associated policies

In addition to these criteria Tweed Landcare will also consider:

- existing links to the property/ project area i.e have they undertaken a project on the property?
- capacity to deliver on time and on budget including total value of current contracts with Tweed Landcare - with respect to size of organisation i.e. multiple teams or sole operator.
- previous performance e.g. quality of work, delivered on time etc.
- proximity to site.

Contracts

Contracts will be negotiated with providers / contractors using Tweed Landcare contract templates.

Reporting timeframes and requirements will vary as they are determined by our investors. Payments will be tied to reporting milestones. Minimum of 20% of project funds held for final payment on completion of all funded works.

Responsibilities, reviewing and monitoring

- It shall be the responsibility of the Committee to ensure that all requirements of this policy are complied with.
- Tweed Landcare's Committee, staff, members and volunteers are responsible for implementation of this policy.
- This policy shall be reviewed by the Committee every three years or as deemed necessary following changes to TLI practices.

Grievances, Complaints and Procedures

- Breaches of this policy or other policies of Tweed Landcare will be addressed by way of the Grievance Policy.
- Tweed Landcare members should familiarise themselves with this policy and endeavour to ensure that its principles are observed at all times.

AUTHORISATION:	
This version takes effect on:	20/9/2017
This version will be reviewed by:	20/9/2020
Authorised by:	Tweed Landcare Inc Committee
Chairperson:	Joanna Gardner
Chairperson signature:	