

## Introduction

This policy provides overarching guidance to Tweed Landcare's procurement and contracting processes which aim to meet the expectations of investors, partners, potential contractors and our community.

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

As a community organisation Tweed Landcare would like to support and build professional capacity in our local area. To achieve this, when practical, preference will be given to Tweed based contractors (via a 15% loading). 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 covers three main areas the Panel of Providers, procurement and contracting.

### 1. **Panel of Providers**

Tweed Landcare maintains a list of contractors that have applied to be on our Panel of Providers and met our eligibility criteria.

To be registered Contractors must meet the following *Panel of Providers eligibility criteria*:

- Training: Provide a brief list of qualifications for each staff member. For 'Senior First Aid' and 'Chemical Users Accreditation' include expiry date.
- Insurance: provide current Certificates of insurance including Public Liability and Workers Compensation, where required by law.
- Work Health and Safety: demonstrate satisfactory compliance with WHS obligations under the NSW Workplace Health and Safety Act/ Regulations including evidence of WHS Plan and management system e.g. associated policies/ procedures.

Once registered it will be the contractor's responsibility to provide updated documents (e.g. insurance and training certificates).

Each registered Contractor is also assessed on the following criteria to generate a *Panel of Providers score*:

- Value for money (hourly rate for staff)
- Qualifications of Site Supervisors and other staff \*
- Relevant skills and experience (previous work of this type)
- Demonstrated capacity to deliver on time and on budget.
- Methodology (current Best Practice)
- Track record (general reputation for work competency and capacity).

\* **Site Supervisor** must have CALM IV or equivalent; 3 years of local experience; **Qualified regenerator** must have CALM II or equivalent and minimum 6 months local experience; **Trainee** must have CALM II or equivalent or undertaking CALM II. Recommended Supervisor: Qualified regenerator: trainee ratio must be less than 1:5:2.

## **Application process**

- Tweed Landcare will call for Applications via e-mail list to known providers and subscribers and posts on Facebook and TLI website.
- Contractors submit completed 'Tweed Landcare Panel of Providers Application form' with supporting documents by the closing date.
- Tweed Landcare representatives (minimum 3) assess applications to:
  - determine if they meet eligibility criteria
  - assess eligible applications generate a *Panel of Provides score*.
- Register updated with successful contractors.
- Call for Applications every second year but can be continually updated.

## **2. Procurement**

Tweed Landcare will use one of three mechanisms to engage contractors as outlined below:

- **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. Contractors that Tender but are not registered on our Panel of Providers would have to meet the Panel of Provider eligibility criteria and will be assessed to calculate a Panel of Providers score which will form part of the Tender assessment.
- **Limited tender:** For contracts over \$30,000 Tweed Landcare will seek Tenders from our Panel of Providers. As a minimum contractors will need to answer Tender specific questions which may include special criteria required by the investor. Each contractor's Panel of Providers score will form part of the Tender assessment.
- **Direct:** For contracts less than \$30,000 Tweed Landcare may directly allocate contracts to contractors on our Panel of Providers based on their Panel of Providers score and tender assessment criteria below.

A scope of works will be distributed. This will include sites maps, reference documents (e.g. site restoration plans), a checklist of actions to be completed, Tender assessment criteria and reporting requirements.

Tender assessment criteria will be project specific but may include:

- existing links to the property/ project area i.e. have they undertaken a project on the property? The value of these links will diminish over time.
- capacity to complete specific on-ground works, monitoring and reporting on time and on budget. Consider the total value of current contracts with Tweed Landcare with respect to the size of the organisation (i.e. sole trader through to multiple teams).
- past performance e.g. quality of work (based on assessment by Projects Officers and landholders or reference checks if no previous Tweed Landcare projects).
- provision of current insurance and training documents.
- additional criteria added with support of TLI Committee.

Tenders will only be opened after the closing date. There is no process for Tweed Landcare to request or accept additional information after the closing date.

Tenders will be assessed by a panel of at least 3. Consisting of 1-2 Tweed Landcare staff, 1-2 Tweed Landcare Committee members. A representative from a project partner (e.g. Tweed Shire Council, North Coast Local Land Services or a neighbouring Landcare Network) may also sit on the panel if they have a significant involvement in the project or if sufficient Tweed Landcare representatives are not available.

All contractors that Tender will be advised of the outcome of the assessment and provided with specific feedback if requested.

### 3. **Contracts**

Contracts will be negotiated with successful contractors using appropriate Tweed Landcare contract templates. Reporting requirements and timeframes will vary as they are determined by our investors.

#### **Contract payments schedule**

Will vary depending on the type and size of the project. For on-ground works and larger planning/ training projects payments will be tied to regular reporting milestones and staged for each year as follows:

- 40% initial payment on signing of Contract and, for multi- year projects, commencement of each new year
- 40% interim mid year payment on submission of Daily Record Sheet summary (and site inspection if determined necessary)
- 20% final payment on completion of each year of funded works, reporting requirements and site inspection.

#### **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.

<b>AUTHORISATION:</b>	
This version takes effect on:	October 2023
This version will be reviewed by:	October 2026
Authorised by:	Tweed Landcare Inc Committee
Chairperson:	Chris Roberts
Chairperson signature:	