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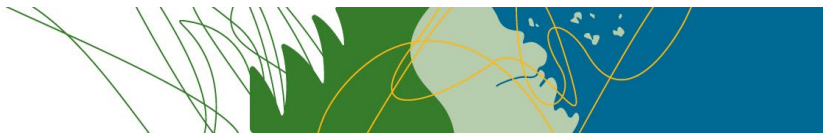
Introduction

This guide is intended as an information resource to assist suppliers and contractors who wish to supply goods and services to Mackay Regional Council.

It aims to answer frequently asked questions and cover basic information surrounding the following key topics:

- Mackay Regional Council Organisation Structure
- Mackay Regional Council Procurement Policy
- Work Health and safety Information
- Supply Requirements
- Key Contacts

Mackay Regional Council is committed to ensuring all of its policies, procedures and practices relating to procurement are consistent with best practice and conform to the highest standard of ethical conduct.



Corporate Plan 2022-2027

Council's revised Corporate Plan 2022-2027 outlines key strategic issues or projects that council will advocate for, on behalf of the community.

Contained in the Corporate Plan are three outward facing pillars:

- Invest and work
- Live and visit
- Community and environment

Together with two inward facing pillars for the Mackay Regional Council organisation:

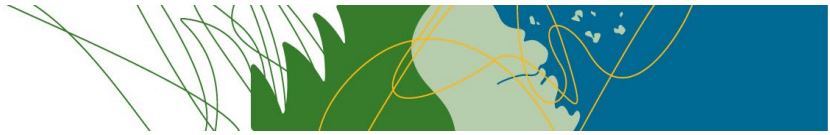
- Financial strength
- Operational excellence

The plan's objectives will be delivered through annual operational plan initiatives and resourced by capital and operational budgets. Annual operational plans and quarterly reports will demonstrate council's progress in implementation of the Corporate Plan.

The Corporate Plan will be reviewed and modified to ensure it remains responsive to community demands and expectations.

The full Corporate Plan is available on council's website or via the following link:

https://www.mackay.qld.gov.au/about_council/your_council/corporateplan

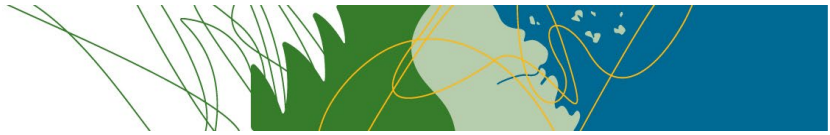


What does Council purchase

Mackay Regional Council is a very diverse business who purchase a wide range of goods, services and contracted works throughout the year.

Council's annual expenditure for goods, services and contracted works is a significant part of its budget and includes but is not limited to:

- a) Goods including:
 - Chemicals
 - plumbing products
 - road making materials
 - building materials
 - fuels and oils
 - stationary
 - PPE
- b) Fleet replacement program
 - Light fleet (utilities, sedans)
 - Plant
 - heavy equipment
 - ancillary items
- c) Professional Service including:
 - Consultants
 - environmental consultants
 - legal services
 - media consultants
- d) Contracted Works including:
 - road and building construction
 - water and sewerage infrastructure construction
 - waste management
 - civil construction
 - plant and machinery contractors



Procurement Policy

All purchases of goods and services must be carried out in compliance with the Local Government Act 2009 and the Local Government Regulations 2012.

When purchasing any goods or services, Council officers apply the Sound Contracting Principles in the manner outlined below:

- a. Value for money
- b. Open and effective competition
- c. The development of competitive local business and industry
- d. Environmental protection
- e. Ethical behaviour and fair dealing.

Procurement should be open and result in effective competition in the provision of goods and services. Council officers apply the principle of open and effective competition by giving fair and equitable consideration to all prospective suppliers.

Council encourages the development of competitive local businesses and regional suppliers.

One of Council's Key Strategic Priorities is the promotion and adoption of Environmental Sustainability. Council officers apply the environmental protection principle when undertaking any procurement activity by considering:

- (i) Procurement of environmentally friendly goods and services; and
- (ii) fostering the development of products and processes of low environmental and climate impact; and
- (iii) setting an example to business, industry, and the community by promoting the use of climate and environmentally friendly goods and services.

Council officers involved in procurement must behave with impartiality, fairness, independence, openness, integrity and professionalism in their discussions and negotiations with suppliers and their representatives.

Council requires all officers to act honestly in the public interests when conducting procurement and contracting activities in accordance with the Employee Code of Conduct, The Fraud and Corruption Prevention Policy and relevant procedures.

The full Procurement Policy is available on council's website or via the following link:

https://www.mackay.qld.gov.au/business/suppliers/tenders_and_purchasing2



Tenders and Quotations

Council procurement is to be carried out in accordance with the Procurement Policy, the Regulation and the LGA, either by quotation, formal tender or where an exemption applies within the Regulation.

Goods and Services Value (excluding GST)	Procurement Method
Up to \$1,500	<ul style="list-style-type: none"> • a Preferred Supplier Arrangement ('PSA'), Approved Contractor List, Register of Pre-qualified Suppliers or Local Buy Register; or • Accessing inventory; or • By obtaining one verbal quotation
Purchases between \$1,501 and \$14,999	<ul style="list-style-type: none"> • a Preferred Supplier Arrangement ('PSA') Approved Contractor List, Register of Pre-qualified Suppliers or Local Buy Register; or • Accessing inventory; or • By obtaining two written quotations
Purchases between \$15,000 and \$200,000	<ul style="list-style-type: none"> • Consider the risk associated to the supply of the goods or services; and • If Council decides to accept one of the quotes, Council must accept the quote that is most advantageous to Council having regard to the Sound Contracting Principles. • By obtaining three written quotations.
Purchases over \$200,000	<ul style="list-style-type: none"> • Council must invite written tenders for a large-sized contractual arrangement, which is a contract expected to be worth \$200,000 (excl. GST) or more in a financial year or over the proposed term of the contractual arrangement. • Council may utilise an exemption within the Regulations.

Mackay Regional Council utilise the Queensland Government Qtenders website to advertise all open tenders which is available via <https://www.hpw.qld.gov.au/qtenders/index.do>



Local Buy

Established in 2001, Local Buy provides a procurement mechanism for local governments throughout Queensland.

Local Buy is a leader in the provision of procurement and probity services to the whole of government.

Their team of procurement specialists understand the critical pathways of the procurement process, with a clear understanding of our council's needs and the increasing scrutiny governments face in procurement and probity.

Local Buy offers a range of services including extensive pre-approved supplier lists and providing ongoing support including probity.

Local Buy's strict prequalified supplier process effectively means that government can access a range of goods and services through a quotation rather than a tender process.

Mackay Regional Council may use any contract under the Local Buy contract listing which assists Council in delivering its services to the residents of the Mackay Region.

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

- Go to the website- <http://www.localbuy.net.au> or
- Email- contracts@localbuy.net.au



Purchasing and Invoicing Requirements

Purchase Orders are required for all Mackay Regional Council purchases and will contain the following information:

Purchase order number and date

- Description of goods and services required
- Quantity and Price
- Delivery Date
- Delivery Address

Delivery Requirements

Suppliers should ensure that goods for delivery are labelled correctly. A delivery docket should accompany goods and contain:

- Mackay Regional Council purchase order number
- Delivery Address
- Meaningful description of the goods
- Unit of measure as shown on the purchase order

Invoicing Requirements

Suppliers should send all invoices directly to Council's Accounts Payable Department via:

- Email: ap@mackay.qld.gov.au
- Fax: 07 49442404
- mail: PO Box 41, Mackay QLD 4740

Invoices must contain:

- Purchase Order Number
- Delivery Address
- Mackay Regional Council item number (if applicable)
- Correct unit of measure as quoted on the delivery docket and order
- Correct extension of quantity
- Correct extension of price
- Gross price including freight, levies, tax, government charges
- Supplier name, address and ABN
- Supplier item code
- Delivery docket number as supplied with the goods



Payments may be delayed where there is a price difference between the order, delivery documentation and invoice or where no purchase order number is stated.

Payments Details

Mackay Regional Council standard payment terms are 30 days from the date of the invoice.

Mackay Regional Council will process correctly completed invoices as required by the terms and condition of purchase using:

- EFT runs performed on a weekly basis
- Cheques
- Credit Card payments

Supplier and Contractor Insurances

The requirements for the provision of insurances are specific to the works, goods or services being supplied to Council. The minimum requirements are:

- WorkCover (As required by law) or Income Protection
- \$20 million Public and Products liability insurance
- Professional indemnity
- Plant and Equipment
- Other requirements may be specified at the time of quote or tendering

Important Information

Mackay Regional Council Terms of Business, available via https://www.mackay.qld.gov.au/business/suppliers/tenders_and_purchasing2, apply to all orders except in the case of where another contract arrangement has been established.

No Goods or Services should be supplied without a Purchase Order number



Office Hours and Key Contacts

Normal office hours for the Procurement Operations, Warehouse and Contracts Sections are:

Title	Name	Office Hours	Contact info
Manager Procurement and Plant	Kylie Kavanagh	Monday to Friday 7.00am to 4.00pm	Kylie.kavanagh@mackay.qld.gov.au
Contracts Coordinator	Joanne Simpson	Monday to Friday 7.00am to 4.00pm	contracts@mackay.qld.gov.au
Procurement Operations Supervisor	Dienette Du Plessis	Monday to Friday 6.30am to 4.00pm	procurement@mackay.qld.gov.au
Warehouse Supervisor	Russell Leeson	Monday to Friday 6.00am to 3.30pm	Russell.leeson@mackay.qld.gov.au
Fleet Coordinator	Pat Ahern	Monday to Friday 6.00am to 3.00pm	fleet@mackay.qld.gov.au
Workshop Coordinator	Tony Borics	Monday to Friday 6.00am to 3.00pm	workshop@mackay.qld.gov.au



Workplace Health and Safety

Mackay Regional Council is committed to ensuring the health and safety of its workers, contractor and members of the Mackay community.

As a supplier of goods or services to Council, you must comply with the Queensland legislation and meet standards for ensuring health and safety. All contractors, consultants and suppliers engaged to perform work or services for Mackay Regional Council must ensure they meet the minimum requirements that are outline in MRC WHS Guidelines for Consultants and Contractors that is available on Council's website.

https://www.mackay.qld.gov.au/business/suppliers/tenders_and_purchasing2

Council requires all contractors and their employees, volunteers and visitors to Council facilities and worksites to have completed a Mackay Regional Council Contractors Induction.

Useful Links

Mackay Regional Council Website- Procurement and Tenders which includes Current tenders

- Upcoming tenders
- Contract awarded in excess of \$200,000
- Procurement policy
- Local Government association of Queensland Local Buy
- Supplier Information
 - Terms of business chrome-
 - Council Policies
 - Council Quality requirements
 - Work, Health and Safety requirement

https://www.mackay.qld.gov.au/business/suppliers/tenders_and_purchasing2

MRC Contractors Induction

<https://mrcmoodle.mackay.qld.gov.au/>

Queensland Government Qtenders

<https://qtenders.epw.qld.gov.au/qtenders/home.do>