**SP103 PROCUREMENT POLICY AND PLAN 2023-24**

OVERVIEW

Brisbane City Council’s (Council) Procurement Policy and Plan 2023-24 (PPAP) is prepared in accordance with sections 190, 210 and 212 of the [*City of Brisbane Regulation 2012*](https://www.legislation.qld.gov.au/view/whole/html/inforce/current/sl-2012-0235)(the Regulation). These sections state:

1. **Procurement Policy**
2. The council must prepare and adopt a policy about procurement (a Procurement Policy).
3. The Procurement Policy must include details of the principles, including sound contracting principles, that the council will apply in the financial year for purchasing goods and services.
4. The council must review its Procurement Policy annually.
5. **Contracting Plans**
6. This section applies if the council decides to apply this part to its contracts.
7. Each financial year, the council must make and adopt a Contracting Plan.
8. A Contracting Plan is a document stating:
	1. the types of contracts that the council proposes to make in the financial year
	2. the principles and strategies for performing the contracts
	3. a policy about proposed delegations for the contracts
	4. a market assessment for each type of contract
	5. the contracts that the council considers will be significant (a significant contract) having regard to the market assessment
	6. a policy about the making of a Significant Contracting Plan under section 211.
9. A market assessment is an assessment of the relative cost and difficulty in securing supply under each type of contract.
10. A Contracting Plan must be consistent with and support the achievement of the strategic directions stated in the council’s [Corporate Plan](https://www.brisbane.qld.gov.au/about-council/governance-and-strategy/vision-and-strategy/brisbane-vision/corporate-plan-2021-22-to-2025-26).
11. The council must not make the resolution to adopt a Contracting Plan before the council adopts the annual budget for the financial year.
12. The council may, by resolution, amend a Contracting Plan at any time before the end of the financial year to which the plan relates.
13. The council must allow the public to inspect and buy copies of the Contracting Plan at the council public office.
14. **Contract Manual**
15. The council must make and adopt a Contract Manual.
16. A Contract Manual is a document that sets out the procedures for how the council is to carry out all contracts.
17. The Contract Manual must:
	1. apply the sound contracting principles
	2. be consistent with, and support, the achievement of the strategic direction stated in the council’s [Corporate Plan](https://www.brisbane.qld.gov.au/about-council/governance-and-strategy/vision-and-strategy/brisbane-vision/corporate-plan-2021-22-to-2025-26)
	3. if the council has adopted a Contracting Plan – be consistent with the Contracting Plan
	4. include a policy about how the council is to deal with any non**-**current assets that have a value of less than the amount mentioned in section 214(8).

APPLICABILITY

This PPAP applies to any procurement activity undertaken by Council.

APPROVING AUTHORITY

Council on 15 August 2023

POLICY OWNER

Chief Procurement Officer, Strategic Procurement Office, Organisational Services

**RELATED INFORMATION**

[*Brisbane Vision*](https://www.brisbane.qld.gov.au/about-council/governance-strategy/vision-strategy/brisbane-vision) *2031* (Brisbane Vision)

[*Corporate Plan*](https://www.brisbane.qld.gov.au/about-council/governance-and-strategy/vision-and-strategy/brisbane-vision/corporate-plan-2021-22-to-2025-26) *2021-2022 to 2025-2026* (Corporate Plan)

[*CS1 Corporate Sustainability Policy*](https://www.brisbane.qld.gov.au/about-council/governance-and-strategy/vision-and-strategy/sustainability-policy#:~:text=The%20sustainability%20policy%20aims%20to,reality%20in%20their%20working%20lives.)

*CS5 Carbon Neutral Policy*

[*SP200 Sourcing and Disposal Procedures*](https://brisbane.sharepoint.com/sites/corporate-rules/_layouts/15/Doc.aspx?sourcedoc=%7B70671F66-4704-49D5-B283-CDB76F671C10%7D&file=SP200%20-%20Sourcing%20and%20Disposal%20Procedures%20-%20Approved.docx&action=default&mobileredirect=true&DefaultItemOpen=1)

[*SP400 Contract Management Procedure*](https://brisbane.sharepoint.com/sites/corporate-rules/_layouts/15/Doc.aspx?sourcedoc=%7B118A9563-5BB1-457A-A226-779C50AFC75A%7D&file=SP400%20-%20Contract%20Management%20Procedure%20-%20Approved.docx&action=default&mobileredirect=true&DefaultItemOpen=1)

[*AP200 Donations Policy*](https://brisbane.sharepoint.com/%3Aw%3A/r/sites/corporate-rules/_layouts/15/Doc.aspx?sourcedoc=%7B6D63F2A2-FE51-4815-85E2-1D370B2323A7%7D&file=AP200%20-%20Donations%20Policy%20-%20Approved.DOCX&action=default&mobileredirect=true&DefaultItemOpen=1)

[Crime and Corruption Commission’s *Corruption in Focus* guide](http://www.ccc.qld.gov.au/corruption-prevention/corruption-in-focus)

[*Zero Harm Policy*](https://brisbane.sharepoint.com/%3Aw%3A/r/sites/corporate-rules/_layouts/15/Doc.aspx?sourcedoc=%7B189826BD-1A6F-45B6-A1E1-922E4195E42B%7D&file=OZHMS%20Zero%20Harm%20Policy%20-%20Approved.docx&action=default&mobileredirect=true&DefaultItemOpen=1)

[*HRP040 Code of Conduct*](https://brisbane.sharepoint.com/sites/corporate-rules/_layouts/15/Doc.aspx?sourcedoc=%7BD80FEBB2-0A20-489A-ABD4-28349EE1A054%7D&file=HRP040%20-%20Code%20of%20Conduct%20-%20Approved.docx&action=default&mobileredirect=true&DefaultItemOpen=1)

REVIEW DATE

13 August 2024

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# Procurement Policy

## Sound contracting principles

Council applies the sound contracting principles to its contracting activities as set out in section 103(3) of the
*City of Brisbane Act 2010.* These are:

### Value for money

Council’s value for money (VFM) methodology usually involves deriving a VFM index by dividing the value score achieved (against weighted non-price attributes) by a comparative price, which weighs price and non‑price factors equally. Alternative VFM methodologies may be used in consultation with Strategic Procurement Office (SPO), Organisational Services (OS).

Ultimately, selection is to be based on the most advantageous outcome for Council.

### Open and effective competition

Council balances open and effective competition based on the estimated value of contracts and estimated contract length.

For purchases reasonably estimated to be worth less than $10,000, a minimum of one quote will be sought, from a local supplier in the first instance where possible, who is considered able to meet the requirements.

For purchases reasonably estimated to be worth $10,000 or more, and less than $200,000, at least three written quotes will be sought from local suppliers in the first instance where possible, who are considered able to meet the requirements.

For purchases reasonably estimated to be worth $200,000 or more and less than $500,000, at least three written quotes will be sought, through Council’s tender system, from local suppliers in the first instance where possible, who are considered able to meet the requirements.

For purchases reasonably estimated to be worth $500,000 or more, Council will publicly invite tenders, proposals or expressions of interest.

The Contract Manual explains where exemptions or variations to thresholds above may apply see sections B.3.5, B.3.6 and B.4 General exemptions from Council’s standard quotes, tenders and proposals process.

The duration of individual contracts is established through category planning and the strategic sourcing process. See sections B.1.3 and B.1.5 in the Contract Manual.

### The development of competitive local business and industry

Council targets 80% of its annual procurement spend to be sourced locally.

For publicly invited tenders, a local benefit weighting of 30% shall be applied and reflected in the VFM assessment.

Quotes for contracts with a value below $500,000 will in the first instance where possible, be sought from local suppliers.

Supply opportunities will be accessible to a diverse range of suppliers including small and emerging businesses.

### Environmental protection

Council officers involved in procurement activities must comply with [*CS1 Corporate Sustainability Policy*](https://www.brisbane.qld.gov.au/about-council/governance-and-strategy/vision-and-strategy/sustainability-policy#:~:text=The%20sustainability%20policy%20aims%20to,reality%20in%20their%20working%20lives.) and [*CS5 Carbon Neutral Policy*](https://brisbane.sharepoint.com/%3Aw%3A/r/sites/corporate-rules/_layouts/15/Doc.aspx?sourcedoc=%7B75956950-44DB-4A88-9225-80981CA0B9E8%7D&file=CS5%20-%20Carbon%20Neutral%20Policy%20-%20Approved.DOC&action=default&mobileredirect=true&DefaultItemOpen=1), andwill actively seek opportunities to:

#### enhance and maintain biodiversity and natural environmental systems

#### minimise environmental harm, including end of life impacts

#### maximise resource efficiency (e.g. reduce energy and water consumption and minimise waste)

#### minimise carbon emissions and contribute towards Council’s carbon neutral status

#### minimise the risk of serious or irreversible impacts on the community.

### Ethical behaviour and fair dealing

Council officers involved in procurement activities must comply with [*HRP040 Code of Conduct*](https://brisbane.sharepoint.com/sites/corporate-rules/_layouts/15/Doc.aspx?sourcedoc=%7BD80FEBB2-0A20-489A-ABD4-28349EE1A054%7D&file=HRP040%20-%20Code%20of%20Conduct%20-%20Approved.docx&action=default&mobileredirect=true&DefaultItemOpen=1) and will:

#### act with integrity and impartiality

#### promote the public good

#### be committed to the system of government

#### act with accountability and transparency.

# Contract Manual

This Contract Manual is consistent with the Contracting Plan and applies the five sound contracting principles as set out in section 103(3) of the *City of Brisbane Act 2010*:

* VFM
* open and effective competition
* the development of competitive local business and industry
* environmental protection
* ethical behaviour and fair dealing.

The Contract Manual supports the achievement of the [Brisbane Vision](https://www.brisbane.qld.gov.au/about-council/governance-and-strategy/vision-and-strategy/brisbane-vision) and strategic directions within Council’s [Corporate Plan](https://www.brisbane.qld.gov.au/about-council/governance-and-strategy/vision-and-strategy/brisbane-vision/corporate-plan-2021-22-to-2025-26)**.** Specifically, the Contract Manual supports the strategic directions of:

* Our prosperous city – support a productive economy through targeted investment partnerships, attraction of skilled, emerging talent and entrepreneurs; and support local businesses to capitalise on opportunities of business in Brisbane, through the delivery of training, capacity building and skills development programs
* Our sustainable and resilient city – build shared accountability for our environment between government, business, and the community
* Our well-managed city – demonstrate good governance, integrity and accountability, partner with community, business and other levels of government, and maintain a financially sustainable organisation.

The Contract Manual contributes to the implementation of the [Brisbane Vision](https://www.brisbane.qld.gov.au/about-council/governance-and-strategy/vision-and-strategy/brisbane-vision) and [Corporate Plan](https://www.brisbane.qld.gov.au/about-council/governance-and-strategy/vision-and-strategy/brisbane-vision/corporate-plan-2021-22-to-2025-26) by:

* reducing procurement costs while maintaining value
* driving value through the supplier base via the Strategic Partnering Initiative
* ensuring that Council’s plans, practices, processes and the capabilities of its people are aligned to deliver the long-term community plan within [Brisbane Vision](https://www.brisbane.qld.gov.au/about-council/governance-and-strategy/vision-and-strategy/brisbane-vision) and Council’s [Corporate Plan](https://www.brisbane.qld.gov.au/about-council/governance-and-strategy/vision-and-strategy/brisbane-vision/corporate-plan-2021-22-to-2025-26).

## How procurement is conducted at Council

### Centre-led procurement model

Procurement in Council operates under a centre-led model overseen by SPO. This model helps to optimise resources while delivering a strategic focus to the management of Council’s spend.

### Category management

Council undertakes many types of contracting activities which fall broadly into four groups:

#### enterprise services

#### transport and utilities

#### construction and operations

#### information and communications technology.

The strategy employed by each Category Management team includes:

#### development of category plans for long-term strategy and implementation planning

#### sourcing and contract classification to inform where best to direct limited resources

#### annual sourcing plans to manage business needs and resources

#### a strategic sourcing process to engage Council stakeholders and the supply market

#### establishment of Corporate Procurement Arrangements (CPAs) to leverage value

#### contract management

#### engaging with industry to identify and implement innovation.

Category management is supported by specialists in the areas of process and systems, governance, partnering and innovation.

### Category planning

Each Category Management team develops category plans. These category plans guide resources and the application of different procurement tactics to generate sustained value in a spend area, including sourcing activities. ‘Sourcing’ means the process used to obtain goods, services or works from the supply market. Category plans categorise spend and examine market trends, supply options and potential procurement strategies. Typically, category plans are developed with a three to five-year strategic outlook and are refreshed annually. In some situations, such as highly dynamic markets, category plans may require a short‑term outlook and can be monitored and refreshed on a more regular basis.

Generally, SPO engages the marketplace at least once in each five-year period. The market may be engaged more or less frequently in some circumstances, for example where:

* there is a change in Council’s needs, a change in the market or a change in best practice
* category planning or market research indicates that more or less frequent sourcing would deliver a more advantageous outcome for Council
* a more advantageous outcome can be obtained by aligning the duration of a contract with the lifecycle of an associated asset (for example, aligning the duration of a contract for refuse collection with the expected lifespan of vehicles for refuse collection).

### Annual sourcing plans

Based on the category plans, SPO develops an annual sourcing program to manage its sourcing activity for the financial year. Key sourcing activities for the financial year are included in the Forward Contracting Schedules (see section C.4) and Forward Disposal Schedule (see section C.5).

### Strategic sourcing process

For centre-led procurements, the Category Management teams use a strategic sourcing process which includes analysis of Council spend data, partnering with stakeholders to understand requirements and risks associated with the proposed procurement outcomes, conducting market research, developing a sourcing strategy and engaging the market through a structured method which is designed to enhance VFM outcomes.

During the strategic sourcing process, the relevant category plan is applied and refined to develop a specific sourcing strategy for the particular goods, services or works. Council’s sourcing approach will allow for streamlined processes for particular sourcing and contract classifications e.g. routine contracts, to assist in speed to market and delivery of outcomes.

### Sourcing and contract classification

Category management applies a sourcing and contract classification to understand where to direct effort in relation to procurement activities, on the basis of procurement risk and relative expenditure.

|  |  |  |
| --- | --- | --- |
| Value =========🡺 | **Leveraged** | **Strategic** |
| **Routine** | **Focused** |
| Risk ==============================🡺 |

### Corporate Procurement Arrangements

CPAs are used by Council to:

* aggregate and leverage purchasing requirements
* reduce transaction costs for both suppliers and Council by agreement of terms such as contractual conditions and rates, which apply to purchases made under the CPA.

CPAs are contractual arrangements established by Council and include panel arrangements, preferred supplier arrangements and registers of pre-qualified suppliers.

CPAs are generally established by a tender process for a specific term and particular type of goods, services or works. When established, Council officers may purchase from the CPA without the need to approach the broader market.

The strategy for each CPA is developed through category planning and implemented through a planned sourcing activity. CPAs can provide some exclusivity to suppliers on the CPA, subject to limitations.

The method for operating each CPA is usually agreed by Council or its delegate when the CPA is established. SPO includes this information in user packs which set the internal procedure for use of each CPA. SPO may amend the operating method or user pack from time to time to reflect changes in supplier performance, strategy or business priorities. Suppliers may be added to a CPA where they have sustainable products, and the product is like for like, however, reduces emissions or contributes significantly to the circular economy. Related products or services to a CPA may be added if they become available during the lifecycle of the arrangement.

### Contract management

Contracts are established in Council to meet the needs of Brisbane. Good contract management ensures that the contractual obligations of both suppliers and Council are met and VFM is achieved.

Council’s [*SP400 Contract Management Procedure*](https://brisbane.sharepoint.com/sites/corporate-rules/_layouts/15/Doc.aspx?sourcedoc=%7B118A9563-5BB1-457A-A226-779C50AFC75A%7D&file=SP400%20-%20Contract%20Management%20Procedure%20-%20Approved.docx&action=default&mobileredirect=true&DefaultItemOpen=1) (Contract Management Procedure) provides a clear and standardised approach to managing and administering contracts for the goods and services purchased from its suppliers.

The main elements of the Contract Management Procedure are:

* defining the key roles involved in contract management: Contract Owner, Contract Manager and Contract Administrator
* classifying contracts into one of four risk categories: strategic, focused, leveraged or routine
* managing and using contractual key performance indicators.

The Contract Management Procedure establishes the minimum contract management requirements. Established divisional contract management processes that exceed these minimum requirements may be used by contract or project managers in Council leading more complex procurement activities (e.g. major projects, construction, infrastructure), as required.

### Engaging with industry to identify and implement innovation

Innovation is fundamental to achieving the [Brisbane Vision](https://www.brisbane.qld.gov.au/about-council/governance-strategy/vision-strategy/brisbane-vision), improving quality of life for residents while ensuring our city has the services and infrastructure to meet the needs of future generations. Innovation can also deliver better outcomes for Brisbane and can be developed in the market long before it is identified by Council. SPO encourages industry to identify and implement innovation and nurtures this approach through several initiatives including supplier relationship management, a strategic partnering approach and industry led approaches.

#### **Supplier Relationship Management**

Council has adopted Supplier Relationship Management (SRM) as a framework through which additional value can be derived from improved collaboration with suppliers. The main elements of SRM include:

identifying the key roles involved in SRM: Category Specialist, Supplier Manager, Procurement Partner, Contract Owner and Contract Manager

segmenting suppliers into one of four tiers based on criticality and spend

identifying potential strategic partners to Council

pursuing opportunities beyond the contract, including ethical procurement considerations, and innovation.

#### **Strategic partner approach**

The strategic partner approach focuses on a small group of suppliers that align closely with Council and have the potential to realise innovation. A supplier may only be designated as a strategic partner via a Significant Contracting Plan (SCP) (see B.2.12(b) and C.2).

Council may enter into supply arrangements (or extend arrangements in terms of scope or duration) with strategic partners on a direct engagement basis. Arrangements may be extended for defined periods until those arrangements, in Council’s view, no longer deliver VFM for Council. Submissions to enter into or extend an arrangement with a strategic partner must be in the public interest, provide value for Council and be approved in accordance with existing public interest sole sourcing delegations. All decisions to enter into or extend an arrangement with a strategic partner are to be reported monthly to Council. Ongoing assessment and monitoring of the performance of each strategic partner is to be undertaken to ensure that Council continues to obtain VFM.

#### **Better Brisbane Proposals (market-led proposals)**

Industry suppliers and businesses have the opportunity to submit proposals that solve Brisbane problems or contribute to the [Brisbane Vision](https://www.brisbane.qld.gov.au/about-council/governance-strategy/vision-strategy/brisbane-vision) and demonstrate value to Brisbane. Council may approach industry suppliers and businesses to address specific innovation challenges and problem statements.

Proposals will not be considered under this policy where Council has issued a request for tender, proposal or expression of interest, and Council considers that the request issued was the appropriate channel for the receipt of offers.

Council may directly engage with the proponent of the proposal for the good, service or innovation if, in Council’s view, it is in the public interest. This generally involves consideration of whether:

* the proposal contains intellectual property rights or elements, such that tendering for the requirement would be unfair or deprive the proponent of its innovation
* the outcome is considered to be fair to the supply market
* the proposal is considered to be advantageous for Brisbane
* the proposal supports the development of local business and industry
* VFM for Brisbane can be demonstrated or substantiated.

Recommendations to enter into contracts will be approved in line with the Register of Delegations.

## Ethical procurement approach

Procurement at Council is leveraged to positively impact a range of broader ethical considerations encompassing the environment, social and governance. Such opportunities include:

* actively pursuing more sustainable outcomes, including a circular economy and net zero carbon emissions
* managing and assessing workplace health and safety
* encouraging supplier diversity to increase positive social impact, including supporting social enterprises and Aboriginal and Torres Strait Islander managed businesses
* support for small and local business
* managing, assessing and reducing the risk of modern slavery.

### Sustainability

The following working definition of sustainable procurement has been developed by the Queensland Government:

*Sustainable procurement is a process whereby organisations meet their needs for goods, services and capital projects, in a way that achieves value for money on a whole-of-life basis in terms of generating benefits not only to the organisation, but also to society, the economy and the natural environment.*

Council applies sustainable procurement by:

#### examining organisational, project and/or community needs for anticipated contracting activities

#### refining sustainability strategies for contracting activities

#### refining sustainability specifications for contracting activities

#### planning and undertaking sustainability evaluations as part of contracting activities.

In its [*CS1 Corporate Sustainability Policy*](https://www.brisbane.qld.gov.au/about-council/governance-and-strategy/vision-and-strategy/sustainability-policy#:~:text=The%20sustainability%20policy%20aims%20to,reality%20in%20their%20working%20lives.), Council commits to applying principles of sustainability to all of its decision-making and activities. In addition, Council applies sound contracting principles to its procurement and disposal activity. The following economic, environmental and social objectives have been determined in line with these principles.

| **Area** | **Principles** | **Objectives** |
| --- | --- | --- |
| Economic | * Recognise dimensions beyond our border while concentrating on issues we can influence.
* Integrate long and short‑term economic, environmental and community considerations.
* VFM.
* Open and effective competition.
* The development of competitive local business and industry.
 | * Achieve VFM on a whole‑of‑life (including disposal) basis, rather than just initial cost.
* Harvest $30 million in savings from procurement activities.
* Manage demand and supply to ensure that competitive markets and the availability of resources are sustained in the long term.
* Ensure probity and accountability in the procurement process.
* 80% of Council’s procurement spend will be sourced locally.
* A weighting of 30% will be applied to reflect local benefits.
* Quotes for contracts with a value below $500,000 will in the first instance be sought from local suppliers.
* Provide opportunities and make it easier for small business to be a supplier to Council.
 |
| Environmental | * Act cautiously when there is a risk of serious or irreversible impacts on the environment or the community.
* Environmental protection.
* Acquire products which have a low environmental impact.
* Ensure procurement activities consider circular economy, sustainable re‑use of materials, waste, recycled products and assessment of carbon emissions.
 | * Enhance and maintain biodiversity and natural environmental systems.
* Minimise environmental harm, including end‑of‑life impacts (i.e. support and promote a circular economy).
* Maximise resource efficiency (e.g. reduce energy and water consumption and minimise waste).
* Minimise carbon emissions and contribute towards Council’s carbon neutral status.
* Minimise the risk of serious or irreversible impacts on the community.
* Encourage innovation that allows products to be made using less energy and materials and to be reused or recycled with ease.
* Reduce operational carbon footprint by at least 30% on 2016-2017 levels by 2031-2032.
* Achieve net zero emissions for Council operations by 2050.
 |
| Social | * Provide for broad public involvement on issues that affect the community.
* Provide for equity between generations.
* Ethical behaviour and fair dealing.
* Diversity and inclusion in the supply chain.
 | * In the procurement process, ensure that Council’s Zero Harm requirements are met, and Workplace Health and Safety legislative compliance is achieved.
* Suppliers remunerate their employees fairly.
* Suppliers are meeting industrial obligations.
* Maintain a social procurement program and increase social procurement spend – target of $11 million.
* Ensure sourced products are accessible by all segments of the community.
* Require inclusion of apprentices, trainees or Aboriginal and Torres Strait Islander people on large construction contracts.
* Prevent, detect and report on modern slavery in Council’s supply chain.
* Ensure that Council uses its supply chain proactively to encourage diversity and inclusion and build diverse supplier networks and social outcomes.
* Advance opportunities for Aboriginal and Torres Strait Islander managed businesses by removing barriers and strengthening and expanding commercial relationships.
 |

### Addressing climate change

Council is a carbon neutral organisation. This means the overall carbon emissions arising from our business operations are equal to zero, achieved by establishing our annual emissions footprint (including indirect supply chain emissions), undertaking emissions reduction initiatives including procuring renewable energy and purchasing carbon offsets to negate the residual emissions that we cannot avoid. Council’s [*CS5 Carbon Neutral Policy*](https://brisbane.sharepoint.com/%3Aw%3A/r/sites/corporate-rules/_layouts/15/Doc.aspx?sourcedoc=%7B75956950-44DB-4A88-9225-80981CA0B9E8%7D&file=CS5%20-%20Carbon%20Neutral%20Policy%20-%20Approved.DOC&action=default&mobileredirect=true&DefaultItemOpen=1)supports these initiatives.Supply chain emissions represent a significant proportion of Council’s carbon footprint.

In its [*CS5 Carbon Neutral Policy*](https://brisbane.sharepoint.com/%3Aw%3A/r/sites/corporate-rules/_layouts/15/Doc.aspx?sourcedoc=%7B75956950-44DB-4A88-9225-80981CA0B9E8%7D&file=CS5%20-%20Carbon%20Neutral%20Policy%20-%20Approved.DOC&action=default&mobileredirect=true&DefaultItemOpen=1), Council commits to maintaining carbon neutrality for its operations. Council will meet the requirements of the [*Climate Active Carbon Neutral Standard for organisations*](https://www.climateactive.org.au/sites/default/files/2022-07/climate-active-carbon-neutral-standard-organisations.pdf) or equivalent standards recognised by the Australian Government. Council will continually reduce its operational greenhouse gas emissions by considering the emissions impact of procurement decisions.

Climate change will impact the long term performance of infrastructure and assets. Council will need to consider how to improve the sustainability performance and resilience of existing and new assets, including resilience to climate change impacts. Climate related events may also impact the cost and reliability of our supply chains.

The adoption of net zero emissions targets by various levels of government as well as corporations, will require Council to consider how our procurement function contributes to Council’s own transition and how we influence and support our supply chains on a similar journey.

Council can contribute to meeting these challenges by:

#### baselining supplier emissions, determining common metrics and setting reduction targets

#### establishing an abatement roadmap outlining which emission reduction levers can be applied to reach targets

#### setting procurement standards that require the assessment and prioritisation of suppliers in terms of progress in setting and reaching emissions targets

#### working with industry coalitions to promote decarbonisation and help create markets for low carbon products and services

#### realign governance and processes, boost capabilities and upgrade data and information systems to support the above

#### embed emissions reduction objectives within procurement systems and processes and at all stages of the procurement lifecycle

#### continue to improve data collection and reporting to support the shift to activity-based emissions measurement for purchased goods and services

#### work collaboratively with suppliers and contractors providing emissions intensive goods and services to identify and implement emissions reduction measures.

In relation to climate resilience, Council will seek to understand risks associated with future events and undertake resilience planning to prepare, respond and recover from those events. [*Brisbane. Clean, Green, Sustainable 2017-2031*](https://www.brisbane.qld.gov.au/environment-waste/be-clean-green-brisbane/brisbane-clean-green-sustainable-2017-2031) outlines specific actions Council is taking to ensure the resilience of the community, built form and infrastructure and the environment.

### Environmental procurement approach

In its [*EM001 Environmental Policy*](https://www.brisbane.qld.gov.au/about-council/governance-and-strategy/vision-and-strategy/environmental-policy), Council commits to incorporate the principles of ecologically sustainable development into its business and management systems and decision-making processes, to ensure the city's environment and resource efficiency improves over time. This includes setting and reviewing measurable objectives and targets. Council will support and implement waste reduction, reuse, recycling and resource recovery programs and give purchase preference, where feasible, to reusable, recycled and environmentally-friendly products. Council is committed to acquiring products for general use which have a low environmental impact which would not:

#### endanger the health of the consumer or others

#### cause significant damage to the environment during manufacture, transport, use or disposal

#### consume a disproportionate amount of energy during manufacture, transport, use or disposal

#### cause unnecessary waste, either because of over-packaging or because of an unduly short useful life

#### use materials derived from threatened species or from threatened environments

#### involve the unnecessary use of, or cruelty to, animals, whether this be for toxicity testing or for other purposes

#### adversely affect other countries, particularly developing economies.

Council will, where possible, use recycled paper for its administrative and janitorial needs.

In addition to the banned single use plastic items defined in the *Waste Reduction and Recycling (Plastic Items) Amendment Act 2021*, Council will, where possible, also avoid single use plastic bags, helium balloons and single-use plastic water bottles in its operations and events, except where this might cause a health or safety risk.

### Construction workforce approach

Council is committed to supporting the development of skills in Brisbane’s construction industry including future workforce capability.

A minimum of 10% of the total labour hours of major construction projects with a contractual value of $2 million and over are to be performed by apprentices, trainees or persons from a diverse background (including Aboriginal and Torres Strait Islander people). To implement this policy, SPO will maintain a formula to be included in applicable construction contracts.

Exemption from the requirements of this policy may be provided by the Chief Procurement Officer, SPO, OS, on a case by case basis. For example, contracts that include specialised qualifications may be exempt. The submission to the Chief Procurement Officer should include the reasons for exemption or modification and be submitted prior to engagement of the market.

### Zero Harm in procurement

In its [*Zero Harm Policy*](https://brisbane.sharepoint.com/%3Aw%3A/r/sites/corporate-rules/_layouts/15/Doc.aspx?sourcedoc=%7B189826BD-1A6F-45B6-A1E1-922E4195E42B%7D&file=OZHMS%20Zero%20Harm%20Policy%20-%20Approved.docx&action=default&mobileredirect=true&DefaultItemOpen=1), Council commits to ensuring that the health and safety of workers undertaking work for Council is not put at risk. In accordance with Council’s commitment to Zero Harm, Council will conduct its procurement activities and see that its suppliers conduct their activities in accordance with the legislative requirements outlined within the *Work Health and Safety Act 2011, Work Health and Safety Regulation 2011*, and associated Codes of Practice. Council’s objective is for no Brisbane resident, visitor, contractor, employee or volunteer to be harmed in the provision of goods, services or works to Council. Council will seek health and safety information relevant to the procurement activity to confirm whether the supplier meets Council’s requirements for health and safety management.

Council’s primary duty of care is to ensure, as far as is reasonably practicable, the health and safety of workers while they are at work and that they are not put at risk from the work carried out (section 19 of the *Work Health and Safety Act 2011*). A worker is defined as a person who conducts work, in any capacity, for the organisation. Employees, volunteers, trainees, apprentices, contractors, subcontractors and their workers, labour hire workers and work experience students (section 7 of the *Work Health and Safety Act 2011*). We expect our contractors, subcontractors and their workers to always model behaviours that support a safe work environment, support risk management, attend training and maintain capability.

### Support for small businesses

Council will continue to support small businesses through improved payment terms, sustainable capacity building, creating opportunities for involvement in Council procurement activities and making it easier to do business with Council. Council will seek to enhance small business capability through increased awareness of Council procurement opportunities and simplifying procurement processes and tender specifications and requirements wherever practical.

Council will support the intent of the Small Business Friendly Charter, with a commitment to:

* communicate and engage
* raise small businesses profile and capability
* support resilience and recovery
* simplify administration and regulation (red tape reduction)
* ensure fair procurement and prompt payment terms
* promote place-based activities.

### Support for local suppliers

Council will preference quotes and tenders from local business. Each procurement activity should consider the potential for benefits to the local economy, including local jobs, apprenticeships, supporting local supply chains and businesses that source goods manufactured locally and the development of local markets and industry. The recommendation to establish a new CPA should articulate how the local procurement policy will be applied in the operation of the panel.

For purchases reasonably estimated to be less than $500,000, quotes will be sought from local suppliers, in the first instance, who are considered able to meet the requirements. For purchases reasonably estimated to be greater than $500,000, Council will publicly invite tenders, proposals or expressions of interest, which will include a 30% weighting for local benefits.

### Support for social enterprises

Council is committed to the advancement of new and emerging social enterprises. Council will seek appropriate opportunities to engage social enterprises or leverage outcomes through commercial relationships. Council seeks to foster the development of social enterprises to grow into competitive suppliers. When procuring in Council, there are a broad range of ethical considerations. The extent to which each is considered depends on the nature and value of the purchase.

Council seeks to influence positive social outcomes through our diverse workforce, direct and indirect economic contributions and the support of social enterprises, all of which build on Brisbane's reputation as a growing creative, vibrant, safe, healthy and inclusive city.

### Support for Aboriginal and Torres Strait Islander managed businesses

In addition to possible inclusion of Aboriginal and Torres Strait Islander people on large construction contracts (B.2.4), Council will seek to strengthen and expand commercial relationships with Aboriginal and Torres Strait Islander managed businesses.

Council’s enterprise strategy is focused on creating and developing sustainable opportunities for Aboriginal and Torres Strait Islander managed businesses. It aims to do this by increasing spend with Aboriginal and Torres Strait Islander managed businesses to enhance supplier diversity and support improved economic and social outcomes. This is in line with Council’s [Reconciliation Action Plan](https://www.brisbane.qld.gov.au/community-and-safety/community-support/aboriginal-and-torres-strait-islander-programs/reconciliation-action-plan).

To achieve this strategy, Council will seek to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander managed businesses by:

* improving visibility
* building networks and relationships
* reducing the complexity of Council’s procurement documents
* strengthening procurement policies and procedures to provide support
* provide education and training to employees.

### Modern slavery in procurement

#### **Addressing the risk of modern slavery**

In support of the intent of the *Modern Slavery Act 2018* (Cth), Council will:

##### map and review its operations

##### (ii) map its supply chain

##### (iii) conduct risk assessments on modern slavery in its operations and supply chains

##### (iv) address the risks of suspected situations of modern slavery

##### (v) work with its owned and controlled entities to review their operations and supply chains, and conduct risk assessments on modern slavery on their operations and supply chains

##### (vi) include contractual provisions in its contracts with suppliers to identify and address the risk of modern slavery

##### (vii) screen new suppliers for modern slavery risks

##### (viii) provide training to improve awareness of modern slavery risks

##### (ix) not engage in any practices within its operation or supply chain that may lead to modern slavery

##### (x) regularly review its actions to ensure modern slavery is being adequately addressed

##### (xi) annually prepare and submit a complying modern slavery statement on the work Council has conducted during the previous reporting period and how effective it has been.

#### **Council’s response to suspected modern slavery**

Any suspected situations of modern slavery should immediately be reported to the Chief Procurement Officer.

Alternatively, a Council employee may make a public interest disclosure in accordance with Council’s [*AP179 Public Interest Disclosure Procedure*](https://brisbane.sharepoint.com/%3Aw%3A/r/sites/corporate-rules/_layouts/15/Doc.aspx?sourcedoc=%7B00AA6E76-9067-4C1E-9E5D-B878B6D20680%7D&file=AP179%20-%20Public%20Interest%20Disclosure%20Procedure%20-%20Approved.docx&action=default&mobileredirect=true&DefaultItemOpen=1). In response to suspected situations of modern slavery, Council will:

##### request further information from direct suppliers about sub-suppliers

##### (ii) ensure actions are always in the best interests of the suspected victim or victims

##### (iii) consider if further action is required to verify if modern slavery is occurring

##### (iv) consider whether and how to involve law enforcement

##### (v) respond in a way that is appropriate to the circumstances of the situation

##### (vi) recognise that Council may not be aware of all the victims involved or the extent of the exploitation

##### (vii) remediate the harm caused

##### (viii) consider how Council can address the underlying structural factors that contributed to the exploitation

##### (ix) work with the identified area of Council’s operations or supply chains to assist to cease or prevent the risk

##### (x) work with other key suppliers and entities to carry out a joint supply chain risk assessment

##### (xi) only end the relationship with the effected entity if Council cannot influence or prevent the risk from occurring.

Council will do its best to provide protection from reprisal to any person/s or entity who brings modern slavery risks to the attention of Council. The *Public Interest Disclosure Act 2010* (Qld) provides protection for whistleblowers who disclose valid concerns about modern slavery, and other human rights abuses. Under this legislation, a person who takes a reprisal is liable in damages to any person who suffers detriment as a result.

### Human rights

Council is committed to acting or making decisions that are compatible with the human rights of all individuals in Queensland having regard to the requirements of the [*Human Rights Act 2019*](https://www.legislation.qld.gov.au/view/html/asmade/act-2019-005) (Qld) (the Act) and the 23 human rights that it protects. This commitment includes:

* developing and implementing policies, procedures, services and programs so that they are compliant with human rights
* acting and making decisions that are compliant with human rights
* receiving, responding to, and possibly resolving complaints regarding acts and decisions that are alleged to be non-compliant with human rights under the Act.

Council will take all reasonable steps to ensure that contracted suppliers are required to comply with the requirements of the Act when they act or make decisions in their supply of goods and services.

### Governance

#### **Boards**

SPO administers several boards which play a key role in Council’s governance arrangements for procurement. These boards include Stores Board, chaired by Council’s Chief Executive Officer, and several procurement boards. Each board is constituted by officers as considered appropriate by the Chair of that board. The purpose of these boards is to provide advice to delegates on the exercising of procurement delegations and to review submissions which are proceeding to higher delegates such as Establishment and Coordination Committee or Council.

For high-value sourcing activities, these boards provide a forum for delegates to consider and approve the strategy for a contracting activity (pre-market approval, where required) and also approve entering into contracts for a procurement or disposal (post-market approval). Boards are attended by appropriately qualified officers to ensure that sourcing processes and decisions are robust and meet probity requirements. Delegates may convene additional boards to ensure appropriate governance and business needs are being met.

#### **Approval authorities and delegations**

In general, Council has two approval points for procurements, subject to delegations, these being pre-market and post‑market.

Pre-market approval refers to the approval of procurement strategy and approval to request quotes, tenders or proposals. For significant procurements, pre‑market approval is via SCPs (see C.2).

Post-market approval refers to the selection of the supplier, proceeding to enter into the contract, and the spend allowable under the contract. For CPAs, the allowable spend is an estimate only as the arrangement is for a defined period and spend will vary according to actual requirements.

Procurement (post-market) delegations are maintained by City Legal, City Administration and Governance, and found in the Register of Delegations.

Members of the public may view these delegations at Council’s public office.

While post-market submissions or approvals may seek approval for a contingency amount to factor in known risks, additional costs may also arise from unforeseen site conditions (latent conditions), legislative changes and public utility plant (PUP) interface risk. Timely approval of the additional cost is vital to ensure that projects are completed on schedule and no further cost is incurred where contractors are on site and awaiting Council approvals.

To enable timely approval, additional spend under a construction contract, up to the maximum amount approved by Council or its delegate, can be authorised by the Chief Procurement Officer, SPO, OS, and Executive General Manager, City Standards, Brisbane Infrastructure (BI), or Executive General Manager, City Projects Office, BI, where there is sufficient budget funding to meet the additional cost and the additional cost is either:

for work defined by the contract as a latent condition

required due to a change of law, such as a legislated waste levy

related to work on PUP necessitated by the project

to meet the cost of a risk event where that risk was identified in the post-market submission, but the contingency provided does not cover the cost incurred. This provision does not apply to any scope increase/upgrade.

CPAs often have an initial term and optional additional periods, up to a total maximum term. The Chief Procurement Officer may approve the negotiation of changes to the number of optional additional periods and their duration, provided that the term of the arrangement does not exceed the maximum term stated in the post-market and tender documents and does not amend an SCP. The Chief Procurement Officer can exercise options under that arrangement and enter into variations, as long as they do not exceed scope, term or value contemplated in the original approval. This provides Council through the Chief Procurement Officer with commercial flexibility to adjust optional periods to better align arrangements with factors such as market conditions and/or supplier performance.

## Fundamentals for Council procurement activity

### Use of Council businesses and staff

Council’s preference is to use its own capable, competent and committed employees in providing services. Council will continue to use its own employees where competitive levels of quality, service, efficiency, cost effectiveness and VFM are demonstrated.

### Training capability and competencies

The development of skills and competencies in the areas of value chain analysis, supply chain management, sourcing, negotiation, category management, contract management, relationship and supplier performance management will continue to receive support from Council.

### Availability of budget

Funds must be available in the approved Council budget before tenders, proposals or quotes are sought, except:

#### in the case of genuine emergency or hardship as determined by the Chief Procurement Officer

#### where the strategy has been approved by Council resolution or via a SCP

#### the lack of funding is disclosed in the publicly available documents and the strategy is approved by the Chief Executive Officer. Entering into any subsequent contract must not be approved without available funds.

### Thresholds for tenders, proposals, quotes and expressions of interest

Except as provided in sections B.3.5 and B.3.6, Council will invite tenders, proposals, quotes and expressions of interest from the supply market in accordance with the following thresholds.

#### For purchases reasonably estimated to be worth less than $10,000, price information is to be obtained from one or more suppliers. When seeking and or evaluating quotes, preference will be applied to local suppliers. Where only one quote is obtained from those invited, VFM is still to be demonstrated.

#### For purchases reasonably estimated to be worth $10,000 or more and less than $200,000, at least three written quotes are to be invited from suppliers who are considered able to meet the requirements. When seeking and or evaluating quotes, preference will be applied to local suppliers. Where only one quote is received from those invited, VFM is still to be demonstrated.

#### For purchases reasonably estimated to be worth $200,000 or more and less than $500,000, at least three written quotes will be sought, through Council’s tender system, from suppliers who are considered able to meet the requirements. When seeking and or evaluating quotes, preference will be applied to local suppliers. Where only one quote is received from those invited, VFM is still to be demonstrated.

#### For purchases reasonably estimated to be worth $500,000 or more, Council will publicly invite tenders, proposals or expressions of interest.

‘Worth’ means the total amount (exclusive of GST) to be paid to the supplier for the goods, services or works for the full term including known options and/or optional periods. For contracts under which Council receives revenue, the thresholds above apply and ‘worth’ refers to the total amount to be paid to Council.

‘Local’ means (in descending order of preference):

#### Brisbane Local Government Area (LGA)

#### South East Queensland

#### Queensland

#### Australia

Where quotes are sought or evaluated from suppliers outside South East Queensland, the officer with the delegation relevant to the procurement, must be satisfied that such an approach reflects the most advantageous outcome for Council.

### Exemption from tenders, proposals and quotes

The circumstances identified in B.4 are exempt from the general tender, proposal, quote and expression of interest requirements of section B.3.4 (b), (c) and (d). Decisions are to be recorded in formal submissions which include how VFM is demonstrated. Use of any exemption must be endorsed by Council’s Chief Procurement Officer.

Where the procurement is designated as ‘significant’ a SCP is to be approved which may include use of an exemption, sole source or select source.

### Sole or select sourcing

Supply of goods, services or works can be sought from one supplier (sole sourcing) without seeking tenders, proposals or quotes where either:

#### it is in the public interest, or

#### there is a lack of available tenderers.

If there is a current procurement or disposal process in place, that process must be terminated prior to sole sourcing being implemented.

Select sourcing involves seeking tenders, proposals or quotes from restricted groups of suppliers due to relevant market requirements, where it has been determined it is in the public interest to do so.

In determining relevant market requirements as a prerequisite to select sourcing, Council must:

#### (a) understand the local supply market and the available suppliers to choose from; and

#### (b) have very specific contract requirements and be able to ensure all suitable suppliers are invited to tender, propose or quote.

For delegations in relation to sole sourcing refer to the relevant limits and conditions in the Register of Delegations.

### Shortlisting

Council permits shortlisting rounds during expression of interest, tender, proposal and quotation processes.

Shortlisting can be based on any criterion or criteria but only in pursuit of the most advantageous outcome for Council.

Where expressions of interest have been publicly requested or a multi-staged process has been undertaken, tenders or proposals may be requested from one respondent or a shortlist of respondents if this approach and the criteria for shortlisting have been included in the publicly advertised document.

### Negotiation

Negotiation can be undertaken with the most advantageous tenderer, a shortlist of tenderers or all tenderers. These negotiations may result in changes to Council requirements (stated in tender, proposal or quote documents) or the offers received. Probity requirements apply to all negotiations.

### Acceptance of a tender, proposal or quote

Council officers are not obliged to accept the lowest priced (or any) tender, proposal, quote or expression of interest. Council officers will only select tenders, proposals, quotes or expressions of interest that are the most advantageous for Brisbane.

### Disposal of goods and acquisition or disposal of land

#### Council must dispose of goods (or other non-current assets excluding land) through the invitation of tenders, or sale by public auction, above the following values (exclusive of GST):

##### plant or equipment – $5,000

##### any other type of non-current asset – $10,000.

#### Individual goods (or other non-current assets excluding land) up to the value set out in section B.3.10(a) may be disposed of by approaches other than tender or public auction. Probity must be maintained and VFM achieved in these disposals.

#### The provisions in section B.3.10(a) do not apply to the disposal of goods (or other non-current assets excluding land) if:

##### an alternative disposal approach is provided in the Contracting Plan

##### an SCP has been approved

##### it is in the public interest that they should not apply. Any decision to this effect:

* + - * 1. must specify reasons for the opinion expressed in it
				2. may relate to a particular disposal or class of disposal.
				3. the disposal was a donation under Council’s [AP200 Donations Policy](https://brisbane.sharepoint.com/%3Aw%3A/r/sites/corporate-rules/_layouts/15/Doc.aspx?sourcedoc=%7B6D63F2A2-FE51-4815-85E2-1D370B2323A7%7D&file=AP200%20-%20Donations%20Policy%20-%20Approved.DOCX&action=default&mobileredirect=true&DefaultItemOpen=1).

Expected major disposals within each financial year are summarised in the Contracting Plan.

Acquisition of land by Council is not dealt with in this Contract Manual. Disposal of land including leasing is subject to the Default Contracting Procedures in Chapter 6 of the Regulation.

### Publishing details of contracts worth $200,000 or more

A report of contracts worth $200,000 (exclusive of GST) or more accepted by delegates shall be presented to Council as soon as practicable after entering into the contracts. The report will be published in the minutes of the Council meeting.

The establishment of CPAs is reported but generally not the orders placed under them. Key orders under CPAs for construction works will continue to be reported also, in line with current practice.

### Signing of Council procurement documents

The following persons may sign a document on behalf of the Council:

1. the head of the Council
2. a delegate of the Council
3. a Councillor or Council employee who is authorised by the head of the Council, in writing, to sign documents.

### Complaints process

Complaints concerning procurement and disposal activities are managed through Council’s standard complaints process.

## General exemptions from Council’s standard quotes, tenders and proposals process

Detailed below are the list of exemptions from tenders, proposals and quotes. Use of any exemption must be endorsed by Council’s Chief Procurement Officer prior to engaging with the supplier. The power to enter into contracts for the following exemptions is delegated to Council’s Chief Executive Officer. Where the Chief Executive Officer has subdelegated any power to enter into contracts for the following exemptions, these are reflected in the Register of Delegations. Members of the public may view these delegations at Council’s public office.

| **Exemption name** | **Explanation, limitations, responsibilities and approvals** |
| --- | --- |
| 1. CPAs | The general requirement to seek quotes and tenders from the broader market does not apply where either:1. Council has established a CPA and Council is using that CPA
2. CPA suppliers are unable to supply and where value and appropriateness of process has been demonstrated to the satisfaction of the relevant Category Manager.

In relation to this exemption, where a CPA has already been established, endorsement by the Chief Procurement Officer is not required. |
| 2. A contract made because of genuine emergency or hardship, including the recovery phase | In genuine emergencies (such as recovery following the 2011 and 2022 Brisbane floods), the necessity to act fast outweighs the additional benefit that may be driven through competitive processes. A genuine emergency is determined by the Chief Procurement Officer. This includes flood preparedness along with recovery from any natural disaster/emergency event for a time period to be specified by the Chief Procurement Officer. |
| 3. Marketplace is restricted by third‑party ownership of PUP asset | This exemption applies if the goods, services or works can only be supplied by a single supplier or a restricted group due to third-party ownership of a PUP asset, for example, Energex, Telstra or APA Group. Where possible, competitive quotes are to be obtained in line with the requirements of section B.3.4. |
| 4. A contract made with, or a purchase from a contract made by, another government entity, government-owned entity or Local Buy | Where VFM outcomes can be obtained, this general exemption allows engagements with another government entity or government owned entity. For example:1. the Australian Government, the Queensland Government, or another local government; or
2. an entity owned by the Australian Government, or the Queensland Government, or another local government.

Contracts and arrangements established by another government entity, local authority or Local Buy have been sourced by reputable entities that apply appropriate principles and probity and can be expected to deliver reasonable VFM for Council. |
| 5. Procurement from social enterprises, Aboriginal or Torres Strait Islander managed businesses or community enterprises | Social procurement involves generating positive social benefits or outcomes. This exemption will provide a framework to allow delegates to consider procurement directly from or restricted tender processes with social enterprises, Aboriginal or Torres Strait Islander managed businesses and community enterprises in order to develop their capacity and capability. This exemption will apply to contracts meeting the public interest test which is to be applied using the following criteria. Submissions are to include:1. the basis upon which the organisation is considered to be a social enterprise, Aboriginal and Torres Strait Islander managed business or community enterprise
2. how the contract will develop capacity or capability of the social enterprise, Aboriginal or Torres Strait Islander managed businesses and community enterprises or otherwise contribute to Council’s procurement objectives, [Brisbane Vision](https://www.brisbane.qld.gov.au/about-council/governance-and-strategy/vision-and-strategy/brisbane-vision) or [Reconciliation Action Plan](https://www.brisbane.qld.gov.au/community-and-safety/community-support/aboriginal-and-torres-strait-islander-programs/reconciliation-action-plan)
3. consideration given to commercial enterprises operating in the sector and whether they would be unduly prejudiced by the award of such a contract
4. consideration of other known organisations and whether it would be appropriate for those organisations to compete for the contract
5. how quality of goods or services is to be ensured
6. how reasonable VFM will be achieved by Council
7. past performance of the supplier where a contract renewal or award of a similar contract is being considered.
 |
| 6. Low value procurements | Allows Council to better prioritise limited resources to higher value and strategic procurement activities. The value obtained from a significant number of frequently sourced, low value procurements is limited. This exemption allows for extension of contracts by variation, without a tender process.Conditions:* negotiations are to be undertaken as part of the contract extension process
* category/market analysis and benchmarking must be used to establish that value for money is still being obtained
* supplier performance must be to Council’s customer satisfaction
* value improvement initiatives are in place
* the total contract term, inclusive of any extension periods, must not exceed 10 years
* the exemption applies only to ‘routine contracts’ as defined in section B.1.6
* the use of the exemption for any contract must not exceed $500,000 in total.
 |
| 7. A contract for purchase at public auction | Purchases via auction are inconsistent with quotation and tender approaches. |
| 8. Information technology: solutions tendered – re-sellers and software developers | Allows Council to contract with a copyright holder where the solution is tendered by an authorised re-seller. |
| 9. Extension of contracts while Council is at market | Allows Council to extend an existing contract by up to six months where the tender to replace the contract has commenced. Switching supply for such a short period is usually not cost effective or practical. Extension may be required where the tender process or negotiations have taken longer than expected. |
| 10. Procurement needed for external bids | Allows Council to arrange subcontracts in order to bid for work being procured by parties external to Council and the work is not for Council or on any asset which Council owns. |
| 11. Extension of Information Communications Technology (ICT) support and maintenance arrangements | Council’s CPA and contracts for the provision of ICT software and hardware (ICT products) can often continue to meet business requirements beyond the originally envisioned term. This exemption provides a mechanism to approve purchasing of incremental licences as well as maintenance and support (which may include external hosting or subscription to existing solutions) for existing Council ICT products beyond the original term. |
| 12. Professional services unsuitable for tendering | Professional services unsuitable for tendering are as follows.* Barristers, expert witnesses – These services are needed for legal proceedings. Generally, barristers do not respond to tenders. Council’s Chief Legal Counsel, City Legal, City Administration and Governance (CAG), reviews the Law Society website and makes a decision on which barrister to approach for the matter depending on their area of expertise. Expert witnesses are recommended by the barrister.
* Specialist advisors for land resumptions – Council considers that it is appropriate to engage independent experts in the field of land acquisitions to act as Council’s delegate when taking the appearance of and hearing the grounds for objections to the taking of land by Council to demonstrate independence, transparency and natural justice within the statutory process.
* Integrity Workplace Solutions Agencies (IWSA) – External integrity workplace solution agencies are needed to deliver sensitive, high-level and complex investigations in respect to the conduct of Council employees in the areas of alleged corrupt conduct, reportable misconduct, reportable loss and ICT forensics. The engagement of external agencies, on occasion, is also required to ensure investigations can be undertaken that protect the integrity of Council and can be delivered in a timely and professional manner to the standards outlined in the [Crime and Corruption Commission’s *Corruption in Focus* guide](http://www.ccc.qld.gov.au/corruption-prevention/corruption-in-focus). These engagements are also unsuitable for tendering.
 |
| 13. Councillor offices’ expenditure | For Councillor offices’ expenditure, delegates:* may preference local suppliers or may use Council’s CPAs if they so desire; and
* must be in accordance with the authorised ward budget guidelines.
 |
| 14. Advisory board members | Council has a wide range of advisory boards, panels and other bodies (boards) which provide input, advice and guidance into Council programs and projects to ensure that outcomes meet community needs and expectations, and achieve Council’s vision for Brisbane. Board members are usually industry or community representatives who are widely acknowledged leaders in their field and selected for their particular knowledge, experience or position. These requirements are not suited to tendering as the individual is usually approached directly, the rate of payment (if any) is commensurate with the individual’s proposed contribution and knowledge, experience or position. In addition, the candidates sought may be unlikely to respond to traditional tender/recruitment processes.Principles:* selection must be merit based, reflect the reasonable needs of the board established by Council and be free of any material conflicts of interest
* fees paid to any member must be commensurate with the individual’s proposed contribution and knowledge, experience or position
* paid engagements must be reported to Council, in accordance with legislative requirements.
 |
| 15. Marketplace is restricted by statement of licence or third-party ownership of an asset (excluding PUP). | This exemption applies if the goods, services or works can only be supplied by a single supplier or a restricted group due to a statement of licence or third-party ownership of an asset.This exemption applies where there is technical alignment with existing infrastructure or existing enterprise platforms are established and continue to meet the organisation’s needs, as well as deliver continuous high quality of service.Where possible, competitive quotes are to be obtained in line with the requirements of section B.3.4. |
| 16. Cultural heritage consultation and management services by Aboriginal and Torres Strait Islander parties or their third‑ party providers. | This exemption applies to Aboriginal and Torres Strait Islander parties or their third-party providers for cultural heritage consultation and management services under the *Aboriginal Cultural Heritage Act 2003 and Torres Strait Islander Cultural Heritage Act 2003* (the Acts).Council is regularly required to consult with Aboriginal and Torres Strait Islander parties in order to satisfy the cultural heritage duty of care under these Acts, including procuring their services during infrastructure project delivery. This exemption also covers instances where an Aboriginal and Torres Strait Islander party is not established as a registered business, and they act through a nominated third-party party provider that is a registered business.Council can procure the third-party provider, who employ/subcontract representatives from the Aboriginal or Torres Strait Islander party to provide the services. It is acknowledged that some Aboriginal and Torres Strait Islander parties will only work with a preferred third-party provider due to the cultural sensitivities/confidentiality of heritage and culture, hence Council cannot always reasonably seek competitive tenders for the services of the third-party provider. |

# Contracting Plan

## Consistency

In the same way that the Contract Manual (as required by section 212 of the Regulation) is consistent with and supports the achievement of the strategic directions stated in Council’s [Corporate Plan](https://www.brisbane.qld.gov.au/about-council/governance-and-strategy/vision-and-strategy/brisbane-vision/corporate-plan-2021-22-to-2025-26), this Contracting Plan is consistent.

The principles and strategies for performing the contracts within this plan are consistent with the Procurement Policy, Contracting Plan,
[*SP200 Sourcing and Disposal Procedures*](https://brisbane.sharepoint.com/sites/corporate-rules/_layouts/15/Doc.aspx?sourcedoc=%7B70671F66-4704-49D5-B283-CDB76F671C10%7D&file=SP200%20-%20Sourcing%20and%20Disposal%20Procedures%20-%20Approved.docx&action=default&mobileredirect=true&DefaultItemOpen=1) and [*SP400 Contract Management Procedure*](https://brisbane.sharepoint.com/sites/corporate-rules/_layouts/15/Doc.aspx?sourcedoc=%7B118A9563-5BB1-457A-A226-779C50AFC75A%7D&file=SP400%20-%20Contract%20Management%20Procedure%20-%20Approved.docx&action=default&mobileredirect=true&DefaultItemOpen=1).

## Significant Contracting Plans

A SCP is a document stating:

#### the objectives of the significant contract

#### how the objectives are to be achieved

#### how achievement of the objectives will be measured

#### any alternative ways of achieving the objectives and why the alternative ways were not adopted

#### proposed contractual arrangements for the activity

#### a risk analysis of the market in which the contract is to happen.

SCPs will be prepared for sourcing activities where:

#### the estimated contract expenditure is $10 million or above

#### SPO has assessed the contract as strategic using its sourcing classification

#### a supplier is to be designated as a strategic partner.

SCPs will be prepared for disposal activities where:

#### the disposal is not in accordance with the approach identified in this Contracting Plan

#### the disposal has been identified by SPO as high risk or high value.

## Market Assessments

Supply chain disruptions are expected to persist due to global challenges such as geopolitical conflicts and inflationary pressures, despite easing of the COVID-19 pandemic constraints. There are also emerging concerns around global economic headwinds, rising interest rates, with the increased threat of a recession that will see Australian economic growth slow during 2023-24.

Commodity markets continue to remain price volatile, with many commodities displaying short-term price fall trends. Despite destabilising factors still existing, the global supply-demand imbalance for goods appears to be improving. According to IBISWorld, energy, fuel and food prices are likely to remain elevated, and in turn, continue driving consumer price index growth over 2023-24.

Council undertakes a range of contracting activities as required under section 210 of the Regulation, which broadly fall into the following contract types:

* enterprise services
* transport and utilities
* construction and operations
* information and communications technology (ICT).

Market assessments across these contract types, including those from IBISWorld are outlined below:

* Gas Supply/Fuel Retailing – The international sanctions that were placed in Russia, following its 2022 invasion of Ukraine, continue to influence global oil and gas prices. Whilst pricing is expected to remain elevated for some time, this will moderate as global supply and demand conditions stabilise. However, the Russia and Ukraine conflict will likely assure prices will remain volatile for some time.
* Electricity Supply – Wholesale electricity prices have begun returning to historic levels, influenced by the Federal Governments gas and thermal coal domestic wholesale market intervention. However, as residential and small business pricing is influenced by the Australian Energy Regulators Default Market Offer, which sets out the maximum that retailers can charge based upon their assumed hedging costs over the previous three years, costs will generally remain high for some time.
* Freight and Logistics – Freight and logistics rates will continue to trend downwards as COVID-19 pandemic related supply chain bottlenecks clear up. Whilst these falling rates are supported by lower fuel costs, some gains are likely to be offset by wage increase amid a worsening skills shortage.
* Waste Collection, Treatment and Disposal Services – Demand for commercial waste services has risen since the re-opening of operations following the COVID-19 pandemic. The national unemployment rate continues to rise slightly, coupled with increased consumer sentiment is anticipated to bolster demand for manufacturers and retailers, which will correspondingly boost demand for these services.
* Vehicles and Parts – The supply chain issues that have beset the automotive industry from the start of the pandemic are expected to persist for the immediate future. Ambitious State and Federal Government electric vehicle targets for their passenger fleet procurement, are expected to hasten Australia’s transition to low emission vehicles.
* Machinery – Expenditure on machinery and equipment is projected to rise in line with growth in real gross domestic product. However, expenditure is likely to be restricted by rising interest rates, discouraging turnover of machinery and equipment in the mining and construction sectors. With predicted growth of more than 2%, there will be upward pressure on prices. In the short term, there may be continued delays to imported equipment from disruptions in manufacturing and shipping. The industry also has a requirement for skilled operators, and any disruption in equipment or labour supply can negatively affect the industry.
* Supplementary Workforce Services – Business trends continue to favour flexible workforces and following the COVID-19 pandemic's economic fallout. The number of temporary staff service firms is set to rise, albeit at a slower rate than in recent years as competition rises. Intense competition will encourage new firms to service niche and specialised client markets or open in regional areas. Industry profitability will rise, due to revenue growth and some pricing increases in response to steadily rising demand. But rising competition will limit margin increases. Information and Communication Technology and Engineering disciplines are expected to remain under pressure with high demand and low supply of critical skills.
* Professional Services – The professional services industry incorporates a wide variety of different services provided by professional services organisations such as accounting, technical, property and legal, and is projected to expand over the next five years, as economic conditions continue to improve following the COVID-19 pandemic. However, business confidence is forecast to remain positive over the period, boosting demand for professional services.
* Construction Materials – The suppliers of construction materials such as cement, paint, hardware, and glass are second tier suppliers to the building construction industry. Demand related to large infrastructure projects by both State and Federal governments over the year is expected to place upward pressure on prices for concrete, sand and cement, impacting local government.
* Building Construction – A downturn in construction activity has threatened the ability of construction companies to continue operating solvently. Rising crude oil and electricity prices have negatively affected both construction inputs and required energy supplies. Companies that have struggled with rising expenses have collapsed, with flow-on effects hindering many related upstream and downstream industries, such as construction suppliers.
* Heavy and Civil Engineering Construction – Heavy and civil engineering construction companies may see a downturn following the staged completion of several significant transport infrastructure projects, but activity will remain well above the long-term average. Rising interest rates and inflationary pressures will constrain spending on public infrastructure and institutional buildings. The construction of renewable energy and resource projects and sports facilities for the Brisbane 2032 Olympic and Paralympic Games is expected to derive stimulus for many companies in the market.
* Semiconductor Shortage – It is anticipated that the supply and demand imbalance will continue into 2024 extending lead times on selected items such as personal computers, laptops, electronic goods, and some vehicles.
* Internet of Things Services – Growth continues to surge for these services which include remote asset monitoring, proof of service, and location services.
* Cyber Security Threats, Data Security and Privacy – A heightened geopolitical landscape coupled with the increasing sophistication of cyberattacks and data breaches on organisational supply chains (third-party providers) is continuing to drive increased spend in the market due to increase in demand for these types of specialist services and the finite available of these skills.
* Artificial Intelligence and Automation – The COVID-19 pandemic started the accelerated investment in various forms of business process and information technology automation. Advances in artificial intelligence and changes to work patterns such as remote working, are driving the increase in demand.

The above contracting activities feature prominently in Council’s procurement spend. As such, a key priority for procurement in the current fiscal year will be to continue to navigate the impacts of external factors such as economic downturn, climate resilience, increasing cyber security threats and the Russia and Ukraine conflict. Council will continue to remain focused on the broader time horizon of procurement-related considerations for Council and its supplier community, including fiscal and monetary policy, natural disaster preparedness, labour shortages and environmental, social and governance.

## Forward Contracting Schedules for Goods, Services and Construction 2023-24

**GOODS AND SERVICES (SIGNIFICANT)**

Detailed below are anticipated significant contracts in relation to goods and services and against which major procurement activity is scheduled to occur during the
2023-24 financial year and later. These contracts are considered to be significant contracts for the purposes of section 210 of the Regulation. In some cases, Council may elect to exercise an existing option to extend a contract rather than engaging the market with a view to entering into a new contract.

| **Grouping** | **Product****Category** | **Significant Contracts****(Greater than $10 million)****2023-24** | **Indicative Annual Spend $** | **Expected Quarter at Market** | **Proposed Procurement Strategy** | **Contact Details (subject to change)** |
| --- | --- | --- | --- | --- | --- | --- |
| Construction and operations | Drainage and waterways maintenance | Stormwater cleaning, closed circuit television, vacuum excavation | $11,500,000 | Q1 | Review of current contract arrangements or public tender | Category Manager – Construction and Operations, SPO, OS, 3403 9128 |
| Coloured pavement | Road and pavement marking | $10,200,000 | Q2 | As above | As above |
| Traffic controllers and sign vehicles | Traffic control management services | $16,300,000 | Q4 | As above | As above |
| Transport and utilities | Waste and resource recovery | Recyclable materials recovery service | $2,500,000 | Q1 | As above | Category Manager – Transport and Utilities, SPO, OS, 3178 5273 |
| Fuel and lubricants | Gas supply for asphalt plants | $2,000,000 | Q1 | As above | As above |
| Transport and fleet services | Operating agreements for e-scooters and e-bikes in Brisbane | Revenue contract | Q1 | As above | As above |
| Passenger motor vehicles | Passenger and light commercial vehicles | $6,400,000 | Q2 | As above | As above |
| Tyres and tyre tubes | Tyres and re-treading | $3,000,000 | Q2 | As above | As above |
| Information and communications technology | Information communication technology (ICT) server services | Hardware and software maintenance | $3,600,000 | Q1 | As above | Category Manager – ICT and Technology, SPO, OS, 3403 9109 |
| Local area network (LAN) devices | Corporate data communication network | $2,800,000 | Q2 | As above | As above |
| **TOTAL** |  **$58,300,000** |

**GOODS AND SERVICES (NON-SIGNIFICANT)**

Detailed below are further anticipated contracts in relation to goods and services against which procurement activity is scheduled to occur during the 2023-24 financial year and later. These contracts are not considered to be significant contracts for the purposes of section 210 of the Regulation. In some cases, Council may elect to exercise an existing option to extend a contract rather than engaging the market with a view to entering into a new contract.

| **Grouping** | **Product****Category** | **Description** | **Indicative Annual Spend $** | **Expected Quarter at Market** | **Proposed Procurement Strategy** | **Contact Details (subject to change)** |
| --- | --- | --- | --- | --- | --- | --- |
| Construction and operations | Geotechnical drilling service | Geotechnical and environmental drilling | $1,100,000 | Q1 | Review of current contract arrangements or public tender | Category Manager – Construction and Operations, SPO, OS, 3403 9128 |
| Harvesting of aquatic weeds | Aquatic weed removal services | $300,000 | Q2 | As above | As above |
| Building condition audits | Building condition assessments, asbestos and lead based paint audits, asbestos removal supervision services and dilapidation surveys | $900,000 | Q2 | As above | As above |
| Pesticides or pest repellents | Chemicals for the control of pests | $425,000 | Q2 | As above | As above |
| Arborist services | Arborist advisory services | $1,600,000 | Q3 | As above | As above |
| Cadastral engineering and construction surveys and survey drafts | Surveying services | $1,200,000 | Q4 | As above | As above |
| Enterprise services | Travel agents | Travel management services | $250,000 | Q1 | As above | Category Manager – Enterprise Services, SPO, OS, 3178 2763 |
| Employee assistance programs | Employee assistance program (EAP) | $330,000 | Q1 | As above | As above |
| Medical laboratories Services | Drug and alcohol testing service | $70,000 | Q1 | As above | As above |
| Recreational equipment | Gym equipment supply | $100,000 | Q1 | As above | As above |
| Safety training services | First aid training | $110,000 | Q1 | As above | As above |
| Banquet and catering services | Catering services Council cemeteries | Revenue contract | Q2 | As above | As above |
| Armoured car services and money transport | Cash collection and counting services | $374,000 | Q2 | As above | As above |
| Printing | Printing services | $1,600,000 | Q2 | As above | As above |
| Mailing services | Unaddressed direct mail services | $1,000,000 | Q2 | As above | As above |
| Taxicab services | Council cabs and personalised public transport | $864,000 | Q2 | As above | As above |
| Insurance | *Corporate industrial special risk insurance policy 2024*-*2025* | $7,000,000 | Q4 | As above | As above |
| Insurance | *Corporate insurance program 2024-2025* | $4,000,000 | Q4 | As above | As above |
| Professional communication services | Communication and engagement services | $1,200,000 | Q4 | As above | As above |
| Transport and utilities | Electric utilities | Energy information management services (EIMS) | $190,000 | Q1 | As above | Category Manager – Transport and Utilities, SPO, OS, 3178 5273 |
| Plant vehicles and equipment | Asphalt paver machines and spare parts | $1,040,000 | Q2 | As above | As above |
| Braking systems and components | Fleet spare parts | $350,000 | Q2 | As above | As above |
| Liquid waste collection or processing or disposal | Collection of waste oil and oily water | $250,000 | Q2 | As above | As above |
| Waste and resource recovery | Moreton Island waste and resource recovery | $590,000 | Q2 | As above | As above |
| Information and communications technology | Geographical information service engines | Street network spatial data | $70,000 | Q1 | As above | Category Manager – ICT and Technology, SPO, OS, 3403 9109 |
| Modelling and simulation | Data for virtual Brisbane | $240,000 | Q1 | As above | As above |
| Project portfolio management | Construction collaboration technology | $500,000 | Q1 | As above | As above |
| Application development tools and environments | Atlassian products licensing and service | TBA | Q1 | As above | As above |
| Geographical information service engines | Web based aerial imagery service | $115,000 | Q1 | As above | As above |
| Supply chain management | Resource recovery weighbridge solution | $110,000 | Q1 | As above | As above |
| Security management application services | Security services capability partner panel | $550,000 | Q1 | As above | As above |
| Audio and video devices | Audio visual goods and services | $1,500,000 | Q2 | As above | As above |
| Scheduling and bookings | Contractor and visitor management solution | $75,000 | Q3 | As above | As above |
| Financial management | Expense management system | $45,000 | Q4 | As above | As above |
| **TOTAL** |  |  **$28,048,000** |

**MAJOR CONSTRUCTION**

Detailed below are major Council programs (programs are defined as programs of like work) and projects against which major procurement activity is scheduled to occur during the 2023-24 financial year and later. The ‘Estimated value’ column shows an estimate of the sum of the procurement for which Council is scheduled to engage the market in 2023-24. Where the ‘Estimated value’ for a project or program detailed below reaches or exceeds $10 million or is designated as a significant contract, that contract will be a significant contract for the purposes of section 210 of the Regulation. This list is not exhaustive and further projects may be undertaken subject to the availability of Australian and Queensland Government funding. Potential tenderers are advised to check Council's supplier portal on a regular basis.

| **Major Projects****(Greater than $2 million)****2023-24** | **Estimated value** | **Expected Quarter at Market** | **Proposed Procurement Strategy** | **Contact Details (subject to change)** |
| --- | --- | --- | --- | --- |
| Bracalba Quarry Upgrade – crushing and screening package | $2,500,000 | Q1 | Open market tender | Quarry Manager, Bracalba Quarry, Asphalt and Aggregates, City Standards, Brisbane Infrastructure, 3178 8137 |
| Drainage Construction and Resilience – curved micro tunnelling stormwater works, Mornington Street, Red Hill | $7,500,000 | Q1 | Quotes under an existing CPA, subject to further market assessment at time of tender | Principal Contracts Manager, Construction, City Standards, Brisbane Infrastructure, 3178 6002 |
| Intersection Upgrade – Hamilton Road and Western Avenue, Chermside | $8,000,000 | Q1 | Quotes under an existing CPA, subject to further market assessment at time of tender | Program Director, Civil and Transport, Project Management, City Projects Office, Brisbane Infrastructure, 3178 7437 |
| Howard Smith Wharves Cliff Stabilisation Construction | $5,500,000 | Q1 | Quotes under an existing CPA, subject to further market assessment at time of tender | Program Director, Civil and Transport, Project Management, City Projects Office, Brisbane Infrastructure, 3178 7437 |
| Landslips Remediation – construction package 2 | $8,000,000 | Q1 | Quotes under an existing CPA, subject to further market assessment at time of tender | Program Director, Civil and Transport, Project Management, City Projects Office, Brisbane Infrastructure, 3178 7437 |
| Smoother Suburban Streets – package 15 road network resurfacing | $8,000,000 | Q1 | Quotes under an existing CPA, subject to further market assessment at time of tender | Program Director, Civil and Transport, Project Management, City Projects Office, Brisbane Infrastructure, 3178 7437 |
| Stormwater Infrastructure – micro tunnelling for stormwater pipe installation, Elystan Road, New Farm | $2,000,000 | Q1 | Quotes under an existing CPA, subject to further market assessment at time of tender | Principal Contracts Manager, Construction, City Standards, Brisbane Infrastructure, 3178 6002 |
| Leachate Network Upgrade – Sunset Park, 30 Monoplane Street, Ashgrove | $3,000,000 | Q1 | Open market tender and invitation to existing suitable CPA | Program Director, Civic and Building, Project Management, City Projects Office, Brisbane Infrastructure, 3027 4558 |
| Bracalba Quarry Upgrade – construction package | $4,000,000 | Q1-Q2 | Open market tender | Quarry Manager, Bracalba Quarry, Asphalt and Aggregates, City Standards, Brisbane Infrastructure, 3178 7437 |
| Consolidated Clubhouse – Finsbury Park, 106 Finsbury Street, Newmarket | $5,000,000 | Q2 | Quotes under an existing CPA, subject to further market assessment at time of tender | Program Director, Civic and Building, Project Management, City Projects Office, Brisbane Infrastructure, 3027 4558 |
| Landslips Remediation – construction package 3 | $6,000,000 | Q2 | Quotes under an existing CPA, subject to further market assessment at time of tender | Program Director, Civil and Transport, Project Management, City Projects Office, Brisbane Infrastructure, 3178 7437 |
| Landslips Remediation – construction package 4 | $7,000,000 | Q2 | Quotes under an existing CPA, subject to further market assessment at time of tender | Program Director, Civil and Transport, Project Management, City Projects Office, Brisbane Infrastructure, 3178 7437 |
| Smoother Suburban Streets – package 16 road network resurfacing | $8,000,000 | Q2 | Quotes under an existing CPA, subject to further market assessment at time of tender | Program Director, Civil and Transport, Project Management, City Projects Office, Brisbane Infrastructure, 3178 7437 |
| Victoria Park/Barrambin Parkway | $11,500,000 | Q2 | Open market tender and invitation to existing suitable CPA | Program Director, Civic and Building, Project Management, City Projects Office, Brisbane Infrastructure, 3027 4558 |
| Lindum Open Level Crossing Signalisation Upgrade | $15,000,000 | Q2 | Open market tender | Program Director, Civil and Transport, Project Management, City Projects Office, Brisbane Infrastructure, 3178 7437 |
| Transaction and Commercial Manager for site wide works and inner city pedestrian and cycle bridge | $3,240,000 | Q3 | Open market tender or quotes under existing CPA, subject to further market assessment at time of tender | Principal Project Manager, Design and Delivery, Major Projects, City Projects Office, Brisbane Infrastructure, 3178 5293 |
| Gardner Road – Priestdale Road to Underwood Road – construction, Rochedale | $25,000,000 | Q3 | Open market tender | Program Director, Civil and Transport, Project Management, City Projects Office, Brisbane Infrastructure, 3178 7437 |
| Beams Road Upgrade, – stage 1b, Zillmere | $20,000,000 | Q4 | Open market tender | Program Director, Civil and Transport, Project Management, City Projects Office, Brisbane Infrastructure, 3178 7437 |
| Landslips Remediation – Cactoblastis Corner, 65 Ferry Street, Sherwood | TBC | Q4 | Open market tender or quotes, under existing CPA, subject to further market assessment at time of tender | Program Director, Civil and Transport, Project Management, City Projects Office, Brisbane Infrastructure, 3178 7437 |
| Landslips Remediation – Spinkbrae Park, 35A Sprinkbrae Street, Fig Tree Pocket | TBC | Q4 | Open market tender or quotes, under existing CPA, subject to further market assessment at time of tender | Program Director, Civil and Transport, Project Management, City Projects Office, Brisbane Infrastructure, 3178 7437 |
| **TOTAL** |  **$149,240,000** |

## Forward Disposal Schedule 2023-24

The following items represent disposals of $5,000 or greater that Council may seek to commence or conclude during 2023-24. Actual disposal activity will be dictated by a number of factors that may include the level of operational activity and any purchasing arrangements implemented.

| **Disposal activity** | **Proposed disposal approach** | **Procurement outcome** | **KPI or measure to gauge success** | **Area of Council responsible for the disposal activity** | **Expected timing** |
| --- | --- | --- | --- | --- | --- |
| Computer desktops and/or laptops with associated equipment | Re-purchase by vendor, ‘Green ICT’ disposal arrangement, public auction, or tender | Economic orEnvironmental | Return greater than book value | Council End User Computing, Information Services, OS | Q1-Q4 |
| Computer server, storage and communications equipment | Re-purchase by vendor, ‘Green ICT’ disposal arrangement, public auction, or tender | Economic orEnvironmental | Return greater than book value | Council End User Computing, Information Services, OS | Q1-Q4 |
| Passenger vehicles | Public tender or public auction through the contracted auction house at Council’s reserve price | Economic | Return greater than book value | Fleet Solutions, City Standards, Brisbane Infrastructure | Q1-Q4 |
| Light commercial vehicles | Public tender or public auction through the contracted auction house at Council’s reserve price | Economic | Return greater than book value | Fleet Solutions, City Standards, Brisbane Infrastructure | Q1-Q4 |
| Trucks | Public tender or public auction through the contracted auction house at Council’s reserve price | Economic | Return greater than book value | Fleet Solutions, City Standards, Brisbane Infrastructure | Q1-Q4 |
| Major and general plant and equipment | Public tender or public auction through the contracted auction house at Council’s reserve price | Economic | Return greater than book value | Fleet Solutions, City Standards, Brisbane Infrastructure | Q1-Q4 |
| Obsolete inventory | Public tender or public auction through the contracted auction house at Council’s reserve price | Economic | Return greater than five per cent of current book value | Payment and Supply Services, Support Services, OS | Q1-Q4 |
| Buses | Public tender, auction, or sale by private treaty through the auction house at the agreed reserve price if the asset has been passed in at a previous auction. If no buyers are interested and the likelihood of a sale at a future auction is low, compared with the number of buses to be disposed, then the asset will be sold as scrap metal to the scrap metal merchant offering the best price or sale back to the original equipment manufacturer (for parts) by private treaty if demonstrated VFM | Economic | Return best scrap metal value | Transport for Brisbane | Q1-Q4 |
| Ferries | Public tender, auction, or sale by private treaty. If the vessel is in an unseaworthy condition or if no buyers are interested, then any material/components may be salvaged or scrapped | Economic | Return greater than book value at tender, auction or sale by private treaty and/or return best scrap metal value | Transport for Brisbane | Q1-Q4 |