



COUNCIL POLICY

Community Support Based Procurement Policy

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Branch	Financial Operations
Division	Corporate Services
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Document Revision History	
Description	Date
Notes	

POLICY

PURPOSE

This policy aims to support local businesses, the local economy and support community groups by offering a 2% price comparison advantage to eligible local businesses when Council is procuring goods or services.

BACKGROUND AND RELATED LEGISLATION

Council is committed to generating positive economic and social outcomes for the community as well as ensuring best value for goods and services. This policy forms part of a sustainable procurement initiative, encouraging our Dubbo Regional Council Local Government Area (LGA) based suppliers to give back to the community. This policy aims to assist eligible local businesses supplying to council to help the economic and social wellbeing of the community by:

- Employing local workers
- Using local sub-contractors
- Sponsoring or supporting community groups

This policy replaces the previous Dubbo Regional Council's Local Purchasing Policy.

SCOPE

Where the supply of goods, materials or services for Dubbo Regional Council is above \$5,000 and below \$1,000,000, 2% will be nominally deducted from the quotation or tender pricing for the purpose of price comparison for eligible suppliers. An eligible tenderer will detail their business presence within the LGA, the businesses contribution to the local community and confirm that the business employs at least 50% local staff.

No advantage is given when the resultant comparative price of the tender exceeds \$1,000,000.

Any changes to Council's Purchasing and Procurement Policy expenditure levels will automatically be reflected in this policy.

POLICY

All quotations and tenders for the supply of goods, materials or services for Dubbo Regional Council above \$5,000 and where the resultant comparative price of a tender does not exceed \$1,000,000, a reduction in pricing criteria will be given to eligible suppliers that meet the Community Based Procurement criteria. In the process of determining the successful supplier, an amount of 2% will be nominally deducted from the eligible supplier's quotation/tender for the purpose of price comparison only.

When calling for quotations or tenders for services, goods or materials it is to be highlighted that Council has a Community Procurement policy. It will be noted that any supplier seeking to be

considered must include appropriate detail of how they meet the criteria with each quotation or tender.

An eligible supplier under this policy will meet all of the following criteria:

- A business that has a physical presence and operates within in the boundaries of the Dubbo Regional Council LGA and has operated in the LGA for a minimum period of three (3) months before submitting the quotation or tender where inclusion in this policy is sought.
- A business whose employees consist of at least 50% employees residing in the LGA. In the instance of construction type works that sub-contractors are represented by 50% from within the LGA.
- A business that actively supports the local not for profit organisations and charities, thereby enhancing the social and economic viability of the wider community. This support may include a financial contribution at a minimum of \$1000 or In Kind support of 50 hours by sole traders or In Kind support to a value of \$2000 for a company in the previous 12 months. This support is required to be confirmed by the not for profit or charitable organisation in writing and included in each tender or quotation.
- Council reserves the right to make discretionary judgement for those smaller suppliers where this Policy would have a disproportionate impact.

Should subsequent investigations by Council prove that false declarations were made under this policy the supplier will not be able to supply goods, materials and/or services to Dubbo Regional Council for a period of 12 months.

RESPONSIBILITIES

All purchasing staff are to be familiar with and follow the requirements of this policy under the conditions as specified in the policy document.