

Order of Engagement Policy

Policy Details

Policy Category	Council Policy
Date Adopted	14 December 2022
Endorsed by	ELT
Approval Authority	Chief Executive Officer
Effective Date	14 December 2022
Policy Version Number	New Policy
Policy Owner	Director Corporate Services
Contact Officer	Director of Engineering

Supporting documentation

Legislation	<ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Local government Regulation 2012</i>
Policies	<ul style="list-style-type: none"> • Procurement Policy • Fraud and Corruption Prevention Policy
Delegations	<ul style="list-style-type: none"> • Director of Engineering and Evaluation Panel
Forms	<ul style="list-style-type: none"> • Tender Documents and Schedules
Supporting Documents	<ul style="list-style-type: none"> • Request for Tender – ROPS Wet Hire each Construction Season

Version History:

Version	Adopted	Comment	eDRMS #
V1	14/12/2022	New Policy	

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Intent

The purpose of this Policy is to provide a clear framework for the order of engagement of contractors following the Request for Tenders (RFT) for ROPS Wet Hire Plant for each Construction Season.

Scope

This Policy is applicable to all Council staff engaged in the assessment and evaluation of tenders, and contractors who submit tenders under the RFT.

Provisions

Council offers no guarantee of a minimum number of hours per day or days per roster for any one or all contractors.

The Principal is not bound to accept the Tender with the lowest Price or any Tender. The Principal will only accept a Tender where the Principal is satisfied that the Tenderer has appropriate resources, technical skill, managerial capability and financial capacity to perform all its obligations in accordance with the Contract. A particular focus will be made on the past performance of the Tenderers and their operator.

Acceptance of a Tender by the Principal shall only place the Tenderer on a Register of Pre-qualified Suppliers; there shall be no warranty, commitment or obligation on behalf of the Principal to offer or provide work. If successful, there is also no warranty, commitment or obligation on behalf of the Principal to offer a minimum number of work hours per day or days per working period.

Policy

Carpentaria Shire Council is not set to create a monopoly for a single contractor by allocating all the available work to a single provider. First preference is also allocated to local contractors living and based in the Carpentaria Shire before consideration of non-locals.

Traditionally, based on the event and restorations works required, Council has five re-construction crews allocated to carry out restoration works across the Council area following the events associated with natural disasters and funded through Disaster Relief Funding Arrangements (DRFA).

Those construction crews are generally made up of the following plant items: -

- | | |
|--------------------------------|-------------|
| • Graders | 10 |
| • Front End Loaders | 5 |
| • Crane | 1 |
| • Water Trucks (Body) | 6 |
| • Water Trucks (Truck and Dog) | 2 |
| • Water Trucks (Semi Tankers) | 20 |
| • Scrapers | As required |

- Bulldozers As required
- Excavators As required
- Semi Tippers (single, Double, Triple and Quad) As required
- Low Loaders As required

The order of engagement can be broken down as follows:

1. Items based on work requirements and price and subject to locality as detailed in point 2;
2. Items based on locality:
 - Local Carpentaria LG area of responsibility
 - Outside LG area of responsibility to 100kms;
 - Outside LG area of responsibility to 250kms
3. Non locals, based on available work to complete the restoration program

Key Responsibilities

RESPONSIBLE OFFICER	RESPONSIBILITY
Director of Engineering	To review the successful tenderers and allocate the Order of Engagement
Director of Corporate Services	To review Inventory guidelines to ensure the efficient and effective use of Council resources and the mitigation of any identified risks
Managers/Supervisors	To actively promote the requirements of this Policy to ensure their areas of responsibility have the appropriate items recorded in the PAA register.
Responsible Officers	To act in accordance with the provision and intent of the Policy
All contractors	To act within the public interest and comply with the requirements of this Policy.

Definitions

TERM	DEFINITION
ROPS	Register of Prequalified Suppliers
Principal	Carpentaria Shire Council (Council)
Order of Engagement	The order on which work will be allocated to individual contractors and individual items of plant received with the Request for Tender. There is also no warranty, commitment or

TERM	DEFINITION
	obligation on behalf of the Principal to offer a minimum number of work hours per day or days per working period.

Adopted by Council 14 December 2022 by Resolution 1222/011



Mark Crawley
Chief Executive Officer