

# Doing Business with Beef Australia

Guidelines for Contractors and Suppliers

Version 2  
Date 4 June 2020

## TABLE OF CONTENTS

<b>GENERAL BACKGROUND .....</b>	<b>3</b>
Organisational History .....	3
<b>EVENT DETAILS .....</b>	<b>4</b>
Event Dates.....	4
<b>What does Beef Australia Purchase.....</b>	<b>4</b>
<b>Legal rules that affect Beef Australia Purchasing .....</b>	<b>4</b>
<b>Sound Contracting Principles Explained.....</b>	<b>4</b>
Value for money.....	4
Open and effective competition.....	5
The development of competitive local business and industry .....	5
Environmental protection .....	6
Ethical Behaviour and Fair Dealings .....	6
<b>Procurement Requirements .....</b>	<b>6</b>
<b>Tenders .....</b>	<b>7</b>

## Purpose of this Booklet

This guide is intended as an information resource to assist suppliers and contractors who wish to supply goods and/or services to Beef Australia. It gives you some basic information that is intended to:

- Help you understand how Beef Australia purchases goods and services.
- Help you understand how Beef Australia tenders for goods and services.
- Help you understand the legislative requirements under which Beef Australia must operate.

The guide also contains details of the rules Beef Australia must follow when purchasing any product or service. These rules exist as an assurance to potential suppliers that we are being open, fair, and transparent.

## GENERAL BACKGROUND

### Organisational History

Beef Australia is a week-long exposition that engages all facets of the Australian beef Industry and is held triennially in Rockhampton, Queensland. In 2018 the event celebrated its thirtieth year and eleventh Expo, with record attendance of over 100,000 cementing its position as the leading event of its kind in the southern hemisphere.

Since the event began in 1988, the Expo has grown from its roots as a Bi-centennial celebration of the Queensland cattle industry to an internationally recognised event with major industry, trade and regional community outcomes, and is now regarded as one of the world's great beef cattle events.

Australia's beef cattle industry will again attract national and international attention when it goes on display at the twelfth triennial beef exposition to be staged in Rockhampton, Queensland from 2 to 8 May, 2021.

### Key Pillars

The event focuses on four key pillars:

#### **Showcasing the Beef Industry**

Benchmarking national standards through the stud, carcass and commercial competitions and industry trade sites.

#### **Consumer & Community Awareness**

Engaging the public and building consumer trust in beef as a product and the importance of the industry to the Australian economy.

#### **Facilitating Trade**

Working closely with Government and key stakeholders to target increased international and domestic business delegates to enhance trade outcomes.

#### **Advancement, Education & Innovation**

Advancing knowledge through education, training, innovation and research programs supporting the success and sustainability of the beef industry.

## **EVENT DETAILS**

### **Event Dates**

Beef Australia 2021 will operate from 8.30am Monday, 3 May 2021 to 12.00am (midnight) Friday, 7 May 2021 at the main venue located at the Rockhampton Showgrounds.

The Commercial Cattle competition component of the event will operate on Sunday, 2 and Monday 3 May 2021 at the CQLX Saleyards located at Gracemere.

A family festival day will be held in the Rockhampton CBD and Riverside Precinct on Saturday, 8 May 2021 with event celebrations concluding with the Gala Ball also held at the Riverside Precinct from 6.00pm to 12.00am (midnight).

### **What does Beef Australia Purchase**

Beef Australia Ltd purchases a range of goods, services, and contracted works. These include but not limited to catering and food suppliers, event supplies, temporary structures, construction, earthworks, and infrastructure.

### **Legal rules that affect Beef Australia Purchasing**

Beef Australia is a not for profit organisation (company limited by guarantee) and has a legal obligation to operate within the requirements of Corporations Act.

Amongst other statutory requirements stipulated in the Act, Beef Australia chooses to comply with the Sound Contracting Principles when acquiring goods, services, and contracted works.

The Sound Contracting Principles are:

- Value for money.
- Open and effective competition.
- The development of competitive local business and industry. Environmental protections; and
- Ethical behaviour and fair dealing.

### **Sound Contracting Principles Explained**

#### **Value for money**

The concept of value for money is not restricted to price alone. The value for money assessment must also include consideration of:

- Availability.
- Whole-of-life costs factors including transaction costs associated with acquisition, reliability, maintenance, and disposal.
- Non-cost factors including fitness for purpose, quality, service, and support. Sustainability factors
- What energy reduction strategies are utilised?
- The sources of raw materials?
- The employment of staff under appropriate awards? Adequate and appropriate training of staff?
- Contributions made to the community in goods, money, or services?
- Advantage of buying local, shorter delivery times, local backup and servicing and availability of spare parts

All the above-mentioned criteria would be considered in relation to the product, service, or outcomes required.

### **Open and effective competition**

The principle of open and effective competition considers the use of transparent, open, and unbiased purchasing processes so that potential Beef Australia suppliers, contractors and the public have confidence in the outcomes of the purchasing process. This includes adequately testing of the market to ensure all options and suppliers are considered equally and treated consistently, fairly, and equitably.

This process also ensures that bias in specifications is avoided; that is, the specification should be as clear as possible, non-discriminatory and should focus on performance, function, and/or technical and physical characteristics (as opposed to brand and manufacturer).

### **The development of competitive local business and industry**

Beef Australia chooses to support the development of competitive local business and industry is not to simply purchase from local businesses as a means to appear to conform to this principle; instead it is to encourage businesses to find appropriate ways to meet Beef Australia's requirements while competing in a global economy.

To enhance the capabilities of local business and industry, Beef Australia should ensure invitations to Local Suppliers are:

- Advertised works required on social media.
- Conduct expressions of Interest for local suppliers to work with us, by advertising on social media and the Beef Australia Website
- Actively seek out potential local Suppliers and encourage such Suppliers to submit a bid where they can meet the requirement of the scope of work.
- Ensure local Suppliers are given equal opportunities to respond and are treated without prejudice.

## **Environmental protection**

Protection of the environment is paramount to Beef Australia supports our vision *“To be a world class organisation that promotes and advances a sustainable Beef Industry”*

The following elements of sustainability may influence the selection of suitable suppliers:

- Systems for environmental management.
- Employment practices; Corporate social responsibility. Greenhouse gas emissions.
- Commitment to sustainability and demonstrated sustainability improvements. Packaging and the production, control, and disposal of waste.
- Appropriate management of raw materials to ensure a sustainable resource; Transport and logistics; and
- The supply of green products or services.

## **Ethical Behaviour and Fair Dealings**

Ethical behaviour is the moral principles that guide Beef Australia purchasing staff in all aspects of their work. Ethical behaviour encompasses the concepts of honesty, integrity, probity, diligence, fairness, trust, and respect. Ethical behaviour also includes avoiding conflicts of interest and not making improper use of an individual’s position.

Ethical behaviour and fair dealing support openness and accountability in purchasing resulting in suppliers, and the public having confidence in Beef Australia dealings in the marketplace.

## **Procurement Requirements**

Beef Australia has the following financial thresholds in relation to the procurement of goods and / or services and contract works.

- For procurement activities between 0 - \$20,000, Beef Australia is required to obtain at least 1 verbal offer.
- For procurement activities between \$20,001 - \$100,000, as a minimum, Beef Australia is required to seek 2 or more verbal quotes and receive quote submissions in written format.
- For procurement activities between \$100,001 - \$150,000, as a minimum, Beef Australia is required to seek 3 or more written quotes.
- For procurement activities over \$150,001, Beef Australia must invite written Tenders via public advertisement on social media and displayed on the Beef Australia Website.

*In alignment with Beef Australia’s internal purchasing policy, all procurement over \$500 must have a valid purchase order number. Beef Australia refuses the right to pay for any goods, services and or works without a valid purchase order number.*

## Tenders

A Request for Tender (RFT) is a formal, open, and structured process utilised to invite submissions from suppliers for the supply of goods, services, or contracted works. Beef Australia is required to invite tenders for all acquisitions more than \$150,000. The RFT process is necessary to promote the Sound Contracting Principles of value for money, open and effective competition, engaging with local business, and ethical behaviour in procurement. Tenders must be advertised in a local newspaper and as a minimum they are open for submissions for 21 days.

Beef Australia Tender documents are generally made up of four parts:

1. Tender Conditions - guidelines detailing how to submit your tender.
2. or contracted works Beef Australia is wishing to acquire; Specification / Scope of Works - details, both general and technical, specifying the goods, services
3. Submissions Documents - tenderer submission details including, the Tender Form, Pricing Schedule (priced criteria), Corporate and Project Information Schedules (non-priced criteria), Departures and other schedules as required; and
4. Conditions of Contract - the applicable contract terms and conditions to be applied for the duration
5. of the contract.

Further information on tenders and the tender process is available in Beef Australia's tender guide

## Contact

If you have any questions in relation to Beef Australia's procurement, please contact:

Cerise Naske  
Accountant  
[accounts@beefaustralia.com.au](mailto:accounts@beefaustralia.com.au)  
07 49222 989