

BUY LOCAL POLICY

1 OVERVIEW

1.1 INTRODUCTION

The Jaytex Buy Local Policy and related policies and procedures ensures expenditure of funds results in the most advantageous outcomes for the wider community. These outcomes are achieved when procurement is conducted by staff that are working collaboratively and appreciate our Buy Local Policy framework.

1.2 PRINCIPLES

The Jaytex Buy Local Policy reflects seven fundamental principles in how we do business and aligns with the Jaytex Procurement Policy and have been defined at 3. Policy Objectives:

- Open and effective competition;
- Value for money;
- Engagement of local business and industry;
- Increasing Indigenous engagement;
- Strengthening the local community through social enterprise;
- Environmental protection;
- Safety and quality standards;
- Risk exposure and management;
- Ethical behaviour and fair dealings;
- Financial viability of subcontractors and suppliers;
- Past subcontractor and supplier performance;
- Timely supply;
- Corporate social responsibility;
- Developing mutually beneficial subcontractor and supplier relationships;
- Continuous improvement, capturing innovation and sustainable development; and
- Openness, trust and collaboration.

2 OUR AIM

Our aim is to strengthen the local community, increase Indigenous engagement and help people through social enterprise by making changes to the way we procure goods and services and engage subcontractors.

3 POLICY OBJECTIVES

3.1 OPEN AND EFFECTIVE COMPETITION

All subcontractors and suppliers wishing to conduct business with Jaytex are to be given a fair and reasonable opportunity to do so. Jaytex must instil confidence to the probity and cost effectiveness of each project we undertake and maximise prospects of achieving the most beneficial outcomes for our subcontractors, suppliers, employees and the local economy.

3.2 VALUE FOR MONEY

The value for money principle underlies all procurement activities, which measures the benefits from the whole-of-life costs. Value for money does not mean obtaining the lowest quote but includes taking into account the financial viability of suppliers, past contractor performance, safety and quality standards, timely supply, risk exposure and other relevant considerations. A strong element of competition will be applied through tendering and quotation processes. Where a higher priced offer is determined as value for money, there must be clear and demonstrable benefits over and above lower priced offer

3.3 ENGAGEMENT OF LOCAL BUSINESS AND INDUSTRY

Where ever possible, subcontractors and suppliers operating within the state or territory of which the project is located are given preference to quote for goods and services required. However, it is recognised that not every category of goods and services required will lend itself to be procured by local businesses. Jaytex is to utilise the Industry Capability Network where required.

3.4 INCREASING INDIGENOUS ENGAGEMENT

Jaytex is to identify and increase engagement with locally owned Indigenous businesses and businesses that support the employment and training of Indigenous employees. Networks such as Supply Nation are to be utilised to identify potential subcontractors and suppliers. Where identified, subcontractors will be invited to tender and quote trades and services.

3.5 STRENGTHENING THE LOCAL COMMUNITY THROUGH SOCIAL ENTERPRISE

Every consideration will be made to engage social enterprises where it is identified that direct community benefits will be achieved to strengthen the community. Where goods and services can be obtained through a social enterprise the “Value for Money” principle will apply.

3.6 ENVIRONMENTAL PROTECTION

Adopt best practices to promote and protect the environment and minimise environmental harm and reduce our carbon footprint across all our business practises. Jaytex is to:

- mitigate unnecessary waste where ever possible;
- implement recycling initiatives where possible;
- avoid using materials derived from threatened species and environments;
- remain compliant with all regulations, codes of practice and laws in force relevant to the state or territory.
- consider reused, recycled or renewable materials or supplies.

3.7 SAFETY AND QUALITY STANDARDS

Adopt best practices for a Zero Harm workplace and maintain quality standards that align with all applicable laws, regulations, codes of practice, Australian Standards and Building Codes relevant to the project and state or territory.

3.8 RISK EXPOSURE AND MANAGEMENT

Jaytex risk management strategy is designed to plan, monitor and control the measures needed to prevent exposure to risk. All subcontractors and suppliers must demonstrate a thorough understating of risk exposure and management.

3.9 ETHICAL BEHAVIOUR AND FAIR DEALINGS

All Purchasing decisions are to remain free from bias and all subcontractors and suppliers will be treated equitably and fairly. All processes, evaluations and decisions are to be made transparently, free from bias and fully documented. Any actual or perceived conflict of interest is to be scrupulously avoided and declared to Jaytex Management.

3.10 FINANCIAL VIABILITY OF SUBCONTRACTORS AND SUPPLIERS

Jaytex conducts financial viability assessments of subcontractors and suppliers and may include obtaining a third-party credit report or request to review last 2 years of financials.

3.11 PAST SUBCONTRACTOR AND SUPPLIER PERFORMANCE

All subcontractors and suppliers past performance is assessed for capacity and capability to deliver in a timely manner. Referees may be called upon to verify claims of past performance and suitability for the project.

3.12 TIMELY SUPPLY

Jaytex will seek to clarify the availability of materials and resources from each subcontractor and supplier to ensure timely supply for each project. Additionally, past performance of subcontractors and suppliers will be assessed on their previous capacity to deliver in a timely manner.

3.13 CORPORATE SOCIAL RESPONSIBILITY

Consideration is given to engage subcontractors and suppliers who actively promote a corporate social responsibility by way of contributing to sustainable development by delivering economic, social and environmental benefits within the community in which they work or operate from.

3.14 DEVELOPING MUTUALLY BENEFICIAL SUBCONTRACTOR AND SUPPLIER RELATIONSHIPS

Jaytex is committed to developing strong subcontractor and supplier relationships that address both short-term advantages with long-term concerns to ensure the best level of commitment to quality across projects.

3.15 CONTINUOUS IMPROVEMENT, CAPTURING INNOVATION AND SUSTAINABLE DEVELOPMENT

Jaytex continually identifies and recognises subcontractor and supplier improvements and achievements across projects, to maintain positive relationships and motivate subcontractors and suppliers to continue to strive for improved quality. Cooperative development and enhancement of products and processes is paramount, to ensure the best level of quality for Jaytex and its respective subcontractors and suppliers.

3.16 OPENNESS, TRUST AND COLLABORATION.

Jaytex will continually develop clear and open communications with subcontractors and suppliers to ensure that there is a greater level of transparency and accountability and expects the same in return from all subcontractors and suppliers.

4 ASSOCIATED DOCUMENTS

- Procurement Policy
- Quotation and Tendering Procedure
- Evaluation Procedure

5 DOCUMENT APPROVAL

Document Development		Document Owner	
Administration Manager – Megan Upton		Administration Manager – Megan Upton	
Approved by		Group General Manager – Matthew Moss	
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