



An Australian Government Initiative



NORTHERN RIVERS

RDA Northern Rivers Sub-Contractors' Policy

Purpose

RDA Northern Rivers (RDA NR) recognises that sub-contractors can be either contractors or consultants:

- A contractor is an individual or organisation engaged under contract on a short-term basis to deliver a specific result or outcome when the necessary skills, services, or expertise are unavailable within RDA NR.
- A consultant is an individual or organisation engaged under contract or temporarily to provide recommendations, specialist knowledge, or professional advice to assist RDA NR's management or Board. The advisory nature of a consultant's work differentiates them from other contractors.

Contract timeframes are classified as follows:

- **Short-term:** Up to 3 months
- **Medium-term:** 3–12 months
- **Long-term:** 12 months – No more than 2 years

This policy outlines the framework for recruiting and appointing sub-contractors for RDA NR.

Policy Statement

RDA NR ensures a transparent and accountable process for engaging sub-contractors, aligning with funding agreements and governance best practices.

Budget and Approval Process

1. Operational and project budgets must identify allocations for sub-contractors, subject to annual approval by the RDA NR Board.
2. The Commonwealth Government approves the annual budget for Commonwealth-funded activities.

3. Board approval is required for:

- Sub-contracts exceeding \$10,000, and/or those exceeding 3 months, even if included in an approved budget.
- Expressions of Interest (EOIs) or tenders exceeding \$10,000, and/or those exceeding 3 months, if not included in an approved budget.

4. The DRD has delegated authority to:

- Seek EOIs or tenders for sub-contract services up to \$10,000 or for up to 3 months.
 - Seek EOIs or tenders for any value or duration if approved in operational or project budgets.
5. The DRD has delegated authority to appoint sub-contractors up to \$10,000 if within an approved budget.

Sub-Contractor Selection and Procurement

6. Selection of sub-contractors will align with the Premier's Department Guidelines for the Engagement and Use of Consultants. Projects must not be split to avoid competitive processes. The minimum procurement requirements are:
- Up to \$10,000 – 1 written quote
 - \$10,000 – \$75,000 – 3 written quotes
 - Over \$75,000 – Open advertisement

Exceptions to these requirements may be considered for projects that are:

- Genuinely confidential and cannot be publicised.
 - Urgent, requiring immediate action.
 - Inappropriate or impractical for open competition.
7. The market will be tested through public advertising to prevent ongoing or preferential contracts. Review cycles will depend on the service type:
- Auditing and IT services – Every 3 years
 - Design, PR, and communications services – Annually
8. Preference will be given to local sub-contractors when:
- They meet all selection criteria.
 - Their proposal is competitive on merit and/or cost (within 10% of the best non-local tender).

- Exceptions apply when local engagement is impractical.
9. Where appropriate, project sub-committees will review sub-contractors and recommend appointments to the DRD or Board.

Contract Management

10. All sub-contractor appointments must be approved by the Commonwealth Government before contract negotiations.
11. Written contracts are required for all sub-contractors and must include:
- Compliance with Commonwealth and NSW funding agreements.
 - Responsibilities and expectations of both the sub-contractor and RDA NR.
12. The DRD is delegated to negotiate terms and conditions, using base contract conditions as a minimum standard.
13. The DRD has delegated authority to vary sub-contractors' terms and conditions based on additional funding or changing performance requirements.

Monitoring and Review

Review Date: March 2027

Responsibility: RDA Northern Rivers Board

Previous Versions: Adopted 25 March 2010, 11 December 2009, April 2014