

Procurement Policy

Policy Details

Directorate:	Organisational Services
Branch:	Finance
Responsible Manager:	Finance Manager
Date adopted:	04/12/2024 – (minute number 178/2024)
Date for review:	Annually, as required by section 198(3) of the <i>Local Government Regulation 2012</i>
Legislative basis:	<i>Local Government Act 2009</i> (Act) <i>Local Government Regulation 2012</i> (Regulation)
Related Documents - forms and procedures	Policy – Buy Logan (DM: 14546770) Policy – Social Procurement (DM: 11011721) Contract Manual (DM: 15322480)

1. Policy Purpose

This policy is made in accordance with section 198 of the Regulation and encompasses the principles applying to all purchases of goods, services and works and disposal of non-current assets by Council.

This policy is to apply in all instances where the Council is procuring goods and services, entering into contracts for the carrying out of work and the disposal of non-current assets (except land).

The objective of this policy is to foster fair, ethical and financially effective practices in all procurement and contracting activities. All Council officers are required to be fair and honest in their procurement and contracting activities and to ensure value for Council is achieved.

2. Scope

This Policy applies to all Council employees and contractors working for Council regardless of whether they are permanent, temporary, full-time, part-time or casual. For the purposes of this Policy, the term contractor also includes on-hired temporary labour services (agency staff) and sub-contractors.

3. Policy Statement

Council has elected to operate under the strategic contracting procedures¹ of the Regulation.

Council ensures compliance with the requirements of the Regulation consistent with its adoption of the strategic contracting procedures and mandates that the procurement of goods and services as defined in the Act are undertaken in accordance with the Sound Contracting Principles and the requirements of the Act.

Consideration must be given to the following Sound Contracting Principles when undertaking a procurement/contracting activity on behalf of Council, as follows:

¹ *Local Government Regulation 2012* (Qld), Part 2.

- (a) value for money;
- (b) open and effective competition;
- (c) the development of competitive local business, industry and the community;
- (d) environmental protection; and
- (e) ethical behaviour and fair dealing.

All procurement activities, including decisions and actions made under this policy, must be made in accordance with the Contract Manual.

4. Reporting

As soon as practical after entering into a contractual arrangement worth \$200,000 or more (exclusive of GST), Council must publish the relevant details of the contractual arrangement in accordance with section 237 of the Regulation.

In accordance with the strategic contracting procedures, Council must also adopt:

- an annual contracting plan²;
- where identified, any associated significant contracting plans;³ and
- a Contract Manual⁴.

The Procurement Policy must be reviewed annually in line with budget forecasts and the annual contracting plan.

5. Definitions

The following definitions apply to this policy and the associated procedure *[if applicable]*.

TERM	DEFINITION
Procurement / contracting activity of a local government	Are activities for the making of a contract for - (a) the carrying out of work; (b) the supply of goods or services; or (c) the disposal of non-current assets (except land).

Document Control

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Amendment History			
Version Number	Description of Change	Author / Branch	Date
1.0	Original version	Administration Branch	30/05/2017
2.0	Updated version	Administration Branch	24/08/2022
3.0	Review	Finance Branch	04/12/2024

² Local Government Regulation 2012 (Qld), s220.

³ Local Government Regulation 2012 (Qld), 221.

⁴ Local Government Regulation 2012 (Qld), s222