

NUMBER: S0010
ACT: LOCAL GOVERNMENT ACT 2009
 LOCAL GOVERNMENT REGULATION 2012
POLICY TITLE: PROCUREMENT POLICY

POLICY

1. PURPOSE AND SCOPE

- 1.1 The purpose of this policy is to set out Council’s approach for the acquisition of goods and services.
- 1.2 This policy applies to all Council Officers.

2. COMMENCEMENT OF POLICY

- 2.1 This Policy will commence from 30 July 2020. It replaces all other policies relating to Procurement.

3. APPLICATION OF POLICY

- 3.1 All procurement activities of the Council must have regard to the ‘sound contracting principles’ within the Act.
- 3.2 Those principals are;
 - value for money;
 - open and effective competition;
 - the development of competitive local business and industry;
 - environmental protection; and
 - ethical behaviour and fair dealing.
- 3.3 Value for money does not mean ‘lowest price’ and officers should also consider the following;
 - a) Aligning with Council’s operational and corporate plan objectives;
 - b) Fit for purpose;
 - c) Whole of life cost;
 - d) Economic growth in the local region;
 - e) Social impacts; and
 - f) Safety considerations.

4. DEFINITIONS

- 4.1 To assist in interpretation, the following definitions shall apply.

Term	Definition
Officer	Any officer of the Council that has a delegated authority to act and implement this policy
The Act	Local Government Act 2009
The Regulation	Local Government Regulation 2012

5. POLICY PROVISIONS

- 5.1 Officers carrying out procurement activities must do so whilst complying with Council’s policies and procedures. They must also comply with all relevant Act’s and legislation including but not limited to the *Local Government Act 2009*, the *Local Government Regulation 2012*.
- 5.2 Council officers must declare any perceived or actual conflicts of interests throughout the procurement process.
- 5.3 All purchases must be sourced according to the minimum requirements in the table below unless an exception contained in Division 3 of Part 6 of the Local Government Regulations 2012 applies. All purchases must be approved by a relevant officer with the approved delegation.

Value	Minimum Requirements
Less than \$1,000	One quote
\$1,001 to \$15,000	Two written quotes
\$15,001 to \$200,000	Three written quotes
More than \$200,000	Public tender required

Values above exclude GST

5.4 Council encourages the development of competitive local businesses within the Charters Towers region first, and secondly within the Townsville and North Queensland region. Where price, performance, quality, suitability and other evaluation criteria are comparable, the following areas may be considered in evaluating offers:

- creation of local employment opportunities;
- more readily available servicing support;
- more convenient communications for contract management;
- economic growth within the local area; and
- the benefit to Council of associated local commercial transaction.

6. POLICY REVIEW

6.1 The policy is to be reviewed if relevant legislation changes substantially, or every year with budget considerations.

7. VARIATIONS

7.1 CTRC reserves the right to vary, replace or terminate this Policy from time to time.

8. ASSOCIATED DOCUMENTS

- P0061 Procurement Procedure
- HR-P-001 Employee Code of Conduct
- Register of Financial delegations
- D0129 Purchasing Card Directive
- Local Government Act 2009
- Local Government regulation 2012

DOCUMENT REVIEW:


The document is to be reviewed upon changes to relevant legislation, or every year if no changes have been required to be enacted.

Document Adopted: Council Meeting 15 July 2020
Resolution Number 3334

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Chief Executive Officer

Document ECM No. 1364294


CEO Signature

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

I acknowledge:

- *receiving the CTRC Procurement Policy;*
- *that I should comply with the policy; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in me being dismissed from my employment.*

Your name:

Signed:

Date:
