
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 16 March 2022 and 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 The principles 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 just 'lowest price' but includes without limitation:

- a) Alignment with Council's operational and corporate plan objectives.
- b) Fit for purpose and quality.
- c) Whole of life cost of an asset.
- d) Stimulating economic development in the local government area and in North Queensland.
- e) Consideration of environmental, social and economic impacts.
- f) Consideration of workplace health and safety.

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 also comply 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* and the *Local Government Regulation 2012*.
- 5.2 Council officers must declare any perceived or actual conflicts of interests throughout the procurement process.

STATUTORY POLICY

- 5.3 All purchases must be sourced according to the minimum requirements in the table below unless an exception contained in either P0061 Procurement Procedures or 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 \$2,000 | One quote |
| \$2,001 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.

- 5.5 Council encourages and supports the development of Indigenous Businesses, particularly those that align with Council's local preference clause in 5.4. Where price, performance, quality, suitability and other evaluation criteria are comparable, Council officers are to consider Indigenous content when selecting a successful supplier.

Framework to determine an Indigenous Business in the first instance.

- A business that is >50% Owned by an Indigenous Person/s

If the above framework doesn't apply the following may be considered when evaluating Indigenous content.

- < 50% Owned by an Indigenous Person/s – or provides significant advantages to the Indigenous Community through initiatives such as employment or training opportunities, mentoring programs or grants / sponsorships that support Indigenous activities.

6.POLICY REVIEW

- 6.1 The policy is to be reviewed if relevant legislation changes substantially, or annually.

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
- STRAT0051 Asset Disposal Policy

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

I acknowledge:

- *receiving the CTRC Procurement Policy S0010;*
- *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:
