

Document Control	
Policy Title	<i>Procurement Policy</i>
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Responsible Directorate	Infrastructure Services
Responsible Position	Manager Projects and Procurement
Date Review Due	October 2020

Version	Council Meeting Date (Date of Adoption/Review)	Minute Number
V1.0	12 December 2018	M08/12/18
V1.1	23 October 2019	M12/10/19

1. Purpose

This objective of this policy is to achieve advantageous community outcomes through Gympie Regional Council's (Council) procurement arrangements for acquiring goods and services, carrying out of works and the disposal of assets.

All procurement activities should;

- a) Promote value for money with probity and accountability;
- b) Advance Council's economic, social and environmental sustainability strategies;
- c) Provide reasonable opportunity for competitive local businesses; and
- d) Maintain compliance with the requirements of relevant legislation including s198 of the *Local Government Regulation 2012*.

2. Scope

The policy applies to the procurement of all goods, equipment and related services, construction contracts and service contracts (including maintenance) across Council Directorates.

This policy does not apply to the following transactions which are subject to separate Council administration, policy or procedural requirements:

- refunds of overpayments;
- return of trust fund monies;
- payments associated with statutory obligations;
- employment agreements;
- legislated purchases and commitments;

- grants;
- loan advancements;
- loan repayment obligations; and
- superannuation deductions or payments.

3. Related Legislation

Local Government Act 2009

Local Government Regulation 2012

4. Related Documents

Register of Delegations (GRC009)

Staff Code of Conduct (OCPOL001)

Purchasing Thresholds (CSI123)

Purchasing Procedures (CSP173)

Purchasing and Supplier Controls (WHSP046)

Insurance Policy for External Parties (CSPOL310)

Conflict of Interest Procedure (OCP818)

Record Keeping Policy (CSPOL002)

Business Management (OCPOL100)

Dealing with complaints involving the public official policy

Risk Management Policy(OCPOL200)

Fraud and Corruption Prevention and Control Policy (CSPOL026)

Gympie Regional Council 2017-2022 Corporate Plan

Corporate Credit Card Procedure (CSP180)

Disciplinary Action Policy (OCPOL002)

Wood Encouragement Policy (OCPOL301)

5. Definitions

Nil

6. Policy Statement

Gympie Regional Council will, within the context of a competitive marketplace, act fairly and ethically to ensure that there is accountability in its relationships with both potential and established suppliers and that sound governance and probity principles are applied to all procurement processes undertaken.

The *Local Government Act 2009* (QLD) sets out the principles governing the making of contracts. These principles apply to all local government procurement activities. Gympie Regional Council, when seeking quotations and inviting tenders for the carrying out of work, the supply of goods and services or the disposal of assets will have regard to the following principles:

- value for money;
- open and effective competition;
- the development of competitive local business and industry;
- environmental protection; and

- ethical behaviour and fair dealing.

The Council adopts the Default Contracting Procedures as outlined in Chapter 6 Part 3, Division 2 of the *Local Government Regulation 2012*.

Equal consideration will be granted to all tenderers or those providing quotes during the entire process inclusive of invitation, clarification of information and clear timeframes. It is Council's responsibility to set the conditions of the procurement in a clear and transparent manner for consistency of information, post tender/quotation evaluation and awarding of contract.

6.1 Consideration of Local Procurement Preference, Social and Environmentally Sustainable Procurement

Council is committed to contributing to social and sustainability outcomes through its procurement processes. Council will consider selection of products or services that maximise these outcomes provided other evaluation criteria are met.

Examples of how this evaluation criterion may be defined include, but are not limited to:

- businesses that support the local economy
- businesses that promote environmentally friendly practices
- products that consume minimal energy, water or other resources
- delivery of social outcomes, such as employment of indigenous people or people with disabilities

7. Review Trigger

This policy will be reviewed when any of the following occur:

1. The related legislation/documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council
3. As initiated by the CEO or Executive Team.
4. At least annually as required by the Local Government Regulation 2012.

8. Appendices

Nil