



PROCUREMENT POLICY 2025

(Adopted pursuant to s. 198 of the *Local Government Regulation 2012*)

1. LEGISLATIVE AUTHORITY

Local Government Act 2009

Local Government Regulation 2012

2. SCOPE AND OBJECTIVE

This Policy applies to the procurement of goods and services by Woorabinda Aboriginal Shire Council ("Council").

The objective of this Policy is to ensure that Council's procurement activities comply with the *Local Government Act 2009* ("LGA") and *Local Government Regulation 2012* ("LGR"), including but not limited to the default contracting procedures, and include details of the principles, including the sound contracting principles set out in the LGA, that Council will apply for purchasing goods and services.

The sound contracting principles are:

- Value for money,
- Open and effective competition,
- The development of competitive local business and Industry,
- Environmental protection; and
- Ethical behavior and fair dealing.

This Policy is Council's Procurement Policy pursuant to section 198 of the LGR.

3. POLICY STATEMENT

3.1. Application of Policy

All Council officers responsible for procurement of goods and services must comply with this policy. It is the responsibility of Council officers involved in the procurement process to understand the meaning and intent of this policy.

3.2. Responsibilities of Council officers

Council officers must comply with the LGA and the LGR at all times when carrying out procurement activities.

Council officers must apply the highest standards of probity and integrity in all procurement activities they undertake. This includes, but is not limited to, disclosing and appropriately managing any conflicts of interest.

A financial delegation of authority to undertake procurement activities is required before a Council officer may procure goods and services on behalf of Council.

Officers must not undertake order splitting to avoid the requirements of this Policy.

Officers must keep records of all quotation and tender information in accordance with Council's procedures.

Written quotes or tenders must be held on file or attached to official purchase documentation.

If a selected quotation is not the lowest priced quotation obtained, the Council officer procuring the goods or services will document the reasons for selecting the quotation.

3.3. Principles Council will apply for purchasing goods and services

Council officers must have regard to the sound contracting principles in all procurement activities.

The sound contracting principles, and this Policy's statement on the application of those principles, are set out below.

3.3.1. Value for money

Council must harness its procurement power to achieve the best value for money. The concept of value for money is not restricted to price alone. The value for money assessment must include consideration of:

- (i) contribution to the advancement of Council's priorities; and
- (ii) fitness for purpose, quality, services and support; and
- (iii) whole-of-life costs including costs of acquiring, using, maintaining and disposal; and
- (iv) internal administration costs; and
- (v) timeliness of supply; and
- (vi) technical compliance issues; and
- (vii) risk exposure; and,
- (viii) the value of any associated environmental benefits.

3.3.2. Open and effective competition

Procurement should be open and result in effective competition in the provision of goods and services. Council must give fair and equitable consideration to all prospective suppliers.

3.3.3. The development of competitive local business and Industry

Council encourages the development of competitive local businesses within the Woorabinda and Central Queensland region first, and second within the state of Queensland.

Endeavour to support local business by inviting local businesses to supply quotations and bids for tenders

Where price, performance, quality, suitability and other evaluation criteria are comparable, the following areas may be considered in evaluating offers:

- (i) creation of local employment opportunities,
- (ii) more readily available servicing support,
- (iii) more convenient communications for contract management,
- (iv) economic growth within the local area, and
- (v) the benefit to Council of associated local commercial transaction.

3.3.4. Environmental protection

Council promotes environmental protection through its procurement procedures. In undertaking any procurement activities Council will:

- (i) promote the procurement of environmentally friendly goods and services that satisfy value for money criteria; and
- (ii) foster the development of products and processes of low environmental and climatic impact; and
- (iii) provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and
- (iv) Encourage environmentally responsible activities.

3.3.5. Ethical behaviour and fair dealing

Council officers involved in procurement are to behave with impartiality, fairness, independence, openness, integrity, and professionalism in their discussions and negotiations with suppliers and their representatives.

Subject to any legislative requirements, Council officers will:

- Maintain confidentiality of quotations,
- Maintain appropriate records available for inspection at any time,
- When inviting quotations, invite quotations from suppliers that can meet Council's requirements at competitive prices.

3.4. Default Contracting Procedures

Council must comply with the default contracting procedures in Chapter 6, Part 3 of the LGR before entering into a contract.

In order to manage its risk, Council has adopted a higher standard of requirements which are set out in the following tables.

Table 1: Procurement outside of an Established Arrangement

\$ Value (excluding GST)	Minimum Quotation Requirement	Procurement Method	Minimum Documentation Requirement	Award/Contract Measure
\$0.00 to \$1,000	No quote required	Verbal or Written	Tax Invoice	Corporate Card or Purchase Order
\$1,001 to \$14,999	Invite minimum 2 written quotes	Request for quote	Written quotes	Purchase Order
\$15,000 to \$49,999	Invite minimum 3 written quotes	Request for quote	Procurement Plan (optional) Written quotes	Contract (optional) Purchase Order
\$50,000 to \$199,999	Invite minimum 3 written quotes	Request for quote or Public tender	Procurement Plan Written quotes Evaluation Report	Contract Purchase Order
Over \$200,000	Public tender	Public Tender (minimum 21 days)	Procurement Plan Evaluation Plan Probity Plan Conflict of Interest Declarations Written quotes Evaluation Report	Contract (to be authorised by Council)

Table 2: Procurement within an Established Arrangement (LGR s231, s232, s233, s234)

\$ Value (excluding GST)	Minimum Quotation Requirement	Procurement Method	Minimum Documentation Requirement	Award/Contract Measure
\$0.00 to \$1,000	No quote required	Verbal or Written	Tax Invoice	Corporate Card or Purchase Order
\$1,001 to \$5,000	Invite minimum 1 written quote	Request for quote	Written quote	Purchase Order
\$5,001 to \$14,999	Invite minimum 2 written quotes	Request for quote	Written quotes	Purchase Order

\$ Value (excluding GST)	Minimum Quotation Requirement	Procurement Method	Minimum Documentation Requirement	Award/Contract Measure
\$15,000 to \$49,999	Invite minimum 3 written quotes	Request for quote or Public tender	Procurement Plan (optional) Written quotes	Contract (optional) Purchase Order
\$50,000 to \$199,999	Invite minimum 3 written quotes	Request for quote	Procurement Plan Written quotes Evaluation Report	Contract Purchase Order
Over \$200,000	Invite minimum 3 written quotes	Request for Quote (21 days)	Procurement Plan Evaluation Plan Probity Plan Conflict of Interest Declarations Written quotes Evaluation Report	Contract (to be authorised by Council)

Table 3: Other Procurements (LGR s235)

Type of Procurement	\$ Value (excluding GST)	Minimum Quotation Requirement	Procurement Method	Minimum Documentation Requirement	Award/Contract Measure
Specialist Supply (1 supplier available or Special or confidential services)	Any Value	Written Quote	Exemption by Council Resolution	Procurement Plan Report to Council Council Resolution	Contract (to be authorised by Council)
Purchase at Auction	Any Value	No quote required	Exemption by Council Resolution	Procurement Plan Report to Council Council Resolution	Contract (to be authorised by CEO)
Purchase of Second-hand Goods	Any Value	Written Quote	Request for Quote	Procurement Plan Written Quote	Purchase Order (to be authorised by CEO)

Type of Procurement	\$ Value (excluding GST)	Minimum Quotation Requirement	Procurement Method	Minimum Documentation Requirement	Award/Contract Measure
With other Government Agency or Council	Any Value	No quote required	Written	Copy of MOU, letter, agreement, or other similar information	Direct payment

When seeking quotations, local suppliers are to be included wherever possible.

As most procurements will be in accordance with Table 1, a flow chart has been included at Schedule 1 for easy reference.

3.5. Publishing Details of Contractual Arrangements

Council will at all times comply with section 237 of the LGR, which requires Council to publish details of contractual arrangements worth \$200,000 or more.

3.6. Purchase Orders

Council will generally require a purchase order to be raised before purchasing goods and services.

Council may not require a purchase order prior to expenditure being incurred:

- if the expenditure is being occurred because of an emergency, in which case Council may require a purchase order to be raised as soon as practicable after the expenditure has been incurred,
- for the following purchases (but relevant authorisations are required on the invoice documentation):
 - Australia Post,
 - Payments required under Acts & Regulations to Government Departments,
 - Telephone / Communication Accounts,
 - Electricity Accounts,
 - Placing Investments with Banks, Credit Unions, or Queensland Treasury Corporation,
 - Freight,
 - Insurances,
 - Vehicle Registrations,
 - Membership Subscriptions,
 - Conference Registrations,
 - Items purchased from Petty Cash, but only where such items have a total value of less than \$100.00 (exc. GST). Examples of purchases that may fall within the scope of this exception include grocery purchases to stock water at Council's office,
 - Other purchases as approved by the CEO. (e.g. Travel, Accommodation).

However, nothing in this Policy limits Council's ability to require a purchase order at all times prior to incurring expenditure.

3.7. Delegations

Council will from time to time make financial delegations to the Chief Executive Officer pursuant to section 257 of the LGA, and the Chief Executive Officer may delegate their powers pursuant to section 259 of the LGA to other officers, subject to any limitations to the Chief Executive Officer's delegation.

Schedule 2 details Council's Procurement Delegations. Only the Council officers listed in the attached Schedule are entitled to sign requisitions, and then only in accordance with their financial delegation limits. By approving a requisition all officers are confirming that they have taken full notice of this policy and will comply with all of the requirements of this policy.

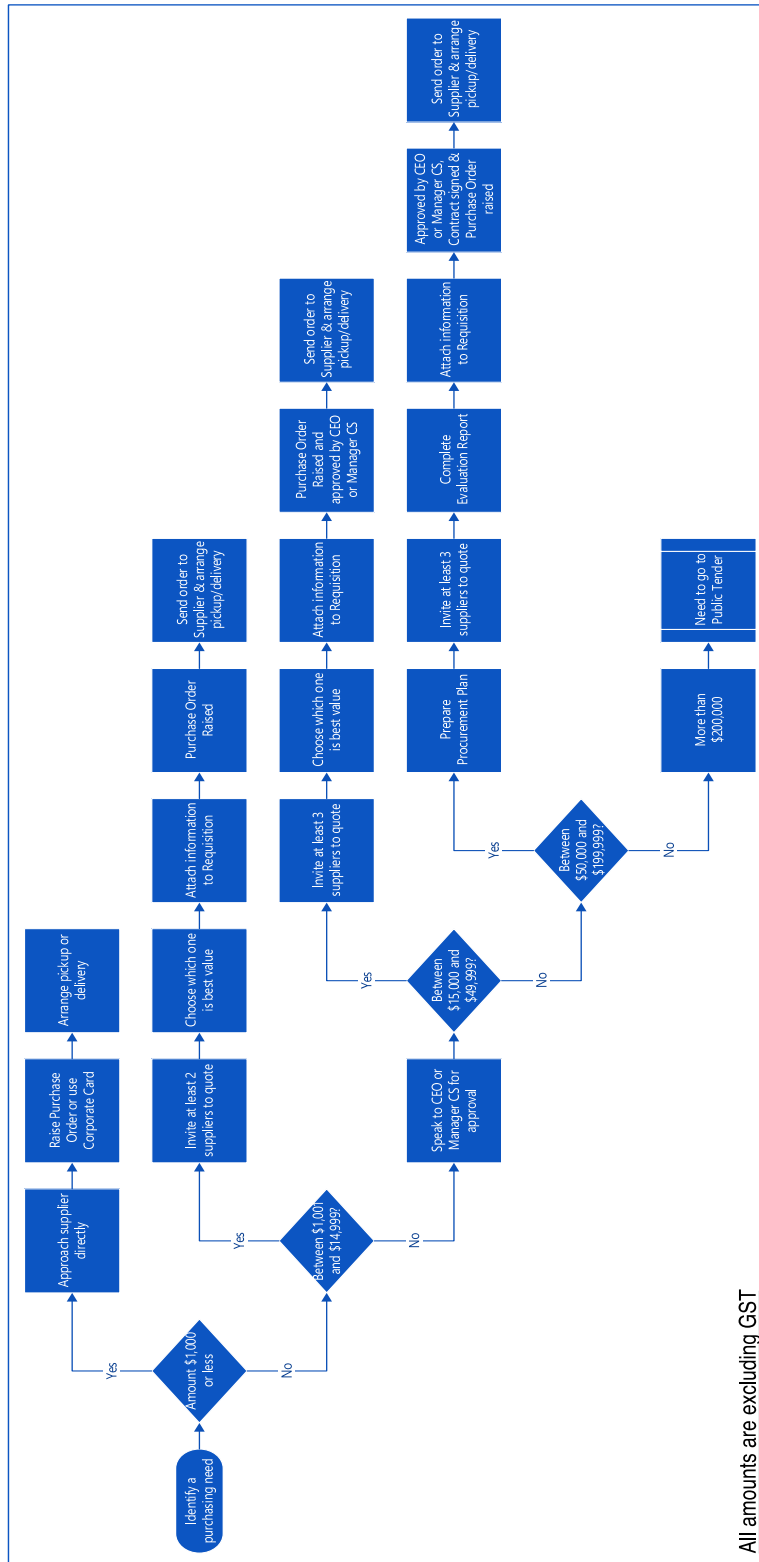
4. POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Phil Stone
Title: Chief Executive Officer

Original issue: February 2021

SCHEDULE 1 – FLOW CHART FOR PROCUREMENTS OUTSIDE OF AN APPROVED ARRANGEMENT

Process for Procurements outside of an Approved Arrangement



SCHEDULE 2 – PROCUREMENT DELEGATION TABLE

POSITION	\$0.00 to \$999.00	\$1,000.00 to \$4,999.00	\$5,000.00 to \$14,999.00	\$15,000.00 to \$199,999.00	\$200,000.00 +
Chief Executive Officer	X	X	X	X	X
Quality & Compliance Manager	X	X	X		
Finance Manager	X	X	X		
Community Services Manager	X	X	X		
Building and Construction Manager	X	X	X		
Project Manager	X	X	X		
Manager Essential Service & Open Spaces	X	X	X		
Business Operations Manager	X	X	X		
Governance Manager	X	X	X		
Line Managers	X	X			
All contracts for the acquisition of goods and services in the excess of \$200,000.00 are to be authorised by Council. Amounts are excluding GST					