

## 1. Heads of Power

Local Government Act 2009 (Qld)  
Local Government Regulation 2012 (Qld)  
Queensland Procurement Policy 2023  
Public Records Act 2002 (Qld)

## 2. Intent

The intent of this policy is to establish a framework for the procurement of goods and services by Aurukun Shire Council (**Council**), ensuring that all procurement activities are conducted ethically, transparently, and in compliance with applicable laws and regulations.

## 3. Scope

This policy applies to all procurement activities undertaken by Council, including the acquisition of goods, services, and works, regardless of value or funding source. It applies to all Councillors, employees, contractors, and agents involved in procurement processes.

## 4. Definitions

**Procurement:** The process of acquiring goods, services, or works.

**Value for Money:** Achieving the best overall economic, environmental, and social outcomes for the Council and the community.

**Preferred Supplier:** A supplier with whom the Council has an established procurement arrangement.

**Standing Offer Arrangement:** A contract with one or more suppliers for the supply of goods or services over a specified period at pre-agreed terms and pricing.

**Financial Delegation:** The level of purchasing authority assigned to employees based on their position.

## 5. Policy Statement

Council is committed to conducting procurement activities in a manner that is:

**Ethical and Fair** – Ensuring transparency, accountability, and integrity in all procurement decisions.

**Value for Money** – Ensuring procurement decisions provide the best overall benefit, considering price, quality, and whole-of-life costs.

**Local Economic Development** – Supporting local businesses and Indigenous enterprises where possible.

**Sustainable** – Incorporating environmental, economic, and social considerations into procurement decisions.

**Legally Compliant** – Ensuring all procurement activities comply with relevant legislation and Council policies.

## 6. Procurement Principles

Council's procurement processes will align with the following key principles:

### 6.1. Value for Money

- Consideration of total cost over the life of the product or service.

- Assessment of quality, efficiency, and effectiveness.

#### **6.2. Open and Effective Competition**

- Encouraging fair competition by providing equal access to procurement opportunities.
- Ensuring transparency in the tendering and quotation process.

#### **6.3. Development of Competitive Local Business and Industry**

- Encouraging participation by local suppliers.
- Providing opportunities for Indigenous-owned businesses.

#### **6.4. Environmental Protection**

- Considering environmental impacts in procurement decisions.
- Encouraging sustainable and resource-efficient procurement.

#### **6.5. Ethical Behaviour and Fair Dealing**

- Conducting procurement activities with integrity.
- Avoiding conflicts of interest and improper supplier relationships.
- Ensuring suppliers meet ethical business standards

### **7. Procurement Methods**

Council will use the following procurement methods based on the value of the procurement:

#### **7.1. Petty Cash (Up to \$1,200)**

- Purchases up to \$1,200 may be made out of petty cash except where defined otherwise by this policy.

#### **7.2. Low-Value Contracts (Up to \$5,000 GST Exclusive)**

- Requires at least one verbal or written quote.
- Purchases must be made through an approved purchase order.

#### **7.3. Small-Sized Contracts (\$5,000 - \$14,999 GST Exclusive)**

- Requires at least two written quotes.
- Justification is required if fewer quotes are obtained.

#### **7.4. Medium-Sized Contracts (\$15,000 - \$199,999 GST Exclusive)**

- Requires at least three written quotes.
- Evaluation criteria must be documented.

#### **7.5. Large-Sized Contracts (Above \$200,000 GST Exclusive)**

- Public Tender Process required.
- Tender must be advertised for at least 21 days.
- Evaluation panel appointed to assess tenders.

## 8. Exemptions from Quotation and Tendering

Procurement exemptions apply in the following situations under the *Local Government Regulation 2012* (Qld):

- Sole Supplier – If there is only one reasonable supplier available.
- Specialised or Confidential Services – Where public tendering would be impractical.
- Emergency Procurement – Where urgent procurement is required due to an emergency situation.
- Local Government Arrangements – Procurement under an established LocalBuy or other government procurement arrangement.

Exemptions must be approved by the Chief Executive Officer (**CEO**) or the Authorised Person.

## 9. Financial Delegations

Council officers must operate within their approved financial delegation limits as outlined in Council's Delegations Register. Financial delegation levels will be reviewed periodically to ensure alignment with operational needs.

## 10. Contract Management

Council will implement contract management processes to:

- Ensure suppliers meet performance expectations.
- Monitor contract compliance.
- Address contract risks in a timely manner.

## 11. Record-Keeping and Reporting

Council will maintain accurate procurement records in compliance with the *Public Records Act 2002* (Qld). Procurement decisions must be documented and retained for audit purposes.

## 12. Related Documents

- Council's Delegations Register
- Tender and Quotation Procedures
- Financial Management Policy
- Local Buy Procurement Arrangements
- Procurement SOPs

## 13. Document Controls

Council will review this policy every two years or as required by changes in law or best practice.

## 14. Policy Owner

Finance Manager.