RECOMMENDATION:

It is recommended that Council:

1. Resolves to adopt the Procurement Policy for 2016/2017
2. Delegates authority to the Chief Executive Officer to enter into, negotiate, finalise any matter associated with the Procurement Policy up to the value of delegated financial authority.

EXECUTIVE SUMMARY:

Council’s Procurement Policy has been updated with minor changes to reflect improved operational opportunities that were identified during organisational consultation and internal and external audit. It has also been restructured to enable a more fluent and logical flow in its interpretation. A summary of these changes are:

- Increased value of threshold to seek two quotes from $1,000 to $2,000 (recommendation by both internal and external auditors)
- Improved explanations of legislatively approved exceptions to seeking quotes or tenders
- Improved presentation of information

BACKGROUND:

Section 198 of the Local Government Regulation 2012 imposes upon Council the obligation of adopting a Procurement Policy and to review this policy annually.

To ensure that this policy meets all legislative requirements, the Procurement team reviews all appropriate legislation and ensures that these are addressed in this policy. Benchmarking also occurs with other Local Governments to ascertain sector trends and best practice modelling.

A peer review of this policy is conducted annually with Council officers to ensure that it meets their operational requirements and provides all necessary information to provide quick and efficient guidance in the procurement process.

Internal and external audits of Council’s procurement processes and its overarching principals were conducted during the past year. Feedback from these audits was that the current policy addressed all relevant legislative requirements and provided robust guidance to the business on best practice procurement.
**COMMENT:**

Feedback was requested and received back from a number of Council managers and officers. This feedback has been considered and incorporated into the new policy.

**OPTIONS:**

1. That Council resolves to adopt the Procurement Policy for 2016/17

OR

2. That Council resolves not to adopt the Procurement Policy for 2016/2017, but resolves to make amendments to the Procurement Policy or seek alternative options

**CONSIDERATIONS:**

**Risk Management:**

The Procurement Policy ensures that all legislative requirements are fulfilled and that best practice procurement activities are implemented to mitigate risk to Council and to ensure best possible procurement outcomes to the organisation.

**Council Finance and the Local Economy:**

In terms of delivering sound governance and economic management, the ongoing review of the Procurement Policy ensures responsible financial and professional practices are utilised to maintain a sustainable framework within procurement across Council. It also ensures that Council provides sound governance and economic management in monitoring and controlling the purchasing process.

The Procurement Policy provides guidance and encouragement for the utilisation of local suppliers to ensure that the local economy is well supported by Council procurement activities.

**Natural Environment**

Council recognises the value that the natural environment plays in making this region so special, and as such has ensured that the Procurement Policy provides guidance on environmental and sustainable procurement.

**Corporate and Operational Plans:**

Council’s Procurement Policy is consistent with Councils Corporate Plan Strategic Goal 4, - Governance: “An efficient organisation providing best practice service delivery through leadership and policy making and the effective management of people, assets and finances.”
Statutory:
Local Government Act 2009
Local Government Regulation 2012

Policy:
Procurement Policy No. 1:02:23

CONSULTATION:
To ensure that this policy meets both operational and legislative requirements Procurement has liaised with the following;

Department of Local Government and Planning
Local Government Association of Queensland
Local Buy
Far North Queensland Regional Organisation of Councils (FNQROC)
Tablelands Regional Council
Townsville City Council
Brisbane City Council
Gold Coast Regional Council
Relevant Council officers
Relevant Solicitors
Pacifica
BDO

The information obtained from these groups was reviewed and where relevant has been incorporated into this policy.

Upon adoption of this policy Procurement will generate an implementation program that will involve training and education of all Council officers involved in the procurement process.

ATTACHMENTS:
Attachment 1: Procurement Policy (#1194484 v10) with track changes
Attachment 2: Final Version

Geoff Burdon
Coordinator Procurement

Lisa Whitton
Chief Financial Officer
CAIRNS REGIONAL COUNCIL

PRODUCTION POLICY

General Policy

Intent: This document sets out Cairns Regional Council's policy for the acquisition of goods and services and adherence to the "sound contracting principles" as stipulated in the Local Government Act 2009, section 104 (3).

Scope: This policy applies to the procurement of all goods, services, equipment and construction contracts and service contracts (including maintenance). The policy:

- refers to purchasing activities across the whole of Cairns Regional Council (Council)
- applies to all materials, products and services purchased by Council, including items procured by third parties (such as contractors) acting as representatives for Council, and
- acknowledges that Council cannot achieve its quadruple bottom line on its own and will require the assistance and support of suppliers and relevant organisations.

1. DEFINITION OF PROCUREMENT

This policy applies to all procurement activities of Council.

"Procurement" shall mean purchase, hire, lease, rental, exchange or any other commercial transaction involving the outlay of funds in return for the provision of goods, equipment and related services, construction contracts and service contracts to Council, council staff and agents unless specifically exempted under the provisions of this policy.

2. PROVISIONS

2.1. Introduction

All Council purchases must be carried out in compliance with the Local Government Act 2009 and the Local Government Regulation 2012.

2.2. Objectives

Council's purchasing activities aim to achieve advantageous procurement outcomes by:

- promoting value for money with probity and accountability
- advancing Council's economic, social and environmental policies
- providing reasonable opportunity for competitive local businesses that comply with relevant legislation to supply to council, and
- promoting compliance with relevant legislation.

2.3. Responsibility

Council officers are required to:

- adhere to the "Sound contracting principles" as stipulated in the Local Government Act 2009
- preserve Council's integrity in the procurement process to ensure that Council may be seen to have acted beyond reproach in all dealings

#1104484v10
• abide by Council’s Code of Conduct and all applicable polices and instructions, and
• source quotations and raise purchase orders prior to receiving goods and services.

The expected value of a contractual arrangement with a supplier for a financial year covers the total expected value of all of Council’s purchases over the life of that arrangement, i.e. the expenditure with a supplier will be cumulative in that financial year with the supplier for the term of a contract or arrangement for goods and services of a similar type. Accordingly, the purchase of these must not be broken down in unreasonable components, in order to avoid compliance with the dollar limit requirements under this policy.

All relevant communication undertaken in the procurement process are to be recorded in Council’s document management system e.g. quotes, emails, letters etc.

3. **SOUND CONTRACTING PRINCIPLES**

Council officers must have regard to the following contracting principles in all procurement activities:

**Value for money**

Council must harness its purchasing 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:

• contribution to the advancement of Council’s priorities
• fitness for purpose, quality, services and support
• whole-of-life costs including costs of acquiring, using, maintaining and disposal
• internal administration costs
• technical compliance issues
• risk exposure, and
• the value of any associated environmental benefits.

**Open and effective competition**

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

**The development of competitive local business and industry**

Council wishes to pursue the principle of the development of competitive local business and industry when entering into:

• contracts for the supply of goods or services, and
• contracts for the carrying out of works.

In this policy, **the definition of “local supplier”** is a supplier which:

• is beneficially owned by persons who are residents or ratepayers of the Local Government area of Council, or
• has its principal place of business within the Local Government area of Council, or
• otherwise has a place of business within the Local Government area of Council which solely or primarily employs persons who are residents or ratepayers of the Local Government area of Council.
Environmental protection

Council promotes environmental protection and responsibility through its purchasing procedures. In undertaking any purchasing activities Council will:

- promote the purchase of environmentally friendly goods and services that satisfy value for money criteria
- foster the development of products and processes of low environmental and climatic impact
- provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services, and
- encourage environmentally responsible activities.

Council will also consider the following:

- the environmental performance of prospective contractors or suppliers
- the selection of products that may have a reduced impact on human health and / or the natural environment, and
- the environmental impact and performance of a requested product, such as energy and / or water efficiency rating, fuel efficiency, durability, recycled content, toxicity, origin of any components made from wood (e.g. paper products) and end of life disposal.

Ethical behaviour and fair dealing

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

It is the responsibility of Council officers to report any potential or perceived conflict of interest to their Branch Manager prior to any business dealings.

For declaration of any conflicts of interest please refer to the Code of Conduct Administrative instruction #831156.

It is also the responsibility of Council officers to ensure that they adhere to the Administration instruction relating to Benefits, Gifts and Prizes #445338.

4. EVALUATION OF TENDERS AND QUOTES

These sound contracting principles are to be utilised in the evaluation of all quotes and tenders along with other selective criteria determined relevant to the procurement activity.

4.1. Business Profile (Local Content, Social and Sustainability) criterion

Where a tender or quotation is being evaluated using selection criteria, for local business is to be given a preference, selection criteria with a weighting of no more than 10% of the total selection criteria (total being 100%). The Business Profile criterion is to be utilised in the evaluation process where the price, performance, quality and suitability of the selection criteria are evaluated equal and can be collectively applied to:

- the purchase of sustainable items
- procurement which provides social benefit
- purchases from local suppliers
- health and safety aspects of the purchase
- quality systems and controls of the supplier.

This preference can be applied so long as it is demonstrated that the supplier can meet Council’s requirements at an acceptable high standard which is generally comparable to that of other offers.
These preferences are not simply a 10% price benefit (e.g. where the price for a local supplier is 10% higher than a competitor’s price), but rather a quantitative measurement that can be utilised in recognition of the associated benefits that this preference provides to Council, e.g. economic growth and employment opportunities in a local area, more readily available servicing support, employment opportunities for minority groups or lower ongoing running cost of a more sustainable product.

Refer to the sound contracting principles above (Clause 3) for the development of local business and industry and sustainable procurement for further details.

Refer to development of local business and industry and sustainable procurement for further details.

5. PURCHASING REQUIREMENTS

<table>
<thead>
<tr>
<th>Purchase of goods and services Value Threshold</th>
<th>Minimum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $12,000</td>
<td>Obtain at least one (1) verbal or written quote</td>
</tr>
<tr>
<td>$12,000 to less than $15,000</td>
<td>Obtain two (2) written quotes</td>
</tr>
<tr>
<td>$15,000 to less than $200,000</td>
<td>Obtain three (3) or more written quotes</td>
</tr>
<tr>
<td>$200,000 or more</td>
<td>Public or tender required</td>
</tr>
</tbody>
</table>

*All amounts are GST exclusive.*

Purchases with a value less than $1,000 must be undertaken by:

- Obtaining at least one (verbal) quote.

Purchases with a value from $1,000 and less than $15,000 must be undertaken by:

- Seeking at least two (written) quotes.

Purchases with a value from $15,000 and less than $200,000 must be undertaken by:

- Seeking at least three (written) quotes.

Purchases with a value of $200,000 or more must be undertaken by:

- Expression of interest or public tender.

Council must invite tenders before making a contract for the carrying out of work, or the supply of goods or services involving a cost of $200,000 or more.

It must be noted that the legislation obligates Council to go to public tender or use an expression of interest if the expected value of goods and services of a similar type procured from the same supplier is $200,000 or more (exclusive of GST) in a financial year or over the proposed term of the contractual arrangement.

Note that an Expression of Interest requires Council resolution BEFORE going to tender.


Procurement must be in accordance with the adopted annual budget or a council resolution and sufficient funds must be available to meet the full cost of the proposed procurement.

5.2. Confirmation Orders

A confirmation order is a purchase order provided to a supplier after the provision of goods and services has occurred. This practice is not condoned by Cairns Regional Council and is audited on a regular basis to identify non-compliance. Regular reports showing confirmation orders are provided to senior management and Audit Committee to ensure ongoing procurement activities reflect best practice initiatives that guarantee purchase orders are generated prior to receiving goods and services.
6. EXEMPTIONS

Exemptions to these requirements include contracts or purchases made with:

- a quote or tender consideration plan,
- a contractor on an approved contractor list (ACL),
- a supplier on a register of pre-qualified suppliers (ROPS),
- a supplier on a preferred supplier arrangement (PSA),
- a supplier on another Government arrangement, e.g. LGA Local Buy arrangement.

See Council’s Tender Register #2194190 and http://www.localbuy.net.au/contract_list.pdf

Further exemptions exist if:

- Council resolves (Council resolution obtained) it is satisfied that there is only one (1) supplier who is reasonably available (sole supplier), or
- Council resolves (Council Resolution) that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders, or
- a genuine emergency exists, or
- the contract is for the purchase of goods and is made by public auction, or
- the contract is for the purchase of second-hand goods, or
- the contract is made with, or under an arrangement with, a government agency.

Refer to sections 230 to 235 of the Local Government Regulation 2012 for further details on the above exemptions.

When seeking quotations, staff should consider the likelihood of exceeding the $200,000 (excluding GST) legislative value threshold relating to the requirement to seek public tenders. If there is a risk that this limit will be exceeded then tenders should be called instead of quotations.

All purchases up to $500 must be made by purchase cards where possible to the financial delegation limits provided to the cardholder and in line with Council’s purchasing requirements for expenditure threshold for quotations. All other purchases must be made by issuing a purchase order. All other purchases must be made by issuing a purchase order. For purchases below $30 purchase cards or petty cash should be used, as per the Petty Cash Administrative Instruction (293477).

6.4. Sole Suppliers

Where the required goods or services are available only from one original source or available from only one stockist, agent or supplier and with relative ease of accessibility to the local government, the supply of those goods or services can be applied for under a sole supplier arrangement via a Council Resolution.

Procurement provides a report on an annual basis listing all proposed sole supplier arrangements, for the following twelve months, for adoption by Council.

A quarterly report is presented to Council listing all expenditure with sole suppliers.

--- Budgetary Provisions

Procurement must be in accordance with the adopted annual budget or a council resolution and sufficient funds must be available to meet the full cost of the proposed procurement.

--- Sustainable Procurement

Sustainable procurement is the purchase of goods or services that have a reduced impact on human health and the environment or encourage social equity when compared
with competing products or services that serve the same purpose. When compiling any procurement documentation including tenders, contracts, quotes or purchasing arrangements, Council's sustainability requirements must be clearly identified.

Social sustainability focuses on the social (or people) aspects of sustainability and in particular social equity. Actions on social equity address disadvantage and are underpinned by principles of diversity, ethics, acceptance, fairness, compassion, inclusiveness and access for people of all abilities. Socially sustainable procurement generates positive outcomes for people and contributes towards building stronger communities.

Council's priority areas for considering sustainable products include, but are not limited to:

- Wood and paper products from sustainable sources;
- Sustainable and safe chemical-based products e.g. cleaning products, pesticides, fertilisers or soil enhancers;
- Products that are durable and long-lasting e.g. avoiding disposable products;
- Products that consume less energy, fuel or water in their operation;
- Products that improve the overall quality of life in the local community; and
- Products that improve equity of access to services and opportunities.

6.2 Emergencies

In recognition that full compliance with existing Council procurement procedures may not support the Council's needs during a critical or emergency incident, an alternative procurement process may operate during the incident. This alternative process aims to accommodate urgent Council needs, while ensuring that the procurement process adopted is reasonable and conducted with appropriate consideration of standard procurement principles.

The alternative process is to be authorised by the Chief Executive Officer, once a critical or emergency incident has been declared. Such incidents are:

- A state of disaster declared under the Disaster Management Act 2003, or any other emergency declaration made by the State's Premier under an enactment;
- Any incident declared by the Chief Executive Officer where the safety or security of any person or property associated with the Council is threatened, and
- An external incident to which the Chief Executive Officer has authorised the provision of urgent support.

Once the immediacy of the incident has passed, purchase orders must be raised to record the expenditure in the same way as they would have been in normal circumstances.

As soon as practicable upon cessation of emergency a report must be presented to Council so that a Council resolution can be adopted to authorise the unapproved expenditure and the methodology by which it was incurred. The Council Resolution must define the genuine emergency situation (such as natural disaster), as well as delegate authority.

In times of a genuine emergency, when access to Council's electronic purchasing system is not available, Council have manual purchase books which are distributed to operational areas of Council for the emergency period.

**Confirmation order**

A confirmation order is a purchase order provided to a supplier after the provision of goods and services has occurred. This practice is not condoned by Cooma Regional Council and is audited on a regular basis to identify non-compliance. Regular reports showing confirmation orders are provided to senior management and Audit Committee to reassure ongoing procurement activities reflect best practice initiatives that guarantee purchase orders are generated prior to receiving goods and services.

/____________________________/

**FINANCIAL AND CONTRACTUAL DELEGATIONS**
The Chief Executive Officer implements Council's policies and decisions e.g. spending in accordance with the adopted budget.

Other officers may only incur expenditure on behalf of Council if:

- the officer has been granted the financial and contractual delegation by the Chief Executive Officer and this delegation has been recorded in the Register of delegations, and
- the expenditure is provided for in Council's budget, and
- the officer has received the relevant training in Council's procurement systems and procedures.

The Chief Executive Officer must approve all financial and contractual delegations by recording them in a Register of delegations to enable procurement activities to occur in accordance with the guidelines as shown in Appendix 1.

7.1. All delegation amounts are GST exclusive

Any officer incurring expenditure on behalf of Council must do so in accordance with any constraints imposed by Council or by the Chief Executive Officer in respect of financial and contractual delegations.

7.2. Variations

For the purpose of this policy, variation refers solely to a financial deviation from original contract value. The contract can be a Council purchase order or agreement signed by a delegated Council officer. Other variations such as non-financial scope changes, extension of time etc are to be managed by delegated Council officers.

Variation procedures are as follows:

- Each variation can only be approved by the project officer up to their authorised financial and contractual delegation then by a Manager or General Manager as per financial and contractual delegation
- Where the sum of all variations to a contractual arrangement exceed the authorised financial and contractual delegation of a Council officer then all future variations can only be approved by a Council officer with a level of delegation sufficient to cover the cumulative value of variations
- All variations are to be approved in writing, and
- Each variation requires an additional line item on the original purchase order stating the scope and cost.

7.3. Acquisition of land

All acquisition of land must be done in accordance with the Strategic Acquisition of Land Policy #365206. All acquisitions must be done via the Property Team.

7.4. Publishing details of contracts

Council is obliged to publish details of all contracts valued $200,000 or more. These details must be published monthly on Council’s website and also on a noticeboard located in the customer service area of the Administration Building in Spence Street, Cairns. Information to be documented in these publications includes the following:

- the person/company with whom Council has entered into the contract
- the value of the contract, and
- the purpose of the contract.

For the purpose of this obligation a contract is defined as an approved Council purchase order.
6. SUSTAINABILITY AND SOCIAL PROCUREMENT

Sustainable procurement is the purchase of goods or services that have a reduced impact on human health and the environment or encourage social equity when compared with competing products or services that serve the same purpose. When compiling any procurement documentation including tenders, contracts, quotes or purchasing arrangements, Council’s sustainability requirements must be clearly identified.

Council’s priority areas for considering sustainable products include, but are not limited to:

- Wood and paper products from sustainable sources;
- Sustainable and safe chemical based products e.g. cleaning products, pesticides, fertilisers or soil enhancers;
- Products that are durable and long lasting e.g. avoiding disposable products;
- Products that conserve energy, fuel or water in their operation;
- Products that improve the overall quality of life in the local community; and
- Products that improve equity of access to services and opportunities.

Social sustainability focuses on the social (or people) aspects of sustainability and in particular social equity. Actions on social equity address disadvantage and are underpinned by principles of diversity, ethics, acceptance, fairness, compassion, inclusiveness and access for people of all abilities. Socially sustainable procurement generates positive outcomes for people and contributes towards building stronger communities.

This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review: Chief Financial Officer

ORIGINALLY ADOPTED: 19/5/2003
CURRENT ADOPTION: 
DUE FOR REVISION
REVOKED/SUPERSEDED:

Chief Executive Officer
Appendix 1 –
Financial and Contractual Delegations

Officers may incur expenditure on behalf of Council but only if the expenditure is provided for in Council’s budget and the officer has been delegated the power to enter into contracts up to an amount not less than the amount of the expenditure proposed to be incurred.

Each delegation to an officer of the power to enter into contracts must be approved by the Chief Executive Officer.

The delegation is a personal delegation and lapses if the delegate is transferred or promoted to a different position to that which the delegate occupied at the time when the power was delegated to the delegate.

Any officer incurring expenditure on behalf of Council must do so in accordance with any constraints imposed by Council or the Chief Executive Officer.

OPERATIONAL EXPENDITURE

<table>
<thead>
<tr>
<th>Delegation Level</th>
<th>Operational Expenditure within Budget</th>
<th>Expenditure Outside of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Officer</td>
<td>Up to $200,000*</td>
<td>Utilise emergency provisions of the Local Government Act. These require a Council Resolution.</td>
</tr>
<tr>
<td>General Managers</td>
<td>Up to $200,000</td>
<td>NI</td>
</tr>
<tr>
<td>Branch Managers</td>
<td>Up to $100,000</td>
<td>NI</td>
</tr>
<tr>
<td>Senior Officers</td>
<td>Up to $50,000</td>
<td>NI</td>
</tr>
<tr>
<td>Co-ordinator/Team Leader</td>
<td>Up to $25,000</td>
<td>NI</td>
</tr>
<tr>
<td>Appropriate Support Staff</td>
<td>Up to $5,000</td>
<td>NI</td>
</tr>
</tbody>
</table>

* All delegation amounts are GST exclusive

* Council further gives the Chief Executive Officer delegated authority to negotiate, finalise and execute recurring operational expenditure, for example electricity, telephone, vehicle registration, Cairns Works internal orders and others, regardless of whether the value of the expenditure is more or less than $200,000 (see Appendix 2).
CAPITAL EXPENDITURE

All expenditure capital in nature must be attributed to a Capital Project.

All capital projects require Project Launch Approval (PLA) in order to proceed past the initial scoping/planning phase.

Delegations to approve PLA’s are set out in the table below.

Reasonable expenditure may be incurred prior to PLA in order to adequately scope and design the capital project and develop reliable cost estimates. Delegation to approve individual expenditure items prior to PLA are set out below.

Delegation to approve individual expenditure items within the PLA are also set out below.

<table>
<thead>
<tr>
<th>Delegation level</th>
<th>Pre PLA</th>
<th>PLA</th>
<th>Capital Expenditure within PLA</th>
<th>Capital Expenditure in Excess of PLA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Officer</td>
<td>Reasonable expenditure up to $200,000</td>
<td>Up to $1,000,000</td>
<td>Up to $1,000,000</td>
<td>Per outcomes of discussion with relevant Committee</td>
</tr>
<tr>
<td>General Managers</td>
<td>Reasonable expenditure up to $200,000</td>
<td>Up to $200,000</td>
<td>Up to $200,000</td>
<td>Nil</td>
</tr>
<tr>
<td>Branch Managers</td>
<td>Reasonable expenditure up to $100,000</td>
<td>Nil</td>
<td>Up to $100,000</td>
<td>Nil</td>
</tr>
<tr>
<td>Senior Officers</td>
<td>Reasonable expenditure up to $50,000</td>
<td>Nil</td>
<td>Up to $50,000</td>
<td>Nil</td>
</tr>
<tr>
<td>Co-ordinator/ Team Leader</td>
<td>Reasonable expenditure up to $25,000</td>
<td>Nil</td>
<td>Up to $25,000</td>
<td>Nil</td>
</tr>
<tr>
<td>Appropriate Support Staff</td>
<td>Reasonable expenditure up to $5,000</td>
<td>Nil</td>
<td>Up to $5,000</td>
<td>Nil</td>
</tr>
</tbody>
</table>

*All delegation amounts are GST exclusive*

Senior Officers: Are those positions which may or may not supervise staff, but may need financial and contractual delegation to meet positional requirements.
Appendix 2 –
Examples of recurring operational expenditure

<table>
<thead>
<tr>
<th>Utilities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ergon Energy</td>
<td>Electricity</td>
</tr>
<tr>
<td>Telstra</td>
<td>Telephones/Internet</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Insurances</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jardine Lloyd Thompson</td>
<td>Insurance</td>
</tr>
<tr>
<td>Qld Local Government Workcare</td>
<td>Workers compensation</td>
</tr>
<tr>
<td>LGM Queensland</td>
<td>Public liability</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Information Services Licenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Civica</td>
<td>Authority annual licence renewal</td>
</tr>
<tr>
<td>Microsoft products</td>
<td>Microsoft annual licence renewal</td>
</tr>
<tr>
<td>Dimension Data</td>
<td>Various hardware and software licencee</td>
</tr>
<tr>
<td>Oracle</td>
<td>Oracle annual licence renewal</td>
</tr>
<tr>
<td>Frontier Software</td>
<td>Annual Chris 21 licence renewal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Miscellaneous</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Community Safety</td>
<td>Fire levies</td>
</tr>
<tr>
<td>Department of Environment and Natural Resources Management and Mines</td>
<td>Property valuations</td>
</tr>
<tr>
<td>Local Government Association of QLD</td>
<td>Memberships</td>
</tr>
<tr>
<td>Qld Department of Transport and Main Roads</td>
<td>Vehicle registration</td>
</tr>
<tr>
<td>Electoral Commission of Queensland</td>
<td>Election cost</td>
</tr>
<tr>
<td>NQ Resource Recovery PTY LTD</td>
<td>Waste collection and transport</td>
</tr>
<tr>
<td>SITA</td>
<td>Waste management – Bedminster/Material Recovery Facility</td>
</tr>
<tr>
<td>Transpacific Cleanaway</td>
<td>Bin collection</td>
</tr>
<tr>
<td>Arkwood Organic Recycling</td>
<td>Removal of biosolids</td>
</tr>
<tr>
<td>Cairns River Improvement Trust</td>
<td>Repair of eroded banks</td>
</tr>
<tr>
<td>FNQROC - Far North Queensland Regional Organisation of Councils</td>
<td>Regional Procurement Coordinator Secretariat</td>
</tr>
<tr>
<td>Queensland Audit Office</td>
<td>State Government Auditing</td>
</tr>
<tr>
<td>Swim FNQ Inc</td>
<td>Pool Contributions</td>
</tr>
</tbody>
</table>
Appendix 3 – Reference Documents

The Procurement Policy consists of this General Policy and is supported by the following:

Part 1 – Acquisition of Goods and Services

Procedure for purchasing with purchase order - quotations and purchasing arrangements - #3218823

Part 2 – Procedures for Calling Tenders and Administering Contracts

Procedure for tendering including Expressions of Interest - #3218819

Part 3 – Engagement and Management of Consultants

Procedure for engaging and managing consultants - #3218827

Part 4 – Purchase Card Procedures

Procedures for approved card-holders - #3218800

PROCUREMENT LEGISLATION

Local Government Act 2009

Local Government Regulation 2012

Relevant Sections relating to this Policy:

Section 196  Procurement policy
Section 225  Medium-sized contract – quotes needed first (up to $200,000)
Section 226  Large-sized contract – tenders needed first ($200,000 or more)
Section 227  Valuable non-current asset contracts – tenders or auction needed first
Section 228  Tender process
Section 230  Exception if quote or tender consideration plan prepared
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Section 234  Exception for LGA arrangement
Section 235  Other Exceptions
Section 236  Exceptions for valuable non-current asset contracts (including land)
Section 237  Publishing details of contracts worth $200,000 or more
CAIRNS REGIONAL COUNCIL

PROCUREMENT POLICY

Intent: This document sets out Cairns Regional Council’s policy for the acquisition of goods and services and adherence to the “sound contracting principles” as stipulated in the Local Government Act 2009, section 104 (3).

Scope: This policy applies to the procurement of all goods, services, equipment and construction contracts and service contracts (including maintenance). The policy:

- refers to purchasing activities across the whole of Cairns Regional Council (Council)
- applies to all materials, products and services purchased by Council, including items procured by third parties (such as contractors) acting as representatives for Council, and
- acknowledges that Council cannot achieve its quadruple bottom line on its own and will require the assistance and support of suppliers and relevant organisations.

1. DEFINITION OF PROCUREMENT

This policy applies to all procurement activities of Council.

"Procurement" shall mean purchase, hire, lease, rental, exchange or any other commercial transaction involving the outlay of funds in return for the provision of goods, equipment and related services, construction contracts and service contracts to Council, council staff and agents unless specifically exempted under the provisions of this policy.

2. PROVISIONS

2.1. Introduction

All Council purchases must be carried out in compliance with the Local Government Act 2009 and the Local Government Regulation 2012.

2.2. Objectives

Council’s purchasing activities aim to achieve advantageous procurement outcomes by:

- promoting value for money with probity and accountability
- advancing Council’s economic, social and environmental policies
- providing reasonable opportunity for competitive local businesses that comply with relevant legislation to supply to council, and
- promoting compliance with relevant legislation.
2.3. Responsibility

Council officers are required to:

- adhere to the “Sound contracting principles” as stipulated in the Local Government Act 2009
- preserve Council’s integrity in the procurement process to ensure that Council may be seen to have acted beyond reproach in all dealings
- abide by Council’s Code of Conduct and all applicable policies and instructions, and
- source quotations and raise purchase orders prior to receiving goods and services.

The expected value of a contractual arrangement with a supplier covers the total expected value of all of Council’s purchases over the life of that arrangement, i.e. the expenditure with a supplier will be cumulative in that financial year or the term of a contract or arrangement for goods and services of a similar type. Accordingly, the purchase of these must not be broken down in unreasonable components, in order to avoid compliance with the dollar limit requirements under this policy.

All relevant communication undertaken in the procurement process are to be recorded in Council’s document management system e.g. quotes, emails, letters etc.

3. SOUND CONTRACTING PRINCIPLES

Council officers must have regard to the following contracting principles in all procurement activities:

Value for money

The concept of value for money is not restricted to price alone. The value for money assessment must include consideration of:

- contribution to the advancement of Council’s priorities
- fitness for purpose, quality, services and support
- whole-of-life costs including costs of acquiring, using, maintaining and disposal
- internal administration costs
- technical compliance issues
- risk exposure, and
- the value of any associated environmental benefits.

Open and effective competition

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

The development of competitive local business and industry

Council wishes to pursue the principle of the development of competitive local business and industry when entering into:

- contracts for the supply of goods or services, and
- contracts for the carrying out of works.
In this policy, the definition of a “local supplier” is a supplier which:

- is beneficially owned by persons who are residents or ratepayers of the Local Government area of Council, or
- has its principal place of business within the Local Government area of Council, or
- otherwise has a place of business within the Local Government area of Council which solely or primarily employs persons who are residents or ratepayers of the Local Government area of Council.

Environmental protection

Council promotes environmental protection and responsibility through its purchasing procedures. In undertaking any purchasing activities Council will:

- promote the purchase of environmentally friendly goods and services that satisfy value for money criteria
- foster the development of products and processes of low environmental and climatic impact
- provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services, and
- encourage environmentally responsible activities.

Council will also consider the following:

- the environmental performance of prospective contractors or suppliers
- the selection of products that may have a reduced impact on human health and / or the natural environment, and
- the environmental impact and performance of a requested product, such as energy and / or water efficiency rating, fuel efficiency, durability, recycled content, toxicity, origin of any components made from wood (e.g. paper products) and end of life disposal.

Ethical behaviour and fair dealing

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

It is the responsibility of Council officers to report any potential or perceived conflict of interest to their Branch Manager prior to any business dealings.

For declaration of any conflicts of interest, please refer to the Code of Conduct Administrative Instruction #931166.

It is also the responsibility of Council officers to ensure that they adhere to the Administration Instruction relating to Benefits, Gifts and Prizes #445338.

4. EVALUATION OF TENDERS AND QUOTES

These sound contracting principles are to be utilised in the evaluation of all quotes and tenders along with other selective criteria determined relevant to the procurement activity.
4.1. **Business Profile (Local Content, Social and Sustainability) criterion**

Where a tender or quotation is being evaluated using selection criteria for local business is to be given a weighting of **no more than 10%** of the total selection criteria (total being 100%). The Business Profile criterion is to be utilised in the evaluation process where the price, performance, quality and suitability of the selection criteria are evaluated equal and can be collectively applied to:

- the purchase of sustainable items
- procurement which provides social benefit
- purchases from local suppliers
- health and safety aspects of the purchase
- quality systems and controls of the supplier.

This preference can be applied so long as it is demonstrated that the supplier can meet Council’s requirements at an acceptable high standard which is generally comparable to that of other offers.

These preferences are not simply a 10% price benefit (e.g. where the price for a local supplier is 10% higher than a competitor’s price), but rather a quantitative measurement that can be utilised in recognition of the associated benefits that this preference provides to Council, e.g. economic growth and employment opportunities in a local area, more readily available servicing support, employment opportunities for minority groups or lower ongoing running cost of a more sustainable product.

Refer to the sound contracting principles above (Clause 3) for the development of local business and industry and sustainable procurement for further details.

### 5. **Purchasing Requirements**

<table>
<thead>
<tr>
<th>Value Threshold*</th>
<th>Minimum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $2,000</td>
<td>Obtain at least one (1) verbal or written quote</td>
</tr>
<tr>
<td>$2,000 to less than $15,000</td>
<td>Obtain two (2) written quotes</td>
</tr>
<tr>
<td>$15,000 to less than $200,000</td>
<td>Obtain three (3) or more written quotes</td>
</tr>
<tr>
<td>$200,000 or more</td>
<td>Public tender required</td>
</tr>
</tbody>
</table>

*All amounts are GST exclusive*

Council must invite tenders before making a contract for the carrying out of work, or the supply of goods or services involving a cost of $200,000 or more.

The legislation obligates Council to go to public tender or use an expression of interest if the expected value of goods and services of a similar type procured from the same supplier is $200,000 or more (exclusive of GST) in a financial year or over the proposed term of the contractual arrangement.

Note that an Expression of Interest requires Council resolution BEFORE going to tender.

### 5.1. **Budgetary Provisions**

Procurement must be in accordance with the adopted annual budget or a council resolution and sufficient funds must be available to meet the full cost of the proposed procurement.
5.2. Confirmation Orders

A confirmation order is a purchase order provided to a supplier after the provision of goods and services has occurred. This practice is not condoned by Cairns Regional Council and is audited on a regular basis to identify non-compliance. Regular reports showing confirmation orders are provided to senior management and Audit Committee to ensure ongoing procurement activities reflect best practice initiatives that guarantee purchase orders are generated prior to receiving goods and services.

6. EXEMPTIONS

Exemptions to these requirements include contracts or purchases made with:

- a quote or tender consideration plan
- a contractor on an approved contractor list (ACL)
- a supplier on a register of pre-qualified suppliers (ROPS)
- a supplier on a preferred supplier arrangement (PSA)
- a supplier on another Government arrangement, e.g. Local Buy.

Further exemptions exist if:

- Council resolves (Council resolution obtained) it is satisfied that there is only one (1) supplier who is reasonably available (sole suppliers), or
- Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders, or
- a genuine emergency exists, or
- the contract is for the purchase of goods and is made by public auction, or
- the contract is for the purchase of second-hand goods, or
- the contract is made with, or under an arrangement with, a government agency.

Refer to sections 230 to 235 of the Local Government Regulation 2012 for further details on the above exemptions.

When seeking quotations, staff should consider the likelihood of exceeding the $200,000 (excluding GST) value threshold relating to the requirement to seek public tenders. If there is a risk that this limit will be exceeded then tenders should be called instead of quotations.

Purchase cards should be used where possible to the financial delegation limits provided to the cardholder and in line with Council’s purchasing requirements for expenditure threshold for quotations. All other purchases must be made by issuing a purchase order.

6.1. Sole Suppliers

Where the required goods or services are available only from one original source or available from only one stockist, agent or supplier and with relative ease of accessibility to the local government, the supply of those goods and or services can be applied for under a sole supplier arrangement via a Council Resolution.

Procurement provides a report on an annual basis listing all proposed sole supplier arrangements, for the following twelve months, for adoption by Council.

A quarterly report is presented to Council listing all expenditure on sole suppliers.
6.2. Emergencies

In recognition that full compliance with existing Council procurement procedures may not support the Council’s needs during a critical or emergency incident, an alternative procurement process may operate during the incident. This alternative process aims to accommodate urgent Council needs, while ensuring that the procurement process adopted is reasonable and conducted with appropriate consideration of standard procurement principles.

The alternative process is to be authorised by the Chief Executive Officer, once a critical or emergency incident has been declared. Such incidents are:

- A state of disaster declared under the Disaster Management Act 2003, or any other emergency declaration made by the State’s Premier under an enactment;
- Any incident declared by the Chief Executive Officer where the safety or security of any person or property associated with the Council is threatened, and
- An external incident to which the Chief Executive Officer has authorised the provision of urgent support.

Once the immediacy of the incident has passed, purchase orders must be raised to record the expenditure in the same way as they would have been in normal circumstances.

As soon as practical upon cessation of emergency a report must be presented to Council so that a Council resolution can be adopted to authorise the unapproved expenditure and the methodology by which it was incurred. The Council Resolution must define the genuine emergency situation (such as natural disaster), as well as delegate authority.

In times of a genuine emergency, when access to Council’s electronic purchasing system is not available, Council have manual purchase books which are distributed to operational areas of Council for the emergency period.

7. FINANCIAL AND CONTRACTUAL DELEGATIONS

The Chief Executive Officer implements Council’s policies and decisions e.g. spending in accordance with the adopted budget.

Other officers may only incur expenditure on behalf of Council if:

- the officer has been granted the financial and contractual delegation by the Chief Executive Officer and this delegation has been recorded in the Register of delegations, and
- the expenditure is provided for in Council’s budget, and
- the officer has received the relevant training in Council’s procurement systems and procedures.

The Chief Executive Officer must approve all financial and contractual delegations by recording them in a Register of delegations to enable procurement activities to occur in accordance with the guidelines as shown in Appendix 1.

7.1. All delegation amounts are GST exclusive

Any officer incurring expenditure on behalf of Council must do so in accordance with any constraints imposed by Council or by the Chief Executive Officer in respect of financial and contractual delegations.

7.2. Variations

For the purpose of this policy, variation refers solely to a financial deviation from original contract value. The contract can be a Council purchase order or agreement signed by a delegated Council officer. Other variations such as non-financial scope changes, extension of time etc are to be managed by delegated council officers.
Variation procedures are as follows:

- Each variation can only be approved by the project officer up to their authorised financial and contractual delegation then by a Manager or General Manager as per financial and contractual delegation.
- Where the sum of all variations to a contractual arrangement exceed the authorised financial and contractual delegation of a Council officer then all future variations can only be approved by a Council officer with a level of delegation sufficient to cover the cumulative value of variations.
- All variations are to be approved in writing, and
- Each variation requires an additional line item on the original purchase order stating the scope and cost.

7.3. Acquisition of land

All acquisition of land must be done in accordance with the Strategic Acquisition of Land Policy #3665206. All acquisitions must be done via the Property Team.

7.4. Publishing details of contracts

Council is obliged to publish details of all contracts valued $200,000 or more. These details must be published monthly on Council’s website and also on a noticeboard located in the customer service area of the Administration Building in Spence Street, Cairns. Information to be documented in these publications includes the following:

- the person/company with whom Council has entered into the contract
- the value of the contract, and
- the purpose of the contract.

For the purpose of this obligation a contract is defined as an approved Council purchase order.

8. SUSTAINABILITY AND SOCIAL PROCUREMENT

Sustainable procurement is the purchase of goods or services that have a reduced impact on human health and the environment or encourage social equity when compared with competing products or services that serve the same purpose. When compiling any procurement documentation including tenders, contracts, quotes or purchasing arrangements, Council’s sustainability requirements must be clearly identified.

Council’s priority areas for considering sustainable products include, but are not limited to:

- Wood and paper products from sustainable sources;
- Sustainable and safe chemical based products e.g. cleaning products, pesticides, fertilisers or soil enhancers;
- Products that are durable and long lasting e.g. avoiding disposable products;
- Products that consume less energy, fuel or water in their operation;
- Products that improve the overall quality of life in the local community; and
- Products that improve equity of access to services and opportunities.
Social sustainability focuses on the social (or people) aspects of sustainability and in particular social equity. Actions on social equity address disadvantage and are underpinned by principles of diversity, ethics, acceptance, fairness, compassion, inclusiveness and access for people of all abilities. Socially sustainable procurement generates positive outcomes for people and contributes towards building stronger communities.

This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review: Chief Financial Officer

ORIGINALLY ADOPTED: 19/5/2003
CURRENT ADOPTION: DUE FOR REVISION
REVOKED/SUPERSEDED: Chief Executive Officer
Appendix 1 – Financial and Contractual Delegations

Officers may incur expenditure on behalf of Council but only if the expenditure is provided for in Council’s budget and the officer has been delegated the power to enter into contracts up to an amount not less than the amount of the expenditure proposed to be incurred.

Each delegation to an officer of the power to enter into contracts must be approved by the Chief Executive Officer.

The delegation is a personal delegation and lapses if the delegate is transferred or promoted to a different position to that which the delegate occupied at the time when the power was delegated to the delegate.

Any officer incurring expenditure on behalf of Council must do so in accordance with any constraints imposed by Council or the Chief Executive Officer.

OPERATIONAL EXPENDITURE

<table>
<thead>
<tr>
<th>Delegation Level</th>
<th>Operational Expenditure within Budget</th>
<th>Expenditure Outside of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Officer</td>
<td>Up to $200,000*</td>
<td>Utilise emergency provisions of the Local Government Act. These require a Council Resolution.</td>
</tr>
<tr>
<td>General Managers</td>
<td>Up to $200,000</td>
<td>Nil</td>
</tr>
<tr>
<td>Branch Managers</td>
<td>Up to $100,000</td>
<td>Nil</td>
</tr>
<tr>
<td>Senior Officers</td>
<td>Up to $50,000</td>
<td>Nil</td>
</tr>
<tr>
<td>Co-ordinator/ Team Leader</td>
<td>Up to $25,000</td>
<td>Nil</td>
</tr>
<tr>
<td>Appropriate Support Staff</td>
<td>Up to $5,000</td>
<td>Nil</td>
</tr>
</tbody>
</table>

* All delegation amounts are GST exclusive

* Council further gives the Chief Executive Officer delegated authority to negotiate, finalise and execute recurring operational expenditure, for example electricity, telephone, vehicle registration, Cairns Works internal orders and others, regardless of whether the value of the expenditure is more or less than $200,000 (see Appendix 2).
**CAPITAL EXPENDITURE**

All expenditure capital in nature must be attributed to a Capital Project.

All capital projects require Project Launch Approval (PLA) in order to proceed past the initial scoping/planning phase.

Delegations to approve PLA’s are set out in the table below.

Reasonable expenditure may be incurred prior to PLA in order to adequately scope and design the capital project and develop reliable cost estimates. Delegation to approve individual expenditure items prior to PLA are set out below.

Delegation to approve individual expenditure items within the PLA are also set out below.

<table>
<thead>
<tr>
<th>Delegation level</th>
<th>Pre PLA</th>
<th>PLA</th>
<th>Capital Expenditure within PLA</th>
<th>Capital Expenditure in Excess of PLA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Officer</td>
<td>Reasonable expenditure up to $200,000</td>
<td>Up to $1,000,000</td>
<td>Up to $1,000,000</td>
<td>Per outcomes of discussion with relevant Committee</td>
</tr>
<tr>
<td>General Managers</td>
<td>Reasonable expenditure up to $200,000</td>
<td>Up to $200,000</td>
<td>Up to $200,000</td>
<td>Nil</td>
</tr>
<tr>
<td>Branch Managers</td>
<td>Reasonable expenditure up to $100,000</td>
<td>Nil</td>
<td>Up to $100,000</td>
<td>Nil</td>
</tr>
<tr>
<td>Senior Officers</td>
<td>Reasonable expenditure up to $50,000</td>
<td>Nil</td>
<td>Up to $50,000</td>
<td>Nil</td>
</tr>
<tr>
<td>Co-ordinator/ Team Leader</td>
<td>Reasonable expenditure up to $25,000</td>
<td>Nil</td>
<td>Up to $25,000</td>
<td>Nil</td>
</tr>
<tr>
<td>Appropriate Support Staff</td>
<td>Reasonable expenditure up to $5,000</td>
<td>Nil</td>
<td>Up to $5,000</td>
<td>Nil</td>
</tr>
</tbody>
</table>

*All delegation amounts are GST exclusive*

**Senior Officers:** Are those positions which may or may not supervise staff, but may need financial and contractual delegation to meet positional requirements.
## Appendix 2 – Examples of recurring operational expenditure

<table>
<thead>
<tr>
<th><strong>Utilities</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ergon Energy</td>
<td>Electricity</td>
</tr>
<tr>
<td>Telstra</td>
<td>Telephones/internet</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Insurances</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jardine Lloyd Thompson</td>
<td>Insurance</td>
</tr>
<tr>
<td>Qld Local Government Workcare</td>
<td>Workers compensation</td>
</tr>
<tr>
<td>LGM Queensland</td>
<td>Public liability</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Information Services Licenses</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Civica</td>
<td>Authority annual licence renewal</td>
</tr>
<tr>
<td>Microsoft products</td>
<td>Microsoft annual licence renewal</td>
</tr>
<tr>
<td>Dimension Data</td>
<td>Various hardware and software licences</td>
</tr>
<tr>
<td>Oracle</td>
<td>Oracle annual licence renewal</td>
</tr>
<tr>
<td>Frontier Software</td>
<td>Annual Chris 21 licence renewal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Miscellaneous</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Community Safety</td>
<td>Fire levies</td>
</tr>
<tr>
<td>Department of Natural Resources and Mines</td>
<td>Property valuations</td>
</tr>
<tr>
<td>Local Government Association of QLD</td>
<td>Memberships</td>
</tr>
<tr>
<td>Department of Transport and Main Roads</td>
<td>Vehicle registration</td>
</tr>
<tr>
<td>Electoral Commission of Queensland</td>
<td>Election cost</td>
</tr>
<tr>
<td>NQ Resource Recovery PTY LTD</td>
<td>Waste collection and transport</td>
</tr>
<tr>
<td>SITA</td>
<td>Waste management – Bedminster/Material Recovery Facility</td>
</tr>
<tr>
<td>Transpacific Cleanaway</td>
<td>Bin collection</td>
</tr>
<tr>
<td>Arkwood Organic Recycling</td>
<td>Removal of biosolids</td>
</tr>
<tr>
<td>Cairns River Improvement Trust</td>
<td>Repair of creek banks</td>
</tr>
<tr>
<td>FNQROC - Far North Queensland Regional Organisation of Councils</td>
<td>Regional Procurement Coordinator Secretariat</td>
</tr>
<tr>
<td>Queensland Audit Office</td>
<td>State Government Auditing</td>
</tr>
<tr>
<td>Swim FNQ Inc</td>
<td>Pool Contributions</td>
</tr>
</tbody>
</table>
Appendix 3 – Reference Documents

The Procurement Policy consists of this General Policy and is supported by the following:

Part 1 – Acquisition of Goods and Services

Procedure for purchasing with purchase order - quotations and purchasing arrangements - #3218823

Part 2 – Procedures for Calling Tenders and Administering Contracts

Procedure for tendering including Expressions of Interest - #3218819

Part 3 – Engagement and Management of Consultants

Procedure for engaging and managing consultants - #3218827

Part 4 – Purchase Card Procedures

Procedures for approved card-holders - #3218800

PROCUREMENT LEGISLATION

Local Government Act 2009

Local Government Regulation 2012

Relevant Sections relating to this Policy:

Section 198 Procurement policy
Section 225 Medium-sized contract – quotes needed first (up to $200,000)
Section 226 Large-sized contract – tenders needed first ($200,000 or more)
Section 227 Valuable non-current asset contracts – tenders or auction needed first
Section 228 Tender process
Section 230 Exception if quote or tender consideration plan prepared
Section 231 Exception for contractor on approved contractor list
Section 232 Exception for register of pre-qualified suppliers
Section 233 Exception for a preferred supplier arrangement
Section 234 Exception for LGA arrangement
Section 235 Other Exceptions
Section 236 Exceptions for valuable non-current asset contracts (including land)
Section 237 Publishing details of contracts worth $200,000 or more