

# Corporate Procurement Policy

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Approved by:	General Meeting
Date of Approval:	19 July 2023
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Review Date:	19 July 2024
Version:	16

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## Head of Power

*Local Government Regulation 2012* (Qld) Section 198 requires Council to prepare and adopt a procurement Policy and review the Policy annually.

The Policy sets out Council's framework for its procurement and contracting activities in a manner that complies with applicable laws, including s.104 of the *Local Government Act 2009* (Qld) and the *Local Government Regulation 2012* (Qld).

*Our Future Redlands – A Corporate Plan to 2026 and Beyond*

## Policy Objective

To set out Council's framework for its procurement and contracting activities in a manner that complies with applicable laws.

Council has adopted the Strategic Contracting Procedures under Part 2 of Chapter 6 of the *Local Government Regulation 2012* for its contracting arrangements and disposal of valuable non-current assets, excluding land.

This Policy has been established to be consistent with legislation which applies to procurement and contract management in Council. Relevant legislation will prevail to the extent of any inconsistency between this Policy and legislation. Council's goal to reduce red tape and save public funds will also be a consideration in Council's annual review of this Policy and its procurement practices.

## Policy Statement

Redland City Council, through its Corporate Plan, is committed to providing services that deliver our community's shared vision and collective aspirations; *Naturally wonderful lifestyle. Connected community. Embracing opportunities.* We are a values led organisation and our organisational values encapsulate what we care about, influence how we operate and support our mission: Make a difference, make it count.

Council is committed to:

- Developing systems that allow Council to carry out Procurement in a manner that is consistent with the Sound Contracting Principles outlined in detail in the Procurement and Contracts Manual which are:
  - i. *Value for money; and*
  - ii. *Open and effective competition; and*
  - iii. *The development of competitive local business and industry; and*
  - iv. *Environmental protection; and*
  - v. *Ethical behaviour and fair dealing.*

# Corporate Procurement Policy

- Ensuring integrity, accountability and transparency in the way in which Redland City Council undertakes procurement.
- Ensuring all procurement processes are conducted in accordance with the requirements of this Policy and any associated policies, manuals, guidelines, procedures and standards.
- Ensuring compliance with *Local Government Regulation 2012* Strategic Contracting Procedures (Chapter 6, Part 2, ss. 217-222) and apply a principles based approach to all procurement activities founded on Sound Contracting Principles of s104 of the *Local Government Act 2009* to its Procurement.
- Conduct procurement and contracting activities within a sound governance and probity environment consistent with the Delegation of Powers and Appointment of Authorised Persons Policy.
- Encourage sustainable and innovative procurement practices.
- The efficient and timely delivery of Council's capital works, operational and service delivery programs.
- Achieving value for money for Council.
- Promoting an open, efficient and competitive market place for suppliers, including the ability for market led proposals.
- Implementing procurement processes that are ethical and fair, and result in value-based outcomes to Council for its community members.
- Developing local and indigenous business and industry.
- Promoting, developing and utilising the services of social enterprises.

## Definitions

Term	Definition
Procurement	The acquisition through purchase or lease of real property, goods or other products (including intellectual property), works or services.
Corporate Plan	See Section 104 (5) of the <i>Local Government Act 2009</i> (Qld).
Governance	The framework of rules, relationships, systems and processes by which the Council is directed
Probity	Evidence of ethical behaviour, and can be defined as complete and confirmed integrity, uprightness and honesty in procurement activity.
Sustainable Procurement	The meeting of business needs for materials, goods, utilities and services in an environmentally-friendly, responsible and ethical way.
Contract	A contract (including purchase orders and purchase card transactions) for: <ul style="list-style-type: none"> <li>(d) the supply of goods or services; or</li> <li>(e) the carrying out of work; or</li> <li>(f) the disposal of non-current assets.</li> </ul> In this instance, the term does not include a contract of employment between Council and a Local Government Employee (as defined in the LGA 2009)
Social Procurement	A strategic approach to meeting social objectives through procurement and in particular providing employment opportunities via procurement to disadvantaged communities.

# Corporate Procurement Policy

## Associated Documents

GOV-004-P Governance Policy ([A196640](#))  
 PAC-001-SD Employee Code of Conduct ([A196608](#))  
 GOV-005-P Delegation of Powers and Appointment of Authorised Persons Policy ([A3154860](#))  
 GOV-007-P Fraud and Corruption Prevention ([A3155236](#))  
 IM-008-P Information Privacy ([A176868](#))  
 PRC-001-SD Procurement and Contract Manual ([A214677](#))

Council's current Operational Plan  
 Council's Financial Strategy 2023-2033

*Local Government Act 2009* (Qld)  
*Local Government Regulation 2012* (Qld)

## Document Control

Only Council can approve amendments to this document by resolution of a General Meeting, with the exception of administrative amendments which can be approved by the relevant ELT member.

Any requests to change the content of this document must be forwarded to relevant Service Manager(s).

Approved documents must be submitted to the Corporate Meetings and Registers Team for registration.

## Version Information

Version number	Date	Key Changes
4	December 2012	<ul style="list-style-type: none"> <li>Change to incorporate local Preference Policy</li> </ul>
5	June 2013	<ul style="list-style-type: none"> <li>Change in line with the Local Government Regulations 2012 (Qld).</li> </ul>
6	May 2014	<ul style="list-style-type: none"> <li>Annual Review incorporating more detail and legislative requirements</li> </ul>
7	November 2015	<ul style="list-style-type: none"> <li>Annual Review – No change</li> </ul>
8	November 2016	<ul style="list-style-type: none"> <li>Annual Review – No change</li> </ul>
9	November 2017	<ul style="list-style-type: none"> <li>Annual Review - Updated 'Head of Power' include Council Corporate Plan 2018-2023.</li> <li>Updated Council Corporate Plan 2018-2023 Section with reference to Policy alignment to the corporate plan under legislative requirements specific reference to the integration of council's strategic priorities.</li> <li>Updated definitions</li> <li>Updated document control as per POL-001 Policy Guidelines and Procedure Development Manual</li> <li>Updated associated documents</li> </ul>
10	November 2019	<ul style="list-style-type: none"> <li>Administrative changes in line with Policy framework review</li> </ul>
11	July 2020	<ul style="list-style-type: none"> <li>Added information to objective around strategic contracting procedures</li> <li>Updated referenced Section number under LGR2012 strategic contracting procedures under Policy statement</li> <li>Updated dot points 6, 9 and 11 under Policy statement</li> <li>Deleted default contracting procedure from definitions table</li> </ul>
12	July 2021	<ul style="list-style-type: none"> <li>Readopted to go with the <i>Council Resolution Action Advice 20210721 Council Action Sheet 13.4 Strategic Contracting Procedures</i>, no changes made review date remains the same.</li> </ul>
13	March 2022	<ul style="list-style-type: none"> <li>Administrative update to include reference to the new Corporate Plan</li> </ul>
14	July 2022	<ul style="list-style-type: none"> <li>Readopted to go with the <i>Council Resolution Action Advice 20220720 Council Action Sheet 13.4 Strategic Contracting Procedures</i>, no changes made.</li> </ul>

# Corporate Procurement Policy

Version number	Date	Key Changes
15	June 2023	Administrative Review: <ul style="list-style-type: none"><li>• Update document classification code from LSV to PRC</li><li>• Change group from Risk and General Counsel to Procurement and Contracts</li></ul>
16	July 2023	<ul style="list-style-type: none"><li>• Added word 'contracts' after procurement to describe the activity instead of the function, in the Policy Objective.</li><li>• Added words 'result in value-based outcomes to Council for its community' under Policy Statement.</li><li>• Added Council's Financial Strategy 2023-2033 to Associated Documents</li></ul>