

Policy Summary

Purpose This Policy establishes Council's procurement framework to ensure procurement activities are conducted in accordance with the Local Government Act 2009 (Qld) and the Local Government Regulation 2012 (Qld) and having regard to the Queensland Procurement Policy.

Scope This policy applies to:

- All Whitsunday Regional Council employees, contractors, volunteers and Councillors; and
- All procurement and contracting activities undertaken by or on behalf of Council.

Procurement activities include the acquisition of goods, services and works, the entering into contracts, and the disposal of valuable non-current assets, except where otherwise regulated by specific legislation.

Principles

- Value for Money
- Purposeful Public Procurement
- Integrity, Accountability and Transparency
- Supplier Capability and Fair Competition
- Sustainability and Ethical Supply Chains

Roles and responsibilities

Council	Sets the strategic direction for procurement and ensures procurement activities align with the local government principles under section 4 of the Local Government Act 2009 (Qld).
CEO	Implement this policy.

Review Annually - Every (1) years

Owner Manager Procurement Property & Fleet

Procurement Policy

1. Purpose

This Policy establishes Council's procurement framework to ensure procurement activities are conducted in accordance with the Local Government Act 2009 (Qld) and the Local Government Regulation 2012 (Qld) and having regard to the Queensland Procurement Policy.

Council seeks to achieve value for money outcomes that balance cost, risk, quality, sustainability and broader public benefit, while ensuring accountability, transparency and ethical conduct.

2. Scope

This policy applies to:

- a) all Whitsunday Regional Council employees, contractors, volunteers and Councillors; and
- b) all procurement and contracting activities undertaken by or on behalf of Council.

Procurement activities include the acquisition of goods, services and works, the entering into contracts, and the disposal of valuable non-current assets, except where otherwise regulated by specific legislation.

3. Principles

All procurement activities will be undertaken in accordance with the following principles:

3.1 Value for Money

Council will select procurement options that deliver the best overall outcome over the full life of the procurement, taking into account cost, non-cost factors, risk and fitness-for-purpose.

When assessing value for money, staff must consider:

- Whole of life cost, including purchase price, operating costs, maintenance, support, transition-out and disposal
- Supplier capability, experience, capacity and after-sales support
- Risk, including operational, financial and reputational risk
- Quality, timeliness and fit for purpose.

3.2 Purposeful Public Procurement

Where relevant, procurement will support Council and Queensland Government economic, environmental, social and governance objectives. Not every objective will apply to every procurement, and outcomes will be proportionate to value, risk and complexity.

3.3 Integrity, Accountability and Transparency

Procurement decisions will be ethical, defensible, and appropriately documented. Conflicts of interest will be identified, declared and managed.

3.4 Supplier Capability and Fair Competition

Council will assess supplier capability, capacity and experience and conduct procurement processes that are fair, competitive and free from bias.

3.5 Sustainability and Ethical Supply Chains

Council will consider environmental sustainability and ethical sourcing, including human rights, workplace safety and responsible environmental practices.

4. Policy Statement

Whitsunday Regional Council is committed to undertaking procurement in a manner that is fair, transparent, ethical and defensible, and that achieves value for money through the effective and responsible use of public funds.

Procurement activities are undertaken in a way that is proportionate to value, risk and complexity, and supports accountable decision-making.

Detailed requirements, including sourcing methods, exemptions, contract management and record-keeping requirements, are set out in Council's procurement procedures and supporting documents. These procedures establish mandatory operational requirements and controls to ensure consistent, compliant and auditable procurement practices across Council.

5. Legislative Compliance and Governance Framework

This Policy is informed by and must be applied in conjunction with:

- Local Government Act 2009 (Qld)
- Local Government Regulation 2012 (Qld)
- Council's Delegations Register, Financial Management Policy and related procedures.

In addition, Council will ensure procurement activities are conducted in a manner consistent with other relevant State and Commonwealth legislation, including obligations relating to ethics, probity, work health and safety, privacy, recordkeeping,

corruption prevention and competition. Where inconsistency arises, Queensland legislation prevails.

6. Roles and Responsibilities

Council - Sets the strategic direction for procurement and ensures procurement activities align with the local government principles under section 4 of the Local Government Act 2009 (Qld).

Chief Executive Officer (CEO) - Holds overall accountability for procurement governance and compliance and exercises delegated authority to enter into contracts on behalf of Council in accordance with legislation and the Delegations Framework. Ensures appropriate procurement procedures, systems and controls are in place.

Directors and Managers - Ensure procurement activities within their areas comply with this policy, procurement procedures and legislative requirements. Are responsible for planning procurement activities, managing risks and ensuring value for money outcomes and for ensuring staff have appropriate capability, training and delegated authority.

Ensure supplier assurance requirements relevant to the procurement are applied (e.g., supplier conduct requirements and any required checks) and that contract managers monitor delivery of any purposeful procurement commitments.

Responsible Procurement Function - Develops, maintains and monitors procurement procedures, templates and guidance and provides advice on procurement strategy, sourcing, probity and compliance. Monitors procurement performance and reporting requirements.

Maintains guidance and templates to support supplier assurance requirements (including supplier conduct clauses), and provides advice on probity, supplier assurance and escalation pathways consistent with applicable external frameworks.

Employees and Contractors - Must comply with this policy, procurement procedures and the Code of Conduct, act within their delegated authority, and identify, disclose and manage conflicts of interest.

All procurement decisions must be appropriately documented and capable of independent review.

7. Local Supplier and Community Benefit

Council recognises the importance of supporting the local and regional economy and will, where consistent with the sound contracting principles and value for money, actively encourage the participation of local suppliers in procurement activities.

Council will:

- design procurement processes that provide fair and reasonable opportunity for local businesses to compete;
- consider local economic, social and community benefits as part of procurement planning and evaluation; and

- seek to maximise local participation where this does not compromise value for money, probity or legislative compliance.

Where suppliers are assessed as offering comparable value, Council may apply a preference for local suppliers, including the application of a local supplier weighting or other evaluation mechanisms as defined in Council's procurement procedures.

Local supplier considerations will be applied in a manner that is:

- transparent;
- proportionate to the value, risk and complexity of the procurement; and
- consistent with legislative requirements and the sound contracting principles under section 104 of the Local Government Act 2009 (Qld).

8. Procurement Thresholds

Council will apply procurement thresholds and sourcing requirements in accordance with Chapter 6 of the Local Government Regulation 2012 (Qld) and the sound contracting principles under section 104 of the Local Government Act 2009 (Qld).

To provide transparency and consistency, the following thresholds apply to the procurement of goods, services and works, based on the total expected value of the contract over its full term (exclusive of GST):

a) Small-Sized Contractual Arrangements (< \$21,000)

A minimum of one written quote may be accepted.

Officers must ensure value for money is achieved, having regard to price, quality, availability, risk, and suitability.

Records must be retained to demonstrate the basis for the procurement decision.

b) Medium-Sized Contractual Arrangements (\$21,000 – \$279,999)

A minimum of three written quotations must be obtained and documented.

Quotations must be assessed using a competitive and transparent process.

Evaluation must consider value for money, risk, supplier capability, and other relevant criteria.

Council may access approved arrangements, registers of pre-qualified suppliers, or preferred supplier arrangements where permitted by the Regulation.

c) Large-Sized Contractual Arrangements (≥ \$280,000)

Must be subject to a public tender process in accordance with section 228 of the Regulation unless an approved legislative exception applies.

Tenders must be openly and fairly conducted and supported by a documented evaluation and approval process.

Council resolution is required where mandated by legislation or where the contract value exceeds the CEO's delegated authority.

Council may enter into medium or large-sized contractual arrangements without first obtaining quotations or inviting tenders where permitted under sections 230–235 of the Regulation, including (but not limited to):

- sole supplier situations,
- genuine emergencies,
- use of approved supplier arrangements or registers,
- other legislated exemptions.

Procurement thresholds must not be divided or structured to avoid legislative or policy requirements.

Where uncertainty exists regarding the value of a procurement, the highest applicable threshold must be applied.

All procurement activities must be supported by appropriate documentation, approvals, and probity controls.

9. Probity and Conflicts of Interest

All councillors, employees and contractors involved in procurement must declare actual, perceived or potential conflicts of interest and comply with Council's conflict-of-interest procedures. Failure to do so may constitute misconduct.

Procurement activities must be conducted with appropriate probity, including separation of duties and proportional controls, in accordance with Council's Code of Conduct and related governance policies.

10. Ethical Supply Chains

Council will seek to ensure that procurement activities do not contribute to unethical practices, including modern slavery, unsafe working conditions, environmental harm or breaches of human rights. Suppliers may be required to demonstrate compliance with ethical sourcing and labour standards proportionate to the procurement.

11. Procurement Assurance Model (PAM) and Supplier Conduct

Council supports the objectives of the Queensland Government Procurement Assurance Model (PAM). Where relevant and proportionate to the procurement, Council may have regard to the principles of the Queensland Government Supplier Code of Conduct and may apply appropriate supplier assurance measures, consistent with Council's legislative obligations and procurement procedures.

12. Disposal of Valuable Non-Current Assets

The disposal of valuable non-current assets must be undertaken in accordance with the Local Government Regulation 2012 (Qld), including requirements to invite tenders, conduct auctions or apply an approved exemption.

Council will ensure disposal processes are transparent and capable of withstanding public scrutiny; undertaken in a manner that achieves value for money; and supported by appropriate documentation and decision-making processes.

Where exemptions from tender or auction processes are applied, these must be justified, documented and approved in accordance with legislative requirements.

Detailed disposal requirements are set out in Council's procurement and disposal procedures.

13. Publication of Contract Information

Council will publish details of contracts with a value exceeding \$200,000 (exclusive of GST) in accordance with section 237 of the Local Government Regulation 2012 (Qld).

14. Delegations and Authority

Council delegates authority to enter into contracts in accordance with the Local Government Act 2009 (Qld) and Council's Delegations Framework.

Employees and contractors may only incur expenditure or commit Council to procurement activities where they hold the appropriate delegation or authority.

15. Related Policies and Legislation

This Policy refers to the following legislation, policies and processes:

- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*
- [*Queensland Procurement Policy 2026 \(guidance only\)*](#)
- [*Procurement Rules \(guidance only\)*](#)
- [*Procurement Assurance Model \(guidance only\)*](#)
- *Code of Conduct for Employees*
- *Delegations Framework*
- *Fraud and Corruption Control Policy*

16. Definitions

Approved Contractor List

Has the same meaning as provided in the Local Government Regulation 2012 (Qld) and refers to a list of suppliers approved by Council as appropriately qualified to provide specified goods, services or works.

CEO (Chief Executive Officer)

Means the Chief Executive Officer of Whitsunday Regional Council appointed under the Local Government Act 2009 (Qld), or a person acting in that role.

Conflict of Interest

Means a situation in which a person's private or personal interests could improperly influence, or be perceived to influence, the performance of their official duties.

Council

Means the Whitsunday Regional Council.

Delegation

Means the authority granted by Council or the Chief Executive Officer to an officer to undertake procurement activities or enter into contracts within defined limits.

Local Government Principles

Means the principles set out in section 4 of the Local Government Act 2009 (Qld), including transparent and effective decision-making, good governance, ethical behaviour and sustainable management.

Procurement

Means the process of acquiring goods, services or works, including planning, sourcing, evaluation, contracting, and contract management, as well as the disposal of valuable non-current assets.

Probity

Means the application of ethical behaviour, integrity, fairness and transparency to ensure procurement processes are conducted impartially and are defensible.

Procurement Procedures

Means the operational documents approved by Council or the Chief Executive Officer that give effect to this policy, including threshold requirements, sourcing methods, exemptions and contract management processes.

Sound Contracting Principles

Means the principles set out in section 104 of the Local Government Act 2009 (Qld), including value for money, open and effective competition, ethical behaviour and environmental protection.

Supplier

Means a person or entity that provides or proposes to provide goods, services or works to Council.

Valuable Non-Current Asset

Has the same meaning as provided in the Local Government Regulation 2012 (Qld) and refers to an asset of a non-current nature that meets prescribed value thresholds.

Value for Money

Means the best overall outcome for Council having regard to whole-of-life cost, quality, risk, fitness for purpose and service outcomes, rather than price alone.