

# Attachment Folder

## **Item 8.3 & 8.6 Ordinary Meeting**

**Thursday, 22 June 2023**



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## Strategic policy

### 2023/24 Procurement Policy

Corporate Plan reference	Our Outstanding Organisation
Endorsed by Chief Executive Officer	
Manager responsible for policy	Manager Business & Innovation, Business Performance

### Policy statement

This Procurement Policy will outline the principles as well as the procurement and disposal framework that Council will adopt and apply when conducting Contracting Activities, which include contracts for goods and services (including works) and the disposal of assets.

Council adopts the *LGR 2012*, Chapter 6 Contracting, Part 2 Strategic Contracting Procedures for entering into contracts for the:

- a) supply of goods and services (including carrying out work); and
- b) disposal of non-current assets (other than land).

Council will comply with these procedures when conducting Contracting Activities, other than those applying to disposal of land or an interest in land.

Council will deal with the disposal of land under the *LGR 2012*, Chapter 6 Contracting, Part 3 Default Contracting Procedures.

### Requirements of Strategic Contracting Procedures

The Strategic Contracting Procedures, comprise of:

- a) Contract Manual;
- b) Contracting Plan and associated guidelines, which include:
  - Local Preference in Procurement Guideline;
  - Social Benefit Procurement Guideline;
  - First Nations Procurement Guideline; and
  - Innovation and Market-Led Engagement Guideline; and
  - Environment and Sustainability in Procurement Guideline.
- c) Significant Contracting Plan/s.

## Policy scope

This policy applies to all Council employees (including contingent workers and volunteers) and relates to anyone who undertakes any part of a Contracting Activity on behalf of Council.

## Principles

Council will ensure it is financially sustainable by establishing a financial management system that ensures regard is had for the Sound Contracting Principles when contracting for the supply of goods or services (including carrying out of works) and the disposal of assets.

Council will continue to apply the Sound Contracting Principles throughout the financial year along with other adopted principles in relation to Contracting Activities.

### Sound Contracting Principles

The Sound Contracting Principles are:

- a) value for money; and
- b) open and effective competition; and
- c) the development of competitive local business and industry; and
- d) environmental protection; and
- e) ethical behaviour and fair dealing.

Regard will be had for each principle, although each principle may not receive equal consideration.

## Policy details

This policy details how Council will conduct Procurement Activities. Procurement Activities will occur in the following manner:

**Table 1: Procurement Contract thresholds**

Contract Threshold	Procurement Routes
<b>\$5,000,000 and greater</b> <b>OR</b> <b>High Risk/Complex Contracts</b>	<ul style="list-style-type: none"> <li>• A Significant Contracting Plan is required for any Contract that is:               <ul style="list-style-type: none"> <li>○ expected to reach the Contract Threshold; or</li> <li>○ of a high risk; or</li> <li>○ of a complex nature.</li> </ul> </li> </ul> <p>A Significant Contracting Plan must be made before the Contract starts. Each Significant Contracting Plan will identify the chosen procurement strategy.</p> <p>All Significant Contracting Plans must be approved in accordance with Council's Contracting Plan and may only be modified by resolution of Council.</p>
<b>\$500,000 up to \$5,000,000</b>	<ul style="list-style-type: none"> <li>• Expression of Interest (EOI)</li> <li>• Invite Tenders</li> <li>• Available Exception</li> </ul>
<b>\$50,000 up to \$500,000</b>	<ul style="list-style-type: none"> <li>• EOI</li> <li>• Invite Tenders</li> <li>• Request for Quote issued to at least three (3) suitably capable suppliers</li> <li>• Available Exception</li> </ul>
<b>Up to \$50,000</b>	<ul style="list-style-type: none"> <li>• Request for Quote issued to at least one (1) suitably capable supplier</li> </ul>













































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































