

## Procurement Policy

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|----------------------------|--------------------------------------------------------|
| <b>Policy Identifier:</b>  | S0011                                                  |
| <b>Version</b>             | 1.0                                                    |
| <b>Date Adopted</b>        | 26 May 2026                                            |
| <b>Resolution</b>          | 2026-R77                                               |
| <b>Responsible Officer</b> | Director Corporate, Community and Economic Development |

### 1. PURPOSE

This policy establishes Palm Island Aboriginal Shire Council's approach to the procurement of goods, services, and works in accordance with the Local Government Regulation 2012 (Qld). It ensures that procurement activities are conducted ethically, transparently, and in a manner that achieves value for money while supporting local economic, social, and environmental outcomes.

### 2. SCOPE

This policy applies to all procurement activities undertaken by Council, including the acquisition of goods, equipment, services, and construction works. It applies to all Council officers, contractors, and agents involved in procurement decision-making, requisitioning, purchasing, or contract management.

All procurement transactions must comply with the Local Government Regulation 2012 (Qld). Council will utilise the default contracting procedures set out in the Regulation, including the permitted exceptions, to manage its procurement processes.

### 3. DEFINITIONS

| Term                                | Definition                                                                                                   |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>Council</b>                      | Palm Island Aboriginal Shire Council and its authorised representatives.                                     |
| <b>Procurement</b>                  | The process of acquiring goods, services, or works from external sources                                     |
| <b>Sound Contracting Principles</b> | The five principles outlined in s104 of the Local Government Act 2009 (Qld) that guide procurement decisions |
| <b>Value for Money</b>              | A balanced consideration of price, quality, risk, and whole-of-life costs                                    |
| <b>Local Supplier</b>               | A business based in or delivering services to the Palm Island region                                         |

### 4. POLICY STATEMENT

Council is committed to conducting procurement in a manner that is lawful, ethical, and aligned with the Sound Contracting Principles. All procurement decisions must reflect transparency, fairness, and accountability, while promoting local economic development and environmental sustainability.

### 5. PROCUREMENT PRINCIPLES

Council will apply the following Sound Contracting Principles to all procurement activities:

- Value for money
- Open and effective competition
- Development of competitive local business and industry
- Environmental protection
- Ethical behaviour and fair dealing

## 6. PROCUREMENT THRESHOLDS

Council will apply the following thresholds:

| Procurement Value (excl. GST) | Minimum Requirement                                          |
|-------------------------------|--------------------------------------------------------------|
| Up to \$1,000                 | Petty cash or purchasing card (with justification)           |
| \$1,001 – \$15,000            | Minimum of two verbal or written quotes                      |
| \$15,001 – \$200,000          | Minimum of three written quotes or tender consideration plan |
| Over \$200,000                | Public tender process in accordance with the Regulation      |

All procurement must be documented in Council's financial system.

## 7. EXCEPTIONS AND ARRANGEMENTS

Council may use the following exceptions under the Regulation:

- LGA Arrangements (e.g. Local Buy)
- Preferred Supplier Arrangements
- Approved Contractor Lists
- Pre-Qualified Supplier Lists
- Sole supplier or genuine emergency provisions

Supplier arrangements should be considered where they provide savings, reduce transaction costs, or increase local supplier engagement.

## 8. SUSTAINABLE AND ETHICAL PROCUREMENT

Council will consider environmental sustainability, social responsibility, and supplier conduct when making procurement decisions. Preference may be given to suppliers who demonstrate:

- Ethical labour practices
- Indigenous engagement
- Reduced environmental impact
- Socially responsible operations

## 9. DELEGATIONS

Only Council officers listed in the Delegation Register with financial, procurement, and acquittal authority may sign requisitions and purchase orders. By signing, employees confirm compliance with this policy and relevant procedures.

## **10. LEGISLATIVE FRAMEWORK**

This policy is guided by relevant Queensland legislation, including but not limited to:

- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*
- *Queensland Procurement Policy 2023*
- *Crime and Corruption Act 2001 (Qld)*

Supporting internal documents:

- *PIASC Code of Conduct*
- *PIASC Fraud and Corruption Control Policy*
- *PIASC Environmental Policy*
- *PIASC Confidentiality Policy*
- *PIASC Delegations Register*
- *PIASC Procurement Procedure*
- *PIASC Contract Management Guidelines*

## **11. REVIEW AND COMPLIANCE**

This policy will be reviewed annually, or earlier where legislative amendment, audit recommendation, or operational necessity requires. Each review will confirm that the policy remains lawful, relevant, and aligned with Council's strategic and compliance obligations. Council will monitor compliance through routine reporting and internal assurance processes.