

Port of Townsville Ltd Procurement Policy

Purpose

The Procurement Policy is the Corporation's principal policy for the procurement of goods and services. Its purpose is to ensure excellence in procurement outcomes.

Scope

The policy applies to all Port of Townsville Ltd (POTL) employees.

Definitions

Procurement is defined as the act of obtaining or buying goods and services. The process includes preparation and processing of a demand as well as the end receipt and approval of payment. It includes:

- purchase planning,
- specifications development,
- supplier research and selection,
- value analysis,
- supply contract administration, and
- disposals and other related functions.

Policy

To achieve the purpose of the policy, the Corporation will adhere to the following principles:

Primary principle:

- drive value for money in procurement.

Supporting principles:

- work together to achieve savings and benefits;
- employ strategies to avoid unnecessary consumption and manage all aspects of procurement;
- use procurement to advance corporate, economic, environmental and social objectives and support the local community;
- ensure the confidence of stakeholders and the community through effective governance structures, having a planned approach to procurement and effectively managing risk; and
- undertake all procurement activities with integrity, ensuring accountability for outcomes.

A Corporate Procurement Plan will be developed and approved for inclusion on the Corporation's website prior to the commencement of each financial year. This plan will facilitate the achievement of the goals set out in the Corporate Plan as well as the Statement of Corporate Intent.

The Corporation's Procurement Leadership Group will ensure compliance with this policy.

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