



# Procurement Policy

## 1 Objective

---

Gladstone Ports Corporation (GPC) aims to ensure that its procurement activities comply with the Queensland Government's Queensland Procurement Policy (QPP) centred around five Strategic Pillars and four Principles by maximising the benefits that can be delivered through the procurement of goods and services in accordance with relevant ethical and effective procurement practices.

This Policy sets out GPC's Procurement commitments and provides the framework for setting objectives in alignment with associated management systems requirements to ensure consistency with government objectives.

## 2 Scope

---

This Policy applies to all GPC controlled activities and GPC Representatives who engage in the procurement of all goods and services from vendors external to GPC.

## 3 Commitments

---

**GPC commits to QPP and achieving the procurement principles including:**

- Delivering value for money outcomes in all procurement decisions.
- Apply a responsible public procurement approach to deliver added value for economic, ethical, social and environmental outcomes.
- Uphold a culture of ethics, integrity, probity and accountability that respects the trust of all stakeholders including suppliers and the community ensuring fair and open competition.
- Be leaders in procurement practice by upholding a culture of continuous improvement in performance and capability.
- Collaborate to achieve more effective outcomes including category management, sharing information with lead agencies, aggregation of demand for procurement opportunities, and establishing common-use supply arrangements for all to use.
- Support strong governance and planning.
- Minimise risk throughout the procurement lifecycle by identifying and managing key health and safety, operational, environmental and commercial risks.
- Leverage procurement to back local suppliers and stimulate jobs growth, skills development and manufacturing with an emphasis on small and family businesses wherever practical.
- Foster business relationships and build a diverse supplier base with ethically, environmentally and socially responsible suppliers.
- Use of Suppliers who warrant their adherence to the Supplier Code of Conduct and prohibit engaging suppliers who are suspended on the Qld Government Procurement Assurance Portal.
- Use procurement to drive sustainable economic growth, encourage innovation and increase supplier diversity to solve challenges faced by GPC.
- Deliver today and invest in tomorrow through responsible public procurement choices; and
- Build confidence and trust in procurement by delivering excellent outcomes through the continued application of leading procurement policy and practice.

## 4 Roles and Responsibilities

---

**To ensure that GPC complies with its Procurement duties and obligations.**

The Board is responsible for:

- Setting GPC's strategic direction, tone and culture.
- Reviewing and approving the Governance Framework, including this Policy and other Governance processes as appropriate.
- Understanding GPC's risk profile, setting the Board Risk Appetite and ensuring GPC has appropriate structure, resources and systems to reduce risks to so far as is reasonably practicable.
- Monitoring and reporting on the performance of GPC to ensure duties are being met; and
- Exercising due diligence and care to meet legislative and ethical requirements.

The Chief Executive Officer and Executive Leadership Team are responsible for:

- Promoting leadership, values and culture.
- Ensuring this Policy and GPC's management systems are used in business planning to set and review objectives and targets aimed to execute the strategic direction.
- Implementing this Policy through adequate resources.
- Promote and ensure compliance with this Policy, regulatory obligations, our Code of Conduct and GPC's management systems and frameworks.
- Ensuring GPC systematically reduces risks to so far as is reasonably practicable through robust management systems.
- Monitor controls implementation and effectiveness through verification and reporting processes, including ensuring processes to receive and respond promptly to hazards, risks and incidents; and
- Performance reviews, overseeing corrective actions and reporting to the Board, including any material non-conformances with this Policy.

All Employees and Contractors are responsible for:

- Understanding and working in accordance with this Policy and complying with all relevant legislative, Code of Conduct and management system requirements including the Procure to Pay Framework (P2P).
- Ensuring they have defined their need for procurement requirements and confirmed that the scope and specifications meet all safety, environmental and compliance obligations.
- Taking reasonable care and ensuring their acts or omissions do not adversely affect themselves, GPC and others.
- Ensuring suppliers adhere with the Qld Government Supplier Code of Conduct.
- Supporting and promoting positive and above the line behaviours and actions; and
- Reporting near misses, incidents and hazards to support GPC as a learning organisation.

## 5 Implementation

---

GPC operates under certified management systems which provide the frameworks to implement the procurement commitments. These are supported by Policies, Standards, Strategies and associated Procedures, processes and training to implement.

Conformance to this Policy will be monitored through committees, external/internal audits and review processes.

---

The Policy will be communicated through relevant GPC Inductions and made available on the internal and external websites.

A Policy Commitments Statement will also be displayed at all workplaces to further support communication and awareness, which will be reviewed regularly in line with this Policy.

## 6 Governance

---

GPC is a Government Owned Corporation and is required to comply with its own and the State Governments Corporate Governance obligations and all applicable legislation.

This Policy forms part of the implementation of and compliance with these requirements.

Under GPC’s Corporate Governance Framework, all Policies are owned by the Board.

## 7 Document control

---

Formal review, consultation and authorisation processes are to be led by the Chief Financial Officer to ensure the Policy remains current and fit for purpose at a minimum every 2 years.

Version No.	Revision date	Revision description	Responsible ELT	Endorsed by	Approved by
1	05/04/2024	Create new Policy in alignment with new template/format	EGMTD	CEO and ELT 05/04/2024	BOARD 05/04/2024
2	13/02/2026	Align Policy with QPP 2026	CFO	CEO and ELT 11/02/2026	ARC and Board 26-27/02/2026

If you require any further information, please contact the Responsible ELT.

This document contains confidential material relating to the business and financial interests of Gladstone Ports Corporation Limited. Gladstone Ports Corporation is to be contacted in accordance with Part 3, Division 3 Section 37 of the *Right to Information Act 2009* should any Government Agency receive a Right to Information application for this document. Contents of this document may either be in full or part exempt from disclosure pursuant to the *Right to Information Act 2009*.

The current version of this Policy is available on GPC’s Intranet.

© 2020 Gladstone Ports Corporation Limited ABN 96 263 788 242