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Policy: S001

Supplier Code of Conduct

Head of Power

Local Government Act 2009
Local Government Regulation 2012

Objective

The objective of this policy is to outline Council's expectations of Suppliers that conduct business with Council.

Application

This policy applies to all procurement activities regardless of their value. Council reserves the right to do business with Suppliers who demonstrate compliance with this Code. This Code shall be read in conjunction with Council's policies and procurement conditions and complied with under Council's standard terms and conditions, forming part of the Supplier's contract with Council (Contract).

Professional Expectations

The Supplier:

- (1) Must ensure that personnel involved in the performance of the Supplier's duties, in accordance with the Contract, act professionally and courteously, and do not engage in aggressive, intimidatory, threatening, harassing, bullying, discriminatory or other inappropriate behaviour, towards:
 - (a) Council and its personnel;
 - (b) any owners, tenants or occupiers of properties at or near where goods or services are being provided; and
 - (c) the general public.
- (2) Must adhere to any law, standards and codes of practice applicable to the Supplier, the Supplier's business or the Supplier's duties under the Contract.
- (3) Must comply with all lawful directions of the Council given pursuant to the Contract. This includes any applicable policies, guidelines, procedures, and codes of the Council which are:
 - (a) identified in the Contract;
 - (b) publicly available or;
 - (c) otherwise made known to the supplier.

- (4) Must not either directly or indirectly cause any unreasonable nuisance or interference to:
- (a) the owners, tenants or occupiers of properties on, or adjacent to, the places where the services are to be carried out, or the goods are to be delivered;
 - (b) to the public generally or;
 - (c) Council personnel.
- (5) Must not lobby a Councilor or Council Officers regarding any open tenders (i.e., advertised and not yet awarded) or risk having your tender excluded from consideration.

Consequences of Non-Compliance

Non-compliance with this Code may constitute a breach of the Contract and may have consequences for the Supplier under the Contract, such as termination for default. Non-compliance may also be considered by the Council in future procurement.

Related Documents

This policy complements and is to be implemented in conjunction with other Council policies and directives (but not limited to):

- P001 – Procurement Policy
- R001 – Risk Management Policy

Review Triggers

This policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when any of the following occurs:

- The related documents are amended.
- The related documents are replaced by new documents.
- Amendments are made to the head of power which affect the scope and effect of this Policy.
- Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this policy is to be reviewed and adopted bi-annually.

Responsibility

This Policy is to be

- implemented by the CEO; and
- reviewed and amended in accordance with the "Review Triggers" by the Executive Manager of Corporate Services.

Version Control

Policy: S001		Official Version: S 0 0 1 -V1
Version	Adoption (Council Resolution Number)	Date
V1	July 2024 (2024/07/---)	31/07/2024

Approved by CEO: _____
Signature

_____ Date