

RICHMOND VALLEY COUNCIL POLICY REGISTER

Policy No: 3.1.1

Reference: Commercial Activities - Tendering, Policy
Plant, Equipment and Stores - Acquisition

POLICY:	PURCHASING
FUNCTION:	Engineering Support Services
OBJECTIVE:	To standardise and promote organisational effectiveness, honesty, integrity, fairness, consistency and value for money in all aspects of the procurement process.
DIRECTORATE:	WORKS

POLICY

Policy Statement

Richmond Valley Council is committed to obtaining the best value for money in support of the delivery of services through the implementation and management of an efficient and ethical Purchasing Policy.

Key Principles

Key principles underpinning this Policy are:

- value for money
- efficiency and effectiveness
- probity and equity
- effective competition; and
- compliance with legislative requirements.

References

This Policy is written in accordance with, and is governed by:

- Local Government Act 1993
- Local Government (General) Regulation 2005,

and follows the Division of Local Government, Tendering Guidelines for NSW Local Government.

Scope

This Policy covers all aspects of procurement undertaken by Council and its subsidiaries, including the procurement of:

- Consumables (goods)
- Service Contracts
- Consultancies and professional services
- Construction, maintenance and material supply contracts
- Capital equipment
- Property and leasing arrangements.

Implementation

All procurement activities undertaken by Council shall be in accordance with the Richmond Valley Council Purchasing Practices and Procedures Manual. The Manual will contain the delegations of authority for purchasing for Council staff positions. Delegations for purchasing shall be authorised by Council's General Manager.

Legal Requirements

The procurement of goods and services by Council shall be in accordance with the current Legislative framework of NSW as follows:

- Local Government Act 1993 (details provisions for the requirements for tenders).
- Local Government (General) Regulation 2005 (details the administration of tenders, including the pre-requisite requirements, submissions and opening of tenders and determining of successful tenders).

Best Practice

The Division of Local Government which provides Tendering Guidelines for NSW Local Government.

Procedure

Council's Purchasing Practices and Procedures Manual which provides information to Council Officers on the procedures for purchasing and tendering for goods and services. The manual contains the delegated purchasing authority limits for Council Officers.

VARIATION

Council reserves the right to review, vary and/or revoke this policy from time to time.