

# Council Policy

<b>Policy Title:</b>	<b>Purchasing</b>
<b>Policy Number:</b>	6.6
<b>Focus Area:</b>	Governance and Process
<b>Responsibility:</b>	Finance and Procurement
<b>Meeting Adopted:</b>	18 August 2015 – 180815/8

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## OBJECTIVE

To standardise and promote organisational effectiveness, honesty, integrity, fairness, consistency and value for money in all aspects of the procurement process.

## 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 Tendering Guidelines for NSW Local Government, October 2009 (DLG).

### 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.

### **Local Preference**

Although Richmond Valley Council does not recognise a “Local Preference” policy, local businesses are encouraged to discuss Council’s procurement strategy and any opportunities which may exist to compete for a share of Council’s business.

### **Implementation**

All procurement activities undertaken by Council shall be in accordance with the Richmond Valley Council Purchasing Procedure. The procedure 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 Procedure provides information to Council Officers on the procedures for purchasing and tendering for goods and services.

### **REVIEW**

This policy will be reviewed by Council at the time of any relevant legislative changes, compliance requirements or at least every four years.