

Council Policy

Policy Title:	Purchasing
Policy Number:	6.7
Focus Area:	CS2 Great Support
Responsibility:	Finance & Procurement
Meeting Adopted:	17 May 2022 [Resolution Number 170522/10]



OBJECTIVE

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

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.

POLICY

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 based on:

Key Principles

Key principles underpinning this policy are:

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

Procedure

All procurement activities undertaken by Council shall be in accordance with the Richmond Valley Council Purchasing Procedure.

The procedure will contain (minimum):

- Expected standards of staff and service providers
- Encouragement of continuous improvement and competitiveness
- Local preference where there is direct benefit to the community
- Financial information
- Delegations of authority for Council staff positions
- Methodology
- WHS information.

Reporting

The finance department shall incorporate in annual reports, information on procurement activities, expenses and budget overruns/underruns. This information provides the basis for any required changes to the Purchasing Policy to maintain the key principles.

DEFINITIONS

Local preference

Contributing to employment within the Richmond Valley LGA or a member council of the Northern Rivers Joint Organisation (NRJO).

Modern slavery

Modern slavery refers to a situation where coercion, threats or deception are used to exploit victims and undermine or deprive them of their freedom. Examples include people trafficking, slavery, servitude and forced labour.

WHS

Work Health & Safety

REFERENCES

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

- *Local Government Act 1993*
- Local Government (General) Regulation 2021
- Tendering Guidelines for NSW Local Government, October 2009 (OLG).

REVIEW

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

Version Number	Date	Reason / Comments
1	18 August 2015	New policy
2	17 May 2022	Review and updates to local preference and modern slavery.