

Council Policy

Policy Title:	Purchasing
Policy Number:	6.8
Focus Area:	CS2 Great Support
Responsibility:	Finance & Procurement
Meeting Adopted:	25 June 2024 [Resolution 250624/12]



OBJECTIVE

To ensure integrity, fairness, consistency, efficiency and value for money in all aspects Council's procurement processes.

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 financial, social, environmental and governance outcomes for the community through the implementation of an efficient and ethical purchasing policy based on the following principles:

Key Principles

Financial

- Obtaining the best value for money in all goods and services purchased
- Ensuring procurement activities are aligned with Council's adopted budget and Long-Term Financial Plan
- Promoting efficiency and effectiveness in all procurement activities.

Social

- Supporting opportunities for local businesses within the Richmond Valley to provide goods and services to Council
- Encouraging procurement of goods and services from socially beneficial suppliers such as Aboriginal owned entities or Australian Disability Enterprises (ADE), wherever possible.

Ensuring compliance with Council's Modern Slavery Prevention Policy in all procurement activities.

Environmental

- Promoting the procurement of environmentally responsible products and services
- Ensuring environmental impacts are considered in the procurement process, in accordance with Council's Sustainable Communities Strategy.

Governance

- Ensuring equity and ethical procurement practices
- Ensuring that procurement practices reflect the Model Code of Conduct for Local Councils in NSW and Council's Business Ethics Policy.
- Ensuring compliance with legislative requirements, including the *Local Government Act 1993*, Local Government (General) Regulation 2021 and the Tendering Guidelines for NSW Local Government.

PROCEDURE

All procurement activities undertaken by Council shall be in accordance with the Richmond Valley Council's Purchasing Procedure as published and available to all staff via Council's Intranet. Council staff engaging in procurement activities will be required to read, understand and always adhere to the Purchasing Procedure.

All tendering activities will be undertaken in accordance with Section 55 of the *Local Government Act 1993*. Where Council exercises its option to delegate acceptance of tenders to the General Manager, any limits pertaining to this delegation will be specified by resolution and in accordance with Section 377 of the *Local Government Act 1993*.

The purchasing procedure will contain (minimum):

- 1. Expected Standards**
- 2. Continuous Improvement and Competitiveness Goals**
- 3. Social Procurement Goals**
- 4. Financial Requirements**
- 5. Council staff purchasing responsibilities**
- 6. Procurement Methodology**
- 7. WHS requirements**

REPORTING AND PERFORMANCE MONITORING

Council's Finance Department will monitor procurement activities to ensure alignment with Council's approved budget and provide regular reports on performance to the elected Council and the Audit, Improvement and Review Committee.

Council's Governance Department will ensure government reporting on procurement activities is undertaken in accordance with legislative requirements.

REFERENCES

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

- Local Government (General) Regulation 2021
- Tendering Guidelines for NSW Local Government, October 2009 (OLG)
- Section 55 of the *Local Government Act 1993*.

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	Date	Reason / Comments
1	18 August 2015	New policy
2	17 May 2022	Review and updates to local preference and modern slavery.
3	25 June 2024	Additional clauses: <ul style="list-style-type: none">- Reference to social procurement activities- Requirement for Council staff to have read and understood Council's Purchasing Procedure- Council option to delegate tender acceptance to the General Manager.