



PROCUREMENT POLICY

Summary:

The purpose of this policy is to provide a framework for the procurement of goods and services by Tenterfield Shire Council.

Policy Number	1.164
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Consultation Period	14 days
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Department	Office of the Chief Corporate Officer
Policy Custodian	Chief Corporate Officer
Superseded Documents	All policies and subordinate documents
Related Legislation	<i>NSW Local Government Act 1993</i> <i>NSW Local Government Amendment Act 2019</i> <i>NSW Local Government (General) Regulation 2005</i> NSW Procurement Policy Framework TSC Procurement Procedure TSC Tendering Procedure TSC Code of Conduct
Delegations of Authority	Manager Customer Service, Governance & Records

1. Overview

Council is required to purchase goods and procure services for the support of delivery of Council's services. A framework is required to define the principles by which Council makes decisions to procure and purchase these. The Procurement Policy is set out to do this. The processes required to purchase goods and procure services are set out in Council's Procurement Procedure.

2. Policy Statement

In procuring goods and services, through either contract or direct purchase, Council will:

1. comply with statutory obligations of the *NSW Local Government Act 1993*, the *NSW Local Government Amendment Act 2019*, and the *NSW Local Government Regulation 2005*, as well as the NSW Government Procurement Policy Framework (where applicable to Local Government) and Council's Procurement Procedure, Tendering Procedure and Code of Conduct;
2. ensure transparency and accountability in purchasing procedures;

3. purchase goods and services for the best value;
4. prioritise offers from local suppliers, in line with Council's Buy Local Policy, where the goods and services are reliably available and price competitive, and
5. maintain commercial confidentiality.

Council's Code of Conduct applies to all aspects of procurement and includes Council's Business Ethic. The Code sets out the framework and principles for:

6. ethical decision making;
7. avoidance of conflict between public duty and private interest;
8. use of Council resources;
9. use of information gained through employment with Council, and
10. standards of conduct when dealing with the public.

3. Scope

This policy applies to the external procurement of goods and services by all employees, internal contractors and volunteers of Council.

This policy does not apply to the procurement of goods and services:

1. from internal Council sources;
2. in an emergency or natural disaster situation, and
3. by external contractors or subcontractors of Council.

4. Accountability, Roles & Responsibility

The **Chief Executive Officer, Chief Corporate Officer, Director of Infrastructure and Managers** are responsible for ensuring compliance with the policy.

The **Chief Corporate Officer** is responsible for the regular review of the policy.

All Employees are responsible for following the policy.

5. Managing Procurement Risk

On a regular but usually no less than an annual basis, a random sample testing will be undertaken in Council's procurement operations. This may occur during Council's annual financial audit or during internal audit activities, but does not limit Council's ability to conduct sample testing at any time.

Council is required under the Local Government Act 1993 to call tenders for the procurement of goods and services when the estimated value of such goods and services is \$250,000 or more.

All tenders for the procurement of goods and services will be invited and processed in accordance with the provisions of the *NSW Local Government Act 1993* and the *NSW Local Government (General) Regulation 2005*.

6. Related Documents, Standards & Guidelines

Code of Conduct

Buy Local Policy

Fraud and Corruption Prevention Policy

Procurement Procedure

Tendering Procedure

7. Version Control & Change History

Version	Date	Modified by	Details
V1.0	26/09/2007	Council	Adoption of policy (Res No. 577/07)
V2.0	26/11/2008	Council	Review/Amendment (Res No. 630/08)
V3.0	19/12/2012	Council	Review/Amendment (Res No. 529/12)
V4.0	16/12/2015	Council	Review/Amendment (Res No. 409/15)
V5.0	07/04/2021	Council	Review/Amendment (Res No. 68/21)