

Procurement Policy

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2

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Administrative Services

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Randwick City Council
a sense of community



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Objectives

Randwick City Council conducts all Procurement activities in accordance with relevant legislation, this policy and associated procedures. The Council is committed to ensuring a sustainable, fair, transparent and accountable process in the Procurement of materials, equipment and services that it uses to deliver services to the Council community.

This policy outlines the guiding principles for the Council in its Procurement function including purchasing, tendering, contract management, payments and asset disposal relating to the acquisition and use of goods and services and to assist in:

- Ensuring best value for money and cost effectiveness
- Meeting the needs of the community
- Ensuring integrity, transparency and probity
- Promoting economic, social and environmental sustainability
- Promoting good management practices

This policy also describes the legislative framework within which Randwick City Council operates; the practices within Council; staff responsibilities and expected behaviours of both Council staff and suppliers and contractors of Council.

The Procurement function is high risk in terms of corruption and therefore it is subject to tight rules and processes. Successful Procurement provides great opportunities to use the community's money wisely and to deliver the required goods and services in a sustainable way.

This policy excludes the Procurement/lease of land and property.

1. Definitions

Term	Meaning
Procurement	Procurement is the full range of activities related to purchasing goods, services and works. The Procurement process spans the entire life cycle of the product or service from inception and design through to contract management and disposal of any assets.

2. Scope

This policy applies to Council staff.

3. Policy content

3.1. Ensuring best value for money and cost effectiveness

The method of procurement must be cost effective and efficient.

Regard must be given to all relevant costs and benefits over the whole of life from the sourcing of raw materials to disposal / recycling / remanufacturing of the goods or services being procured. Accepting the lowest price is not necessarily the only indicator of best value for money.

3.2. Meeting the needs of the community

The assessment of proposals must ensure that the community's needs are being met and that stakeholder satisfaction is gained.

As a minimum, meeting the community need will be a consideration of the following: best value for money, sustainability, risk management (eg: environmental, financial, safety) and timeliness.

3.3. Ensuring integrity, transparency and probity

Procedures relating to Procurement will be complied with to ensure ethical business dealings, meeting high standards of probity.

The Council's Procurement procedures will align with the Independent Commission Against Corruption (ICAC) Procurement recommendations and the Department of Local Government guidelines.

Staff members shall undertake their work in accordance with the Council's Code of Conduct and Statement of Business Ethics.

3.4. Promoting economic, social and environmental sustainability

The Council will support local economic capacity through purchasing locally, where appropriate.

To support socially and ethically responsible Procurement, Council will investigate the circumstances in which the goods/services are provided for Council use. This extends to establishing whether suppliers/contractors/consultants promote socially and ethically responsible practices.

Sustainability involves maintaining and enhancing our quality of life, for both current and future generations, through a balance of economic viability, environmental conservation and restoration and

community wellbeing. Council will assess proposals to determine commitment to environmental sustainability through whole of life considerations.

3.5. Promoting good management practices

All tenders prepared by Council will comply with the Local Government Act 1993 (NSW), the Local Government (General) Regulation 2005, and the Tendering Guidelines for NSW Local Government.

All information required to be disclosed under the Government Information (Public Access) Act 2009 will be made available; and confidentiality will be maintained where appropriate.

Procurement documents shall be prepared in accordance with the Council's Procurement and Contracts procedures, available internally. Standard, approved forms of contract shall be utilised for agreements, where appropriate.

Assessment of proposals shall ensure compliance with the Work Health & Safety Act 2011 to provide a safe working environment for all officers, suppliers, contractors, volunteers and visitors where materials and equipment purchased are fit for purpose and comply with legislative and workplace requirements.

The Council will, where deemed necessary, undertake and document a risk analysis for Procurement involving the calling of tenders.

4. Applicable legislation

This policy is to be read in conjunction with the following:

- Local Government Act 1993 (NSW) <http://www.legislation.nsw.gov.au/#/view/act/1993/30>
- Local Government (General) Regulation 2005 <http://www.legislation.nsw.gov.au/inforce/5b8a6df8-3035-e9d1-d076-9d7a42f3e9d6/2005-487.pdf>
- Work Health & Safety Act 2011 <https://www.legislation.gov.au/Details/C2011A00137>
- Tendering Guidelines for NSW Local Government – October 2009 <https://www.olg.nsw.gov.au/sites/default/files/Tendering-Guidelines-for-NSW-Local-Government.pdf>
- Government Information (Public Access) Act 2009 <http://www.legislation.nsw.gov.au/#/view/act/2009/52>
- ICAC Publications and Guidelines <http://www.icac.nsw.gov.au/>
- Randwick City Council Statement of Business Ethics

5. Related policies and procedures

TRIM document number	Policy/Procedure
D00753229	Tendering policy
D03250946	Procurement Manual

6. Review

This Policy will be reviewed every 2 years or as required in the event of legislative changes. The Policy may also be changed as a result of other amendments that are to the advantage of Council and in the

spirit of this Policy. Any amendment to the Policy must be by way of a Council Resolution or the approval of the General Manager.

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