

PROCUREMENT POLICY

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1. Introduction

The City of Canada Bay is striving to achieve Procurement excellence. All procurement activities are conducted in accordance with relevant legislation, this policy and Council's *Operational Management Standard No.06 Procurement*, for the procurement of materials, equipment and services that it uses to deliver services to the Council community.

This policy also describes the legislative framework within which the City of Canada Bay 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.

2. Policy Objective

The objective of this policy is to uphold the principles for procurement activities by Council and to provide clear guidelines for the procurement of goods and services ensuring:

- Integrity, transparency and probity
- Best value for money and cost effectiveness
- Meeting the needs of the community
- Advocating economic, social and environmental sustainability
- Best practice

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3. Financial Thresholds

The City of Canada Bay is required to procure goods, services and/or works in accordance with the procurement methods and financial thresholds outlined below:

Value Inclusive of GST Per annum, per category	
< \$4999	Number of quotes at discretion of the delegated authority, at minimum one written quote.
\$5000 - \$49,999	At minimum two written quotes.
\$50,000 - \$249,999	At minimum, three written quotes sought through a formal Request for Quote*.
>\$250,000	EOI or Request for Tender as per legislation*.

* Details of procedures outlined in *Operational Management Standard No.06 Procurement*

Suppliers contracted under Council tendered panels, SSROC and prescribed organisations should be utilised in the first instance, and only when a contract doesn't exist should the officer seek external quotes.

4. Legislation

- Local Government Act 1993
- Local Government (General) Regulation 2005 – Part 7 Tendering
- Government Information (Public Access) Act 2009
- And;
- Tendering Guidelines for NSW Local Government

5. Policies

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

- Business Ethics Policy
- Code of Conduct
- *Operational Management Standard No.06 Procurement*
- Corporate Records Policy
- *Operational Management Standard No.20 Disposal*
- Work Health and Safety Policy
- Sustainable Procurement Policy
- Contract Management Policy

6. Application

This Policy applies to all procurement and contracting activities undertaken by the City of Canada Bay, other than statutory payments or payments for membership of Regional or State organisations and is binding on all Councillors, Council staff, suppliers, contractors and consultants, who must:

- Act with integrity, honesty and display ethical behaviour at all times
- Select the approach that will deliver the best outcome and best value for Council
- Document all procurement decisions thoroughly and in accordance with Council's Records Policy
- Conduct business in an open, consistent and transparent manner
- Ensure compliance to Work, Health & Safety laws and policies

This Policy should be read and implemented with the *Operational Management Standard No.06 Procurement* to provide guidance for Council Staff in their day to day activities in managing purchasing, quotations, tendering and expressions of interest and contract management.

7. Delegations

Financial delegations define the financial limitations within which specified staff may approve a purchase, quotation and contractual processes. This allows Council to conduct business activities in an efficient and timely manner whilst maintaining transparency and integrity. All procurement must be undertaken within these delegations.

8. Exceptions

Emergency purchases are made to fill an immediate, unexpected need of a serious nature relating to health, safety or protection of property where insufficient time to procure by the normal means under this policy is available. These instances are likely to be due to a natural disaster, a break down with requirement to repair immediately, normally out of business hours, and/or where public safety is put at risk. At the earliest business opportunity, a requisition explaining the emergency must be raised and approved with the resulting order number provided to the supplier. All documentation regarding the emergency and associated order numbers are to be recorded in Council's record management system.

9. Enforcement

Non-compliance with this policy may result in disciplinary action and/or dismissal.

Revision History

Amended By (Name and Position)	Date	Change Description	Owner Approved	Version	Doc Set ID