



Ku-ring-gai Council

Procurement **Policy**

Version Number 2

Adopted: 23 April 2020

Effective: 23 April 2020



Procurement Policy

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Controlled Document Information

Authorisation Details

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Controlled Document Number:	94	TRIM Record No:	2015/051155
Controlled Document Type:	Policy		
Controlled Document Name:	Procurement Policy		
Version Number:	2		
Department:	Corporate		
Distribution:	Internal and External		
Review Period: Max < 4 years	4 years	Next Review Date:	April 2024
Document Status:	Approved		
Approval Type:	Adopted by Council		
Version Start Date:	23 April 2020	Version End Date:	TBA

Related Document Information, Standards & References

Related Legislation:	Local Government Act 1993 Local Government (General) Regulation 2005	
Related Policies (Council & Internal)	Statement of Business Ethics Code of Conduct	
Related Documents - Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements, etc	Procurement Procedures	
Other References		

Version History

Version Number	Version Start Date	Version End Date	Author	Details and Comments
1	12/2004	21/10/2009	Manager Finance	Original version
1.1	21/10/2009	03/05/2012	Manager Finance	Established linkages between requirements and associated documents in trim and detailed policy requirements. Sets out same requirements as Version 1 but with linkages to intranet and controlled documents in TRIM
2	23/04/2020	TBC	Director Corporate	Revised policy with procedural elements removed.

Policy

Purpose

The purpose of this policy is to define Council procurement principles and set out the standard by which Council will conduct its procurement activities.

Objectives

Ku-ring-gai Council is committed to ensuring its procurement incorporates the following principles:

- Value for Money
- Sustainability
- Probity, Transparency and Accountability
- Robust and Efficient Procurement Processes
- Competition

Scope

This policy applies to all Council staff.

Responsibilities

General Manager

- Provides leadership and is ultimately responsible and accountable for procurement.
- Promotes a culture that values exemplary procurement practices

Directors and Managers

- Lead the implementation of procurement policies and associated procedures
- Responsible for the day-to-day management of procurement
- Ensure staff are aware of organisational requirements for procurement and have the competency and resources required to carry them out

Staff whose duties include procurement

- Strive to demonstrate excellence in procurement
- Comply with relevant policies and procedures

Policy Statement

Council procurement will be conducted in accordance with the following principles:

Value for Money

Achieving value for money is a core principle of Council procurement. It is the achievement of a desired procurement outcome at the best possible price – not necessarily the lowest price – based on a balanced judgement of financial and non-financial factors relevant to the procurement. Considerations may include cost, quality, experience and performance history, reputation, time, risk management including health and safety, legal and regulatory issues, environmental and social factors.

Sustainability

Council will strive to implement principles of sustainable procurement including:

- adopting strategies to avoid unnecessary consumption and manage demand (this includes the consumption of energy and water)
- giving consideration to products that can be reused, repaired and recycled, and that include recycled content
- minimising environmental impacts over the life of the goods and services by choosing products or services that have lower adverse impacts associated with any stage in their production, use or disposal
- fostering innovation in sustainable products and services through the design and implementation of procurements
- ensuring that fair and ethical sourcing practices are applied and that suppliers are complying with socially responsible practices, including legislative obligations to employees

Probity, Transparency and Accountability

Council procurement involves the expenditure of public funds for community benefit and is governed by strict considerations of probity, transparency and accountability to ensure that the decision making processes withstand public scrutiny. All staff must undertake procurement in accordance with Council's Statement of Business Ethics and Code of Conduct, identifying and appropriately managing any potential, actual or perceived conflicts of interests. Information will be publically available about Council procurement processes and opportunities.

Robust and Efficient Procurement Processes

Procurement will be undertaken in accordance with all relevant policies, procedures and legislation, and within the authorities delegated by Council and the General Manager. Procurement will be well planned and procurement methods and processes will be cost effective and efficient.

Competition

Council will ensure open and effective competition, by ensuring fair opportunities for suppliers to participate in procurement.