



muswellbrook shire council

Procurement Policy

MSC01E

Authorisation Details

Authorised by:		Internal/External:	External
Date:		Minute No:	
Review timeframe:	Within twelve (12) months of the date of the election of a new Council	Review due date:	
Department:	Governance		
Document Owner:	Contracts & Procurement Officer		
Community Strategic Plan Goal	6 Collaborative and responsive community leadership that meets the expectations and anticipates the needs of the community		
Community Strategic Plan Strategy	6.2 Ensure Council is well managed, appropriately resourced, effective, efficient, accountable and responsive to its communities and stakeholders		
Delivery Program activity	6.2.1 Maintain a strong focus on financial discipline to enable Council to properly respond to the needs of the communities it serves		

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1. Policy objective

This Policy outlines the principles under which Muswellbrook Shire Council (**Council**) makes its procurement decisions and conducts its procurement activities.

Council is committed to the competitive provision of services which meet best practice standards as a key organisational value. Council not only wishes to guarantee that its procurement, disposal and contract management practices comply with legislative requirements, but wishes to ensure that these practices are conducted in an ethical manner that maximises probity, fairness and transparency at every step.

Council's Procurement Framework consists of this Policy, the Procurement Procedure and the Contract Management Procedure and is supported by Council's Go-to-Market Platform, Procurement Self-service Advice Platform, Standardised Insurance Framework and a standardised suite of procurement contracts (**Standardised Procurement Contract Suite**).

Council's procurement activities must be fair, ethical and transparent from planning and sourcing to managing delivery under contract, and achieve best value for money in the expenditure of public funds.

2. Risks being addressed

This Policy establishes a framework within which all procurement will be managed to a best practice professional standard that ensures:

- compliance with legislation;
- that superior financial controls are exercised over procurement;
- that procurement-related risks are identified prior to approaching the market;
- that procurement-related contracts entered into by Council are on favourable terms; and
- that procurement activity is cost effective, efficient, accountable, ethical, appropriately risk sensitive, safe and sustainable.

3. Scope

This Policy:

- applies to all procurement activities undertaken for and on behalf of Council and binds all Councillors, Council staff and all temporary and contract employees as well as contractors and consultants while engaged by Council; and
- extends across the entire procurement cycle from procurement planning and sourcing to contract management and review.

4. Definitions

Term	Definition
Ad-hoc Purchase	A one-off procurement of the type contemplated in clause 5.3.4.
Aggregator Panel Contract	A Panel Contract established by a Procurement Aggregator.
Aggregator Purchase	A procurement made through contracts established by Local Government Procurement, Procurement Australia or Regional Procurement.

Term	Definition
Business Ethics Policy	Statement of Business Ethics Policy MSC24E
Contract Management Procedure	Contract Management Procedure MSC02P
Contractor Management System	Vault Intelligence Limited online contractor management software
Contractor WHS Management Procedure	Contractor WHS Management Procedure MSC04P
Elected Body	Councillors and the Major of Muswellbrook Shire Council.
Evaluation Plan	A plan created by Council prior to issuing any Method of Procurement with an expected value that is greater than \$50,000 that details how responses will be assessed.
Financial Delegation of Authority	The financial authority delegated to an individual by the General Manager listed on the register of financial delegations.
Go-to-Market Platform	VendorPanel Go-to-Market online software
Indigenous Business	A business recognised by an organisation such as Supply Nation or the NSW Indigenous Chamber of Commerce as being an 'indigenous business'.
Local Content	Goods, materials or services procured from a Local Supplier.
Local Supplier	A supplier of goods, materials or services who has an office or its registered address at a location within the Muswellbrook Shire Council Local Government Area.
Method of Procurement	(a) Request for Quotation; (b) Request for Tender; (c) Aggregator Purchase; or (d) purchase under a NSW Government Scheme.
Model Code of Conduct	Model Code of Conduct MSC34E
NSW Government Scheme	A contract established by the New South Wales state government with permitted use for local councils.
Operational Plan	The annual plan of this name published by Council.
Panel Contract	A contract pursuant to which a supplier or contractor agrees to supply goods or services to Council on agreed contractual terms for the term of the panel contract.
Procurement Aggregator	A procurement aggregator such as Local Government Procurement, Procurement Australia or the Regional Procurement Initiative (a division of Arrow Collaborative Services on behalf of Hunter Councils).
Procurement Procedure	Procurement Procedure MSC01P

Term	Definition
Project Governance Group	A group assembled on a case-by-case basis to provide subject matter expertise and oversight on strategic or high-risk projects.
Quadruple Bottom Line	The balancing of profits (in this case best value for money), people (social procurement), planet (environmental considerations) and culture.
Procurement Self-service Advice Platform	Vendor Panel's Policy Guide module utilised by Council to provide on-demand interactive procurement guidance to Council staff.
Records Management System	As defined in the Records Management Policy MSC07E
Request for Tender	A request by Council for tenders for goods, works or services.
Request for Quotation	A request by Council for quotations for goods, works or services.
SME (small-to-medium enterprise)	An organisation with less than 200 employees.
Social Enterprise	An organisation whose primary purpose is to provide employment to persons belonging to disadvantaged groups.
Standard Insurance Framework	Council's guidance framework on appropriate insurance levels and approval of shortfalls.
Standardised Procurement Contract Suite	The meaning in clause 1.
Quotation Thresholds	The meaning in clause 5.4.
WHS Legislation	The <i>Work Health and Safety Act 2011 (NSW)</i> and <i>Work Health and Safety Regulation 2017 (NSW)</i> .

5. Policy Statement

5.1 Procurement principles

Council bases its procurement decisions on the following principles:

5.1.1 Value for money

Value for money means minimising the total cost of ownership over the lifetime of a procured good or service, while taking into account factors such as quality, reliability, the ability to integrate with existing infrastructure, safety, risk reliability and sustainability and delivery considerations. Price will not be the sole determinant of suitability and value for money. Additional factors to be considered include the supplier's experience and capability, reputation, after sales service and warranties as well as upfront and ongoing costs.

5.1.2 Risk management through procurement planning

For each procurement, Council must consider the associated risks with each quotation, expressions of interest or tender process. This extends to proactive variation management by assessing the supplier's understanding of the project and contingencies or exclusions referenced in the quotation or tender submission.

5.1.3 Proactive monitoring of Modern Slavery

Council commits to complying with its obligations under the *Modern Slavery Act 2018* (NSW) and any other applicable modern slavery legislation that may come into effect. Council adopts a proactive approach to the management of modern slavery concerns by ensuring its suppliers provide relevant information prior to commencement of work for Council.

5.1.4 Management of work health and safety

In compliance with the WHS Legislation, Council will consider the impact on the health and safety of Council staff and the community when procuring goods and services. Suppliers and contractors must meet a minimum standard of demonstrated work health and safety competence in accordance with the WHS Legislation and all relevant Council WHS policies. This is monitored centrally via Council's Contractor Management System supporting the Contractor WHS Management Procedure.

5.1.5 Consideration of environmental sustainability and circular economy

Sustainability factors must be considered in all procurements. This includes only purchasing goods or services where necessary to incorporating considerations of the Quadruple Bottom Line in all procurements. It is understood that, in some cases, the selection of environmentally superior products may be less competitive than environmentally inferior products on the basis of price alone, but will be most appropriate when taking into account all procurement principles.

In assessing sustainability, Council must consider procurements on a whole-of-life basis having regard to the relevant supplier's or contractor's ability to:

- reduce or eliminate inefficiency and unnecessary resource consumption, including water and electricity usage;
- minimise waste and pollution and maximise opportunities for recycling and reusing products;
- eliminate toxic products (including packaging) that are harmful to human health and ecosystems;
- reduce greenhouse emissions;
- achieve biodiversity and habitat protection where practicable;
- prioritise products with longer life expectancies, better durability and options for repair, rather than replacement;
- outline of end-of-life plans including upcycling and resource recovery; and
- maximise opportunities to further stimulate innovation and demand for sustainable products.

5.1.6 Provision of equal opportunities and social inclusion

Council is committed to where practicable:

- providing all suppliers and contractors with equal opportunity to participate in its procurement processes and using such processes to generate positive social benefit;
- stimulating Indigenous entrepreneurship, business and economic development by providing Indigenous Businesses with enhanced opportunities to participate in Council procurement processes;
- providing advisory resources to the public on how to participate in Council procurement processes, as well as removing barriers to entry for SME's where possible; and

- considering unsolicited proposals from Social Enterprises where permissible under legislation and up to:
 - \$50,000 in total value by General Manager approval; or
 - \$250,000 in total value by Council resolution.

5.1.7 Prioritisation of local procurement

To stimulate economic development within the Muswellbrook Shire Council Local Government Area, Council must, where feasible, prioritise purchasing from Local Suppliers or offers which maximise Local Content.

Local Content is to be assessed as a key criterion in all Evaluation Plans and Council must seek to maximise Local Content by:

- advertising in local newspapers, on Council's website and by other means considered appropriate for any procurements; and
- encouraging the use of Local Suppliers by contractors whenever goods or services are sourced from outside of the Muswellbrook Shire Council Local Government Area.

Offers submitted to Council must be sufficiently detailed to enable Council to assess Local Supplier status or the level of included Local Content.

A minimum non-price weighting of 5% will be applied for Local Content in any procurement requiring an Evaluation Plan.

Any supplier who is deemed to be a Local Supplier will be awarded the maximum score for this criterion. In assessing offers, Council must be reasonably satisfied as to Local Supplier status or the level of Local Content in accordance with the weighting guidelines.

Where appropriate, and to the extent permissible by law, Council will support Australian owned suppliers and suppliers who manufacture in Australia. The Council's Procurement and Finance Departments must be consulted prior to any international purchase being made to ensure that risks are managed appropriately and payment facilities are available.

5.2 Procurement conduct

Council must ensure that procurement, disposal and contract management practices comply with all relevant legislative requirements and ethical guidelines in order to achieve probity, fairness and transparency throughout the procurement process.

5.2.1 Conduct of Council Staff

All procurement activities must be undertaken with integrity and in a manner that will withstand the closest scrutiny and procedural compliance. Council staff must conduct all procurement in a manner that is ethical and in accordance with the Model Code of Conduct Business Ethics Policy, this Policy and associated procedures and all relevant legislation.

Council staff must at all times:

- demonstrate utmost professionalism, honesty and fairness in all dealings with current or potential suppliers;
- maintain business relationships in good faith, based on open and effective communication, respect and trust, and adopt a non-adversarial approach to dispute resolution;
- be accountable and transparent in all procurement processes by disclosing the assessment criteria to suppliers and providing feedback at the end of the procurement process, when requested and to the extent permitted by law;

- declare any actual, potential or perceived pecuniary or non-pecuniary conflicts of interest in accordance with the Model Code of Conduct to ensure impartiality;
- maintain confidentiality of commercial in confidence information provided by suppliers except in relation to disclosures required by law, such as, but not limited to, disclosures required by the *Government Information (Public Access) Act 2009* (NSW); and
- ensure all procurement decisions are made in accordance with this Policy, the Procurement Procedure and associated documentation.

5.2.2 Promotions and incentives

The offering or acceptance of promotional goods, rewards, benefits or any other form of incentive in relation to any procurement is strictly prohibited. Refer to Council's Gifts, Bribes & Benefits Policy.

5.2.3 Supporting competition

Council recognises the need to allow suppliers and contractors the opportunity to fairly compete for Council business and, as such, Council has set parameters around the number and nature of quotes that Council is to obtain at various price levels.

Council staff must ensure equal dealings with suppliers and contractors and refrain from engaging in practices that aim to give a party an improper advantage over another or could be perceived as anticompetitive.

5.2.4 Splitting of orders

Council staff are prohibited from splitting orders for the purposes of acquiring goods or services above their delegated financial and procurement levels or to avoid the necessity to obtain quotes or call for tenders. An order will be considered to be split where the goods, works or services across each order are:

- similar in scope or would usually be able to be completed by the same type of supplier at the same time;
- requested by Council within close time proximity of each other and Council staff were aware or should have been aware of the upcoming requirement; and
- not required to be received or completed immediately due to a safety concern.

The reasonable person test should be applied when assessing if an order is to be considered to have been split.

5.2.5 Responsible financial management and allocation of funds

Council staff must ensure that Council funds to be used for procurement are used:

- efficiently;
- so as to obtain maximum benefit for Council and the community from the procurement; and
- without compromising the principles detailed in this Policy.

With the exception of non-binding expressions of interest processes where detailed scope and cost information is unknown, Council staff must consider budgetary limitations and only seek to procure goods and services for which:

- sufficient funding is available within the properly designated and approved Council budget; and
- Council has a "firm intention to proceed", substantiated by the availability of adequate funds prior to approaching the market.

For special projects, contribution works and grant works not specifically detailed in the Operational Plan, approval to procure is dependent upon all relevant funds being available and received or committed in writing by the funding body and accepted by Council.

5.2.6 Responsible record keeping

Council staff must ensure that a level of record keeping commensurate with the relevant transaction is maintained in accordance with the Procurement Procedure. In determining the appropriate level of records to maintain, consideration must be given to matters such as the price and degree of scrutiny the transaction is likely to attract. Such records may include all substantial communications between Council and the supplier or contractor as well as minutes of all relevant meetings. Records of procurement must be kept and recorded in Council's Records Management System.

5.2.7 In-house tendering

If a Council business unit lodges a tender as part of an open procurement process, the relevant Council Director must, prior to the commencement of the relevant tender process:

- separate and clearly define the roles of Council in undertaking the tender submission from those undertaking the tender preparation and assessment;
- ensure that separate chains of management decision-making and reporting for those involved are established; and
- ensure that the in-house tender will be treated as if it is an external tender.

5.2.8 Conduct of current or potential suppliers and contractors

Council must discontinue all dealings with suppliers or contractors who engage in unethical conduct.

Council staff found not to be acting in accordance with this Policy will be subject to applicable disciplinary processes.

Canvassing of Councillors and/or Council staff (other than Council's nominated contract staff member specified for the tender process) at any stage of the procurement process is an unacceptable practice and will result in the applicant being disqualified from the procurement process.

5.3 Methods of Procurement

The Method of Procurement utilised by Council must be appropriate to the value, risk and complexity of the procurement.

5.3.1 Purchase orders

Subject to the exceptions detailed below:

- all purchases made by Council must be accompanied by a purchase order to allow for the obtaining of all relevant financial approvals;
- all relevant contracts must be executed prior to a purchase order being issued; and
- suppliers must quote the Council provided purchase order number on all relevant invoices as a precondition to payment.

Notwithstanding the position above, a purchase order may not be required in relation to the following procurements:

- statutory payments;
- employee reimbursements;

- loans and investments;
- insurance renewals;
- water usage and/or rates charges;
- payments made under the *Building and Construction Industry Security of Payment Act* 1999 where a payment schedule has been created and approved by the relevant Council Director and CFO; and
- refunds on overpayments on rate and/or water accounts.

5.3.2 Procurement Aggregator purchases

Where it represents best value for money to do so, Council must undertake its procurement processes through the establishment of Panel Contracts by Procurement Aggregators.

Where a Procurement Aggregator's Panel Contract is created through an open tender process, consideration must be given to factors such as price, value for money, quality and the supplier's compliance with all relevant safety requirements and legislation.

5.3.3 Panel Contracts

Council will establish its own Panel Contracts where it identifies a need for reoccurring purchases of goods, services or works in order to obtain best pricing and streamline day-to-day purchasing activity whilst maintaining the required level of probity.

Where no Aggregator Panel Contracts are available or such contracts do not provide best value for money, Council may elect to tender to establish its own Panel Contracts.

5.3.4 Ad-hoc purchases

Council will engage the market for Ad-hoc Purchases in accordance with its quotation requirements:

- for any goods, services or works for which a Panel Contract or Aggregator Panel Contract is not available or where such contract does not maximise value for money; or
- where the complexity of the project warrants a standalone procurement process.

5.3.5 Purchasing cards

Credit or debit cards may be used for low value purchases in accordance with the Council's Corporate Card Policy.

All purchases made in accordance with the Council's Corporate Card Policy must be made in accordance with the procurement principles outlined in this Policy and accompanied by a purchase order in accordance with clause 5.3.1.

5.3.6 Fuel cards

Fuel cards are purchased under the applicable NSW Government Contract and are to be used for any purchase of fuel in accordance with Council's Motor Vehicle Fleet Procedure.

5.3.7 Motor vehicles

Council passenger vehicles are to be replaced on a cadence defined in Council's Motor Vehicle Fleet Policy.

When purchasing passenger vehicles, brands with the ability to be serviced locally must be given preference.

All purchases of new passenger vehicles must be made:

- in accordance with this Policy and Council's Motor Vehicle Fleet Policy; and

- where practicable, using NSW Government Scheme SCM0653.

5.4 Quotation thresholds

Quotations must, unless excluded in accordance with the below table, be called:

- by Council staff via Council's Go-to-Market Platform; and
- in accordance with the quotation thresholds detailed below (**Quotation Thresholds**):

Estimated value of goods or services inclusive of GST	Minimum requirements
\$0 to \$1,000	Minimum of one (1) verbal or written quotation.
\$1,001 to \$5,000	Minimum of two (2) written quotations.
\$5,001 to \$50,000	Minimum of three (3) quotations obtained via the Go-to-Market Platform.
\$50,001 to \$150,000	<ol style="list-style-type: none"> 1. Creation of a project folder in the Records Management System; 2. Creation of Evaluation Plan; and 3. Minimum of three (3) written quotations obtained via the Go-to-Market Platform OR expressions of interest process and three (3) quotations obtained via the Go-to-Market Platform.
\$150,001 to \$249,999	<ol style="list-style-type: none"> 1. Creation of a project folder in the Records Management System; 2. Creation of Procurement and Evaluation Plans; and 3. Minimum of three (3) written quotations obtained via the Go-to-Market Platform OR expressions of interest process and three (3) quotations obtained via the Go-to-Market Platform.
\$250,000 and above	<p>Tender process in accordance with legislation or prescribed agency.</p> <p>Purchase to be administered by the Procurement Department.</p>

5.4.1 Outsourcing of Council services

For any services currently provided by Council staff, the legislated tender threshold is \$150,000.

Should any procurement effect a change in organisational structure or directly require a change in position descriptions to remove services, it will be deemed to currently be provided by Council staff.

5.4.2 Emergency Procurement

Pursuant to regulation 170A of the *Local Government (General) Regulation 2021* (NSW), Council is not required to conduct a tender process prior to entering into a contract with a value of less than \$500,000, where the contract is:

- primarily for the purpose of responding to or recovery from a declared Natural Disaster (as defined in the *Local Government (General) Regulation 2021 (NSW)*); and
- entered into within 12 months after the date on which the Natural Disaster is declared, however, any such purchases must be documented on a procurement process exemption form, reviewed by the General Manager, signed off by the Mayor and reported to Council as soon as reasonably possible.

Any emergency purchases under the legislated tendering threshold must be reviewed and approved in accordance with clause 5.3.13.

5.4.3 Exemption process

If an insufficient number of quotations are received in respect of a procurement:

- the reason must be documented on a procurement exemption form; and
- such form must thereafter be reviewed by the person with the appropriate Financial Delegation of Authority,

except where the requestor themselves holds the appropriate Financial Delegation of Authority, in which case the exemption must be reviewed and approved by the requestor's manager to ensure that probity and oversight are maintained.

5.4.4 Disposal of assets

Where the disposal of Council assets is expected to yield a return, the disposal process must be conducted in a manner that ensures competitiveness and utmost transparency.

For disposal of fleet and plant, bids for the asset must be obtained from suppliers such as auction houses in accordance with the Quotation Thresholds, except where the relevant asset is traded in on a replacement.

Where the asset in question is real estate, the appropriate disposal method will be assessed and planned in accordance with market conditions and any such disposal must be conducted in consultation with the Procurement Department, except where the disposal process is specified in another Council policy.

5.5 Contract establishment

Council manages risk associated with inconsistency in contract terms by establishing the Standardised Procurement Contract Suite. Any material amendment to a contract included in the Standardised Procurement Contract Suite must be reviewed and approved by the Council's legal counsel.

In circumstances where the Standardised Procurement Contract Suite does not include a suitable contract, the proposed terms must be reviewed by Council's legal counsel and approved by the General Manager prior to engagement.

Insurance requirements for any contract entered into by Council must be assessed against the Standard Insurance Framework.

5.6 Contract management

Council is committed to proactively managing its suppliers and contractors to ensure that maximum benefits are achieved and variations are minimised. Council staff must ensure proactive communication is maintained with suppliers and contractors suitable to the complexity and risk level of the contract.

All contracts must be managed in accordance with this Policy and the Contract Management Procedure.

6. Application of the policy

This Policy is binding on all Council staff, suppliers, contractors and consultants working on behalf Council and such people may only authorise procurements within the limit of their Financial Delegation of Authority. Any inconsistency between this Policy and other Council Policies will be referred to the General Manager for determination.

6.1 Key responsibilities

At all times when undertaking any procurement activity, all Council staff must:

- be fully aware and comply with the terms of this Policy; and
- act only within the limits of their Financial Delegation of Authority.

6.1.1 Elected Body

The Elected Body must:

- ensure a Council-wide understanding of and compliance with this Policy and associated procedures when making procurement decisions;
- resolve all tenders called by Council with a value of more than \$250,000; and
- resolve all tenders called by Council with a value of more than \$150,000 where the services are currently being provided by Council staff.

6.1.2 General Manager

The General Manager must:

- lead Council Staff in their understanding of and compliance with this Policy and associated procedures;
- ensure adequate resourcing to develop, implement and review this Policy and associated procedures;
- review and approve procedures related to this Policy;
- take appropriate action in response to instances of non-compliance with this Policy, relevant guidelines or legislation;
- lead all investigations related to allegations of fraud and corruption, maladministration and serious or substantial waste;
- report any reasonably suspected Corrupt Conduct (as defined in the *Independent Commission Against Corruption Act 1988 (NSW)*) to the Independent Commission Against Corruption;
- participate in Project Governance Group meetings for high risk and/or value projects; and
- execute contracts as resolved by Council.

6.1.3 Directors and managers

Council directors and managers must:

- ensure that all procurement undertaken by their business unit complies with this Policy and associated procedures;
- monitor and ensure that Council's project officers have relevant training and skills and are suitably qualified to undertake all relevant procurement and contract management activities;

- when requested, partake in the assessment of tenders as part of the evaluation panel; and
- if requested by the General Manager, partake in Project Governance Group meetings for high risk and/or value projects.

6.1.4 Procurement Department

The Procurement Department must:

- review this Policy, related procedures and the Standardised Procurement Contract Suite to ensure their alignment with best practice and legislation;
- implement and oversee procurement training within Council;
- facilitate tender processes called by Council, including delegation for tender opening;
- manage identified strategic supplier relationships and contracts;
- report any non-compliance with this Policy to the General Manager;
- maintain Council's GIPA and conflict of interest registers; and
- provide subject matter expertise to Council staff when requested.

6.1.5 Finance Department

The Finance Department must:

- oversee purchase orders raised for procurements, including undertaking compliance checks where appropriate; and
- partake in the assessment of tenders as part of the evaluation panel.

6.1.6 Internal Audit Department

The Internal Audit Department must:

- conduct periodic reviews of Council's business units including their procurement activities; and
- report all findings to the Audit Risk and Improvement Committee (ARIC).

6.1.7 Legal counsel

Council's legal counsel must:

- provide specialist advice as and when requested; and
- undertake reviews of contracts which differ from the Standardised Procurement Contract Suite.

6.1.8 Council officers

Council officers must:

- conduct Request for Quotation processes in accordance with this Policy;
- partake in assessments of quotations and tenders when requested;
- manage contracts with suppliers in accordance with this Policy and the Contract Management Procedure;
- assess contractor and/or supplier performance upon conclusion of the contract to be retained as internal supplier reference; and
- report any suspected or actual breaches of this Policy to the Procurement Department.

6.1.9 Contractors and suppliers

Contractors and suppliers are expected to:

- conduct business with Council in accordance with the Model Code of Conduct;
- comply with Council's WHS policy and other relevant work health and safety requirements; and
- promptly provide any information reasonably required by Council to comply with its legislative obligations.

7. Compliance and references

In all of its procurement activities, Council must comply with all applicable legislation, guidelines and Council policies, procedures and related documents including, but not limited to:

- legislation and guidelines:
 - Australian Consumer Law;
 - *Government Information (Public Access) Act 2009* (NSW);
 - *Local Government (General) Regulations 2021* (NSW);
 - *Local Government Act 1993* (NSW);
 - NSW Government – Code of Practice for Procurement 2005;
 - *Public Interest Disclosures Act 2022* (NSW);
 - *Waste Avoidance and Resource Recovery Act 2001* (NSW);
 - WHS Legislation;
 - National Completion Guidelines; and
 - all relevant Tendering guidelines adopted by the Chief Executive of the Office of Local Government from time-to-time.
- Council policies, procedures and codes:
 - Business Ethics Policy;
 - Contract Management Procedure;
 - Corporate Card Policy;
 - Delegations Register;
 - Gifts, Bribes & Benefits Policy;
 - Model Code of Conduct;
 - Motor Vehicle Fleet Policy;
 - Motor Vehicle Fleet Procedure;
 - Procurement Contract Framework;
 - Procurement Procedure;
 - Standard Insurance Framework;
 - WHS Management Procedure; and
 - WHS Policy

8. Specific Disclosure

Suppliers, tenderers and contractors should be aware that they:

- may be subject to public scrutiny by bodies such as the Independent Commission Against Corruption (ICAC); and
- may be afforded protections under the *Public Interest Disclosures Act 2022* (Cth).

9. Review

This Policy must be reviewed by the Procurement Department and submitted to Council for resolution:

- within twelve (12) months after the date of the election of a new Council;
- every four (4) years;
- should organisational structure change affect the key responsibilities; and
- as required by legislative changes which affect this Policy.

Version History

The below table identifies authors who have reviewed this Policy and the date that this Policy became effective.

Version no.	Date changed	Modified by	Amendments/previous adoption details
1	8/11/2016	Manager of Corporate Services	
2	11/9/2018	Manager of Corporate Services	Authorised by Council – minute no 95
3	19/04/2021	Manager of Corporate Services	Adopted by MANEX on 19/04/2021. Report item 5.3
3	01/06/2023	Contracts & Procurement Officer	Draft policy on public exhibition 30/06/2023-28/07/2023.
4	14/08/2023	Contracts & Procurement Officer	Amendments to draft policy for second round public exhibition.