



Procurement Policy

Contents

1. Scope
2. Purpose
3. Policy
4. Procedure
5. Definitions

1. Scope

This policy applies to all types of procurement, including acquisition, provision and disposal of materials, services, facilities and human resources by the City of Parramatta Council. The principles in this policy, and the associated guidelines for implementation, must be followed by all employees (full time, part time, temporary and casual) as well as all consultants and contractors employed in any of Council's business units.

2. Purpose

This Policy has been developed to establish the guidelines for how Council's procurement practices will be undertaken.

3. Policy

To deliver on our commitment to procurement that meets operational requirements and achieves the highest commercial and sustainability outcomes, it is Council's policy to:

- Comply with applicable laws and documentation.
- Avoid unnecessary consumption, manage demand for goods and services, and maximise the efficiency of those products and services we do purchase.
- Establish procedures that ensure fair, open and effective competition, including by ensuring that tenders are called when required by legislation.
- Foster relationships with suppliers in a manner that is ethical, efficient, fair and transparent, and that respects their confidential information.
- Exercise responsible financial management and accountability for actions.
- Support the establishment of a diverse supply chain, with particular focus on entities that deliver or have potential to deliver social, economic and/or environmental benefit locally and/or regionally.
- Support Australian owned suppliers and / or suppliers who manufacture in Australia, where doing so is appropriate and permissible by law, focusing on those locally and/or regionally.
- Support suppliers and industry groups that develop and/or apply innovative responses in relation to sustainability issues.

Name of Policy		
Owner: procurement Manager	Area: Finance	POL No: 287
Date of Commencement: 2007	Approval Authority: Council	Date Approved: 10 July 2017
Amendment 3	Date of Next Review: 2019	Review period: every 2 years



CITY OF PARRAMATTA

- Establish performance agreements with our key suppliers, monitor their performance over time.
- Develop practical and transparent tools for assessing and providing feedback to existing and potential suppliers about their proposals and performance.
- Identify and manage the risks associated with procurement.

4. Procedure

The Local Government Act 1993 and the Local Government (General) Regulation 2005 specify contracts for which a tender is required. This legislation describes those contracts using both a financial measure (presently \$150,000) and duration measure (being instalment payable or received over a period of 2 or more years. This policy requires (amongst other things) a whole of life evaluation in procurement. To avoid potential uncertainty in the application of the procurement laws referred to above, it is Council policy to conduct a tender if the relevant contract or service exceeds the financial measure or the duration measure or both.

Procurement Guidelines have been developed to ensure that all staff are aware of the appropriate methods and requirements inherent in enacting purchases on behalf of Council.

5. Definitions

“Local Preference” All postcodes within the City of Parramatta LGA and those within the boundary radiating 5kms from CBD, either wholly or partially.

“Regional Preference” All postcodes within WSROC

Associated documents

Guidelines and procedures for implementation of this Policy are contained in:

- Procurement Guidelines

This Policy also has direct relationship to the following Council policies and must be read in conjunction with these, where applicable:

- Corporate Environmental Policy
- Asset Management Policy
- Disposal of Assets Policy
- Statement of Business Ethics
- Code of Conduct
- Customers, Compliments and Complaints Policy

History

Name of Policy		
Owner: procurement Manager	Area: Finance	POL No: 287
Date of Commencement: 2007	Approval Authority: Council	Date Approved: 10 July 2017
Amendment 3	Date of Next Review: 2019	Review period: every 2 years



CITY OF PARRAMATTA

Original Policy – 19 September 2007
Adopted by Council - 23 May 2011
Adopted by Council- 25 February 2013

REFERENCES	
POLICIES	
ATTACHMENTS	

Name of Policy		
Owner: procurement Manager	Area: Finance	POL No: 287
Date of Commencement: 2007	Approval Authority: Council	Date Approved: 10 July 2017
Amendment 3	Date of Next Review: 2019	Review period: every 2 years