





Murrumbidgee
COUNCIL

Procurement Policy

(Revision 1)

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1. Policy Scope

This policy applies to anyone conducting or participating in procurement activities for Murrumbidgee Council.

The procurement function incorporates all processes concerned with the acquisition of goods and services, including:

- defining the need and writing procurement specifications
- determining the procurement method
- obtaining appropriate approvals, where required
- identifying reputable suppliers or approved contractors
- inviting quotations or using direct purchasing
- evaluating responses
- making recommendations
- obtaining approval
- monitoring the performance of the supplier or provider, and
- confirming that goods or services supplied are consistent with what was ordered, and are fit for purpose

2. Policy Statement

In conducting its procurement activities, Murrumbidgee Council will:

- comply with the Local Government Act 1993, the Local Government (General) Regulation, and all other relevant legislation;
- promote open and effective competition between suppliers;
- give primary consideration to achieving value for money (not necessarily at the lowest price), taking a big-picture view that compares lifetime benefit to lifetime cost;
- aim to enhance the capabilities of local business and industry;
- promote purchasing practices which align with Council's commitment to sustainable development by conserving resources, saving energy, minimising waste, protecting human health, and maintaining environmental quality and safety; and
- consider any relevant Work Health and Safety regulations to ensure that staff are operating in a safe work environment (if any doubt concerning safety exists when considering the non-urgent procurement of any goods or services, these should be referred to Council's WHS&R Advisor);

Officers with procurement responsibilities must:

- behave with impartiality, fairness, independence, openness, integrity and professionalism in their dealings with suppliers' representatives;
- advance the interests of Council in all transactions; and
- attain a high level of credibility with suppliers' representatives.

3. Procurement Manual

A Procurement Manual will be maintained by Council staff.

The purpose of the manual will be to clearly define a procurement framework, responsibilities and procedures for all Council officers, ensuring that best-practice standards are met and the highest level of public accountability attained.

The Manual will incorporate:

- standards and procedures for procurement activities, including the public tender process;
- purchasing limits which initiate incremental quotation and authorisation processes as the purchase value increases, until the statutory tendering trigger value is reached;
- standards for documentation and record-keeping; and
- procedures for urgent and emergency procurement.

All Council staff involved in the procurement process should ensure that they read and understand the Procurement Manual.

4. Review

This Policy:

- To be reviewed within the first year of the new Council term;
- May be reviewed and amended at any time at Council's discretion (or if legislative or State Government policy changes occur).