



Council Policy

Procurement

25 May 2020

Version 6

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Controlled Document Information

Authorisation Details

Folder No:	F2005/02162	TRIM Record No:	D09671241
Audience:	External		
Department:	Financial Services	Officer:	Procurement Coordinator
Key focus area(s):	Organisational Support		
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Authorisation:	Adopted by Council - 25 May 2020		
Authorisation - Council Adoption Date:	Presented 11 May 2020 Council Standing Committee. Adopted 25 May 2020 Ordinary Council Meeting		

Related Document Information, Standards & References

Related Legislation:	(Legislation Name) NSW Local Government Act 1993 No 30 Chapter 3 Principles of Local Government NSW Local Government Act 1993 Section 55 Requirements for Tendering	(Relationship/Context) NSW LGA 1993 – requirement to council decision making to consider, Sound financial management, investment in responsible and sustainable infrastructure, principles of ecological sustainable development and social justice principles. NSW LGA 1993 – requirements for council tendering
Related Policies:	(Policy Name) Sustainability Policy Code of Conduct for Staff Business Ethics	(Relationship/Context) The Sustainability Policy outlines the principles under which Council makes its decisions in the course of doing business on behalf of Council. The Code of Conduct for Staff outlines the conduct required by Council staff to ensure compliance with regulation, consistency with other councils through adoption of the Model Code of Conduct, and ensure ethics, honesty and professionalism among Council staff. The Business Ethics Policy provides guidance regarding the standard of ethical behaviour that suppliers can expect from Council staff and what is expected of suppliers.
Standards, COP's & Other References	(Standard, COP or Other References) Nil.	(Relationship/Context)

Definitions

Term / Abbreviation	Definition
Council	Lake Macquarie City Council
ESD	Ecologically Sustainable Development

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Consultation (update for each version created)

Key Departments, Teams, Positions, Meetings:	Standing Committee Planning for the Future Sustainable Engagement – Sustainable Engagement Coordinator Environmental Systems - Ecosystem Enhancement Coordinator Communications and Corporate Strategy - Senior Policy Advisor
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Version History

Version No	Date Changed	Modified By	Details and Comments
1	14/09/2005	LB	New Policy
2	10/11/2005	JM	Added related legislation.
3	01/06/2009	A Walker	Added sustainability information
4	July 2011	M Gray	Policy format changed to new template. Reference to Quality Policy (rescinded) deleted; Lake Macquarie City Oil Supply Vulnerability Policy added. Naming updates to Hunter Councils (now Regional Procurement Initiative), and Strategic Purchasing (now Procurement Australia)
5	July 2015	G Gillett	New template used. Reference to OHS changed to WHS. Removed reference to rescinded LMCC Supply Vulnerability Policy.
6	January 2020	G Gillett / S Buckley	Policy wording revised to reflect NSW Local Government Act 1993 No 30 Chapter 3 Principals of Local Government, align with Sustainability Policy, and to reflect formatting and style of current Council policies.

Purpose

Chapter 3 of the Local Government Act 1993 establishes the principles for Council when exercising its functions and decision making to consider sound financial management, investment in responsible and sustainable infrastructure, principles of ecologically sustainable development and social justice principles.

Council embraces these principles and actively seeks to build on these principles where it can. Accordingly, the purpose of this document is to formalise these principles as a policy of Council.

Scope

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

Policy statement

In conducting its procurement activities, Council will:

- comply with the Local Government Act 1993 and all other relevant legislation;
- conduct business in a manner which models best-practice governance and probity;
- seek to work with individuals and organisations that demonstrate ethical conduct and practices;
- consider the impacts of its decisions on:
 - the people – the health and wellbeing of our people (staff, contractors and the public) are of paramount importance;
 - the environment – our community values the long-term wellbeing and unique character of Lake Macquarie City's built and natural environment;
 - the economy – the growth and diversification of our local economy is vital to the long-term prosperity of Lake Macquarie City; and
 - the community – procurement activities need to be consistent with the social fabric of the Lake Macquarie community and should seek to support Lake Macquarie City's community values.
- Strive to deliver best value, considering whole of life costs;
- use a risk-based approach to guide its procurement decisions, and
- promote a culture of continuous learning to improve procurement practices across Council.

Objectives

The objective of this policy is to establish Council commitment to managing its procurement practices in a manner that complies with relevant legislation and delivers the very best outcomes for Lake Macquarie City and its people. This means that, beyond achieving quality and cost effectiveness for all goods and services procured, Council will objectively seek the most positive sustainability outcomes possible across the entire life cycle of the goods or services procured.

Review and Evaluation

This policy will be reviewed in 4 years unless required sooner.