

## **PROCUREMENT & DISPOSAL**

### *Objective*

To ensure a fair, transparent and accountable process for the purchase and disposal of goods, the contracting of services and the disposal of assets.

### *Scope*

This policy applies to all areas of Council operations.

### *Policy*

Council's procurement related activities shall be conducted in a manner that complies with these general procurement principles:

- Open and effective competition and obtaining value for money should be observed in the procurement of goods and services to ensure optimum quality, price, delivery and service
- Obtaining value for money in the disposal of goods, using open and effective competition wherever practicable
- Quality, price, delivery and service shall generally be considered the main criteria in assessing Council's procurement of goods and services, together with experience, conformance with specifications (including environmental performance), WHS record and systems and project specific matters
- Council expects its contractors and suppliers to comply with ethical business standards and practices (in particular Council's Statement of Business Ethics) in its procurement activities
- Council shall strictly implement its Code of Conduct, Statement of Business Ethics and other relevant policies on matters relating to its procurement activities.
- All staff are required to consistently apply and implement Council's Procurement and Disposal policies and procedures. Appropriate remedial action shall be taken for non-compliance.

### *Relevant Legislation*

Tendering Guidelines for NSW Local Government (Department of Local Government)

### *Associated Documents*

Council's Local Purchasing policy

Council's Vehicle Purchasing policy

Council's Credit Card policy

Council's Procurement and Disposal procedures (available on Council's intranet – C&BS documents)



<b>Responsible Officer:</b>	Director Corporate Services		
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