

**PROCUREMENT POLICY**

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**POLICY OBJECTIVE**

This Official Council Policy deals with the establishment of best practice in the expenditure of public funds for public purposes.

**1. POLICY STATEMENT**

The intent of this policy is to establish a framework which will assist Wentworth Shire Council to obtain best value for our community through effective, responsible and transparent procurement methods which comply with relevant legislation and Council's Code of Conduct.

**2. POLICY COVERAGE**

This policy applies to all Councillors, permanent employees, temporary or casual employees, suppliers, contractors and consultants of Council who are involved in Council's contracting and procurement activities or engaged to perform work on behalf of Council.

**3. STRATEGIC PLAN LINK**

Objective: 4.0 - Wentworth Shire is supported by strong and ethical civil leadership with all activities conducted in an open, transparent and inclusive manner

Strategy: 4.2 - A strong, responsible and representative government.

**4. DEFINITIONS AND ABBREVIATIONS**

Term/Word	Definition
<b>Council</b>	Wentworth Shire Council.
<b>Procurement</b>	The act of obtaining or buying goods and services.
<b>Whole of life costs</b>	Refers to the total costs of ownership over the life of an asset including: planning, design, construction/acquisition, operations, maintenance, renewal, rehabilitation, depreciation, replacement or disposal.

**5. POLICY CONTENT**

It is the policy of this Council that:

- Wentworth Shire Council is committed to representing and assisting the community and the stakeholders of the Wentworth Shire in meeting their needs at an affordable cost.
- Council aims to achieve value for money in all of its procurement activities, whilst recognising the impact that its procurement decisions have on the local economy.
- The following principles and objectives underpin Council's procurement activities:
  - That Council complies with all relevant legislation and statutory requirements in relation to the procurement of goods and services;
  - That all of Council's procurement activities are conducted in a manner which ensures transparency, probity, accountability and consistency, with open and fair competition and no conflicts of interest;

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- 'Modern slavery' is defined in the Modern Slavery Act 2018 (NSW) as any conduct constituting a modern slavery offence within the meaning of that Act and any conduct involving the use of any form of slavery, servitude or forced labour to exploit children or other persons taking place in the supply chains of organisations.
- Council recognises that Modern slavery is a serious violation of an individual's dignity and human rights. Exploitative practices including human trafficking, slavery, servitude, forced labour, debt bondage and forced marriage are all considered modern slavery and are serious crimes under Australian law.
- That Council's aims to achieve best value for money on a whole of life cycle basis that generates benefits to Council and the community by balancing relevant non-cost factors including quality, fitness for purpose, capacity and capability of service provider, environmental and social factors, against relevant cost factors such as whole of life costs.
- Council's preferred method of tendering is via open tender unless otherwise resolved by a resolution of Council.
- This policy is to be read in conjunction with Council's Statement of Business Ethics Policy (GOV019) and Council's Procurement Manual.

### 6. RELATED DOCUMENTS & LEGISLATION

#### Legislation

- *Local Government Act 1993 (NSW)*
- *Local Government (General) Regulation 2021*
- *Modern Slavery Act 2018 (NSW)*

#### Council Policies

- GOV001 – Gifts and Benefits Policy
- GOV003 – Fraud Control Policy
- GOV004 – Internal Reporting Policy
- GOV009 – Delegation Policy
- GOV013 – Enterprise Wide Risk Management Policy
- GOV019 – Statement of Business Ethics Policy
- GOV020 – Code of Conduct Policy
- GOV022 – Legislative Compliance Policy
- GOV023 – Conflict of Interest Policy
- GOV024 – Credit Card Policy

#### Council Documents

- Procurement Manual
- Legislative Compliance Framework
- Enterprise Wide Risk Management Framework
- Governance Framework
- Fraud Control Plan
- Gifts and Benefits Register
- Conflict of Interest Register

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**7. ATTACHMENTS**

Nil.

**8. DOCUMENT APPROVAL**

This document is the latest version of the official policy of the Wentworth Shire Council, as adopted by Council on 28 June 2023. All previous versions of this policy are null and void.

This policy may be amended or revoked by Council at any time.

A PDF copy of the signed document can be accessed from Council's record management system and Reliansys.

Signed: ..........

**General Manager Wentworth Shire Council**

29 June 2023

**Date**

Version	Date	Author	Changes
0.1	31/01/2022	S. Rule	-
1.0	3/02/2022	S. Rule	Final draft adopted by Council – First Release
1.1	15/6/2023	D.Zorzi	Draft - Amended to address modern slavery obligations
2.0	29/06/2023		Draft adopted by Council 28/6/2023 – Second Release

