



Procurement Policy 2025

ADOPTED BY COUNCIL 24 June 2025

1. PURPOSE

This policy establishes a robust procurement framework to ensure that all procurement activities adhere to principles of probity, fairness, transparency, and value for money.

2. APPLICATION

This policy applies to the procurement of all goods, services, and works by the council, regardless of funding source, including:

- a) Procurement planning and category management.
- b) Sourcing and purchasing of goods and services.
- c) Contract administration and supplier performance management.
- d) Demand management and supplier relationship management.
- e) Ensuring compliance with legislative and ethical procurement standards.

This Policy applies to all Council Officials undertaking procurement for and on behalf of Council.

3. POLICY INTENT


The procurement function will comply with all the legislative and risk management requirements of Uralla Shire Council.

Uralla Shire Council will endeavour to meet the following principles which underpin the design of the Procurement Procedures. All council staff who are involved in procurement activities must ensure that they operate in alignment with these principles and comply with the published Council Procurement Procedures.

4. DEFINITIONS

- a) **Procurement:** The process of acquiring goods, services, or works, including planning, sourcing, contract management, and disposal.
- b) **Local Supplier:** A business or contractor operating within the Uralla Shire LGA for at least six months before procurement or tender/ procurement initiation.
- c) **Whole-of-Life Costs:** The total cost of procurement, including acquisition, operation, maintenance, and disposal.
- d) **Probity:** Ethical, honest, and fair conduct in procurement processes.
- e) **Modern Slavery:** Forced labour, human trafficking, and other exploitative practices as defined in the *Modern Slavery Act 2018 (NSW)*.
- f) **Emergency procurement** - An emergency is a situation that poses an immediate risk to health, life, property, or environment. Emergency procurement is only an option where Council must act immediately and take all reasonable and necessary action to mitigate any continuing risk associated with the emergency. This may only be used in cases of genuine emergency and not to remedy poor planning.

5. COMMUNITY STRATEGIC PLAN OBJECTIVES

Pillar	Goal	Objective
 Independent	An independent shire and well-governed community	4.2 A strategic, Accountable and representative Council 4.3 An efficient and effective independent local government

6. POLICY

6.1 Value for Money and Sustainability

- a) Procurement decisions will consider whole-of-life costs, quality, service levels, timeliness, and risk.

- b) Council will prioritise environmental and social sustainability, including suppliers with waste reduction, energy efficiency, and fair labour practices.
- c) Where it can be demonstrated that there is a definable environmental and/or social benefit that on balance outweighs any additional monetary cost to the Council, Council will prefer sustainable products, works or services over cheaper alternatives that do not align with sustainability goals

6.2 Supporting Local Suppliers

Council recognises that its expenditure through local suppliers contributes to the creation of local employment and creates a multiplier effect in the economy. Council will support local suppliers where this does not conflict with probity or value-for-money principles.

6.3 Probity, Ethics & Fair Dealings

- a) All procurement activities will be undertaken in line with Councils adopted statement of Business Ethics.
- b) Council will leverage other official arrangements such as those from the NSW Government, joint organisations in which Council participates, or some other source when they are expected to offer best value.
- c) Council will utilise panel arrangements established in line with the principles detailed in this policy, such as the Local Government Panel, to expedite procurement processes wherever possible.

6.4 Risk Management & Compliance

- a) Council will implement procurement procedures to ensure that purchasing activities are consistent with this policy, risk management procedures, adopted budgets, operational plans and financial delegations.
- b) Council will issue and manage formal financial delegation appropriate to the position and function of individual officers.
- c) Council will routinely monitor purchasing activity to ensure adopted procedures are being applied consistently and are delivering the purchasing outcomes consistent with the principles of this policy
- d) Council will routinely review compliance with this Policy and procurement procedures and undertake organisational training as required.
- e) Emergency procurement will only be authorised in those emergencies where the goods or services are required within a timeframe which will not allow for normal Procurement procedures to be undertaken.
- f) Council will periodically undertake procurement planning and analysis of its purchasing patterns, business plans and future requirements, and supply agreements and markets to optimise purchasing power
- g) Council will require as a condition of engagement that suppliers comply with the Councils Statement of Business Ethics, proactively identify and manage risk and comply with all relevant legislation during the supply of goods, works or services to Council
- h) Council will routinely report on its application of this policy and associated procedures to the Audit Risk & Improvement committee.

6.5 Modern Slavery & Ethical Sourcing

- a) Suppliers must comply with the *Modern Slavery Act 2018 (NSW)* and take reasonable steps to prevent exploitation.
- b) Any supplier found engaging in modern slavery practices will be disqualified from Council contracts.

6.6 Contract & Supplier Management

- a) Contracts will be managed to ensure compliance with agreed performance, sustainability, and risk standards.

- b) Performance audits will be conducted for contracts above \$250,000.
- c) Significant contracts will undergo post-completion reviews.

7. LEGISLATIVE REQUIREMENTS

Local Government Act 1993

Local Government (General) Regulation 2021

Modern Slavery Act 2018 (NSW)

8. REVIEW

This Policy will be reviewed every four years from the date of each adoption of the policy, or more frequently as required.

9. REPORTING

9.1 Quarterly Reports to the Audit Risk & Improvement Committee (ARIC):

- Summary of procurement activities
- Any deviations or emergency procurements
- Supplier performance issues or breaches

9.2 Annual Procurement Performance Report:

- Overview of procurement spend by category
- Local supplier engagement statistics
- Sustainability outcomes (e.g. use of environmentally preferred products)
- Summary of contract audits and post-completion reviews
- Modern slavery compliance checks and outcomes

9.3 External Reporting (Public Disclosure):

- Summary of awarded contracts above. \$150,000)
- Modern slavery statement (if required under legislation)

10. RESPONSIBLE OFFICER

The Procurement and Contracts Manager Officer is responsible for the application of this Policy to all Council procurement activities.

11. ROLES AND RESPONSIBILITIES

- The General Manager is responsible for the oversight and organisational adherence to this Policy
- The Director Corporate and Community and Manager Governance are responsible for the day-to-day management of governance and financial policy and practice Council.
- The Procurement and Contracts Management Officer is responsible for:
 - the oversight of compliance with this policy
 - the training and education of Council Officials
 - the compilation and presentation of procurement reports to MANEX and ARIC
- All Council Officials undertaking procurement for and on behalf of Council are responsible for the application of this Policy

12. RELATED PROCEDURES

Procurement Procedures (to be adopted by MANEX as General Manager Directives)

APPROVAL & REVIEW

Responsible Business Unit	<i>Governance & Service Centre</i>	
Responsible Officer	<i>Manager Governance & Service Centre</i>	
Date Adopted & Resolution No#	<i>29/06/2025</i>	<i>61.06/25</i>
Date of Next Review	<i>Four years form adoption</i>	
Content Manager Reference	<i>UINT/25/14962</i>	

Document History of previous adoptions

Content Manager Reference	Date Amended	Details/Comments eg Resolution No.
<i>UINT/25/14962</i>	<i>June 2025</i>	<i>Draft submitted to Council OCM for public exhibition</i>
<i>UINT/25/14962</i>	<i>June 2025</i>	<i>Endorsed Draft (amended with changes required by Council) placed on Public exhibition</i>
<i>UINT/25/14962</i>	<i>July 2025</i>	<i>Policy adopted - no submission received or returned to Council during public Exhibition period</i>