City of Ryde

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Procurement Policy

2026

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Change History

Version	Issue Date	Author	Reason for Change
1	February 2015	Manager Procurement	City of Ryde Procurement Policy 2015, Document ID: D20/6097
2	June 2020	Manager Procurement	Updated procurement framework to guide the procurement of goods and services. The Policy reflects Council's ongoing commitment to promoting economically, socially and environmentally sustainable practices.
2.1	23 June 2020	Manager Procurement	Council decision on 23 June 2020 to add to part 3.4 that: (a) Council commits to establish the following operational targets to achieve by 2025: - 50 per cent of all material procurements be sourced from recycled materials. - 70 per cent of all service Contracts adhere to sustainable principles. The above targets will be reviewed every 18 months. (b) Wherever possible, when assessing potential supplier relationships, Council will consider: - The use of local suppliers to encourage economic development. • Generating local employment. • Considering the life cycle impacts of products purchased on the local economy. - That where there is a like choice between two suppliers or services, Council will give preference to local business.
2.2	November 2020	Governance	Format of document updated to include cover sheet, change history table, trim references.
2.3	December 2025	Senior Coordinator Procurement	Review process and endorsement timeframe requirement.

2.4	January 2026	Manager Procurement and Contract Services	Minor updates to formatting and for clarity throughout after consultation.

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1. Purpose

City of Ryde Council is committed to the highest levels of integrity when completing procurement and contract management of all goods and services that are used to meet operational and community needs.

The objectives of this policy are to ensure that Council's procurement processes:

- comply with relevant legislation, regulations, and guidelines
- adhere to appropriate standards of behaviour and ethical principles
- obtain the best value for money
- promote sustainable practices
- promote 'buy local' practices
- include the provisions of other related Council Policies.

This document confirms the scope of the policy, provides detail regarding the objectives, and sets out how the policy is to be implemented.

The policy is supported by a City of Ryde Procurement Manual and City of Ryde Procurement Guidelines.

2. Scope

This policy applies to any person undertaking procurement, including contract management, on behalf of Council, including staff (permanent, contract or temporary), councillors, consultants, and contractors.

Procurement is the process of finding, selecting and managing suppliers (or other third parties) to:

- provide goods and/or services to Council.
- lease or licence land and/or buildings from Council.
- dispose of Council property.

The procurement process includes requesting quotations, expressions of interest or tenders and issuing a formal commitment from Council to suppliers (or other third parties) using a Purchase Order or other form of written agreement.

This policy is to be read in conjunction with Council's Procurement Guidelines which provides Council Officers with the guidance in the procurement process to enable compliance with this Policy, legislation and Australian Standards.

3. Policy Objectives

3.1 Legislation, Regulations, and Guidelines

Procurement activities must be carried out in accordance with relevant legislation, regulations, and guidelines, including:

- The *Local Government Act 1993* (LG Act)

- The *Local Government (General) Regulation 2021* (LG Regulation)
- The Tendering Guidelines for NSW Local Government (October 2009) (Tendering Guidelines)
- *Government Information (Public Access) Act 2009* (GIPA)
- *Work Health and Safety Act 2011*, NSW
- *Modern Slavery Act 2018.*

Expenditure over $250,000 (inc GST) will be subject to the provisions of section 55 of the LG Act. All other expenditure (not subject to the provisions of the LG Act) is subject to provisions included in the City of Ryde Procurement Guidelines and delegations of authority.

3.2 Standards of Behaviour and Ethical Principles

All staff undertaking procurement on behalf of Council must promote Council's core values of health and safety, excellence, accountability, respect and teamwork and adhere to the standards of behaviour and ethical principles set out in Section 1.2 of the Tendering Guidelines.

These principles include:

- Conducting all procurement processes and business relationships with honesty, fairness and probity. Any conflicts of interest must be disclosed in accordance with Council's conflict of interest policy.
- Ensuring that procurement processes are open, clear, fully documented, and defensible.
- Ensuring that all participants in procurement processes are treated consistently.
- Identifying and managing any conflicts of interest without delay.
- Not engaging in anti-competitive or collusive practices.
- Not inviting quotes or tenders without a firm intention and capacity to proceed with a Purchase Order (or other form of Contract).
- Encouraging business relationships based on open and effective communication, respect and trust.
- Adopting a non-adversarial approach to dispute resolution.

Relevant Independent Commission Against Corruption (ICAC), Office of Local Government and Audit Office of NSW publications must be followed when undertaking procurement activities such as negotiations.

Council Officers must not use City of Ryde suppliers to procure goods or services for their personal use or for use by any organisation other than Council other than in their capacity as private individuals and on the basis that they are not afforded any advantage as a result of their relationship with the City of Ryde.

3.3 Value for Money

Best value for money is the combination of supply quality, Whole of Life Cost and risk that is most advantageous to Council. Lowest price is not necessarily an indicator of value for money.

Council's procurement processes will promote value for money outcomes by:

- considering the value, complexity, risk, resource availability and resource skills when determining the most appropriate procurement process that is to be followed.
- ensuring that the requirements set out in tenders and quotes accurately reflect Council's needs.
- providing transparency of the consideration that led to each value for money decision, including recognition of the Whole of Life Cost associated with the procurement.

3.4 Probity Requirements

Council Officers must not disclose any information that could jeopardise a procurement process by creating an unfair advantage for one or more potential suppliers.

3.5 Conflicts of Interest

Council's Code of Conduct and Conflict of Interest Policy requires that where a Council Officer has a conflict of interest, the Council Officer must avoid placing themselves in a situation where a private interest could influence their conduct as a public official.

Any conflict of interest must be referred to Procurement and Executive Services and Governance for considerationand determination of an appropriate mitigation plan. Council Officers are required to disclose any conflicts of interest that arise during a procurement activity in accordance with the Conflict of Interest Policy. Breaches of the Conflict of Interest Policy may result in an investigation of the alleged breach in accordance with relevant Council policies including the Code of Conduct. Any alleged criminal offence or allegation of corrupt conduct will be referred to the relevant agency.

3.6 Fraudulent and Corrupt Conduct

Council will not tolerate fraudulent or corrupt conduct of any kind and will take any complaints of such conduct seriously. Any complaints received will be investigated in accordance with the Fraud and Corruption Prevention Policy. Any employees who are proven to have engaged in corrupt and/or fraudulent activity may be subject to disciplinary actions includingformal warnings, termination of employment, and/or legal action.

3.7 Sustainable Practices

Council is committed to promoting economically, socially, and environmentally sustainable practices.

Procurement processes will seek to understand suppliers' commitments to environmental protection and ecologically sustainable development, and how these impact the products and services that they offer.

All Procurement activities where possible should consider Council's sustainable objectives:

a. Net Zero 2035

b. Ryde Resource Efficiency Policy

3.8 Buy local

Where possible and with all other procurement considerations being equal, Council may preference local suppliers (within the Ryde Local Government Area) to help generate local employment and stimulate the local economy.

3.9 Modern Slavery

Council is committed to ensuring goods and services procured by Council are not a product of modern slavery by implementing measures in the procurement process and Contract that promote transparency and accountability throughout the supply chain and monitoring mechanisms to identify and address any potential violations.

3.10 Consultation with the Procurement Department

Procurement valued at less than $100,000 (excl. GST) may be carried out by without consulting the Procurement Department by following a standard procurement process to obtain a minimum number of quotes.

For all procurement over $100,000 (excl. GST), a member of the Procurement team, or another representative authorised by the Senior Coordinator Procurement, must be consulted to confirm the most appropriate procurement process and the level of formal specialist procurement support required.

3.11 Supplier Commitments

With the exception of Emergency Procurement or procurement using a Purchase Card and procurement from suppliers included on the Authority to Pay List, a Purchase Order (PO) must be raised for every procurement event before a commitment can be made to a supplier even when there is an executed contract for services. (

3.12 Exemption from Procurement Policy

If there is a legitimate reason why the procurement threshold requirements are not appropriate or in cases of emergency, staff can request an exemption. Exemptions from the Procurement Policy will only be granted in exceptional circumstances based on business necessity and merit and cannot be used for the purpose of avoiding a competitive process.

Other than for emergency works, an exemption form must be approved prior to committing to the provision of services and/or goods expenditure. In addition, failure to allocate insufficient time required to conduct a procurement process will not justify the approval of an exemption request.

3.13 Purchase Orders

Purchase Orders must be raised prior to a supplier commencing work to provide goods or services to Council. Purchase orders must be in place for the receipting of an invoice, except in exceptional circumstances.

Staff must not split purchases of a single requirement into multiple lower value purchase orders to bypass the procurement threshold or delegated financial authority.

4. References and Legislation

Any person undertaking procurement on behalf of Council must adhere to the relevant provisions of other related Council policies or procedures including:

Policy/Procedure	Link to Procurement
Code of Conduct Policy	Conduct of City of Ryde employees.
Community Buildings Licensing Policy	Procurement support for events that licence/lease community buildings.
Conflict of Interest Policy	Conflict of Interest for staff procuring on behalf of Council
Corporate Credit Card Policy	Compliance of purchases made using a corporate credit card with Procurement Policy.
Delegations	Includes Financial, Administrative and Legislative approvals as well as release of Purchase Orders and execution of Contracts.
Disposal of Operational Assets	Support for the disposal of assets (other than IT assets).
Fraud and Corruption Prevention Policy	Fraud and corruption is a risk in the Procurement process.
Government Information (Public Access) Act 2009 (GIPA)	Recording and making publicly available information relating to Council contracts over $150,000 inc GST.
Information Policy	Retention of documents related to procurement events.
IT Asset – Use and Disposal Policy	Support for the disposal of IT assets.
Legal Services and General Counsel Protocol and Procedures	Use of legal services to support procurement events.
NSW Government Artificial Intelligence Ethics Policy	Provides guidance on best practice and risks when procuring software or services that may use artificial intelligence.
State Records Act 1998	Management, protection of records and to provide access to records related to the procurement of goods and services.
Statement of Business Ethics	Business behaviours of suppliers.
Work Health and Safety Policy	WH&S practices of suppliers.

5. Policy Implementation

5.1 Procurement Direction

In implementing this policy, Procurement will:

a. Act as a single point of structural control over all Council procurement activity.

b. Maintain a City of Ryde Procurement Manual and Guidelines setting out the procedures, processes, and templates to be followed for key procurement processes.

c. Promote the use of existing supply contracts and panels (as established by prescribed entities).

- Be responsive to the unique demands of critical procurement events

6. Breaches of this Policy

Breaches of this policy will result in an investigation of the alleged breach in line with relevant Council policies including the Code of Conduct.

7. Record keeping

Appropriate records in relation to contracts must be kept and maintained in accordance with the State Records Act 1998, Government Information (Public Access) Act 2009 and relevant Council policies, procedures and guidelines.

8. Definitions

Term	Definition
Contract	Is a legally binding agreement between a buyer and a supplier to purchase goods, services, or works. It outlines terms such as price, delivery schedule, quality standards, and responsibilities, ensuring both parties fulfill their obligations during the procurement process.
Emergency Procurement	Any situation or event where there is a risk of injury if maintenance/repair is not carried out or where major works cannot be completed due to breakage in an essential piece of equipment. (Poor planning does not constitute an emergency).
Procurement Plan	A plan established by the Procurement Department that defines procurement processes that require to be followed for a specific type of procurement spend or when

	procuring from an existing supply Contract or panel.
Purchase Order	A legal document created by a buyer to request specific products or services from a seller, outlining the details of the order, including quantity, price, and payment terms. It serves as a legally binding contract once accepted by the seller, committing both parties to the terms outlined in the Purchase Order.
Requisition	A formal request to purchase goods or services
Whole of Life Cost	The sum of the direct and the indirect costs associated with a supply over the whole period that the supply is providing Council's requirements. Where the procurement is for the leasing/licencing of land or buildings, or the disposal of assets cost is substituted by monies received.

9. Review Process and Endorsement

This policy will be reviewed every 4 years and any significant changes, , will require approval by Council resolution. Amendments to this policy such as titles, departments or directorate names, updates to legislation list or branding updates are considered minor in nature and are not required to be formally endorsed by Council. Substantial changes to this policy are to be endorsed by the Executive Team and adopted by Council.