

## Sustainable Procurement Policy – Summary of key differences

A summary of the key differences between the proposed Inner West Council Sustainable Procurement Policy and the pre-amalgamation councils Procurement Policies and Procedures:

| Former Council Policy                | Provision   | Commentary   |
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| Ashfield Council Policy & Procedures | <p><b>Basic Purchasing Principles</b><br/> <i>It is generally accepted that purchasing by publicly funded authorities is guided by the following key principles:</i></p> <ul style="list-style-type: none"> <li>• <i>The purchasing system should be designed to provide the best value for money;</i></li> <li>• <i>The procedures used must be, and must be believed to be, able to withstand public scrutiny;</i></li> <li>• <i>Purchasing procedures should ensure open competition and no individual supplier should be given advantage over others; and</i></li> <li>• <i>Purchasing procedures should comply with all of Council's policies, including sustainable management of the environment.</i></li> </ul> <p><b>Opportunity to Participate</b><br/> <i>In respect of procurement outside the tender process there is no requirement that all potential suppliers be given the opportunity to participate. However, every effort should be made to obtain at least three responses from a representative group of suppliers. The onus is on staff to ensure that the suppliers selected to provide quotes are representative of the market. All persons invited to quote for Council business should be given equal information.</i></p> | <p>The Inner West Sustainable Procurement Policy Procurement - "Procurement Principles" are identified in the new ISO20400, which provide a broader range of principles than the ones identified in the former Ashfield Policy</p> <p>The Inner West Sustainable Procurement Protocol covers expenditure limits and requirements for each limit.</p> |

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|   | <p><b>Preferred Supplier Arrangements</b><br/> <i>Council has a number of 'preferred supplier arrangements' for which a collective competitive tender has already been undertaken and agreed rates and conditions negotiated. Suppliers under these arrangements have been identified and selected in accordance with the NSW Government Procurement Policy and other relevant policy obligations. Purchases can be made under the terms of a Preferred Supplier Arrangement without requirement to seek competitive quotations. Where a preferred supplier arrangement exists, staff are directed to use a supplier from this arrangement unless they are able to obtain better value for money from an alternative supplier. Any of the suppliers of goods or services under our Preferred Supplier Arrangements can be canvassed for quotations.</i></p> <p><b>Procedures in procurement under \$150,000</b><br/> <i>The following categories apply to the procurement of goods and services valued at under \$150,000 and as such are not subject to the NSW Local Government Tendering Guidelines.</i></p> | <p>Preferred Supplier Arrangements are not mentioned in the Sustainable Procurement Policy. This detail is provided for in the ensuing Procurement Protocol document. The Sustainable Procurement Policy is a framework and not a procedure.</p> <p>The detailed procurement expenditure tables are not in the Sustainable Procurement Policy framework. This information will be provided for in the Procurement Protocol document.</p> |
| Leichhardt Council Purchasing Policy 2010 | <p><b>Leichhardt Council's purchasing principles may be summarised as follows:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Purchasing should provide the best value for money expended;</i></li> <li><input type="checkbox"/> <i>The procedures used must be, and must be believed to be, able to withstand public scrutiny;</i></li> <li><input type="checkbox"/> <i>All suppliers who wish to participate in the purchasing process of Council should be given, within reasonable limits, the opportunity to do so;</i></li> <li><input type="checkbox"/> <i>Purchasing procedures should ensure open competition and no individual supplier should be given advantage over others;</i></li> </ul>   | <p>The Inner West Sustainable Procurement Policy Procurement - "Procurement Principles" are identified in the new ISO20400, which provide a broader range of principles than the ones identifies in the Ashfield Policy</p>  |

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|  | <p>and</p> <p><input type="checkbox"/> Purchasing procedures should comply with all legal requirements and all Council's policies, including sustainable management of the environment and OHS Act &amp; Regulations.</p> <p><b>Occupational Health &amp; Safety</b><br/> <i>Leichhardt Council is committed to a safe workplace and it is vital that all purchases conform to OH&amp;S legislation .This applies to all services, materials, equipment, plant services purchased or hired, and all subcontracts.</i><br/> <i>There are 4 basic questions that need to be considered in your purchasing process:</i></p> <p><input type="checkbox"/> What OH&amp;S hazards &amp; risks does the proposed purchase pose for health &amp; safety?</p> <p><input type="checkbox"/> How does the proposed item for purchase deal with those risks?</p> <p><input type="checkbox"/> What further will the organisation need to do to eliminate or control the hazards &amp; risks associated with the proposed purchase?</p> <p><input type="checkbox"/> Who was consulted over this purchase?</p> <p><b>Requirement to obtain Quotations and Tenders</b><br/> <i>A Request for Quotation form is available on the Intranet, under the Purchasing</i><br/> <i>Section of the Corporate and Information Services Division.</i><br/> <i>Prior to requesting a quotation, you are to contact the Purchasing Section to ascertain:</i></p> <ol style="list-style-type: none"> <li><i>1. Whether existing contractual agreements, State Contracts or preferred supplier agreements are already in place</i></li> <li><i>2. Whether Council has previously purchased this good / service.</i></li> </ol> | <p>The IWC Sustainable Procurement Policy talks to risk management in the procurement process. The detail around OH&amp;S is more suited to a Protocol rather than the Policy.</p> <p>The detailed procurement expenditure tables are not in the Policy framework. This information will be provided for in the Procurement Protocol document.</p> |
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|  | <p><i>The Purchasing section will also provide assistance in supplier selection.</i></p> <p><b>Significant Difference</b><br/> <i>The former Leichhardt Document goes into great detail with procurement working practices and procedures for procurement. The Leichhardt document was both a policy and procedures document</i></p>  | <p>The Inner West Sustainable Procurement Policy is a framework document and does not provide detail on Procurement procedures</p>  |
| <p>Marrickville Council – THINK Procurement Procedures</p> | <p><b>Significant Difference</b><br/> <i>The former Marrickville Council had three (3) THINK Procurement Procedures</i></p> <ol style="list-style-type: none"> <li><i>1. THINK Procurement Procedure Under \$10,000.00</i></li> <li><i>2. THINK Procurement Procedure Under \$150,000.00</i></li> <li><i>3. THINK Procurement Procedure Over \$150,000.00</i></li> </ol> <p><i>These document provided instruction from staff on how to procure at these levels</i></p> | <p>The Inner West Council Sustainable Procurement Policy is a framework and not a Procedures manual. The IWC procedures will be in the Procurement Protocol document.</p> |