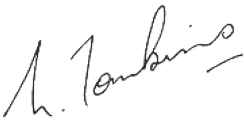



POLICY

Sustainable Procurement



Issued with the authority of the Chief Commissioner and Chief Executive Officer of Scouts NSW

Chief Commissioner		CEO Signature	
Sponsor	CEO		
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Sustainable Procurement

Background

This Sustainable Procurement Policy defines Scouts NSW's procurement function including purchasing, purchase cards, tendering, contract management, payments and asset disposal relating to the acquisition and use of goods and services.

Procurement is a function that is high risk in terms of corruption and therefore it is subject to tight rules and processes. Successful procurement provides great opportunities to use Scouts NSW's financial resources wisely and to deliver much needed goods and services in a financially, environmentally and socially sustainable manner.

All Scouts NSW officers, employees and volunteers must comply with this policy, and must be able to demonstrate through training or certification that they can address all the principles within the policy and procedures that support it.

Objective

The main objectives of this policy are to:

1. Provide a procurement function that manages risk and provides for the safety of Scouts NSW's officers, employees, volunteers, business partners and community.
2. Ensure that the acquisition planning and supplier evaluation is clearly linked to Scouts NSW strategic directions; and supported by efficient and effective contract management and evaluation.
3. Provide clarity of accountabilities and guidance for those engaged in purchasing, use of purchase cards, tendering, contract management, payment and asset disposal relating to the acquisition and use of goods and services.

Scouts NSW's procurement processes are intended to ensure best value for money and provide:

1. A safe environment for all officers, employees, volunteers, suppliers, contractors and visitors;
2. Ethical business dealings, meeting high standards of probity;
3. Open and effective competition;
4. Management of formal contractual arrangements between Scouts NSW and suppliers.

Policy Statement

The procurement function will comply with all legislative and risk management requirements.

Statement of Procedures

The following principles will be incorporated into our procedures:

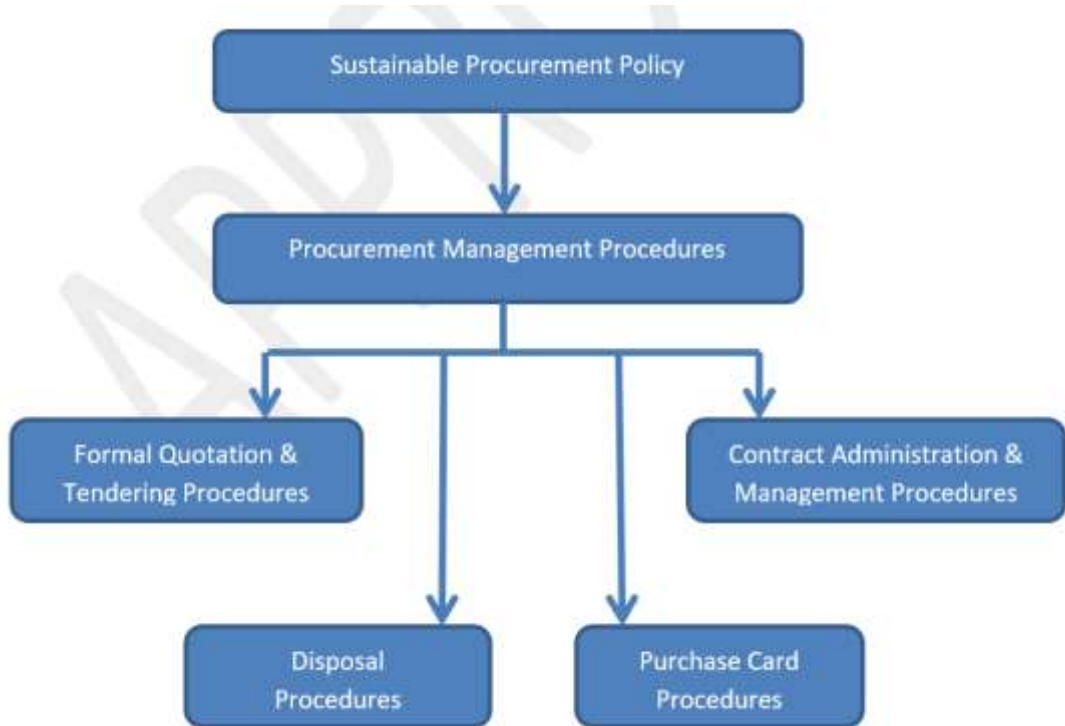
1. Best value for money;
 - a. The method of purchase must be cost effective and efficient;
 - b. Take into account all relevant costs and benefits over the whole of life from the sourcing of materials to disposal of the goods or services being procured; and
 - c. Accepting the lowest price is not necessarily the only indicator of best value for money.
2. A safe environment for all officers, employees, volunteers, suppliers, contractors and visitors where materials and equipment purchased are fit for purpose and comply with legislative and workplace requirements.
3. Scouts NSW procurement procedures will provide ethical business dealings and pass scrutiny from internal and external stakeholders.

Procurement activities must:

- a. Demonstrate the relationship to Scouts NSW priorities, objectives and values;
 - b. Model high quality environmental standards and responsibility;
 - c. Display professionalism, integrity, probity and not behave in any manner that contravenes Scouts NSW's Code of Conduct, values and Code of Business Ethics ([PRTCL05](#));
 - d. Avoid any actual or appearance of any possible Conflicts of Interest;
 - e. Maintain confidentiality of information obtained that relates to procurement activities; and
 - f. Not provide any unfair advantage or bias to any supplier.
4. To reduce risk associated with procurement activities, Scouts NSW personnel will:
 - a. Determine the level of risk associated with the acquisition when deciding on the method of purchase to be used;
 - b. Undertake and document a risk analysis for all procurement involving the process of calling for tenders or as determined by the delegated purchasing officer;

- c. Comply with procedures relating to procurement;
 - d. Ensure segregation of duties in the requisitioning, approval and payment functions;
 - e. Only approve the incurring of expenditure up to the delegated monetary level and within budgetary limits;
 - f. Use Scouts NSW procurement services, existing contracts and State Government contracts whenever possible;
 - g. Provide suppliers with Scouts NSW's standard Purchase Order and/or contract prior to supply; and
 - h. Maintain a central contract register and procedures for contract variation and contractor evaluation.
5. Scouts NSW does not support the extension of contracts as a means of avoiding periodic competitive tendering in accordance with Formal Quotation and Tendering Procedures.
 6. All goods and services that are restricted and/or dangerous must only be acquired in accordance with the WHS requirements of Scouts NSW and the WHS Act applicable in NSW.
 7. Scouts NSW supports sustainable work practices and minimal environmental impact as evaluation criteria in all procurement and suppliers should demonstrate commitment to the environment when requested.
 8. Scouts NSW supports the integration of the Sustainable Procurement Policy Principles into all areas of Scouts NSW business through its Procurement Management Procedures.
 9. Suppliers must be provided access to open and fair competition to compete for Scouts NSW's business.
 10. Suppliers will be eliminated from the procurement process if found to be lobbying Scouts NSW personnel during the procurement process.
 11. Scouts NSW supports the strengthening of local economic capacity through the Procurement Management Procedures. The criteria to assist local firms obtain business with Scouts NSW will be based upon the following strategies:
 - a. Quotations – Scouts NSW gives preference to a local supplier if the assessment of all selection criteria is equal; or
 - b. Tenders – A criterion weighted at 5% for strengthening of local economic capacity shall be included in all Tenders (definitions will be included in the tender documentation).
 12. Scouts NSW personnel engaged in procurement will be trained in Scouts NSW's policies and procedures.

13. The procurement/lease of land and property is excluded from this Scouts NSW Policy.
14. Standard Contract conditions will not be altered or varied without the approval of the Audit and Risk Committee.
15. The framework for procedures under the Sustainable Procurement Policy is shown below:



Other related Policies, Procedures and Practices

This Policy needs to be read in conjunction with the following policies, procedures and practices that provide a Compliance framework for Scouts NSW:

- [POL04: Personal Interest Statement](#)
- [PRTCL05: Code of Business Ethics](#)
- [POL31: Conflicts of Interest](#)
- [PRO37: Conflicts of Interest](#)
- [POL32: Limits of Authority](#)