

2023

Public Skills Australia

PROCUREMENT AND RESOURCE MANAGEMENT POLICY

Procurement and Resource Management Policy

Purpose

1. To outline Public Skills Australia procurement and resource management policy.
2. Public Skills Australia is committed to ensuring that any services procured align to the Company's corporate strategies and achieve the Company objectives, use resources efficiently and effectively, and give due consideration to ethical, economic, social, and environmental impacts of procurement and government policy.

Objective

3. To outline the principles Public Skills Australia will apply when conducting procurement activity, managing resources, and establishing procurement processes, thresholds, and variations.

Scope

4. This policy is to be read in conjunction with the Constitution of Public Safety Skills Australia Limited and all Public Skills Australia policies; no policy is a standalone document.
5. All Public Skills Australia policies are to be read in conjunction with following Australian Government Department of Employment and Workplace Relations (DEWR) documents:

Jobs and Skills Councils Code of Conduct

Jobs and Skills Councils Integrity Framework

Jobs and Skills Councils Performance Framework

Jobs and Skills Councils Program Guidelines

Performance and Monitoring Framework (under development)

Training Package Organising Framework (TPOF).

6. All Public Skills Australia policies apply to staff and Company office holders, as well as contractors, subcommittees, networks, and working groups when undertaking work on behalf of Public Skills Australia.

Guiding principles

7. The following principles inform Public Skills Australia's approach to procurement and resource management:

- Value for money – Public Skills Australia endeavours to contract providers that represent good value for the goods and services they provide. The total benefit derived from goods and services should outweigh the financial cost. The desired outcome does not necessarily represent procurement at the lowest price, but rather the best possible price for the quality of the goods and services procured.
- Open and fair competition – Public Skills Australia commits to an open competitive process to ensure decisions on preferred suppliers are made in a fair and ethical way.
- Ethical behaviour, sustainability, and social responsibility – Public Skills Australia upholds ethical behaviour and considers sustainability and social responsibility when deciding on a preferred supplier. This includes consideration of businesses that promote good environmental management and social equity.
- Accountability and transparency – Public Skills Australia makes procurement decisions with appropriate accountability and transparency, demonstrating a clear rationale.
- Local economy – Public Skills Australia aims to contract local providers to support the local economy. This includes supporting businesses that embrace diversity, social equity, and Indigenous participation.
- Risk management – Public Skills Australia identifies, considers and mitigates risks involved in the acquisition of goods and service, factoring in consequences for the long-term brand and reputation of Public Skills Australia.

Avoiding conflicts of interest

8. When conducting procurement processes and managing resources, Public Skills Australia Company office holders, staff, contractors, and subcontractors will identify, declare, and manage any real, potential, or perceived conflicts of interest. Conflicts of interest in the course of procurement activities and resource management are managed in line with the Public Skills Australia 'Conflict of Interest' policy.

Gifts and benefits

9. Public Skills Australia complies with the Jobs and Skills Council (JSC) Code of Conduct regarding gifts, benefits, and hospitality. This means that gifts, benefits, and hospitality received by Board Directors, advisory committee members, employees, contractors, subcontractors, and agents in the capacity of performing these roles are acknowledged by the recipient and maintained on a register that declares:
 - who the recipient of the gift, benefit, or hospitality is
 - who provided the gift, benefit, or hospitality
 - a description of the gift, benefit, or hospitality and its value
 - the circumstances in which the gift, benefit, or hospitality was provided
 - an assessment of whether the nature and/or circumstance in which this gift, benefit, or hospitality was provided could give rise to an actual or perceived conflict of interest.
10. Public Skills Australia has adopted the JSC Code of Conduct gifts, benefits, and hospitality register (see Attachment B).
11. Public Skills Australia Company office holders, staff, contractors, and subcontractors will not solicit or accept gifts from any individual involved in procurement activity.
12. All offers of bribes, commissions, and other irregular approaches will be reported to the Public Skills Australia executive team.

Methodology and thresholds

13. Public Skills Australia Company office holders, staff, contractors, and subcontractors who may be engaged in procurement activities and/or managing resources will demonstrate responsible financial management and adhere to outlined financial delegations.
14. Public Skills Australia procures goods and services through the following methods:
 - invoices following a quotation process that represents selection based on best value for money
 - contractual arrangements following a tender or request for proposal process
 - corporate credit card for low value spends
 - direct negotiation with potential providers.

15. Public Skills Australia procurement and resource management processes comply with a decision process, which includes:

- undertaking assessments to ensure funds are available and risks or market dynamics can be considered
- ensuring that reputable suppliers are sought to provide goods and services, with appropriate arrangements in place
- adhering to the requirements for number of quotations required in line with the amounts listed in the table below
- shortlisting potential providers where there is a large number of responses or proposals provided
- ensuring the value of the supply arrangement, including the supply chain, is known before entering an agreement
- considering downstream financial and/or operational impacts in the implementation or ongoing use of purchases
- seeking advice from the Public Skills Australia executive team before entering any arrangement.

16. Public Skills Australia procurement processes align with financial delegations.

Value	Approval Required

Contract extensions and variations

17. Individuals responsible for procurement processes and resource management may extend or vary existing contracts with a preferred provider, within the scope of their financial delegation. Failure to adhere to this scope may result in disciplinary action.

18. Where a variation or extension is considered significant in price, risk, or delivery, it will be referred to the Public Skills Australia executive team, who will determine if the variation is significant enough to warrant a new tender process.

19. Once approved, all extensions and variations will be documented and a formal variation to the original contract will be signed and recorded appropriately.

Reviewing this policy

20. This policy will be reviewed when applicable and within 3 years.

Appendix A: Procurement and Resource Management Policy- Gifts, Benefits, and Hospitality Register

No.	Recipient	Provider	Description	Value	Circumstances Reason	Assessment of actual or perceived conflict of interest
Board						
Advisory committee						