



## 1 Purpose and Scope

The purpose of this policy is to outline Taronga Conservation Society Australia's (Taronga) position regarding the selection of Taronga's venue hirers' third party suppliers.

## 2 Policy Statement

As a public non-financial corporation owned by the NSW Government, Taronga complies with the [NSW Government Procurement Policy Framework](#) for the direct procurement of all goods and services.

Taronga maintains function centres and other facilities at both Taronga Zoo, Sydney and Taronga Western Plains Zoo, Dubbo which are regularly hired out to external parties for a commercial fee. Hirers of Taronga facilities typically engage third party suppliers for a range of goods and services (e.g. wedding photography).

It is noted that while goods and services purchased by hirers of Taronga facilities are not subject to the [NSW Government Procurement Policy Framework](#) referenced above, there remains a requirement for Taronga to adhere to good governance practices and for employees to observe Taronga's [Code of Conduct](#).

## 3 Definitions

**Taronga Representative** means any person who is authorised by Taronga in dealing directly with hirers of Taronga's facilities.

**Procurement** means the process of selecting suppliers, the negotiation of contracts and pricing and actual purchasing of the goods or services.

## 4 Policy

Taronga's employees and representatives must not make specific supplier recommendations to hirers of Taronga's facilities, they must remain independent and objective. Taronga's employees and representatives may provide information to hirers regarding the requirements of the venue and may develop a resource list of known suppliers which meet required criteria to enable the hirer to make their choice of supplier and enter into a direct contract with that supplier.



## **5 Accountability**

### **5.1 Taronga Employees and Representatives**

Are responsible for:

- Complying with this policy;
- Reporting known or suspected incidences of failure to comply with this policy to their Divisional Director.

### **5.2 Divisional Directors**

Are responsible for:

- Ensuring all staff are made aware of this policy;
- Ensuring their staff follow the requirements of this policy;
- Acting promptly and with due process by contacting the Divisional Director Corporate Services & Governance in the first instance to prevent and address any breaches of this policy.

## **6 Reference**

This policy should be read in conjunction with other related Taronga policies:

- [Conflict of Interest](#)
- [Gifts and Benefits Policy](#)
- [Code of Conduct](#)

## **7 Approval**

**Cameron Kerr**

Chief Executive