

Moira Shire Council

Procurement Policy

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Responsible Officer	Manager Finance
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It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Administrative changes do not materially alter the document (such as spelling/typographical errors, change to the name of a Council department, a change to the name of a Federal or State Government department). Administrative updates can be made in accordance with the Policy Framework Guidelines.

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1. PURPOSE

The purpose of this Policy is to establish a framework and provide guidance for the procurement activities undertaken by, or on behalf of, Council in accordance with Section 108 of the *Local Government Act 2020* ("the Act"). This ensures that all procurement activities are conducted in a fair, transparent and accountable manner, while achieving value for money and supporting council's strategic objectives.

The Act requires councils to prepare, approve and comply with a Procurement Policy encompassing the principles, processes and procedures applied to all purchases of goods services and works by the Council.

2. SCOPE

This Policy applies to all procurement activities conducted for and on behalf of Council and is binding upon Council Staff, Councillors and Committees of Management.

The policy ensures that all procurement activities are conducted in a consistent and transparent manner, binding on all relevant parties within the council. However, it distinguishes between procurement and grant funding, clarifying that grants provided to support community services are not considered procurement activities and thus fall outside the scope of this policy.

3. DEFINITIONS

Term	Definition
Capability	<p>A measure of respondent's ability to complete the works under contract.</p> <p>This may include:</p> <ul style="list-style-type: none">• the respondent's knowledge and skills.• history of timely project completion to the required quality.• systems for monitoring and managing projects, organisational systems and processes including ability to manage relations and resolve issues and disputes; and• systems of governance to comply with legal and regulatory requirements.
Capacity	<p>A measure of the resources which the respondent has available to it and can devote to undertake the works under contract. These may include labour (professional, trade or manual), material, plant and equipment, staff structure, availability of officers with expertise and support staff and subcontractors.</p>
CEO	Chief Executive Officer.
Commercial in Confidence	Information that, if released, may prejudice the business dealings of a party e.g., prices, discounts, rebates, profits, methodologies and process information.
Collaborative Procurement	May take a variety of forms from a simple exchange of letters between two neighbouring councils to more formal and complex structures such as incorporated associations involving multi-purpose agreements between several participating councils.

Term	Definition
Council	Moirra Shire Council.
Councillor	A person who holds the office of member of Council as defined by the <i>Local Government Act 2020</i> including Administrators in accordance with the <i>Local Government (Moirra Shire Council) Act 2023</i> .
Council Staff	Direct staff members of Moirra Shire Council. Includes full-time, part-time, and temporary staff, contractors and consultants while engaged by the Council.
ELT	Executive Leadership Team of Moirra Shire Council
Emergency	An emergency is a sudden or unexpected event requiring an immediate response.
Environmentally Sustainable	Activities that conserve natural resources and protect global ecosystems to support health and wellbeing, now and in the future
Expression of Interest (EOI)	An invitation for persons to lodge a submission for the provision of the Goods and/or Services generally set out in the overview of requirements contained in the document. This Invitation is not an offer or a contract.
Green Suppliers	Suppliers who can demonstrate they supply low environmental impact products or services and have sustainable methods of production / service.
IBAC	Independent Broad-based Anti-Corruption Commission (IBAC) is the integrity agency with jurisdiction over the public sector.
Local business	Local is defined as a principal place of business located within Moirra Shire Local Government Area. For a joint tender with other Councils, 'local' includes offices within the municipal districts of the participating Councils.
MAV	Municipal Association of Victoria.
OH&S	Occupational Health & Safety.
Panel Contract	A standing offer agreement where multiple contractors are appointed to a panel of suppliers, rather than an agreement with just one supplier.
Price	Either lump sum or unit rates – submitted by the respondent.
Probity	In the context of a tender process probity is a defensible process which can withstand internal and external scrutiny – one which achieves both accountability and transparency, providing respondents with fair and equitable treatment.
Procurement	Procurement is the whole process of acquisition of external goods, services and works.

Relatives or Close Associates include	Family members - spouse or domestic partner, parent, grandparent, sibling, child, grandchild, step-parent, step-sibling or step-child or any other relative that regularly resides with the relevant person Business partners, Close friends
Responsible Officers	Includes Team Leaders, Coordinators and Supervisors with financial delegation.
Shared Services	Where two or more local councils jointly provide external services to the local community or share back-office functions that support external services, such as finance, payroll and information technology.
Social Procurement	Social Procurement uses Procurement processes and purchasing power to generate positive social outcomes in addition to the delivery of efficient goods, services and works.
Standing offer agreement	The agreement with a supplier or contractor to provide Council with specific goods or services as nominated in the contract and the contract is for a fixed period. There is no obligation on Council to purchase any goods or services, however if purchases are made under the contract, the terms and conditions of the contract applies.
Sustainable procurement	Aims to reduce the adverse impacts of purchased goods and services throughout their life and includes considerations such as waste disposal and the cost of operations and maintenance over the life of the goods and services.
Tender Process	The process of inviting parties to submit a quotation by tender using public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.
The Act	The Local Government Act 2020.
Value for Money	<p>Value for money in Procurement is about selecting the supply of goods, services and works considering both cost and non-cost factors including:</p> <ul style="list-style-type: none"> - contribution to the advancement of the Council's priorities. - fit for purpose; quality; service; support; and - cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, and maintaining along with end-of-life costs associated with goods, services or works. <p>Lowest purchase price is therefore not the sole determinant of value for money.</p>

4. OBJECTIVE

The objective of this Policy is to ensure that Council's procurement principles, policies, processes, and procedures are consistent with the requirement of Section 108 (2) of the Act and achieve the following outcomes:

- a) Provide value for money, innovation and continuous improvement in the provision of services for the community.
- b) Apply a strategic approach to procurement planning, implementation and evaluation.
- c) Enable sustainable outcomes including economic, environmental and social sustainability.
- d) Ensure efficient and effective use of Council resources.
- e) Utilise collaboration and partnership opportunities.
- f) Apply high standards of probity, transparency, accountability and risk management.
- g) Ensure compliance with legislation, the Moira Shire Council Plan objectives, Council's policies and industry standards; and
- h) Promote open and fair competition.

5. POLICY STATEMENT

5.1 Policy Principles and Application

Council will apply the following fundamental best practice principles to all procurement activities, irrespective of the value and complexity of that procurement:

- a) value for money.
- b) open and fair competition.
- c) accountability.
- d) risk management.
- e) probity and transparency; and
- f) sustainable and social procurement objectives.

5.2 Breaches of Policy

Council Staff are responsible for complying with the Policy. Non-compliance with the Policy may result in a breach of the Employee Code of Conduct and result in disciplinary action in line with Council's Disciplinary Procedure. In addition, criminal and civil penalties may be imposed in cases of fraud, corruption, bribery, or breach of Australian Consumer Laws.

A breach of this Policy may occur when:

- a contract valued above the council's public tender threshold is entered into willingly without first conducting a formal tender process as required under the policy.
- a public tender process is undertaken but the contract subsequently entered is materially different from the specifications.
- an existing contract valued above the council's public tender threshold is extended without provision in the contract and without first undertaking a further tender process unless there is provision in the policy to continue the requirement whilst conducting a tender process; and
- a contract valued above the council's public tender threshold is entered into without first going through a public tender process or without complying with any exemptions as described under the policy.

Breaches of this policy will be reported to the Executive Leadership Team in the monthly report following the occurrence of the breach. Severe breaches of this policy will be reported to the Audit and Risk Committee at the next meeting following the breach.

5.3 Treatment of GST

All monetary values stated in this policy exclude GST except where specifically stated otherwise.

6. ETHICS AND PROBITY

All procurement activities should be conducted with integrity, avoiding any conflicts of interest.

6.1 Conflict of Interest

Council Staff, Councillors and all involved in procurement must comply with the Act which requires the declaration and proper management of conflicts of interest. A conflict of interest occurs when an individual's private interests could improperly influence, or be seen to influence, the performance of their official duties.

Where a member of Council Staff involved in a procurement activity identifies they have a conflict of interest, the conflict must be declared to the appropriate Manager or Director. If the conflicted Council Staff member has financial or decision-making delegation relating to the procurement activity, this delegation must not be exercised. The procurement activity should be assigned to another suitably qualified member of Council Staff with the appropriate delegation.

Where a Councillor has identified a conflict of interest, the conflict must be dealt with in accordance with Council's governance rules.

6.2 Child Safety Standards

The Council will ensure that Councillors, staff, contractors and third-party service providers understand their responsibilities regarding the Victorian Child Safe Standards and comply with Council's Child Safety policies and procedures. These considerations will be integrated into the procurement planning process.

6.3 Modern Slavery

Modern slavery refers to situations where individuals are exploited through coercion, threats or deception, resulting in the loss of their freedom and can include serious forms of exploitation such as forced labour, human trafficking, slavery and slavery-like practices.

Council is committed to ethical procurement and seeks to avoid engaging with companies whose products, services or practices contribute to injustice, human rights violations, or the use of slave or child labour. Council aims to work with suppliers whose business practices comply with legislative requirements and align with Council's values.

To uphold this commitment, Council will:

- Prevent, detect and eliminate modern slavery and related socio-economic issues from its supply chain.
- Ensure that all procurement activities consider the ethical supply chain provisions outlined in the *Modern Slavery Act 2018*.

6.4 Conduct of Council Staff

In procurement matters Council Staff must always conduct themselves in ways that are seen to be, ethical and of the highest integrity and must:

- a) act in accordance with the relevant Code of Conduct.
- b) treat potential and existing suppliers with equity and fairness.
- c) not seek or receive personal gain.
- d) maintain confidentiality of commercial in confidence matters and information such as tender and contract prices and other sensitive information.
- e) present the highest standards of professionalism and probity.
- f) deal with suppliers in an honest and impartial manner that does not allow conflicts of interest.

- g) remain neutral and be able to justify all decisions.
- h) declare conflicts of interest and recuse themselves from any decision-making role; and
- i) avoid approaching and liaising with prospective tenderers and contractors.

Council Staff responsible for managing or supervising contracts are prohibited from either being engaged by a Council contractor or performing any works under the contract they are supervising.

6.5 Conduct of Councillors

Councillors must always conduct themselves in ways that are and are seen to be ethical and of the highest integrity in all procurement activities and must:

- a) comply with the Councillor Code of Conduct and the Standards of Conduct as defined in Schedule 1 of the Local Government (Governance and Integrity) Regulations 2020.
- b) avoid conflicts between their public duties as a Councillor and their personal interests and obligations (Section 123 of the Act); and
- c) not improperly direct or improperly influence a member of Council Staff in the exercise of any power in the performance of any duty or function (section 124 of the Act).

6.6 Probity Advisor

A probity advisor provides independent advice to ensure that the procurement process is conducted in a fair, transparent and ethical manner.

A probity advisor must be appointed if any one of the following two circumstances exist:

1. Where the total contract value is greater than or equal to \$5 million; or
2. Where a proposed contract, is particularly complex, higher risk or controversial in nature, requiring a high level of public confidence.

6.7 Gifts, Benefits and Hospitality

Councillors or Council Staff may be offered a gift or benefit in the course of their work. This gift or benefit could be offered in good faith, or it could be an attempt to influence, bribe or compromise the Councillors or Council Staff member's ability to act in the public interest.

All gifts and benefits offered or received must be dealt with in accordance with Council's Gift, Benefit and Hospitality Policy & Procedure.

6.8 Endorsement

Councillors and Council Staff must not endorse the products or service of any contractors or suppliers. Any requests for endorsement must be referred to the relevant Director or CEO.

6.9 Disclosure of Information

Information received by Council that is commercial in confidence must not be disclosed and is to be securely stored and comply with the Privacy Act 1988. Councillors and Council Staff are to protect this information, by refusing to release or discuss information to the extent that it is commercial in confidence.

This may include:

- a) information disclosed by organisations in tenders, quotations or during tender negotiations; or
- b) pre-contract information including but not limited to information provided in tenders and quotes or subsequently provided in pre-contract negotiations.

Councillors and Council Staff are to avoid references to current or proposed contracts in discussion

with acquaintances or outside interests. Discussions with potential suppliers during tender evaluations must be facilitated by the procurement department and not go beyond the extent necessary to evaluate tender submissions.

Discussions must not be entered into with any tendering party or its representative or agent who could have potential contractual implications prior to the contract approval process being finalised, other than pre-contract negotiations.

7. GOVERNANCE

7.1 Responsible Financial Management

The principle of responsible financial management shall be applied to all procurement activities.

Accordingly, to give effect to this principle, the availability of existing funds within an approved budget, or source of funds, shall be established prior to the commencement of any procurement activity for the supply of goods, services or works.

Council Staff must not authorise the expenditure of funds more than their financial delegations.

Council Staff must not disclose allocated tender budgets to suppliers unless approved by the CEO.

Council funds must be used efficiently and effectively to procure goods, services, and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this Policy.

7.2 Complaints Handling

Members of the public and suppliers are encouraged to report known or suspected incidents of improper conduct to the CEO. Councillors and Council Staff will report and manage complaints in accordance with Council's Complaint Handling Policy and Public Interest Disclosure (Whistleblower) Policy.

7.3 Reporting and Suspicious Activities

Any suspicious procurement activities, such as fraud or corruption must be reported in accordance with Council's Public Interest Disclosure Policy.

8. PROCUREMENT METHODS, THRESHOLDS AND REQUIREMENTS

In all cases, the procurement method used to acquire goods and services is determined by the complexity, risk, value and market testing threshold requirements outlined in **Appendix A**. These methods are designed to ensure value for money while ensuring fairness, transparency and probity in all procurement activities.

The standard methods for procuring goods, services and works shall be by any of the following:

- Staff reimbursement for approved expenses.
- Purchase card transactions.
- Purchase order.
- Contracts established through a quotation or tender process (including panel contracts).
- Using collaborative procurement arrangements.

8.1 Contract Thresholds

The Act requires Council to nominate a contract value, above which Council must invite a tender or seek an EOI. Council's nominated threshold value is \$350,000.

For procurement activities less than \$350,000, the procurement methodology and thresholds in **Appendix A** will apply, subject to any approved exemptions as per section 8.2 - Exemptions.

Delegation limits for Council Staff are documented in **Appendix B**.

8.2 Exemptions

In certain cases, Council may procure goods or services without first meeting the market testing threshold requirements, provided they fall into one of the following categories.

Category	Explanation, limitations and responsibilities
Genuine emergency or hardship	<ul style="list-style-type: none">• Where Council or the CEO has declared that the contract must be entered into because of an emergency.
Labour Hire	<ul style="list-style-type: none">• Engagement of workers through a third-party labour hire provider or agency to meet temporary or project-based workforce needs. Under this arrangement, the labour hire provider supplies individuals who are employed and paid by the provider but work under the direction, supervision and control of Council.• Engagement of specialist consultants to meet temporary or project-based workforce needs that are not suitable for tendering.
Other goods or services unsuitable for tendering	<ul style="list-style-type: none">• Legal Services.• Insurances only limited to public liability, professional indemnity and product liability entered via a collaborative procurement engagement, such as MAV Liability Mutual Insurance (LMI) or Civic Risk Mutual industry schemes.• Purchase of land.• Electoral or valuation services.• Professional membership payments and subscriptions.• Compulsory Third Party Motor Vehicle Insurance.• Workcover.
Collaborative Engagement	<ul style="list-style-type: none">• This general exemption allows engagements:<ul style="list-style-type: none">○ With another government entity or government owned entity. For example, Federal, State or Local Government or an entity owned by the Federal, State or Local Government; and/or○ In reliance on contracts and arrangements established by another government entity, local authority or local government group purchasing scheme, Municipal Association of Victoria (MAV) or National Procurement network members (e.g. Local Buy), Procurement Australia (PA).

Category	Explanation, limitations and responsibilities
Extension of contracts while Council is at market	<ul style="list-style-type: none"> Allows Council to extend an existing contract where the procurement process to replace the contract has commenced, and where the tender process or negotiations will take or are taking longer than expected. This exemption may be used when the establishment of an interim short-term arrangement with an alternative supplier is considered not to be in the public interest, as it may be cost prohibitive and/or present a risk in the delivery of critical public services to the municipality.
Information technology resellers and software developers	<ul style="list-style-type: none"> Allows Council to renew software licenses and maintenance and support, or upgrade existing systems, where there is only one supplier who holds the intellectual property rights to the software.
Novated Contracts	<ul style="list-style-type: none"> Where the initial contract was entered into in accordance with <i>the Act</i> and due diligence has been undertaken in respect to the new party.
Sole Supplier	<ul style="list-style-type: none"> Specialised goods or services are required and there is limited competition in the market to meet the requirements of the Market Testing Thresholds. The exemption must be justified and approved as per delegations of authority.
Market Led Proposals	<ul style="list-style-type: none"> A proposal submitted from the private sector to Council where Council has not requested the proposal. An market led proposal may include a proposal for: <ul style="list-style-type: none"> the purchase, lease or development of Council owned or managed land the delivery of goods or services to or on behalf of Council; or the provision of infrastructure for the community. The exemption must be assessed in accordance with the relevant criteria outlined in the Guidelines for Market Led Proposals.

Council Staff seeking an exemption from the market testing thresholds must demonstrate that value for money is being achieved in the procurement of goods and services.

8.3 Contract Terms

All contractual relationships must be documented in writing based on standard terms and conditions.

To protect the best interests of the Council, terms and conditions must be settled in advance of any commitment being made with a supplier. Any exceptions to doing this expose Council to risk and thus must be authorised by the appropriate Director or CEO.

8.4 Demonstrate Sustained Value

For all public procurement activities Council will adopt a triple-bottom-line approach and apply a mandatory minimum evaluation weighting of 5% to at least one of the following categories.

Economic

If tenderers are capable of delivering similar value for money outcomes, preference will be given to suppliers who agree to rise-and-fall terms being capped at the annual rate cap set by the Victoria Minister for Local Government under the Local Government's Fair Go Rates System. This aims to stabilise future cost escalations under the contract.

Environmental

Integrating practices that minimise negative environmental impacts and promote positive environmental outcomes supports the Council's commitment to preserving and protecting natural assets. This includes reducing waste through recycling and repurposing materials.

Social

Social procurement involves using strategic procurement practices to promote and maximise community benefits. This can be achieved by giving preference to businesses that support the employment of financially vulnerable individuals or those from disadvantaged groups, including but not limited to youth, indigenous communities, people with disabilities, refugees or long term unemployed.

8.5 Contribution to Local Economy

Council is committed to supporting local economic growth by giving preference to local suppliers when sourcing goods and services whilst ensuring that the value for money principles are being met.

This is achieved by:

- a) applying a minimum weighting percentage of 10% to the criteria element of 'Contribution to the Local Economy' for all public tenders and quotes and.
- b) at least one quotation is sought from a local supplier, where available.

Local is defined as a principal place of business located within Moira Shire Local Government Area. For a joint tender with other Councils, 'local' includes offices within the municipal districts of the participating Councils.

8.6 Evaluation Criteria

The objective of the scoring process against evaluation criteria is to obtain optimum value for money. It is important to note that value for money does not necessarily mean selecting the lowest price.

Most assessed criteria fall into the following categories:

- Value/price.
- Capacity.
- Capability.
- Sustainable procurement – local, social and environmental sustainability; and
- Any other criteria deemed appropriate for the type of procurement activity.

8.7 Collaborative Procurement

Council will seek to collaborate with other councils and public bodies in its procurement activities to take advantage of economies of scale as well as potential opportunities to enter shared service arrangements.

The CEO must ensure any Council report that recommends entering a procurement agreement, includes information in relation to opportunities for collaboration with other Councils or public bodies.

9. DELEGATION AUTHORITY

9.1 Delegation Reserved for Council

The CEO has the authority under S5 Instrument of Delegation to the Chief Executive Officer to award a contract or approve expenditure up to \$500,000 (excluding GST). For the avoidance of doubt, the CEO is able to approve all variations and extensions to existing contracts where the total contract value, including such variation or extension, does not exceed the threshold amount of \$500,000 excluding GST.

Contracts and expenditure which exceed the CEO's delegation, must be approved by the Council.

9.2 Council Staff delegations

Delegations of authority noted in **Appendix B**, allows nominated Council Staff to approve purchases and enter contracts without prior referral to the Council, provided there is budget allocation. This enables Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

10. INTERNAL CONTROL AND RISK MANAGEMENT

To ensure compliance with the policy Council will implement and maintain a framework of internal controls over procurement processes that will ensure:

- more than one person is involved in and responsible for a transaction end to end.
- transparency in the procurement process.
- a clearly documented audit trail exists for procurement activities.
- appropriate authorisations are obtained and documented.
- clearly define and document procurement activity procedures.
- processes are in place for appropriate performance monitoring and measurement of vendors.
- regular review and audit of procurement activities and processes to identify and address any gaps in controls and
- regular reporting on contracts awarded within the CEO delegation

10.1 Internal Control

Any suspected or actual breaches of the procurement policy must be reported by Council Staff and can be made directly to the Procurement Coordinator who will conduct an initial review to assess the validity and severity of the breach.

Identified breaches and the actions taken are documented and reported to the Executive Leadership Team as soon as reasonably practicable.

10.2 Dispute Resolution

All Council contracts must incorporate dispute management and alternative dispute resolution provisions to minimise, or avoid, protracted disputes and litigation.

11. RELATED LEGISLATION

- *Local Government Act 2020*
- *Local Government (Governance and Integrity) Regulations 2020*
- *Competition and Consumer Act 2010*
- *Charter of Human Rights & Responsibilities Act 2006*
- *Gender Equality Act 2020*
- *Occupational Health and Safety Act 2004*

- *Fair Work Act 2009*
- *Modern Slavery Act 2018*
- *Australian Standards*

12. RELATED POLICIES AND PROCEDURES

- Council Plan 2021-2025
- Instrument of Delegations to the CEO
- Instrument of Sub-Delegation from CEO of Council Staff
- Risk Management Policy
- Fraud Prevention and Control Policy
- Purchase Card Policy
- Employee Code of Conduct
- Gift, Benefit and Hospitality Policy
- Complaint Handling Policy
- Public Interest Disclosure Policy
- Child Safety Policy
- Staff Reimbursement Policy

13. REFERENCES

- Model Procurement Policy 2011 (MAV)
- Moira Shire Council Procurement & Contract Management Guidelines (Procedures)
- Best Practice Procurement Guidelines for Victorian Local Government 2024 (MAV)
- In the Public Interest – A Conflict of Interest guide for Councillors, delegated committee members and Council Staff – October 2020
- Local Jobs First Policy

14. DOCUMENT REVISIONS

In accordance with the Act, Council must review and approve the Procurement Policy, at least once in each 4-year term of Council. Any change or update which materially impacts and/or alters this policy must be approved by Council.

Version	Summary of Changes	Approved by	Date
1	Procurement Policy – version 1 22/11/2017 adopted by Council.	Council	22 Nov 2017
1.1	Review conducted to version 1 no amendments.	CMT	22 Jan 2019
1.2	Various amendments	CMT	12 Nov 2019
2	Procurement Policy review adopted by Council.	Council	27 Nov 2019
2	Review conducted; no amendments made.	CMT	27 Oct 2020
3	Procurement Policy review adopted by Council.	Council	25 Nov 2020
3.1	Various amendments	Council	27 Oct 2021
4	Various amendments	Council	

APPENDIX A – MARKET TESTING THRESHOLDS

Should Council consider that the characteristics of the market would lead to a better result for Council, public procurement processes may be initiated even if the estimated expenditure is less than \$150,001.00.

\$ Value (Ex. GST)		Market Testing Requirements
From	To	
\$1.00	\$1,000.00	SEEK VALUE FOR MONEY <ul style="list-style-type: none"> Use local supplier if available
\$1,001.00	\$20,000.00	SEEK MINIMUM OF 1 WRITTEN QUOTE <ul style="list-style-type: none"> Provide a written invitation and specification of requirements. Seek quote from local supplier if available. Provide written confirmation back to supplier and prepare contract if high risk.
\$20,001.00	\$50,000.00	SEEK MINIMUM OF 2 WRITTEN QUOTES <ul style="list-style-type: none"> Provide a written invitation and specification of requirements. Seek at least 1 quote from local supplier if available. Provide written confirmation back to supplier and prepare contract if high risk.
\$50,001.00	\$150,000.00	SEEK MINIMUM OF 3 WRITTEN QUOTES <ul style="list-style-type: none"> Provide a written invitation and specification of requirements. Seek at least 1 quote from local supplier if available. Seek minimum of 3 written quotes or use the e-tendering portal (for RFQ or RFT) Evaluation of quotes to be conducted by respective departments. Provide written confirmation back to supplier and prepare contract if high risk.
\$150,001.00	\$350,000.00	ADVERTISED RFQ PROCESS <ul style="list-style-type: none"> Provide a written Request for Tender, Specification and Contract Terms and Conditions. Use e-tendering portal for receipt of submissions and Evaluation. Moderation will be conducted by the Procurement Department. Contract, payments and milestones managed in Council's Contract Management System.
More than \$350,000		ADVERTISED PUBLIC TENDER or EXPRESSION OF INTEREST <ul style="list-style-type: none"> Provide a written Request for Tender, Specification and Contract Terms and Conditions. Use e-tendering portal for receipt of submissions and Evaluation. Moderation will be conducted by the Procurement Department. Contract, payments and milestones managed in Council's Contract Management System.

APPENDIX B – DELEGATED AUTHORITIES

Council provides the following financial limitations to procure goods, services or works. Council Staff must only undertake procurement within their level of financial delegation. In addition, Council Staff must only act (undertake the purchase) where their role has been delegated a function, power or duty of Council as set out in the Instrument of Delegation from Council to staff or the Instrument of (Sub) Delegation by the Chief Executive Officer.

In determining the value of a purchase, the amount **excluding GST** is used.

Power to sign and issue Council order forms for purchase of goods and services, and to enter contracts for provision of goods and services to the Council. Power to approve invoices and accounts for payment that are within the approved annual budget.	Requisitions	Limit (within budget)
	CEO	\$500,000
	Directors	\$150,000
	Managers	\$50,000
	Responsible Officer	\$10,000

Power to authorise Staff Reimbursements	Staff Reimbursement	Limit (within budget)
	Council officer with financial delegation.	As per table above.

Power to purchase goods and services using a Standing Purchase Order*, within budget.	Corporate Accounts	Limit (within budget)
	CEO	\$250
	Directors	\$250
	Managers	\$250
	Superintendents	\$250
	Team Leaders	\$250

*A Standing Purchase Order is used for frequently ordered, low value goods or services that are placed on account with a supplier. Purchases greater than the limit detailed in the table above should be requisitioned through a pre-approved standard Purchase Order.