



Procurement Policy

Policy Type: Council Policy Policy Owner: Director Corporate Services	Policy No. CP- 023 Last Review Date: 25 June 2025
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Policy Objectives

The objectives of this Policy are to ensure that procurement activities undertaken by the City of Melville (City):

- demonstrate best value for money.
- are compliant with relevant legislation.
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures.
- mitigate probity risk by establishing consistent and demonstrated processes that promote openness, transparency, fairness and equity to all potential suppliers.
- promote the consideration of environmental sustainability, social outcomes and local economic activity, in the overall value for money assessment.
- promote the use of carbon neutral and low carbon options aimed at reducing the City's carbon footprint.
- are conducted in a consistent and efficient manner across the City and that ethical decision making is demonstrated.

Policy Scope

This Policy applies to all procurement activity undertaken by the City.

Definitions / Abbreviations Used in Policy

ELT: means the Executive Leadership Team which includes the CEO, the Directors, and Executive Managers.

Policy Statement

1. Policy

The City is committed to delivering best practice in the procurement of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the "**Act**") and Part 4 of the *Local Government (Functions and General) Regulations 1996*, (the "**Regulations**"). Procurement processes and practices to be complied with are defined within this policy and the City's prescribed procurement procedures.

2. Ethics and Integrity

2.1. Code of Conduct

All employees of the City undertaking procurement activities must have regard for the City's Code of Conduct and shall observe the highest standards of ethics and integrity. All Elected Members and employees of the City must always act in an honest and professional manner which supports the standing of the City, complies with the City's Code of Conduct, and ensures the fair and equitable treatment of all parties.



2.2. Procurement Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the procurement process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all procurement decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money.
- all procurement practices shall comply with relevant legislation, Regulations, and requirements consistent with the City's policies and Code of Conduct.
- Procurement is to use its best endeavours to ensure it undertakes a competitive process where all potential suppliers are treated impartially, honestly and consistently.
- all procurement practices shall ensure that no disadvantage is unfairly apportioned to small businesses and include consideration of reasonable accommodation of their capacity.
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation.
- best endeavours shall be made to ensure sustainable procurement practices have been evaluated and preferred.
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the City by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

3. Value For Money

3.1. Policy

Value for money is achieved through the critical assessment of factors such as price, risk, timeliness, environmental, social, economic and other qualitative factors to determine the most advantageous outcome to be achieved for the City.

The City will apply value for money principles when assessing procurement decisions and acknowledges that the lowest price may not always be the most advantageous.

3.2. Application

An assessment of the best value for money outcome for any procurement process could consider:

- all relevant Whole of Life Costs and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as, but not limited to, holding costs, consumables, deployment, maintenance, disposal and any other externalities.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including, but not limited to, an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications, etc.
- financial viability and capacity to supply without risk of default i.e. competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history.
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering procurement of goods and services from suppliers.
- procurement of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the City's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

4. Procurement Requirements

4.1. Legislative / Regulatory Requirements

The requirements that must be complied with by the City, including procurement thresholds and processes, are prescribed within the Regulations, this Policy and associated procurement procedures in effect at the City.

4.2. Policy

Procurement that is \$250,000 or below in value (excluding GST) must be undertaken in compliance with the procurement requirements under the relevant threshold as defined under this Procurement Policy.

Procurement that exceeds \$250,000 (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, is not deemed to be suitable.

Procurement Authorisation Limits allows specified Officers to approve certain procurement activities without prior referral to the Council. This enables the City to conduct procurement activities in an efficient and timely manner, whilst maintaining transparency and integrity. Procurement authorisation limits ensure accountability and provide confidence to the City and the public that procurement activities are dealt with at the appropriate level.

The Council has delegated the authority for activities below \$550,000 (excluding GST) per contract year to the Chief Executive Officer (CEO). The CEO has documented and approved Procurement Authorisation Limits. These limits relate to the expenditure of funds for the procurement of goods and services. The Procurement Authorisation Limits are fully reviewed annually. All Officers with procurement authority will undertake procurement training, specifically to ensure knowledge of the requirements as set out in this policy.

Procurement Authorisation Limits can be altered by the relevant ELT member.

4.3. Procurement Value Definition

Determining procurement value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST).
2. Where a contract is in place, the actual or expected value of expenditure over the full contract period, including all options to extend, specific to a particular category of goods, services or works.
3. Where there is no existing contract arrangement, the purchasing value will be the estimated total expenditure for a category of goods, services or works over a minimum three year period.

4.4. Procurement from Existing Purchasing Agreements

Where the City has an existing purchasing agreement in place, it must ensure that goods and services required are purchased under the agreement to the extent that the scope of the agreement allows. When planning the purchase, the City must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders.

4.5. Blanket Purchase Orders

A blanket purchase order is for an amount greater than one individual purchase, generally extending to multiple purchases for a period. If contract rates are fixed and it is possible to accurately and easily monitor expenditure against that contract, Officers may raise a 'blanket' purchase order to create efficiencies in the procurement process.

4.6. Procurement Thresholds

The table below prescribes the procurement process that the City must follow, based on the purchase value. This only applies for purchases that are not exempt from following threshold rules and where no purchasing agreements are in place.



Purchase Value Threshold	Procurement Requirement
Up to \$1,000 (exclusive of GST)	<p>Purchase directly from a supplier using a purchase card (e.g. Credit Card or Bunnings PowerPass) issued by the City or obtain at least one verbal quote or written quotation from a suitable supplier.</p> <p>* in line with the Purchase Card Procedure or Policy.</p>
Over \$1,000 and up to \$10,000 (exclusive of GST)	<p>Purchase directly from a supplier using a purchase card (e.g. Credit Card or Bunnings PowerPass)* issued by the City, or obtain at least one written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none">• a pre-qualified supplier on the WALGA Preferred Supply Program, State Government or Commonwealth or any of its agencies (e.g. Common Use Arrangement CUA); or• the open market that is considered to provide best value for money under the prevailing circumstances. <p>* in line with the Purchase Card Procedure and Policy.</p>
Over \$10,000 and up to \$50,000 (exclusive of GST)	<p>Obtain, or demonstrate all reasonable steps have been taken to obtain, at least three written quotations from suppliers, outlining the specified requirement. Where possible one Quote should be obtained from a Local, Disability Enterprise or Aboriginal Business.</p> <p>Only one written quotation is required for purchases through WALGA, Disability Enterprises, Aboriginal Businesses (<i>Officers Notes: request a minimum 2 quotes for Aboriginal Businesses as per clause 6.5</i>), Commonwealth or State Government agencies below \$50,000 exclusive of GST. Obtaining more than one quote is recommended where possible and the Officer needs to be satisfied that value for money is achieved.</p>
Over \$50,000 and up to \$250,000 (exclusive of GST)	<p>Obtain, or demonstrate all reasonable steps have been taken to obtain, at least three written quotations from suppliers by formal invitation under a Request for Quotation, containing detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assess value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from:</p> <ul style="list-style-type: none">• a pre-qualified supplier on the WALGA Preferred Supply Program, State Government, or the Commonwealth or any of its agencies including CUA; or• the open market.
Over \$250,000 (exclusive of GST)	<p>Conduct a public Request for Tender or Request for Application to form a Panel process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>, (Regulations) this policy and the City's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assess value for money considerations in accordance with the definition stated within this Policy.</p>
Emergency Purchases	<p>An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in s6.8 of the <i>Local Government Act 1995</i>. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.</p> <p>An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the City in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.</p> <p>All emergency purchases must be approved by the Mayor or by the CEO under delegation and reported to the next available Council Meeting.</p>

4.7. Purchases exempt from following threshold rules

The following transactions are exempt from following the rules associated with thresholds unless a public Request for Tender or Request for Application to form a Panel is required under the Regulations:

- A Sole Supplier identified on the Procurement Sole Supplier & Exception List.
- Members of ELT may, at their discretion, waive the requirements to obtain three quotations providing that justifiable reasons for such waiver are provided by the officer responsible for the purchase and that these reasons are attached to the Purchase Requisition.
- The City conducted a compliant procurement process but no submission received met the requirements or satisfied the value for money assessment. The City may decide to negotiate an agreement directly with one or more suppliers within six months of rejecting the compliant procurement process.

4.8. Variations

Variations are allowed provided they follow the Regulations and the City's Variations Procedure. Under the Regulations:

- Prior to entering into a contract, minor variations are allowed.
- Once the local government has entered into a contract, variations are only allowed if they are necessary for the goods or service to be supplied and do not change the scope of the contract.

4.9. Exceptions List

Most procurement activities undertaken by the City require the raising of a purchase order. However, there may, from time to time, be circumstances where raising a purchase order for the procurement of some goods and/or services is impractical. Any exception to the requirement for raising a purchase order is listed on the Procurement Sole Supplier & Exceptions List.

The Procurement Sole Supplier & Exceptions List is reviewed annually and may only be approved by the CEO or the sub delegate, the Director Corporate Services.

Whilst the Exceptions List authorises Officers to make a purchase of the specified goods and services without the use of a purchase order, it is preferred practice to raise a purchase order if possible. A quotation or tender process may still be required in line with thresholds set in table 4.6 above.

All expenditure of goods and services on the Exceptions List must be appropriately authorised in line with the Procurement Authorisations List.

4.10. Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances:

- Purchases from a Sole Supplier as identified by the City.
- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.
- the purchase is from a Regional Local Government or another Local Government.
- the purchase is acquired from an Australian Disability Enterprise and represents value for money.
- the purchase agreement is formed within six (6) months of no tender being accepted.
- the purchase is from a pre-qualified supplier under a Panel established by the City.
- any of the other exemptions under *Regulation 11* of the Regulations apply.



4.11. Inviting Tenders Under the Tender Threshold

Where considered appropriate and beneficial, the City may consider publicly advertising tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the procurement requirement can be met through the WALGA Preferred Supply Program, State Government or the Commonwealth or any of its agencies including CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$250,000 or less in value, the City's tendering procedures must be followed in full.

4.12. Expressions of Interest

Expressions of Interest (EOI) are typically considered in situations where the project is of a significant value or contains significant complexity of project delivery that may solicit responses from a range of industry providers.

In these cases, the City may consider conducting an EOI process, where the procurement requirement is:

- Unable to be sufficiently scoped or specified.
- Open to multiple options for how the procurement requirement may be obtained, specified, created or delivered.
- Subject to a creative element; or
- To establish a procurement methodology that allows for an assessment of a significant number of submissions leading to a shortlisting process based on non-price assessment criteria.

Over \$250,000 all EOI processes are conducted as a public process and, similar rules to a Request for Tender apply. However, the EOI should seek qualitative and other non-price information only i.e. Only indicative price information may be sought from respondents in order to inform establishing appropriate budgets. All EOI processes should subsequently be followed by a Request for Tender through an invited process of those shortlisted under the EOI.

Under \$250,000 an EOI needs to follow the threshold rules set in table 4.6 above or may be followed by a Request for Quote through an invited process of those shortlisted under the EOI.

4.13. Sole Source of Supply

Where the procurement requirement is of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a quotation or tender process. This is only permitted in circumstances where the City is satisfied and can evidence that there is only one source of supply for those goods, services or works. The City must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, supplier and type of supply will be listed on the Procurement Sole Supplier & Exceptions List, reviewed annually by the CEO.

4.14. Anti-Avoidance

The City shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular procurement threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

Using rolling contract extensions at the end of a contract term without properly testing the market or using a tender exempt arrangement, will not be adopted where it could place the City in breach of the Regulations (*Regulation 12*).

The City will conduct regular analysis of procurement activities within supply categories and aggregating expenditure values in order to identify procurement activities which can be more appropriately undertaken within the Procurement Threshold practices detailed in clause 4.6 above.

5. Records Management

Records of all procurement activity must be retained in compliance with the *State Records Act 2000 (WA)*; the City's Records Management Policy and associated procurement procedures.

For each procurement activity, such documents may include:

- The Procurement initiation document such as a business case which justifies the need for a contract to be created (where applicable).
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract.
- Request for Quotation/Tender documentation including communications regarding clarifications and addendums to specifications.
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable).
- Copies of quotes/tenders received.
- Evaluation documentation, including individual evaluators note and clarifications sought.
- Negotiation documents such as negotiation plans and negotiation logs.
- Approval of award documentation.
- All correspondence to respondents notifying of the outcome to award a contract.
- Contract Management Plans which describe how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

6. Social Procurement

The City shall undertake best endeavours to not knowingly purchase products or services that are produced under conditions of employment (including health and safety) that do not meet international conventions or labour laws or have negative social impacts.

Where relevant, the City shall use their purchasing power to generate social benefits, in addition to the goods and services they require. To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers provide social benefits in line with the City's objectives. This includes but is not limited to:

- Actions to reduce greenhouse gas emissions.
- Actions to mitigate environmental impact of the Good or Service being provided.
- Businesses located within the City of Melville boundaries or businesses that contribute directly to the City of Melville's economy.
- Direct involvement or positive impact to First Nation people and/or people living with a disability.
- Actions to identify and mitigate risk specific to modern slavery.
- Any other Sustainable/Social initiatives the City should consider.

6.1. Sustainable Procurement

The City is committed to providing a preference to suppliers that demonstrate sustainable business practices. Where appropriate, the City shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and provide benefits to the local economy. Sustainability considerations must be balanced against value for money outcomes and expectations in accordance with the City's sustainability objectives.

The City will look to utilise recycled or upcycled materials where feasible to align to the sustainability strategy and support the environment.

6.2. Modern Slavery

The City is committed to ethical procurement practices and will take reasonable steps to mitigate the risk of modern slavery in the supply chain when procuring goods and services.

To support this commitment, the City will align its procurement practices with the principles of the Modern Slavery Act 2018 (Cth) and implement the following measures:

- Supplier compliance confirmation – All tenders requests (submissions) must include a declaration confirming compliance with modern slavery laws:

"To the best of our knowledge, we comply with all applicable laws, including the Modern Slavery Act 2018 (Cth), and take reasonable steps to identify, assess, and address risks of modern slavery practices in our operations and supply chains."

- Contractual obligations – The City's procurement contracts will include provisions requiring suppliers to adhere to modern slavery obligations.
- Supplier evaluation – The City will assess modern slavery statements provided by businesses as part of the tender evaluation process. Suppliers that demonstrate robust modern slavery mitigation strategies will be afforded higher qualitative scores in the evaluation process.
- Staff training and awareness – The City will provide training to procurement staff to enhance awareness and understanding of modern slavery risks, ensuring informed decision-making and effective implementation of ethical sourcing practices.

The City remains committed to continuous improvement in addressing modern slavery risks and promoting responsible procurement across all operations.

6.3. Buy Local

As much as practicable, the City must:

- prefer buying practices, procedures and specifications that provide advantage to local businesses.
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support).
- ensure that procurement plans address local business capability and local content.
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses.
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid.
- provide adequate and consistent information to potential local suppliers.
- Provide adequate support to Local businesses as far as practicable for understanding and adopting sustainable practices.

6.4. Procurement from Disability Enterprises

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the City is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise. This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold.



6.5. Procurement From Aboriginal Businesses

Where possible, Aboriginal Businesses are to be invited to quote for the supply of goods and services under the tender threshold.

The City will obtain or demonstrate all reasonable steps have been taken to obtain, two quotes.
(Officers Notes: Applies to purchases over \$10,000 and up to \$50,000 ex GST)

The City is dedicated to supporting Aboriginal Businesses through its procurement practices. This commitment aligns with the intent behind the Local Government (Functions and General) Regulations 1996 (Provision of Goods and Services Part 4), which includes specific tender exemptions for Aboriginal Businesses.

Purchases are Tender exempt if the following apply —

(i) the goods or services are to be supplied by —

(I) a person registered on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia Limited ABN 96 929 977 985; or

(II) a person registered with the Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) ABN 50 134 720 362;

and

(ii) the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and

(iii) the local government is satisfied that the contract represents value for money.

6.6. Gift Cards

The Local Government (Financial Management) Regulations 1996 restrict the use of cash payments unless they are made from a petty cash system. To comply with these regulations, the City defines gift cards (e.g., Visa or Mastercard gift cards) up to a value of \$500 each as petty cash. These gift cards can be used to compensate individuals for advice or services rendered to the City.

6.7. Carbon Neutral

Where possible the City will promote and may offer an advantage to carbon neutral or lowest carbon proposals.

7. Panels of Pre-Qualified Suppliers

7.1. Policy Objectives

A Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the City determines that a range of similar goods and services are required to be purchased on a continuing and regular basis.
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money'.
- the Panel will streamline and improve procurement processes; and
- the City has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The City will endeavour to ensure that Panels are not created unless most of the above factors are firmly and quantifiably established.



7.2. Establishing a Panel – Request for Application

Should the City determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996*.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel. This will be undertaken through a public invitation process.

Panels may be established for a minimum of two years and for a maximum length of time deemed appropriate by the City.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment. The City might publicly re-advertise a Panel with a view of adding Panel members to an existing Panel using the same evaluation criteria used to initially establish the Panel.

7.3. Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the City intends to:

- a) Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases; or
- b) Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- c) Develop a ranking system establishing clear rules when each Panel member will be able to quote; or
- d) A mix of any of the above distribution methods

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

7.4. Procurement from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether every member will be invited to provide a quotation (within each category, if applicable) for each procurement requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must be captured within one of the City's electronic records system.

Where relevant, the City Officer will provide feedback to pre-qualified suppliers that are not performing or not winning any work.

Once a Panel is created individual procurements under the Panel do not need to be presented to CTAU or to the Council.



7.5. Record Keeping

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.

For the creation of a Panel, this may include:

- the procurement initiation document such as a business case which justifies the need for a Panel to be created.
- procurement planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel.
- request for applications documentation.
- copy of public advertisement inviting applications.
- copies of applications received.
- evaluation documentation, including clarifications sought.
- negotiation documents such as negotiation plans and negotiation logs.
- approval of award documentation.
- all correspondence to applicants notifying of the establishment and composition of the Panel such as award letters.
- contract management plans which describe how the contract will be managed; and
- copies of framework agreements entered with pre-qualified suppliers.

The City is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the City.

8. Non-Compliance

Procurement activities are subject to financial and performance audits, which review compliance with legislative requirements and compliance with the City's policies and procedures.

A failure to comply with the requirements of this policy will be subject to investigation, with findings to be considered in the context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated, it may be treated as follows:

- An opportunity for additional training may be provided.
- A disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; and/or
- Misconduct in accordance with the *Corruption, Crime and Misconduct Act 2003*.



References that may be applicable to this Policy

Legislative Requirements:	Local Government Act 1995 Local Government (Functions and General) Regulations 1996
Procedures, Process Maps, Work Instructions:	SP-019 Procurement Procedure Contract Variations Procedure
Other Plans, Frameworks, Documents Applicable to Policy:	Procurement Sole Suppliers & Exemptions List Procurement Authorisation Limits Purchase Card Policy
Delegated Authority No:	DA-119 Determination of Criteria for Acceptance of Applications DA-118 Consideration and Acceptance/Rejection of Applications DA-026 Determination of Criteria for Acceptance of Tender DA-027 Consideration and Acceptance/Rejection of Tenders DA-028 Minor Contract Variations Pre Award, Selection of Next Successful Tenderer & Contract Variations Post Award DA-029 Expressions of Interest DA-030 Consideration of Expressions of Interest to Supply Goods or Services DA-116 Establishment of Panels of Pre-Qualified Suppliers

ORIGIN/AUTHORITY

Ordinary Meeting of Council

17/03/2007

Item No.

C07/6006

Reviews

Ordinary Meeting of Council	15/12/2009	C09/5097
Ordinary Meeting of Council	15/11/2011	C11/5199
Ordinary Meeting of Council	10/12/2013	C13/5341
Ordinary Meeting of Council	09/12/2014	C14/6077
Ordinary Meeting of Council	08/12/2015	C15/6089
Ordinary Meeting of Council	17/05/2016	C16/5484
Ordinary Meeting of Council	18/04/2017	C17/5548
Ordinary Meeting of Council	17/04/2018	C18/6158
Ordinary Meeting of Council	20/11/2018	C18/5653
Ordinary Meeting of Council	10/12/2019	C19/6166
Ordinary Meeting of Council	19/05/2020	C20/6181
Ordinary Meeting of Council	14/12/2021	C21/5887
Ordinary Meeting of Council	25/06/2025	C25/281