

Title:	1.3.1 Purchasing Policy - Interim Review
Previous No:	
File No:	
Statutory Environment:	<i>Local Government (Functions and General) Regulations as amended</i>
Minute No:	8.1.3 052016.OM
Last Updated:	May 2016
Review Date:	May 2019

Objectives:

To provide compliance with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996 as amended. This is an interim policy position to be in place until the Council adopts its revised Policy Manual in coming months.

To deliver a best practice approach and procedures for purchasing for the Shire of Goomalling.

To ensure consistency for all purchasing activities within the Shire of Goomalling operational areas.

Policy:

Limits	Policy	Officer who can Sign
Up to \$5,000	Direct purchase from suppliers requiring verbal quotation(s) only. If available written quotations should be obtained.	CEO Manager of Finance Manager of Works
\$5,000 - \$19,999	Where practical , obtain at least two verbal or written quotations.	CEO Manager of Finance Manager of Works
\$20,000 - \$149,999	Where practical , obtain at least two written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations).	CEO
\$150,000 and above	Conduct a public tender process.	CEO
\$250,000 temporary limit change (COVID-19 Special Conditions)	Where practical , obtain at least two written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations). Where contracts are being extended, the \$250,000 threshold applies during the COVID 19 Pandemic. No other quote is required during the pandemic however the CEO is to be convinced that the extension pricing represents good value for the Shire of Goomalling	CEO

Conditions:

- (1) The above purchasing policy is to be used in conjunction with the *“Regional Price Preference (Buy Local) Policy”*.
- (2) Through the COVID-19 Pandemic of 2020 the tender threshold has been increased to \$250,000 for the duration of the state of emergency and the accompanying recovery period.
- (3) Contracts requiring extension during this period are also exempted for works which fall within the amended \$250,000 temporary tender threshold.
- (4) Where suppliers require a fee for a quote, staff are to note this. The CEO to adjudicate as to whether that supplier should provide a quote in such instance.

Steel Industry Participation Clause:

Projects include contractual conditions specifying that:

1. Steel *must* be sourced from mills with Australasian Certification Authority for Reinforcing and Structural Steel (ACRS) third party certification; and
2. Steelwork *must* be sourced from steel fabricators independently certified to the National Structural Steelwork Compliance Scheme (SCA).