

Council Policy 4.9 Procurement of Goods and Services Comparison Table

CP 4.9 PROCUREMENT OF GOODS AND SERVICES	CP 4.9 PROCUREMENT OF GOODS AND SERVICES	
CURRENT POLICY CONTENT	PROPOSED CONTENT	CHANGE NOTES
<p>SUSTAINABILITY THEME</p> <p>Governance</p>	<p>SUSTAINABILITY THEME</p> <p>Governance</p>	
<p>OBJECTIVES</p> <p>The objectives of this Policy are to ensure that all procurement activities:</p> <ol style="list-style-type: none"> 1. Demonstrate that best value for money is attained for the City; 2. Are compliant with relevant legislation, including the Act and Regulations; 3. Are recorded in compliance with the <i>State Records Act 2000</i> and associated records management practices and procedures of the City; 4. Mitigate probity risk, by establishing consistent and demonstrated processes that promote openness, transparency, fairness and equity to all potential suppliers; 5. Ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and 6. Are conducted in a consistent and efficient manner across the City and that ethical decision making is demonstrated. 	<p>OBJECTIVE</p> <p>The City of Greater Geraldton's procurement activities will:</p> <ol style="list-style-type: none"> 1. Achieve best value for money that considers sustainable benefits, such as; environmental, social and local economic factors; 2. Foster economic development by maximising participation of local businesses in the delivery of goods and services; 3. Use consistent, efficient, ethical and accountable purchasing processes and decision-making, including; competitive quotation processes, assessment of best value for money and sustainable procurement outcomes for all purchasing activity, including tender exempt arrangements; 4. Apply fair and equitable competitive purchasing processes that engage potential suppliers impartially, honestly and consistently; 5. Commit to probity and integrity, with all processes, evaluations, and decisions to be transparent, and free from bias; 6. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; including the avoidance of bias and of perceived and actual conflicts of interest; 7. Comply with the <i>Local Government Act 1995</i>, <i>Local Government (Functions and General) Regulations 1996</i>, other relevant legislation, Codes of Practice, Standards and the City's Policies and procedures; 8. Ensure purchasing outcomes contribute to efficiencies (time and resources) for the City. 9. Identify and manage risks arising from purchasing processes and purchasing outcomes in accordance with the City's Risk Management framework; 10. Ensure all purchasing activities including processes, evaluations, and decisions are comprehensively recorded in accordance with the <i>State Records Act 2000</i>, audit requirements, relevant legislation, and applicable City policies; 11. Ensure confidentiality that protects commercial in confidence information and only releases information where approved or required though relevant legislation. 	<p>Objectives are aligned to the prior intent but have used the WALGA guidance to provide clearer direction on probity, risk, compliance and ethical procurement practices.</p>
<p>POLICY STATEMENT</p> <p>This policy applies to all procurement activities undertaken by the City.</p> <p>The City of Greater Geraldton (the "City") is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the <i>Local Government Act 1995</i> (the "Act") and Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>, (the "Regulations"). Procurement processes and practices to be complied with are defined within this Policy, the City procurement processes and the WALGA Procurement Handbook.</p>	<p>POLICY STATEMENT</p> <p>The City of Greater Geraldton (the "City") is committed to applying the objectives, principles and practices outlined in this Policy, to all purchasing activity and to ensuring alignment with the City's strategic and operational objectives.</p> <p>Procurement processes and practices to be complied with are defined within this Policy, the City procurement processes and the WALGA Procurement Handbook.</p>	<p>Wording has been simplified</p>

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<p>POLICY DETAILS</p> <p>Ethics & Integrity</p> <p>1.1. Code of Conduct</p> <p>All officers and employees of the City undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the City must act in an honest and professional manner at all times.</p> <p>In addition to Employees, City Suppliers have a role to play in ensuring the highest standard of ethics and integrity in procurement activities. This is why all City Suppliers servicing the City shall at all times comply with the City's Code of Business Ethics.</p>	<p>POLICY DETAILS</p> <p>1. Ethics & Integrity</p> <p>1.1. Code of Conduct</p> <p>The City's Code of Conduct applies when undertaking purchasing activities and decision making, requiring Council Members and employees to observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.</p>	<p>Wording simplified and specific headings added to enable easy of finding relevant codes</p>
<p>1.2. Purchasing Principles</p> <p>The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:</p>	<p>1.2. Code of Business Ethics</p> <p>City Suppliers servicing the City shall at all times comply with the City's Code of Business Ethics to ensure the highest standard of ethics and integrity in procurement activities.</p>	<p>1.2 Section changed from Purchasing Principles to Code of business Ethics</p>
<p>1.2.1. Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;</p> <p>1.2.2. All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the City's policies and Code of Conduct;</p> <p>1.2.3. Purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;</p> <p>1.2.4. All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;</p> <p>1.2.5. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and</p> <p>1.2.6. Any information provided by a supplier shall be treated as commercial-in confidence and should not be released unless authorised by the supplier or relevant legislation.</p>	<p>1.2.1. Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;</p> <p>1.2.2. All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the City's policies and Code of Conduct;</p> <p>1.2.3. Purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;</p> <p>1.2.4. All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;</p> <p>1.2.5. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and</p> <p>1.2.6. Any information provided by a supplier shall be treated as commercial-in confidence and should not be released unless authorised by the supplier or relevant legislation.</p>	<p>Removed</p>
<p>2. Value for Money</p> <p>2.1. Policy</p> <p>Value for money is determined when the consideration of price, risk, and qualitative factors are assessed to determine the most advantageous outcome to be achieved for the City. As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.</p>	<p>2. Value for Money</p> <p>2.1. Defining Value for Money</p> <p>2.1.1. <u>Value for money</u> is determined when the consideration of price, risk, and qualitative factors are assessed to determine the most advantageous outcome to be achieved for the City. As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.</p> <p>2.1.2. The City will apply <u>value for money</u> principles in critically assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.</p> <p>2.1.3. Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving <u>value for money</u> for the City.</p>	<p>Value for money has been aligned to remove duplication</p>

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<p>2.2. Application</p> <p>An assessment of the best value for money outcome for any purchasing process should consider:</p> <p>2.2.1. All relevant Total Costs of Ownership (TCO) 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 and disposal;</p> <p>2.2.2. 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.</p> <p>2.2.3. Financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);</p> <p>2.2.4. 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;</p> <p>2.2.5. The safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;</p> <p>2.2.6. Purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and</p> <p>2.2.7. Providing opportunities for businesses within the City's boundaries to be given the opportunity to quote for providing goods and services wherever possible.</p>	<p>2.2. Assessing Value for Money</p> <p>An assessment of the best <u>value for money</u> outcome for any purchasing process should consider:</p> <p>2.2.1. All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, and other costs such as, but not limited to; holding costs, operating costs, consumables, deployment, training, maintenance and disposal;</p> <p>2.2.2. 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. This includes but is not limited to an assessment of compliances, the supplier's resource availability, capacity and capability, value adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, ease of communications etc.</p> <p>2.2.3. The supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;</p> <p>2.2.4. The safety requirements and standards associated with both the product design and the specification offered by suppliers, and the evaluation of risk arising from the supply, operation and maintenance, when considering purchasing goods and services from suppliers;</p> <p>2.2.5. Sustainable environmental, economic, and social benefits and good corporate social responsibility; and</p> <p>2.2.6. Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required</p>	<p>2.2 Section Title changed Further clarification provided as to the value for money process, intent of policy has been retained</p>
<p>Purchasing Requirements</p> <p>3.1. Legislative/Regulatory Requirements</p> <p>The requirements that must be complied with by the City, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the City.</p>	<p>3. Purchasing Requirements</p> <p>3.1. Legislative/Regulatory Requirements</p> <p>The requirements that must be complied with by the City, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the City.</p>	<p>Unchanged</p>
<p>3.2. Policy</p> <p>Purchasing that is \$150,000 or below in total value (Inc. GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 3.5 of this Purchasing Policy.</p> <p>Purchasing that exceeds \$150,000 in total value (Inc. GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under sections 3.6 and 3.7 of this Policy is not deemed to be suitable.</p>	<p>3.2. Purchasing Value</p> <p>3.2.1. Purchasing that is \$250,000 or below in total value (Inc. GST) must be in accordance with the <u>purchasing practice requirements</u> under the relevant <u>Purchase Value threshold</u> as defined under section 3.5 of this Purchasing Policy.</p> <p>3.2.2. Purchasing that exceeds \$250,000 in total value (Inc. GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under sections 3.5 and 3.8 of this Policy is not deemed to be suitable.</p> <p>3.2.3. The City will apply reasonable and consistent methodologies to assess and determine Purchasing Values, which ensure:</p> <ul style="list-style-type: none"> • The appropriate <u>purchase value threshold</u> and <u>purchasing practice requirements</u> are applied in all purchasing activities; and • Wherever possible, purchasing activity for the same category of supply is aggregated into single contract arrangements, to achieve best <u>value for money</u> and efficiency in future purchasing activities, where the requirements are able to be provided by a single supplier <p>3.2.4. A category of supply can be defined as groupings of similar goods or services with</p>	<p>3.2 – Title name Change Purchasing principles have been aligned to remove duplication 3.2/3.2.1 & 3.2.2 - Purchasing value increased as per regulation amendment</p>

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	<p>common: supply and demand drivers; market characteristics; or suppliers</p> <p>3.2.5. Where there is no relevant current contract in place for the required goods and services, each purchasing activity is to assess the Purchasing Value.</p>	
<p>3.3. Purchasing Value Definition</p> <p>Determining purchasing value is to be based on the following considerations:</p> <p>3.3.1. Inclusive of Goods and Services Tax (GST).</p> <p>3.3.2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the City will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. If a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.</p> <p>3.3.3. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.</p>	<p>3.3. Purchasing Value Assessment</p> <p>Determining <u>purchasing value</u> is to be based on the following considerations:</p> <p>3.3.1. Inclusive of Goods and Services Tax (GST).</p> <p>3.3.2. The actual or estimated total expenditure for the proposed supply, including the value of all contract extension options and where applicable, the total cost of ownership considerations.</p> <p>3.3.3. If a <u>purchasing value threshold</u> is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant value threshold (including the tender threshold) must be applied.</p> <p>3.3.4. Must incorporate any potential variation to the scope of the purchase. Variations are to be minor with relation to overall purchase price.</p> <p>3.3.5. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value. Where a proposed variation may exceed 10% of the original purchase price, the process must be verified as allowable by Corporate Commercial Services and have Director approval.</p> <p>3.3.6. Requirements must not be split to avoid purchasing or tendering thresholds [<i>Functions and General Regulation 12</i>].</p> <p>3.3.7. The calculated estimated <u>purchasing value</u> will determine the applicable threshold and <u>purchasing practice requirements</u> to be undertaken.</p>	<p>3.3 Title name Change</p> <p>3.3.1 - Inclusive of GST is being retained as State government directs their purchase thresholds is inc GST.</p> <p>3.3.3/3.3.4 Amendment to variation wording to detail requires should the 10% not be realistic for a purchase</p>
<p>3.4. Purchasing from City Established Contracts</p> <p>Where the City has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows.</p> <p>Where the City has an existing contract or panel of prequalified suppliers in place, it must ensure that goods and services required are purchased from the panel to the extent that the scope of the panel allows.</p> <p>If the goods and/or services are not able to be sourced via an existing City contract or panel then the following apply.</p>		<p>Removed previous section 3.4 Purchasing from City Established Contracts</p>
<p>3.5. Purchasing Requirements & Thresholds where no City Established Contract Exists:</p> <p>3.5.1. Purchasers should use the process that produces the best value for money outcome to the City; this may mean that the process chosen exceeds the minimum requirements;</p> <p>3.5.2. Where purchasers are unable to meet the minimum requirements or the best value for money outcome will be achieved by not meeting the minimum purchasing requirements approval for non-compliance with the policy may be granted by the Director or CEO;</p> <p>3.5.3. Purchasers should take into account the cost of the procurement process in determining best value for money;</p> <p>3.5.4. All requests for quote must be issued via the City's eQuotes system;</p>		<p>Moved prior 3.5 Purchasing Requirements & Thresholds where no City Established Contract Exists to 3.6 after following tables</p>

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<p>3.5.5. In extenuating circumstances, a Manager, Director or the CEO may provide written approval for the issuing of a request for quote outside of the City's eQuotes system; however all other requirements of this Policy must be complied with;</p> <p>3.5.6. Where purchases have taken place as defined in sections 3.5.2, 3.5.5, or 3.7 a file note outlining full details and documented approvals must be recorded;</p> <p>3.5.7. The table below prescribes the minimum requirements that the City must follow, based on the purchase value;</p> <p>3.5.8. An exemption applies at all purchase values where the requirements for a tender exemption as detailed in 3.7 are able to be met, details of the exemption are to be included in the purchase requisition.</p>										
	<p>3.4. Supplier Order of Priority The City will consider and apply, where applicable, the following Supplier Order of Priority:</p> <table border="1" data-bbox="1210 625 2300 1848"> <thead> <tr> <th data-bbox="1210 625 1389 682">Priority</th> <th data-bbox="1389 625 2300 682">Supplier Type</th> </tr> </thead> <tbody> <tr> <td data-bbox="1210 682 1389 1327"> <p>Priority 1:</p> </td> <td data-bbox="1389 682 2300 1327"> <p>Existing City Contract or Prequalified City Supplier Panel Where the City has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows.</p> <p>Where the City has an existing panel of prequalified suppliers in place, it must ensure that goods and services required are purchased from the panel to the extent that the scope of the panel allows.</p> <p>If the City does not have a current contract or supplier panel relevant to the required supply, and the <u>Purchasing Value</u> exceeds the tender threshold of \$250,000 inc GST, then a compliant procurement method will be utilised as determined by a procurement plan.</p> <p>If the City does not have a current contract or supplier panel relevant to the required supply, and the <u>Purchasing Value</u> does not exceed the tender threshold, then <u>Local Suppliers</u>, <u>Tender Exempt</u> suppliers, and <u>Other Suppliers</u> may be used via eQuotes in accordance with the <u>Purchase Value Thresholds</u> table below.</p> </td> </tr> <tr> <td data-bbox="1210 1327 1389 1759"> <p>Priority 2:</p> </td> <td data-bbox="1389 1327 2300 1759"> <p>Local Suppliers Where the <u>Purchasing Value</u> does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the City will ensure that wherever possible, quotations are obtained from local suppliers permanently located within the District as a first priority, and those permanently located within surrounding Districts as the second priority.</p> <p>Quotations are to obtained via eQuotes in accordance with the <u>Purchase Value Thresholds</u> table below.</p> <p>If no relevant local supplier is available, <u>Tender Exempt</u> suppliers, and <u>Other Suppliers</u> may be used via eQuotes in accordance with the <u>Purchase Value Thresholds</u> table below.</p> </td> </tr> <tr> <td data-bbox="1210 1759 1389 1848"> <p>Priority 3:</p> </td> <td data-bbox="1389 1759 2300 1848"> <p>Tender Exempt - WALGA Preferred Supplier Arrangement (PSA) Use a relevant WALGA preferred supplier panel contract regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> </td> </tr> </tbody> </table>	Priority	Supplier Type	<p>Priority 1:</p>	<p>Existing City Contract or Prequalified City Supplier Panel Where the City has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows.</p> <p>Where the City has an existing panel of prequalified suppliers in place, it must ensure that goods and services required are purchased from the panel to the extent that the scope of the panel allows.</p> <p>If the City does not have a current contract or supplier panel relevant to the required supply, and the <u>Purchasing Value</u> exceeds the tender threshold of \$250,000 inc GST, then a compliant procurement method will be utilised as determined by a procurement plan.</p> <p>If the City does not have a current contract or supplier panel relevant to the required supply, and the <u>Purchasing Value</u> does not exceed the tender threshold, then <u>Local Suppliers</u>, <u>Tender Exempt</u> suppliers, and <u>Other Suppliers</u> may be used via eQuotes in accordance with the <u>Purchase Value Thresholds</u> table below.</p>	<p>Priority 2:</p>	<p>Local Suppliers Where the <u>Purchasing Value</u> does not exceed the tender threshold and a relevant local supplier is capable of providing the required supply, the City will ensure that wherever possible, quotations are obtained from local suppliers permanently located within the District as a first priority, and those permanently located within surrounding Districts as the second priority.</p> <p>Quotations are to obtained via eQuotes in accordance with the <u>Purchase Value Thresholds</u> table below.</p> <p>If no relevant local supplier is available, <u>Tender Exempt</u> suppliers, and <u>Other Suppliers</u> may be used via eQuotes in accordance with the <u>Purchase Value Thresholds</u> table below.</p>	<p>Priority 3:</p>	<p>Tender Exempt - WALGA Preferred Supplier Arrangement (PSA) Use a relevant WALGA preferred supplier panel contract regardless of whether or not the Purchasing Value will exceed the tender threshold.</p>	<p>3.4 – New section: Supplier Order of Priority is a WALGA recommendation which ensures staff firstly use established contracts, then local suppliers, then WALGA or CUA contract, followed by finally seeking supply from outside the region.</p>
Priority	Supplier Type									
<p>Priority 1:</p>	<p>Existing City Contract or Prequalified City Supplier Panel Where the City has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows.</p> <p>Where the City has an existing panel of prequalified suppliers in place, it must ensure that goods and services required are purchased from the panel to the extent that the scope of the panel allows.</p> <p>If the City does not have a current contract or supplier panel relevant to the required supply, and the <u>Purchasing Value</u> exceeds the tender threshold of \$250,000 inc GST, then a compliant procurement method will be utilised as determined by a procurement plan.</p> <p>If the City does not have a current contract or supplier panel relevant to the required supply, and the <u>Purchasing Value</u> does not exceed the tender threshold, then <u>Local Suppliers</u>, <u>Tender Exempt</u> suppliers, and <u>Other Suppliers</u> may be used via eQuotes in accordance with the <u>Purchase Value Thresholds</u> table below.</p>									
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<p>Priority 3:</p>	<p>Tender Exempt - WALGA Preferred Supplier Arrangement (PSA) Use a relevant WALGA preferred supplier panel contract regardless of whether or not the Purchasing Value will exceed the tender threshold.</p>									

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		<p>However, if a relevant panel contract exists but an alternative supplier is considered to provide best value, then the CEO, or an officer authorised by the CEO, must approve the alternative supplier. Reasons for not using a panel contract may include:</p> <p>a) Local supplier availability (that are not within the panel contract); or, b) Social procurement – preference to use Aboriginal business or Disability Enterprise.</p> <p>If no relevant WALGA panel contract is available, then a relevant State Government CUA may be used.</p>	
	<p>Priority 4:</p>	<p>Tender Exempt - WA State Government Common Use Arrangement (CUA) Use a relevant CUA regardless of whether or not the Purchasing Value will exceed the tender threshold.</p> <p>However, if a relevant CUA exists, but an alternative supplier is considered to provide best value for money, then the proposed alternative supplier must be approved by the CEO, or an officer authorised by the CEO.</p> <p>If no relevant CUA is available, then a Tender Exempt [Functions and General Regulation 11(2)] arrangement may be used.</p>	
	<p>Priority 5:</p>	<p>Other Tender Exempt arrangement <i>[Functions and General Regulation 11(2)]</i> Regardless of whether or not the Purchasing Value will exceed the tender threshold, the City will investigate and seek quotations from tender exempt suppliers, and will specifically ensure that wherever possible quotations are obtained from a WA Disability Enterprise and / or an Aboriginal Owned Business that is capable of providing the required supply.</p>	
	<p>Priority 6:</p>	<p>Other Suppliers Where there is no relevant existing contract or tender exempt arrangement available, purchasing activity from any other supplier may be carried out via eQuotes, in accordance with the Purchase Value Thresholds table below.</p>	

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Purchase Value Threshold	Purchasing Requirement
Up to \$2,500	No Quotations required, direct purchase. Preference to be given to local suppliers registered on WALGA preferred supplier lists. Supplier appointment directed by best value for money principle.
\$2,500 and up to \$5,000	Obtain at least one written quotation from a suitable supplier. Supplier appointment directed by best value for money principle.
Over \$5,000 and up to \$50,000	Obtain at least three (3) written quotations from suppliers following a brief outlining the specified requirement. Supplier appointment directed by best value for money principle.
Over \$50,000 and up to \$150,000	Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.
Over \$150,000	Where the purchasing requirement is not suitable to be met through a panel of prequalified suppliers, or any other tender-exempt arrangement as listed under section 3.7 of this Policy, conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i> , this policy and the City's tender procedures. The procurement decision is to be based on predetermined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.

Purchase Value Threshold (inc GST)	<u>Minimum</u> Purchasing Practice Requirements
Up to \$2,500 (inc GST)	No formal quotes required, direct purchase. Preference to be given to local suppliers registered on WALGA preferred supplier lists. The purchasing decision and supplier appointment is directed by best <u>value for money</u> principle. The purchasing decision is to be recorded in TRIM
\$2,501 and up to \$5,000 (inc GST)	Obtain at least one written quotation via eQuotes from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 3.4. The purchasing decision and supplier appointment is directed by best value for money principle. The purchasing decision, including downloaded finalized eQuote, is to be recorded in TRIM.
\$5,001 and up to \$50,000 (inc GST)	Obtain at least three (3) written quotations via eQuotes from suitable suppliers in accordance with the <u>Supplier Order of Priority</u> detailed in clause 3.4. If purchasing from a WALGA PSA, CUA or other tender exempt arrangement, a minimum of one (1) written quotation via eQuotes is acceptable, however, where possible, three (3) written quotes should be obtained. Include a brief outline of the specified requirement for the goods; services or works required. The purchasing decision and supplier appointment is to be based upon assessment of the suppliers' responses to: <ul style="list-style-type: none"> the brief outline of the specified requirement for the goods, services or works required; and best <u>value for money</u> principle, not necessarily the lowest price. The purchasing decision, including downloaded finalized eQuote is to be recorded in TRIM.

Table Updated - thresholds within the RFQ level have wording clarified but are the same as prior

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	<p>\$50,001 and up to \$250,000 (inc GST)</p>	<p>Obtain at least three (3) written quotations via eQuotes from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 3.4.</p> <p>Include a formal invitation using the Request for Quotation template, containing price schedule, detailed specification of goods and services required, and evaluation criteria on value for money considerations that will be used to assess supplier responses.</p> <p>The purchasing decision and supplier appointment is to be based upon assessment of the suppliers' responses to:</p> <ul style="list-style-type: none"> the formal Request for Quotation, containing price schedule, detailed specification of goods and services required; and pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy. <p>The purchasing decision is to be formalized using the Evaluation Report template, which including downloaded finalized eQuote is to be recorded in TRIM.</p>	<p>The tender level has been changed to \$250,000</p>
	<p>Over \$250,000 (inc GST)</p>	<p>Where the purchasing requirement is not suitable to be met through a panel of prequalified suppliers, or any other tender-exempt arrangement as listed under section 3.8 of this Policy, conduct a public Request for Tender process in accordance with Part 4 of the Local Government [Functions and General] Regulations 1996, this policy, and the City's tender procedures.</p> <p>Tender Exempt arrangements (i.e. WALGA PSA, CUA or other tender exemption under [Functions and General Regulation11(2)] require at least three (3) written responses from suppliers via eQuotes by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority detailed in clause 3.4</p> <p>OR</p> <p>Public Tender undertaken in accordance with the Local Government Act 1995 and relevant City Policy and procedures.</p> <p>The Tender Exempt or Public Tender purchasing decision and supplier appointment is to be based on the suppliers response to:</p> <ul style="list-style-type: none"> A detailed specification; and Pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy. <p>The purchasing decision, is to be formalized using the Tender Evaluation Templates, which including downloaded finalized eQuote (for Tender Exempt Arrangements) is to be recorded in TRIM.</p>	
		<p>Where goods or services are required for an emergency response and are within scope of an existing City Contract or City Prequalified Supplier Panel, the emergency supply must be obtained from the existing contract or panel, using relevant unallocated budgeted funds.</p> <p>If there is no existing contract or panel, then clause 3.4 Supplier Order of Priority will apply wherever practicable.</p>	

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	<p>Emergency Purchases (No budget allocation available)</p>	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the Local Government Act 1995, the Mayor must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.</p>	
		<p>3.6. Purchasing Requirements & Thresholds where no City Established Contract Exists (<i>Supplier Order of Priority clause 3.4 (Priority 1)</i>)</p> <p>If the goods and/or services are not able to be sourced via an existing City contract or panel then the following apply:</p> <p>3.6.1. Purchasers should use the process that produces the best <u>value for money</u> outcome to the City; this may mean that the process chosen exceeds the <u>minimum Purchasing Requirements</u>;</p> <p>3.6.2. Where purchasers are unable to meet the <u>minimum Purchasing Requirements</u>, or the best <u>value for money</u> outcome will be achieved by not meeting the minimum purchasing requirements, approval for non-compliance with the policy may be granted by the Director or CEO;</p> <p>3.6.3. Purchasers should take into account the cost of the procurement process in determining best <u>value for money</u>;</p> <p>3.6.4. All requests for quote must be issued via the City's eQuotes system;</p> <p>3.6.5. In extenuating circumstances, a Manager, Director or the CEO may provide written approval for the issuing of a request for quote outside of the City's eQuotes system; however all other requirements of this Policy must be complied with;</p> <p>3.6.6. Where purchases have taken place as defined in sections 3.6.2, 3.6.5, or 3.8 a <u>file note</u> outlining full details and documented approvals must be recorded in TRIM;</p> <p>3.6.7. The table above prescribes the <u>minimum Purchasing Requirements</u> that the City must follow, based on the <u>purchase value</u>;</p> <p>3.6.8. An exemption applies at all purchase values where the requirements for a tender exemption as detailed in 3.8 are able to be met. Details of the exemption are to be included in the purchase requisition.</p>	<p>3.6 - Minor amendments and moved from section 3.5 to this 3.6 location as aligns to the application in a logical order.</p>
<p>3.6 Requests for Quotes</p> <p>3.6.1. Where a request for quote is required in accordance with this policy, the purchase must adhere to City Procurement Process, templates and guidelines as documented in Promapp.</p> <p>3.6.2. Where the City has issued a request via eQuotes to all suppliers, and has allowed sufficient time for suppliers to prepare a response with consideration given to the complexity of the request; but insufficient suppliers provide a response, no further responses need be sought by the purchaser. A file note is to be recorded with the procurement documentation that documents that the minimum number of responses was not achieved.</p>		<p>3.7. Requests for Quotes</p> <p>3.7.1. Where a request for quote is required in accordance with this policy, the purchase must adhere to City Procurement Process, templates and guidelines as documented in Promapp.</p> <p>3.7.2. Where the City has issued a request via eQuotes to all suppliers on a City of Greater Geraldton list in eQuotes, and has allowed sufficient time for suppliers to prepare a response with consideration given to the complexity of the request; but insufficient suppliers provide a response (where 3 written quotations are required), no further responses need be sought by the purchaser. A <u>file note</u> is to be recorded with the</p>	<p>Numbering amendment</p>

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<p>3.6.3. Where a tender exemption applies as defined in 3.7, written approval from a Manager, Director or the CEO (aligned to respective financial authorisations) must be sought to enable direct engagement with a tender exempt supplier.</p> <p>3.6.4. Where approval to procure goods or services via a tender exempt supplier has been approved, the following is required.</p> <p>3.6.4.1. Where possible multiple quotes must be sought from suitable tender exempt suppliers;</p> <p>3.6.4.2. When accessing WALGA Preferred Supply Program a minimum of three suppliers must be invited to respond; and</p> <p>3.6.4.3. When accessing WALGA Preferred Supply Program the quotes must be sought via eQuotes.</p>	<p>procurement documentation that documents that the minimum number of responses was not achieved.</p> <p>3.7.3. Where a tender exemption applies as defined in 3.8, written approval from a Manager, Director or the CEO (aligned to respective financial authorisations) must be sought to enable direct engagement with a tender exempt supplier.</p> <p>3.7.4. Where approval to procure goods or services via a tender exempt supplier has been approved, the following is required:</p> <ul style="list-style-type: none"> • Where possible multiple quotes must be sought from suitable tender exempt suppliers; • When accessing WALGA Preferred Supply Program a minimum of three suppliers must be invited to respond; and • When accessing WALGA Preferred Supply Program the quotes must be sought via eQuotes. 	
<p>3.7. Tendering Exemptions</p> <p>An exemption to publicly invite tenders may apply in the following instances.</p> <p>3.7.1. An exemption applies in situations where it is necessary to act immediately to protect people or property;</p> <p>3.7.2. The purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.</p> <p>3.7.3. The purchase is from another Local Government;</p> <p>3.7.4. The purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money;</p> <p>3.7.5. The purchase is acquired from an Australian Disability Enterprise and represents value for money;</p> <p>3.7.6. The purchase is from a pre-qualified supplier under a Panel established by the City; or</p> <p>3.7.7. Any of the other exclusions under Regulation 11 of the Regulations apply.</p>	<p>3.8. Tendering Exemptions</p> <p>An exemption to publicly invite tenders may apply in the following instances:</p> <p>3.8.1. An exemption applies in <u>Emergency</u> situations where it is necessary to act immediately to protect people or property;</p> <p>3.8.2. The purchase is obtained from a pre-qualified supplier under a WALGA Preferred Supplier Panel Contract or State Government Common Use Arrangement.</p> <p>3.8.3. The purchase is from another Local Government;</p> <p>3.8.4. The purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents <u>value for money</u>;</p> <p>3.8.5. The purchase is acquired from an Australian Disability Enterprise and represents <u>value for money</u>;</p> <p>3.8.6. The purchase is from a pre-qualified supplier under a Panel established by the City; or</p> <p>3.8.7. Any of the other exclusions under Regulation 11 of the Regulations apply.</p>	<p>Numbering amendment</p> <p>3.8.7 Clarified link to regulation 11, this would enable emergency procurement as has been required in the recent COVID 19 state of emergency</p>
<p>3.8. Inviting Tenders Under the Tender Threshold</p> <p>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 purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.</p> <p>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.</p>	<p>3.9. Inviting Tenders <u>Under</u> the Tender Threshold</p> <p>Where considered appropriate and beneficial, the City may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation, for purchases under the \$250,000 tender threshold.</p> <p>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 purchasing requirement can be met through a WALGA Preferred Supplier Panel Contract or State Government CUA.</p> <p>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.</p>	<p>Numbering amendment</p>
<p>3.9. Sole Source of Supply</p>	<p>3.10. Sole Source of Supply</p>	<p>Numbering amendment</p>

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<p>Where the purchasing requirement is over the value of \$5,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the CEO or Director 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, the justification must be endorsed in accordance with delegation levels, prior to a contract being entered into.</p> <p>From time to time, the City may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.</p>	<p>Where the purchasing requirement is over the value of \$5,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process.</p> <p>This is only permitted in circumstances where the CEO or Director 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 endeavors to determine if the sole source of supply is genuine, by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed in accordance with delegation levels, prior to a contract being entered into.</p> <p>An arrangement of this nature will only be approved for a period not exceeding one (1) year. For any continuing purchasing requirement, the approval must be re-assessed before expiry, to evidence that only one potential supplier still genuinely exists.</p>	
<p>3.10. Anti-Avoidance</p> <p>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 purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.</p> <p>This principle applies to all purchase threshold levels.</p>	<p>3.11. Anti-Avoidance</p> <p>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 purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.</p> <p>This principle applies to all purchase threshold levels.</p>	Numbering amendment
<p>3.11. Emergency & Urgent Purchases</p> <p>3.11.1. An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the Local Government Act 1995. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.</p> <p>3.11.2. 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>3.11.3. In an urgent situation where it is necessary to act immediately to protect people or property an exemption from obtaining quotes applies. The relevant Director and CEO are to be advised as soon as reasonably practical given the circumstances. The requirements in relation to tender thresholds still apply to urgent situations.</p> <p>3.11.4. It is recommended that where the likely purchase value is significant that appropriate tender exemption suppliers be utilised.</p>		Removed 3.11 Emergency and Urgent Purchases as incorporated into above sections.
<p>4 Records Management</p> <p>Records of all purchasing activity must be retained in compliance with the <i>State Records Act 2000 (WA)</i>, the City's Records Management Policy and associated procurement procedures.</p> <p>For each procurement activity, such documents may include:</p>	<p>4. Records Management</p> <p>Records of all purchasing activity must be retained in compliance with the <i>State Records Act 2000 (WA)</i>, the City's Records Management Policy and associated procurement procedures.</p> <p>For each procurement activity, such documents may include:</p>	Unchanged

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<ul style="list-style-type: none"> • 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; • 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 notes 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 describes how the contract will be managed; and <p>Copies of contract(s) with supplier(s) formed from the procurement process.</p>	<ul style="list-style-type: none"> • 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; • 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 notes 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 describes how the contract will be managed; and • Copies of contract(s) with supplier(s) formed from the procurement process. 	
<p>5. Sustainable Procurement and Corporate Social Responsibility</p> <p>The City is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of corporate social responsibility (CSR). Where appropriate, the City shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the City's sustainability objectives</p>	<p>5. Sustainable Procurement and Corporate Social Responsibility</p> <p>The City is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of corporate social responsibility (CSR).</p> <p>Where appropriate, the City shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the City's sustainability objectives.</p>	<p>Unchanged</p>
<p>6. Buy Local Policy</p> <p>As much as practicable, the City shall endeavour to:</p> <ul style="list-style-type: none"> • Where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage 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; and • Provide adequate and consistent information to potential suppliers. <p>To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the City, or substantially demonstrate a benefit or contribution to the local economy.</p> <p>A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within the Council Policy 4.11 Regional Price Preference.</p>	<p>6. Buy Local Policy</p> <p>As much as practicable, the City shall endeavour to:</p> <ul style="list-style-type: none"> • Consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents, and do not unfairly disadvantage 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; and • Provide adequate and consistent information to potential suppliers. <p>To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the City, or substantially demonstrate a benefit or contribution to the local economy.</p>	<p>Clarified wording slight only</p>

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	A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within the Council Policy 4.11 Regional Price Preference.	
<p>7. Purchasing from Disability Enterprises</p> <p>Pursuant to Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>, the City is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au. This is contingent on the demonstration of value for money.</p> <p>Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.</p>	<p>7. Purchasing from Disability Enterprises</p> <p><i>Local Government (Functions and General Regulation 11(2)(i)</i> provides a <u>tender exemption</u> if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au. This is contingent on the demonstration of <u>value for money</u>.</p> <p>Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.</p> <p><u>Minimum purchasing requirements</u> are to be followed based on the <u>purchase value</u>.</p>	Unchanged
<p>8. Purchasing from Aboriginal Businesses</p> <p>Pursuant to Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>, the City is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on www.abdwa.com.au, where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money.</p> <p>Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses or businesses that demonstrate a high level of aboriginal employment.</p>	<p>8. Purchasing from Aboriginal Businesses</p> <p><i>Local Government (Functions and General Regulation 11(2)(h)</i> provides a <u>tender exemption</u> if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia, or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of <u>value for money</u>.</p> <p>Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses or businesses that demonstrate a high level of aboriginal employment.</p> <p><u>Minimum purchasing requirements</u> are to be followed based on the <u>purchase value</u>.</p>	Inclusion of Supply Nation as per recent regulation amendment
	<p>9. Expressions of Interest</p> <p>Expressions of Interest (EOI) will be considered as a prerequisite to a tender process [<i>Functions and General Regulation 21</i>] where the required supply evidences one or more of the following criteria:</p> <ul style="list-style-type: none"> (a) Unable to sufficiently scope or specify the requirement; (b) There is significant variability for how the requirement may be met; (c) There is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created or delivered; (d) Subject to a creative element; or (e) Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment. <p>All EOI processes will be based upon qualitative and other non-price information only.</p>	New section recommended by WALGA model policy
	<p>10. Contract Renewals, Extensions, and Variations</p> <p>Where a contract has been entered into as the result of a publicly invited tender process, then [<i>Functions and General Regulation 21A</i>] applies.</p> <p>For any other contract, the contract must not be varied unless:</p>	New section recommended by WALGA and recent OAG reports, provides scope for the management of variations

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	<p>(a) The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or</p> <p>(b) The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.</p> <p>Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the City is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.</p>	
	<p>11. Environmentally Sustainable Procurement</p> <p>The City will support the purchasing of recycled and environmentally sustainable products, whenever a <u>value for money</u> assessment demonstrates benefit toward achieving the City's strategic and operational objectives.</p> <p>Qualitative weighted selection criteria will be used in the evaluation of Requests for Quote and Tenders, to provide advantages to suppliers which:</p> <ul style="list-style-type: none"> • demonstrate policies and practices that have been implemented by the business as part of its operations; • generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and • encourage waste prevention, recycling, market development, and use of recycled/recyclable materials 	<p>New specific section addressing Environmentally Sustainable Procurement.</p>
	<p>12. Purchasing Policy Non-Compliance</p> <p>The Purchasing Policy is mandated under the <i>Local Government Act 1995</i> and Regulation 11A of the <i>Local Government (Functions and General) Regulations 1996</i>, and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.</p> <p>Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision making processes that substantiate the non-compliance.</p> <p>Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the City's policies and procedures.</p> <p>If non-compliance with; legislation, this Purchasing Policy or the Code of Conduct, is identified it must be reported to the Chief Executive officer or the Chief Financial Officer.</p> <p>A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.</p> <p>Where a breach is substantiated it may be treated as:</p> <ul style="list-style-type: none"> • an opportunity for additional training to be provided; • a disciplinary matter, which may or may not be subject to reporting requirements under the <i>Public Sector Management Act 1994</i>; or 	<p>New section recommended by WALGA and recent OAG reports, provides directions for the management of compliance issues</p>

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	<ul style="list-style-type: none"> where the beach is also identified as potentially serious misconduct, the matter will be reported in accordance with the <i>Corruption, Crime and Misconduct Act 2003</i>. 	
<p>KEY TERM DEFINITIONS</p> <p>Construction (including works): For the purpose of this policy a work (construction) is defined as the carrying out of any improvement on or over any area of land, lake, river or ocean, and any services related to that activity in the prescribed area.</p> <p>This includes the construction of buildings, housing and other public infrastructure as well as related services such as architectural, surveying, facilities management and general maintenance.</p> <p>eQuotes means the electronic procurement application utilised to issue and receive request for quotations.</p> <p>Goods: includes tangible, quantifiable material requirements usually capable of being moved or transported that are purchased, rented, leased or hired by the City.</p> <p>Pre-qualified supplier/ Tender Exempt: is a supplier who has through public tender been accepted on a City or WALGA Preferred Supply panel, a State Government Common Use Arrangement (CUA) or a registered Aboriginal or Disability organisation.</p> <p>Purchasing or Procurement is defined as the entire process by which all classes of resources (including but not necessarily restricted to human, material, plant, equipment, facilities and services) are obtained generally for a local government activity, function or specific project by payment. This can include the functions of planning, design, standards determination, specifications writing, selection of suppliers, financing and other related functions.</p> <p>Procurement methods can include:</p> <ol style="list-style-type: none"> 1. Direct Purchase – use existing supply agreements, e.g. Annual contracts, State/Commonwealth Government contracts; WALGA preferred suppliers; from Retail or Wholesale outlets. 2. Oral Quotations. 3. Written Quotations – dated and signed by the Supplier. 4. Direct Negotiation. 5. Lease/Hire Agreements. 6. Public Tender. 7. Petty Cash. <p>Services or Provision of Services: means any task, consultancy, work or advice to be performed or provided that is procured by the City. Included are services such as management consultancies, outsourcing, maintenance contract/ agreement, cleaning, waste removal, equipment repairs, external auditors, utilities and services acquired by a private sector provider for the City. Excluded are payments made directly to employees, superannuation and pension payments, statutory or involuntary payments and grants, subsidies and transfer payments.</p>	<p>KEY TERM DEFINITIONS</p> <p>eQuotes means the electronic procurement application utilised to issue and receive requests for quotation, otherwise known as VendorPanel.</p> <p>Goods: includes tangible, quantifiable material requirements usually capable of being moved or transported that are purchased, rented, leased, or hired by the City.</p> <p>Pre-qualified supplier/ Tender Exempt: is a supplier who has through public tender been accepted on a City or WALGA Preferred Supply panel, a State Government Common Use Arrangement (CUA) or a registered Aboriginal or Disability organisation.</p> <p>Purchasing or Procurement is defined as the entire process by which all classes of resources (including but not necessarily restricted to human, material, plant, equipment, facilities and services) are obtained generally for a local government activity, function or specific project by payment. This can include the functions of planning, design, standards determination, specifications writing, selection of suppliers, financing and other related functions.</p> <p>Procurement methods can include:</p> <ul style="list-style-type: none"> • Direct Purchase – use existing supply agreements, e.g. Annual contracts, State/Commonwealth Government contracts; WALGA preferred suppliers; from Retail or Wholesale outlets. • Oral Quotations. • Written Quotations – dated and signed by the Supplier. • Direct Negotiation. • Lease/Hire Agreements. • Public Tender. • Petty Cash. <p>Services or Provision of Services: means any task, consultancy, work or advice to be performed or provided that is procured by the City. Included are services such as management consultancies, outsourcing, construction, minor works, maintenance contract/ agreement, cleaning, waste removal, equipment repairs, external auditors, utilities and services acquired by a private sector provider for the City. Excluded are payments made directly to employees, superannuation and pension payments, statutory or involuntary payments and grants, subsidies and transfer payments.</p>	<p>Removed construction as policy deals with overarching sourcing of goods or services which encompasses construction</p> <p>Clarified equotes definition</p>
<p>ROLES AND RESPONSIBILITIES</p> <p>It is the responsibility of all City employees undertaking procurement activities to comply with this policy and it's supporting systems and procedures. All City employees when undertaking procurement activities are required to observe the highest standards of ethics and integrity and act in an honest and professional manner that supports the standing of the City of Greater Geraldton.</p>	<p>ROLES AND RESPONSIBILITIES</p> <p>It is the responsibility of all City employees undertaking procurement activities to comply with this policy and it's supporting systems and procedures. All City employees when undertaking procurement activities are required to observe the highest standards of ethics and integrity and act in an honest and professional manner that supports the standing of the City of Greater Geraldton.</p>	<p>Unchanged</p>

Council Policy 4.9 Procurement of Goods and Services Comparison Table

<p>WORKPLACE INFORMATION</p> <p>Local Government Act 1995 Local Government (Functions and General) Regulations 1996 – Divisions 1 and 2 Council Policy 4.11 Regional Price Preference Council Policy 4.10 Procurement via Panels of Prequalified Suppliers Operational Policy OP023 Petty Cash Procurement Processes & Guidelines as published in Promapp WALGA Procurement Handbook</p>	<p>WORKPLACE INFORMATION</p> <p>Local Government Act 1995 Local Government (Functions and General) Regulations 1996 – Divisions 1 and 2 Council Policy 4.11 Regional Price Preference Council Policy 4.10 Procurement via Panels of Prequalified Suppliers Operational Policy OP023 Petty Cash Procurement Processes & Guidelines as published in Promapp WALGA Procurement Handbook</p>	<p>Unchanged</p>																																				
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