

**COUNCIL POLICY COMPARISON TABLE**

<b>COUNCIL POLICY 4.9 PROCUREMENT OF GOODS AND SERVICES</b>			
<b>CURRENT POLICY CONTENT</b>	<b>PROPOSED CONTENT</b>	<b>CHANGE NOTES</b>	<b>COUNCIL COMMENTS</b>
<p><b>SUSTAINABILITY THEME</b></p> <p><i>Leadership</i></p>	<p><b>SUSTAINABILITY THEME</b></p> <p><i>Leadership</i></p>	<p>Unchanged</p>	
<p><b>OBJECTIVES</b></p> <p>Unchanged</p>	<p><b>OBJECTIVE</b></p> <p>Unchanged</p>	<p>Unchanged</p>	
<p><b>POLICY STATEMENT</b></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><b>POLICY STATEMENT</b></p> <p>...Procurement processes and practices to be complied with are defined within this Policy, the City procurement processes and the <b>Western Australian Local Government Association (WALGA) Procurement Handbook</b>.</p>	<p>Provide explanation for the WALGA acronym</p>	
<p><b>POLICY DETAILS</b></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 3.4 and 3.7 of this Policy is not deemed to be suitable.</p> <p>3.3.1 Inclusive of Goods and Services Tax (Inc GST).</p> <p>3.4 Supplier Order of Priority</p> <p>Priority 1: Existing City Contract or Prequalified City Supplier Panel</p> <p>...If the City does not have a current contract or supplier panel relevant to the required supply, and the <u>Purchasing Value exceeds</u> the tender threshold of \$250,000 Inc GST, then a compliant procurement method will be utilised as determined by a procurement plan....</p> <p>Priority 3: Tender Exempt - WALGA Preferred Supplier Arrangement (PSA)</p> <p>Tender Exempt - WALGA Preferred Supplier Arrangement (PSA)</p> <p>...If no relevant WALGA panel contract is available, then a relevant State Government CUA may be used....</p> <p>Purchasing Value Thresholds and <i>Minimum</i> Purchasing Practice Requirements</p> <p>Table column 1 - Purchase Value Threshold (<i>Inc GST</i>)</p> <p>Up to \$2,500 (<i>Inc GST</i>)</p> <p>... The purchasing decision and supplier appointment is directed by best <u>value for money</u> principle.</p> <p>The purchasing decision is to be recorded in Trim.</p>	<p><b>POLICY DETAILS</b></p> <p>3.2.2 Purchasing that exceeds \$250,000 in total value (<b>ex GST</b>) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under sections 3.4 and 3.9 of this Policy is not deemed to be suitable.</p> <p>3.3.1 <b>Exclusive of Goods and Services Tax (ex GST)</b>.</p> <p>3.4 Supplier Order of Priority</p> <p>Priority 1: Existing City Contract or Prequalified City Supplier Panel</p> <p>... If the City does not have a current contract or supplier panel relevant to the required supply, and the <u>Purchasing Value exceeds</u> the tender threshold of \$250,000 <b>ex GST</b>, then a compliant procurement method will be utilised as determined by a procurement plan....</p> <p>Priority 3: Tender Exempt - WALGA Preferred Supplier Arrangement (PSA)</p> <p>Tender Exempt - WALGA Preferred Supplier Arrangement (PSA)</p> <p>...If no relevant WALGA panel contract is available, then a relevant <b>Government Common Use Arrangement (CUA) or Contract</b> may be used....</p> <p>3.5 Purchasing Value Thresholds and <i>Minimum</i> Purchasing Practice Requirements</p> <p>Purchase Value Threshold (<b>ex GST</b>)</p> <p>Up to \$2,500 (<b>ex GST</b>)</p> <p>... The purchasing decision and supplier appointment is directed by best <u>value for money</u> principle <b>and the establishment of a compliant response</b>.</p> <p>The purchasing decision is to be recorded <b>as per section 4</b>.</p>	<p>3.2.2 updated reference to 3.9, this was required as additional clauses are included in Version 5 of the policy.</p> <p>3.3.1 update to state values in policy are Exclusive GST</p> <p>3.4 priority 1 GST changed to "ex"</p> <p>3.4 Priority 3 updated CUA reference, this has broader application enabling the City to source from any approved state contract not just the finance department contracts.</p> <p>3.5 The Purchasing Value Thresholds "3.5" now has a section number to enable ease of referencing.</p> <p>All references in 3.5 to GST have been updated to "ex" GST</p> <p>All references to TRIM changed to direct staff to</p>	

<p><b>\$2,501 and up to \$5,000 (In GST)</b> 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.</p> <p><b>\$5,001 and up to \$50,000 (inc GST)</b> Obtain at least three (3) written quotations ...The purchasing decision and supplier appointment is to be based upon assessment of the suppliers' responses to:</p> <ul style="list-style-type: none"> <li>the brief outline of the specified requirement for the goods, services or works required; and</li> <li>best value for money principle, not necessarily the lowest price.</li> </ul> <p>The purchasing decision, including downloaded finalized eQuote is to be recorded in TRIM.</p> <p><b>\$50,001 and up to \$250,000 (inc GST)</b> ...The purchasing decision is to be formalized using the <u>Evaluation Report</u> template, which including downloaded finalized eQuote is to be recorded in TRIM.</p> <p><b>Over \$250,000 (Inc GST)</b> ...The purchasing decision, is to be formalized using the <u>Tender Evaluation Templates</u>, which including downloaded finalized eQuote (for Tender Exempt Arrangements) is to be recorded in TRIM.</p> <p><b>Emergency Purchases (Within Budget)</b> ...The rationale for policy non-compliance and the purchasing decision must be recorded in TRIM.</p> <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. Written approval must include full details of the extenuating circumstances, and must be recorded in TRIM and accompany the purchase requisition;</p> <p>3.5.6 Where purchases have taken place as defined in sections 3.5.2, 3.5.5, or 3.7 a Manager approved file note or written approval outlining full details and documented approvals must be recorded in TRIM and accompany the purchase requisition;</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><b>\$2,501 and up to \$10,000 (ex GST)</b> <b>Direct sourcing via seeking</b> at least one (1) <b>written</b> quotation 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 <b>and the establishment of a compliant response</b>. The purchasing <b>approval</b> decision is to be recorded <b>as per section 4</b>.</p> <p><b>\$10,001 and up to \$50,000 (ex GST)</b> <b>Seek three</b> (3) written quotations... ...The purchasing decision and supplier appointment is to be based upon assessment of the suppliers' responses to:</p> <ul style="list-style-type: none"> <li>the brief outline of the specified requirement for the goods, services or works required;</li> <li><b>the compliance terms</b>; and</li> <li>best value for money principle, not necessarily the lowest price.</li> </ul> <p><b>The purchasing decision is to be recorded as per section 4.</b></p> <p><b>\$50,001 and up to \$250,000 (ex GST)</b> <b>Seek</b> three (3) written quotations... <b>...The purchasing decision is to be recorded as per section 4.</b></p> <p><b>Over \$250,000 (ex GST)</b> ... <b>Tender Exempt</b> arrangements i.e., WALGA PSA, CUA or other tender exemption under <i>[Functions and General Regulation 11(2)]</i> require <b>to seek</b> at least ... <b>... The purchasing decision is to be recorded as per section 4.</b></p> <p><b>Emergency Purchases (Within Budget)</b> ...The rationale for policy non-compliance and the purchasing decision must be recorded <b>as per section 4</b>.</p> <p>3.6.4 All requests for quote <b>ought to</b> 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 <b>above \$10,000</b>; however all other requirements of this Policy must be complied with. Written approval must include full details of the extenuating circumstances, and must be recorded <b>as per section 4</b> and accompany the purchase requisition;</p> <p>3.6.6 Where purchases have taken place as defined in sections 3.5.2, 3.5.5, or <b>3.9</b> a Manager approved file note or written approval outlining full details and documented approvals must be recorded <b>as per section 4</b> and accompany the purchase requisition;</p>	<p>refer to section 4. Record management, this reduces duplication.</p> <p>\$2,501 up to \$10,000 (ex GST) increased to direct sourcing quotations from the previous \$5,000 to a new \$10,000. This is a recommended change to align with cost escalating in procurement identified in the external Procurement Audit. This aligns with other LGs approaches. Wording within this section clarified to enable direct sourcing via quotation at this level.</p> <p>\$10,001 and up to \$50,000 (ex GST) Changed from the previous \$5,000 to the recommended \$10,000.</p> <p>Wording within this section clarified to align with prior section.</p> <p>3.6.5 section numbering update required due to the above update of 3.5.</p> <p>Update within clause to include reference to above \$10,000, this is required as below this level multiple quotations and eQuotes is not mandated.</p> <p>3.6.6 and 3.6.8 updated reference to 3.9</p>	<p>Councillor Comment relate to emergency purchases and 3.6.5 Personally believe that all procurements that were exempt of the formal procedures, including emergencies, should be recorded in management reports for Council and public review.</p> <p>Note: Any emergency purchases not contained within the scope of the annual budget would subsequently require a Council approved budget amendment.</p>
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<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 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 Manager approved file note is to be recorded with the procurement documentation that documents that the minimum number of responses was not achieved.</p> <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 and included with the purchase requisition.</p> <p><b>3.9 Sole Source of Supply</b> 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><i>3.13 Caretaker - Not in prior version</i></p>	<p>3.6.8 An exemption applies at all purchase values where the requirements for a tender exemption as detailed in 3.9 are able to be met. Details of the exemption are to be included in the purchase requisition.</p> <p><b>3.7 Direct Sourcing</b></p> <p>3.7.1 Where direct sourcing is implemented in accordance with this policy, the purchase must adhere to City Procurement Procedure Manual and established City templates.</p> <p>3.7.2 In accordance with 3.2.3 where repeated direct sourcing has occurred with the same category of supply, the City shall establish a single contract arrangement.</p> <p>3.8.1 Where a request for quote is required in accordance with this policy, the purchase must adhere to City Procurement Procedure Manual and established City templates.</p> <p>3.8.2 In accordance with 3.2.3 where repeated quotations have occurred with the same category of supply, the City shall establish a single contract arrangement.</p> <p>3.8.3 Where the City has issued a request for quote to relevant suppliers on a City of Greater Geraldton list in eQuotes or the public marketplace, 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 to be sought), no further responses need be sought by the purchaser. The record of award is to detail the process demonstrating best efforts were undertaken.</p> <p>3.8.4 Where a tender exemption applies as defined in 3.9, 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 and included with the purchase requisition.</p> <p>3.8.5 ...</p> <ul style="list-style-type: none"> <li>When accessing WALGA Preferred Supply Program a minimum of three suppliers (if obtainable) must be invited to respond; and</li> </ul> <p><b>3.11 Sole Source of Supply</b> Where the purchasing requirement is over the value of \$10,000 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><b>3.13 Caretaker Period</b> Due consideration shall be given to the nature of a tender or expression of interest and if its publication aligns with the Department of Local Government Sports and Cultural Industries guidance on Council Election Caretaker Periods.</p> <p><b>4. Records Management</b></p> <ul style="list-style-type: none"> <li>Download complete Quotation documentation from finalized eQuote;</li> </ul>	<p>3.7 Direct Sourcing is a new clause required to support the implementation of procurement threshold \$2,501 and up to \$10,000 (ex GST)</p> <p>3.8.1 numbering update, with section wording update to reflect Procurement Audit recommendations relating to the use of procurement Procedure Manual.</p> <p>3.8.2 new clause recommended to support and ensure section 3.2.3 at the beginning of the Policy is implemented.</p> <p>3.8.3 clarified the clause so that it states request for quote to relevant suppliers. This was recommended as eQuote could be miss understood, and All suppliers is to broad to manage. Clarification to where quotes are issued was recommended as it may go to either City lists or the public marketplace. Additional wording to detail the record how the process was undertaken.</p> <p>3.11 updated number of section from 3.9 and increased value to \$10,000 from \$5,000.</p> <p>3.13 Caretaker Period is a new clause that is recommended to support changes occurring to Local Government regulations which is mandatory Caretaker periods relating to contracts.</p> <p>4. Record management Inclusion of requirement to download finalized eQuote,</p>	
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<b>KEY TERM DEFINITIONS</b> Click or tap here to enter text.	<b>KEY TERM DEFINITIONS</b> City Contract or Prequalified City Supplier Panel means an established contractual arrangement the City has entered into with a suitable supplier. All such arrangements are recorded to the City's Contracts & Suppliers list. Such an arrangement may take the form of formal contracts, services agreements, or standing orders.				City Contract or Prequalified City Supplier Panel																	
<b>ROLES AND RESPONSIBILITIES</b> Unchanged	<b>ROLES AND RESPONSIBILITIES</b> Unchanged				Unchanged																	
<b>WORKPLACE INFORMATION</b> Procurement Processes & Guidelines as published in Promapp	<b>WORKPLACE INFORMATION</b> City Code of Business Ethics City Procurement Procedure Manual				City Procurement Procedure Manual Reference to Code of Business Ethics To replace Promapp processes	Councillor Comment relate to section 5.5. <i>Sustainable Procurement and Corporate Social Responsibility</i>  The CSR criteria could be more explicit to include examples of unethical sources or perhaps include advice as to whether some third-party ethical watchdogs are being used to verify the voracity of the supplier's social credentials.																
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