Procurement Policy

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File Number	7/POL/PP/2
Responsible Officer	Director Corporate & Financial Services
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Due date of next Review	2026 Election

1. Purpose

In accordance with Section 49 of *the Local Government Act 1999* (Act), this policy seeks to:

1.1 define the methods by which Council can acquire goods and services;

1.2 demonstrate probity, accountability and responsibility of Council to all stakeholders;

1.3 be fair and equitable to all parties involved;

1.4 enable consistency of approach in the application of procurement processes; and

1.5 ensure that the best possible outcome is achieved for Council.

2. Scope

2.1 This Policy informs procurement activities associated with the acquisition of goods, works or services of any value by Council. This includes tendering arrangements and the contracting of services and applies to all Council employees.

2.2 It is the responsibility of all employees engaged in any procurement process, and third parties involved in procurement activities on behalf of Council, to comply with this Policy (except collaborative procurements, as defined). This responsibility extends to anyone identifying the goods, works or services to be acquired, undertaking or participating in procurement activities or employees receiving or accepting goods on Council's behalf.

2.3 This Policy does not cover:

- Non-procurement expenditure such as sponsorships, grants, funding arrangements, donations and employment contracts;
- The disposal of land and other assets owned by Council; and
- The purchase of land by Council.

3. Procurement Principles

3.1 Council is committed to ensuring that all procurement activities are underpinned by the following key principles:

Principle 1 - Council delivers value for money

To ensure the best overall value/result is obtained through applying a strategic and cost effective approach, which may include post factor negotiations and clarifications. This may include taking into account fit for purpose, whole of life cost, timeliness, flexibility to adapt, quality, efficiency, effectiveness, sustainability, intangible costs/benefits, service, support and warranty.

Principle 2 - Compliance with statutory obligations

To ensure purchasing activities are conducted in accordance with legislative and common law responsibilities.

Principle 3 - Open and fair/effective competition

To ensure open and fair competition is fostered and maintained by providing supplier/s and contractors with appropriate access to Council's procurement opportunities.

Principle 4 - Professional integrity and ethical conduct

Council must demonstrate integrity in all procurement activities and undertake duties in a professional, ethical, honest and impartial manner, act responsibly and exercise sound judgement by observing the highest standards of conduct.

Principle 5 - Risk management

To ensure that appropriate risk management practices and procedures are in place for procurement activities including risk identification, assessment and implementation of controls.

Principle 6 - Accountability, transparency and probity

To ensure that responsibilities are clearly defined and that decisions are made in an open and transparent manner. This will include ensuring all appropriate records/documentation is kept of the procurement process.

Principle 7 - Environmental sustainability

To promote and adopt purchasing practices that conserve resources, save energy, minimise waste, protect the environment and are generally consistent with principles of ecological sustainability to the greatest extent that is practicable.

Principle 8 - Local industry sourcing and local employment and training

To the extent permitted by law, Council will give preference to local business when all other commercial considerations are equal (e.g. capability, capacity and competitiveness). Council has a commitment to maximising the skills, development and employment opportunities available within Council's area.

Principle 9 - Social sustainability

Consideration may be given, where it is practicable, to investigating the inclusion of not-for-profit organisations (social enterprises) that benefit the community.

4. Procurement Methodology

4.1 The appropriate method of procurement will be determined by reference to a number of factors, including:

4.1.1 Purchase Total Value, being exclusive of GST and calculated as follows:

- **single one-off purchase** – the total or estimated value of the purchase;
- **multiple purchases** – the total or the estimated value of the purchases; or
- **ongoing purchases** in relation to an initial fixed term period contract i.e. 12, 24 or 36 months (including extension options) – the total or estimated value of the purchases.

4.1.2 Cost of an open market approach, in consideration of the value of the acquisition, and an assessment of the potential benefits of the selected approach.

4.1.3 The particular circumstances of the procurement activity.

4.1.4 The objectives of the procurement.

4.1.5 The size of the market and the number of competent supplier/s.

4.1.6 Council's leverage in the marketplace.

4.1.7 Time constraints.

4.1.8 A global assessment of the risks associated with the relevant procurement.

4.2 The table below provides the minimum requirements relating to the procurement method for the purchase of goods, works or services based on Purchase Total Value (excluding GST).

4.3 The total or estimated value of the entire purchase must reflect the proposed goods, works or services to be undertaken.

Note: For vehicle, plant or equipment trade-ins, the Total Purchase Value is the total value of the procurement (i.e. excluding trade-in value).

5. Procurement Method Table

Estimated Value Range (ex GST)	Method of Procurement (*subject to clause 6.11 – Buy Local and Social Procurement)	Agreement Type
$0 to $7,500	***Direct Sourcing / Negotiation** Transactional purchasing by direct sourcing / negotiation with a requirement to document the pricing source, that may be an advertised price, off the shelf price or a formal / informal (verbal) quote.	Petty Cash, Credit Card, Fuel Cards, Store Accounts, Purchase Order, Reimbursement through Creditors, Contract/Other Written Agreement
$7,501 to $20,000	***Direct Purchase based on advertised price or minimum one (1) written quotation (pricing evidence to be attached or noted in purchase order)** May include (but not limited to): • Prequalified Contractors; • Request for Expressions of Interest (REOI); • Request For Quote (Select); • Request for Tender (Open). Or Direct engagement through Strategic Alliance or Panel arrangement.	Credit Card, Store Accounts, Purchase Order, Reimbursement through Creditors, Contract/Other Written Agreement
$20,001 - $70,000	*** Minimum three (3) written quotations (required to retain a copy of supporting documentation)** May include (but not limited to): • Prequalified Contractors. • Request for Expressions of Interest (REOI);); • Request for Tender (Open); Or Direct engagement through Strategic Alliance or Panel arrangement	Purchase Order and or Contract/Agreement
$70,001- $140,000	*** Request for Quote-Formal Evaluation Process - minimum three (3) selected tenderers and written quotations** May include (but not limited to): • Prequalified Contractors. • Request for Expressions of Interest (REOI);; • Request for Tender (Open); Or Direct engagement through Strategic Alliance or Panel arrangement.	Purchase Order and or Contract/Agreement

Estimated Value Range (ex GST)	Method of Procurement (*subject to clause 6.11 – Buy Local and Social Procurement)	Agreement Type
$140,001 +	**Request for Tender (Open)** Or Direct engagement through Strategic Alliance or Panel arrangement	Purchase Order and Contract/Agreement
Electricity contracts tendered through LGA Procurement	**Electricity Contracts (LGA Procurement)** Strategic Alliance, recommendation by a Director to the Chief Executive Officer to participate in electricity contracts tendered through LGA Procurement.	Contract/Agreement

Note: For procurements less than $135,000, Council will endeavour to purchase from a local business for goods, works, and services, where a suitable supplier is identified within Council's area (refer clause **6.11 – Buy Local and Social Procurement**).

6. Method of Procurement

Council employees must seek approval in writing from the Chief Executive Officer for any exemptions to this Policy and the method requirements for all levels of procurement during the procurement planning stage – refer to clause 9. The procurement process of plant & vehicles is to be administered at all times by the Procurement Officer or a person delegated by the Director Corporate & Financial Services.

6.1 Direct Sourcing / Negotiation ($0 - $7,500)

The value of the purchase is less than $6,000 purchased by direct sourcing / negotiation, with preference to buy locally (refer **clause 6.11 – Buy Local and Social Procurement**). Requirement to document the pricing source, that may be an advertised price or a formal / informal (verbal) quote.

6.2 Direct Purchase ($7,501 - $20,000)

The value of the purchase is less than $17,000 endeavouring to source directly from a local supplier, where possible (refer **clause 6.11 – Buy Local and Social Procurement**). Based on advertised price or a Minimum One (1) Written Quotation. Documented evidence must be retained against Purchase Order/Credit Card claim/Creditors reimbursement/Contract. Alternatively, the purchase may be made through a Strategic Alliance or Panel arrangement.

6.3 Minimum 3 written Quotes ($20,001 - $70,000)

Written quotations must be retained against the Purchase Order, Contract or Agreement.

6.3.1 Where the value of the purchase is more than $17,001 and less than $68,000, three (3) written quotations are required, endeavouring to have at least one (1) from a local supplier (refer to **clause 6.11 – Buy Local and Social Procurement**). . Alternatively, the purchase may be made through a Strategic Alliance or Panel arrangement.

6.3.2 Quotations should generally be sought for one-off purchases only. For multiple purchases of a complex nature that are required from the same supplier, a contract should be considered.

6.3.3 If Council does not receive a quotation, then evidence of the quotation process must be documented and reviewed/assessed by Council's Procurement Officer. Upon completion of the assessment, the Procurement Officer will advise if the option to seek a minimum of one (1) written quotation from an alternative supplier without seeking an approved exemption from this Policy under **Clause 9 – Exemptions from this Policy**, is permitted.

6.3.4 If the purchase has high risk factors then a contract in lieu of a purchase order should be considered, especially if the terms and conditions required are outside the normal terms of Council's purchase orders.

6.3.5 Alternatively, to the three (3) written quotations, Council may:

i. Request For Quote (formal evaluation process);

ii. Request Expressions of Interest;

iii. Request for Tenders (Open); or

iv. Direct engagement through Strategic Alliance or Panel arrangement.

6.4 Request for Quote-Formal Evaluation Process ($70,001 - $140,000)

6.4.1 Where the total value of the purchase is greater than $68,001 and less than $135,000 three (3) written quotations are required from three (3) selected prospective suppliers endeavouring to include one (1) from a local supplier (refer to **clause 6.11 – Buy Local and Social Procurement**) through a formal Request For Quote and evaluation process.

6.4.2 Where Council issues a Request for Quote to a select group of suppliers the identity and justification as to why the suppliers where selected must be recorded.

6.4.3 If Council does not receive a quotation, then evidence of the quotation process must be documented and reviewed/assessed by Council's Procurement Officer. Upon completion of the assessment, the Procurement Officer will advise if the option to seek a minimum of one (1) written quotation from an alternative supplier without seeking an approved exemption from this Policy under **clause 9 – Exemptions from this Policy**, is permitted.

6.4.4 Alternatively instead of commencing with a formal Request For Quote, Council may

i. Request Expressions of Interest;

ii. Request for Tenders (Open); or

iii. Direct engagement through Strategic Alliance or Panel arrangement.

6.5 Request for Tender - Open Tender ($140,001+)

6.5.1 Where the total value of the purchase is greater than $135,001 then open tenders must be advertised publicly. The preferred method of advertising tenders will be by using the State Government's Contracts & Tenders website and Council's social pages.

6.5.2 Alternatively, a direct approach made through Strategic Alliance and Panel arrangements that have been established through a previous approach to the open market and undergone a comprehensive selection/evaluation process. Consult with Council's Procurement Officer prior to taking this approach, a secondary procurement process may be recommended, eg. confirm pricing for the particular circumstance.

6.5.3 If Council does not receive a tender submission then evidence of the tender process must be documented and reviewed/assessed by Council's Procurement Officer. Upon completion of the assessment, the Procurement Officer will advise if the option to seek a minimum of one (1) written quotation from an alternative supplier without seeking an approved exemption from this Policy under **clause 9 – Exemptions from this Policy**, is permitted.

6.6 Tenders and Quotations (Greater than $70,000)

6.6.1 The following will apply to the tender and quotation process:

- Tenders and quotations will be evaluated against the criteria stated in the tender and quotation documentation;
- Tenderers will be advised of the outcome;
- Debriefs will be given on request by unsuccessful tenderers.

6.6.2 Alternatively, it may be appropriate to test the market by using a Request for Expression of Interest (REOI). This approach may be used either to see market interest or to prequalify for a select tender. REOI responses must be evaluated against pre-determined criteria.

6.7 Prequalified Contractor

6.7.1 This is where a tender process has been undertaken previously by Council, Procurement Australia, and/or Local Government Association (LGA), Federal/State Government and/or joint procurement with other councils prior to immediate requirements to purchase.

Note: Consult with the Council's Procurement Officer prior to undertaking this arrangement.

6.7.2 The procurement method of the number of tenders/quotations required still applies (refer to **clause 5 –** Procurement Method Table).

6.8 Panel Contracts

6.8.1 Panel Contracts are formed following an open tender approach to market and a comprehensive selection/evaluation process, to establish contracts with multiple suitable suppliers for the timely provision of goods and/or services, as and when required over a specified period of time.

6.8.2 Council may work with Panel Contracts established by but not limited to Council, Procurement Australia, LGA and Federal/State Government and may be engaged by either:

- a standing offer on agreed terms for the provision of goods and services; or
- as required on terms to be established and agreed

Note: Consult with the Council's Procurement Officer prior to undertaking this arrangement.

6.9 Sole Supplier Contracts

This is a contract where there is only one (1) supplier to provide the required goods, works or services to Council.

6.10 Strategic Alliances

This is where the Council is part of a collective group where there will not be a requirement for the Council to approach the wider market as an evaluation/selection process has already been undertaken and a contract has been put in place that Council can access, including:

- Local Government Association Procurement;
- a purchasing group of which the Council is a member;
- Barossa Regional Procurement Group;
- Other Councils;
- Council Solutions
- Procurement Australia; and
- State Government and Federal Government contracts.

6.11 Buy Local and Social Procurement

6.11.1 Council will support local businesses and consider social outcomes when undertaking procurement and will aim to increase opportunities and participation of local suppliers and manufacturers, Aboriginal businesses and not-for-profit organisations who can demonstrate capability, capacity, competitiveness that benefit the community within Council Regions.

6.11.2 Council will:

- Invite at least one (1) verbal or written quote from a local business where a suitable supplier is identified within Council area of the goods, works and services to be undertaken for procurements less than $135,000.Promote to local and regional businesses opportunity to supply to Council;

- Support local employment opportunities and social procurement by applying social benefit as a Local Benefit and Social Inclusion for procurements wherever tangible social outcomes can reasonably be achieved
- Give preference to a local and regional business, Aboriginal business and not-for-profit organisations when all other commercial considerations are equal to ensure local employment opportunity and economic stability and/or growth;
- Ensure that specifications and purchasing descriptions are not structured in a way that would potentially exclude local suppliers;
- All requests for quotes, tenders, proposals and expression for interest that a qualitative evaluation criterion for local providers is included in the evaluation process; and
- Foster good relations with local suppliers and industry bodies.

6.11.3 If no local business or suitable supplier is identified then preference may be given to businesses in neighbouring Council regions. Council must document or provide evidence of market research that no suitable supplier was identified within Council's region, who could demonstrate capability, capacity and competitiveness to Council (all documentation must be saved in Council's corporate procurement system or Record Management System).

6.12 Agreement/Contract Types

6.12.1 Council maintains a Contracts Register for all procurement contracts/agreements entered into.

6.12.2 Prior to adopting one (1) of the procurement methods, the Contracts Register must be checked for existing contracts with the same scope, products or services. Consideration should also be given to utilising any other existing contracts available to Council.

6.13 Petty Cash

6.13.1 Council operates a petty cash system for expense reimbursement only. Cash advances are not permitted and there is a limit of $25 for each transaction.

6.13.2 All petty cash vouchers must be approved in accordance with Council's current delegations - Council's Delegations Register.

6.13.3 Reimbursements up to $25 can be made by lodgement of a petty cash voucher accompanied by the receipt/tax invoice, any petty cash voucher over the amount of $20 must be signed by the appropriate supervisor. Reimbursements over $25 will be processed as a Creditor payment (by lodgement of a Request for Payment form and supporting receipt/tax Invoice)

6.14 Credit Cards

6.14.1 Council must ensure any corporate credit card holders comply with the corporate credit card Conditions of Use Agreement that is required prior to application. All expenditure incurred on Council credit cards shall be supported by a tax invoice/receipt in compliance with the requirements of the goods and services tax.

6.14.2 All employees issued with a Council credit card, including the Chief Executive Officer, shall provide and be responsible for the monthly production of supporting documentation on an authorised Credit Card Claim Form approved by their supervisor, the Mayor will approve the Chief Executive Officer's.

6.14.3 No private expenditure shall be incurred under any circumstances.

6.14.4 Credit cards must be used as per this Procurement Policy.

6.15 Fuel Cards

6.15.1 Fuel cards are only issued to vehicles that may operate outside the Council area.

6.15.2 All employees and elected members driving Council vehicles are authorised to purchase fuel for Council vehicles with Council issued fuel cards.

6.15.3 If fuel cannot be purchased by an authorised fuel card then employees may use a credit card and obtain a tax invoice/receipt or alternatively purchase from an established supplier.

6.16 Purchase Orders

6.16.1 Purchase orders serve four (4) main purposes:

- Ensuring expenditure is within an employee member's delegation;
- Demonstrating a financial commitment in Council's financial system to allow accurate tracking of Council's financial obligations at any point in time;
- Quotations to be electronically recorded against the Purchase Order; and
- Establishing a set of Terms and Conditions for purchase of goods, works or services.

7. Reason for an Alternative Procurement Method

7.1 The goods, works or services can only be provided by a single supplier and there is no reasonable alternative or substitute for one of the following reasons:

- existing computer programs and software created by an original supplier specially for Council operations
- support or maintenance of existing software, systems or assets
- the supply is for works of art
- the protection of patents, copyrights, or other exclusive rights, or an absence of competition for technical reasons.

7.2 Additional deliveries of the goods, works or services by the original supplier or authorised representative of goods or services that were not included in the initial procurement activity, where a change of supplier/s for such additional goods or services:

- cannot be made for technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, services or installations procured under the initial procurement activity or due to conditions under original supplier warranties; and
- would cause significant inconvenience or substantial duplication or costs for Council
- External Subscriptions and or memberships for Council employees where it is deemed necessary and or mandated as part of their employment as a Council employee.

7.3 For reasons of extreme urgency brought about by events unforeseen by the agency, the goods or services cannot be obtained in time under the preferred procurement method.

7.4 It is a supply of a prototype or a first good or service that is intended for limited trial or that is developed at Council's request

8. Other Considerations

8.1 Work, Health & Safety

Council will only engage suppliers who are able to maintain a level of Work Health and Safety acceptable to Council. As a minimum, this will be compliance to the *Work Health and Safety Act 2012*, all associated regulations and all requirements relating to contractors in Council's relevant Work Health and Safety policies, and as specified in terms and conditions of contractual arrangements.

8.2 Record Keeping Requirements

Council will document the reasons for entering into specific procurement methods or contracts other than those resulting from a competitive quoting, tender process or purchases. For amounts less than $6,000 there is a requirement to document the pricing source, that may be an advertised price or informal / formal quote/s (including verbal quotes). Records are to be stored in Council's corporate procurement system (electronically recorded against the Purchase Order) or Records Management System.

8.3 Prudential Requirements

In some circumstances a procurement process may require additional due diligence in accordance with the Act's prudential requirements, refer to Council's Prudential Management Policy.

8.4 Confidentiality

8.4.1 All information provided between a contractor and the Council shall be treated as confidential only to the extent provided by the Law, including Freedom of Information Act 1991 *(FOI Act)* provisions

8.4.2 All Council employees with access to procurement related systems (including systems through which tender documents are electronically submitted to the Council) must observe applicable confidentiality obligations.

8.4.3 Tender documentation must only be viewed by employees responsible for relevant procurement processes prior to the close of submission for tender documentation. Should any employee become aware of information relating to a tender submission which they know or ought reasonably to know is confidential (including identity of person submitting or content of documentation), that employee must disclose their knowledge to the Procurement Officer or the Chief Executive Officer.

8.5 Conflict of Interest

8.5.1 Where a Council employee, Elected Member or close relative of either the requesting Officer or is considering providing goods, works or services on behalf or to Council, the Council employee in all aspects must declare a conflict of interest. All declarations MUST be approved by the Chief Executive Officer prior to the supply of goods, works and services to Council.

8.5.2 All details regarding the conflict and an application for an exemption to this Policy must be submitted in writing to the Chief Executive Officer before any procurement methods are entered into. The Chief Executive Officer will assess the application, options available and the impact on Council before providing written advice of the decision.

Note: pursuant to Section 4 of the Act, ***relative*** of a person means -

- the spouse or domestic partner; or
- a parent or remoter lineal ancestor; or
- a son, daughter or remoter descendant; or
- a brother or sister; or
- a stepfather, stepmother, stepson or stepdaughter; or
- any member of the person's family who resides in the member's household.

8.6 Other Limitations

8.6.1 It is a further condition upon delegations and sub-delegations that the power in Section 137 of the Act to expend the funds of the Council must be exercised in accordance with Council policy.

8.6.2 In addition to the requirements set out elsewhere in this Policy and any other policies, resolutions or documentation of the Council, the following conditions upon the exercise of the powers and functions by delegates and sub-delegates are prescribed:

- ***Monetary limitation applies to procurement processes.***

  An officer may only commence a procurement process in respect of good(s) or service(s) or other purchase or expenditure the total value of which is not more than the monetary limitation set out in their instrument of delegation or sub-delegation of the power in Section 137 of the Act to expend the funds of the Council.

- ***Monetary limitation applies to contract documentation.***

  An officer may only sign contract documentation in respect to good(s) or service(s) or other purchase or expenditure the total value of which is not more than the monetary limitation set out in their instrument of delegation or sub-delegation of the power in Section 137 of the Act to expend the funds of the Council.

- ***Prohibition on approval of procurement process and signing contract documentation.***

  An officer may not sign off on or otherwise approve a procurement process as well as sign contract documentation in relation to the same good(s) or service(s) or other purchase or expenditure (including proposed purchase or expenditure).

- ***Prohibition on non-executive signing of contract documentation.***

  Managers, Works Scheduler & Co-coordinators may not sign contract documentation.

9. Exemptions from this Policy

9.1 Exemption approval must be received from the Chief Executive Officer in writing prior to engaging a prospective supplier.

9.2 This Policy and supporting procedures contain processes to be followed by the Council in its procurement activities. There may be emergencies (refer to **clause 10 – Procurement for Emergencies**), or procurements in which the methods included in this Policy will not necessarily deliver best outcome for the Council and other market approaches may be more appropriate.

9.3 Where there is a significant public risk if the procurement is delayed by process requirements, such as emergency situations threatening life and property or to enable the prompt return to business under Council's Business Continuity Plan, the Chief Executive Officer is delegated by Council to expend funds as required. The Chief Executive Officer will provide Council with a report as soon as practical regarding the emergency situation actions taken.

9.4 Attendance and Participation Fees including but not limited to training, seminars, conferences and memberships.

9.5 In certain other circumstances, the Council officers may, after prior approval from the Chief Executive Officer, waive application of this Policy and pursue a method to ensure the best outcome for the Council.

9.6 Exemptions from the requirement to seek tenders or quotations will be considered if:

(i) The pressures of time are such that an open tender/quote is not feasible, such as where there has been an unanticipated Council or Government policy decision; or

(ii) Council purchases assets or goods at an auction or second hand assets/goods up to $110,000; or

(iii) Where there is no reasonable alternative or substitute for the following reasons:

- existing computer programs and software created by an original supplier specially for Council operations
- support or maintenance of existing software, systems or assets
- the supply is for works of art
- the protection of patents, copyrights, or other exclusive rights, or an absence of competition for technical reasons.

(iv) Where goods, works or services by a supplier were not included in the initial procurement activity, where a change:

- cannot be made for technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, services or installations procured under the initial procurement activity or due to conditions under original supplier warranties; and

- would cause significant inconvenience or substantial duplication or costs;

(v) A situation presents itself wherein a contractor or consultant has considerable background knowledge and experience or specialist expertise on that particular Council project or asset e.g. an extension of a previous project. In such situations, the procurement of assets, goods, works or services on negotiated fees and terms through that consultant or contractor alone may be deemed sound and advantageous to the project. This could include engaging the contractor or consultant on a retainer basis or a specified period.

9.7 Reasons for any exemption to the procurement method MUST be in writing, documented and registered in Council's Records Management System.

9.8 Written reasons for any exemption to the procurement method undertaken MUST be recorded in the Records Management System.

Note: Approval MUST be sought from the Chief Executive Officer in writing prior to requesting a quote/tender from perspective supplier/s.

10. Procurement for Emergencies

10.1 This clause is in conjunction with **clause 9** – **Exemptions from the Policy**.

10.2 For the purposes of this clause the Chief Executive Officer may, sub-delegate to certain Council employees the authority to procure works, goods and services to a value sufficient to meet that particular emergency.

10.3 Reasons for the procurement emergency must be documented and registered in the Records Management System as soon as possible.

10.4 This clause does not authorise the procurement of works, goods and services in excess of those necessary to meet the immediate needs of any emergency.

10.5 Emergency procurement includes:

- Unforeseen or sudden and requires an urgent response;
- Pandemic;
- Disasters – Disrupts the functioning of a community or society include;

  Natural – Cyclones, earthquakes, floods etc.

  Technological – Chemical releases, power outages, natural gas etc.

  Man-made – riots, protests, terrorism etc.
- Necessary to protect public safety, health and wellbeing.

11. Delegations

11.1 The Council has delegated to the Chief Executive Officer the power in Section 137 of the Act to expend the funds of the Council within Council's adopted budget.

11.2 The Chief Executive Officer has sub-delegated to directors, managers, employees or contractors the power in Section 137 of the Act to expend the funds of the Council as per Council's Delegations Register. The system procurement delegations, by position, are included at Attachment 1.

11.3 Variations to Contract are cumulative including the original awarded value of purchase, therefore the Delegated Officer must have the appropriate delegations to approve a variation to Contract.

12. Policy Responsibility

The Director – Corporate & Financial Services is responsible for ensuring the proper operation of this Policy.

13. Availability/Accessibility

13.1 This Policy and Council's Fees and Charges Register are available to be downloaded free of charge from Council's website www.mid-murray.sa.gov.au.

13.2 This Policy is available for inspection at Council's principal office during ordinary business hours. Hard copies, for a fee in accordance with Council's schedule of Fees and Charges, can be provided upon request.

14. Legislative Framework / Other References

14.1 *Local Government Act 1999*

14.2 *Prudential Management Policy*

14.3 *Freedom of Information Act 1991*

14.4 *Internal Control Manual*

15. Document History

This Policy shall be reviewed every four (4) years or more frequently if legislation or Council requires.

Version	Adopted	Minute	Description of Change
1	11 August 2015	17330/4	Policy adopted.
2	10 May 2016	18175/2	Policy amended.
2.1	January 2018		Updated with new format and layout.
3	8 May 2018	20164/1	More detailed clarification on delegations and process. Include Mayor credit card
4	14 May 2019	20756/5	Policy reviewed and amended. Amendments to Procurement method requirements and amounts. Amended Types of Agreements Detailed clarification on exemption to policy requirements. Amended Exemption to the Policy Requirements and processes New Buy Local clause General formatting, terminology and renumbering of clauses

Version	Adopted	Minute	Description of Change
5	13 October 2020	21025/2	Policy reviewed and amended Amendments to Procurement method requirements. Detailed clarification on exemption to policy requirements. Amended Exemption to the Policy Requirements and processes Additional Clause – Procurement for Emergencies. General formatting, terminology and renumbering of clauses Approval Delegations Threshold amount now states “EX GST” and additional Procurement Delegations table as Appendix 1
6	15 August 2023	C08-23/018	Policy Review and Amended Clause 2 – Scope - Note: Education material has been created to support the Procurement Policy – refer to Mid Murray Council Intranet. Clause 6.12.3 – Petty Cash reworded Additional Clause 7 - Reason for an Alternative Procurement Method Additional Clause 8 – Restricted Procurement Method Clause 9 Conflict of Interest – amended Clause 6 Buy Local changed to Buy Local and Social Procurement Updated clause – additional dot points Clause 12 – Additional sub clause 12.3 – Contract Variations Updating of procurement purchasing ranges and associated requirements. Clarify requirements to document quotes. Clause 12 – Additional sub clause 12.4 – Contract Delegations Appendix 1 - Approval Delegation Thresholds – Delegations Table $50k – ‘Coordinators’ & ‘At CEO’s discretion Appendix 1 – Additional dot points General formatting, terminology and renumbering of clauses

Version	Adopted	Minute	Description of Change
7	19 November 2024	C11-24/010	1. Minor changes have been made to the Procurement Method Table to remove duplications and rewording to form consistency. 2. The removal of inapplicable wording in 6.1 and 6.4.1. 3. Rewording of paragraph 6.1, 6.2 and 6.3 to remove duplications and the addition of words 'Panel arrangement' in 6.2, 6.3.1 and 6.3.5 to form consistency. 4. Inclusion of instruction to advertise open tenders on Council's social pages in 6.5 and an additional paragraph of explanation on the optional procurement methods of Strategic Alliance and Panel arrangements. 5. Addition of Federal/State Government in 6.7 Prequalified Contractor and an additional paragraph of explanation on forming Panel Contracts and where/how to work with Panel Contracts. 6. Incorrect notation 6.8.2 erased. 7. Words 'Torres Strait Island' erased in 6.11 to bring in line with SA Government, SA Industry Participation Policy (SAIPP), Aboriginal Economic Participation. https://www.industryadvocate.sa.gov.au/__data/assets/pdf_file/0011/941780/20230914-South-Australian-Industry-
8	17 November 2026	C11-26/009	Indexation of amounts from 30 June 2023 to 30 June 2026 being 12% plus rounding up to the nearest '000. Added requirement that the procurement of Plant and Vehicles must be administered by the Procurement Officer. Removal of references to the Barossa Regional Procurement Group (BRPG) that now ceases to exist.

Attachment 1

Procurement Delegations as at 14 October 2026*

Role	Department	Requisition Officer	Purchasing Officer	Authorising Officer	Capital Value Limit	Operating Value Limit
Chief Executive Officer	Executive Services	Y	N	Y	550,000	550,000
Director Infrastructure and Field Services	Infrastucture & Field Services	Y	N	Y	110,000	110,000
Director Development and Community Services	Development & Environmental Services	Y	N	Y	110,000	110,000
Director Corporate and Financial Services	Corporate & Financial Services	Y	Y	Y	110,000	110,000
Manager Assets and Capital Works	Infrastucture & Field Services	Y	N	Y	55,000	55,000
Coordinator Infrastructure	Infrastucture & Field Services	Y	N	Y	55,000	55,000
Coordinator Maintenance	Infrastucture & Field Services	Y	N	Y	27,500	27,500
Manager Development and Regulation	Development & Environmental Services	Y	N	Y	27,500	27,500
Tourism Manager	Executive Services	Y	N	Y	27,500	27,500
Maintenance Works Coordinator	Infrastucture & Field Services	Y	N	Y	27,500	27,500
Manager Development and Community Services	Community Services	Y	N	Y	27,500	27,500
Strategic Community Development Officer	Community Services	Y	N	Y	27,500	27,500
Coordinator Construction	Infrastucture & Field Services	Y	N	Y	22,000	22,000
IT & Telecommunications Coordinator	Corporate & Financial Services	Y	N	Y	11,000	11,000
Manager Finance	Corporate & Financial Services	Y	N	Y	11,000	11,000
Works Coordinator Waste Management	Infrastucture & Field Services	Y	N	Y	5,500	5,500
Work Health Safety and Risk Coordinator	Corporate & Financial Services	Y	N	Y	5,500	5,500
Governance Officer	Executive Services	Y	N	Y	3,300	3,300
Executive Assistant to the Mayor and CEO	Executive Services	Y	N	Y	3,300	3,300
Coordinator Asset Management	Infrastucture & Field Services	Y	N	Y	3,300	3,300
Regulatory Services Coordinator	Development & Environmental Services	Y	N	Y	3,300	3,300
Executive Assistant Development and Community Services	Development & Environmental Services	Y	Y	Y	3,300	3,300
Strategic Community Development Officer	Community Services	Y	N	Y	3,300	3,300
Human Resources Officer	Executive Services	Y	N	Y	3,300	3,300
Customer Services Coordinator	Corporate & Financial Services	Y	N	Y	2,200	2,200
Tourism & Cruise Coordinator (Technical) - Mannum	Executive Services	Y	N	Y	999	999
Corporate & Finance Support Officer	Executive Services	Y	N	Y	550	550

*** NOTE: Approved amendments to procurement delegations are processed directly into the system. The CEO has the authority to approve/amend sub-delegations.**