1.4 Contracts, Tenders and Purchasing Policy

Adopted: August 2017 | Review Date: August 2018
This document has been endorsed and approved for use by:

_______________________________
Deb Larwood, CEO
CEO District Council Kimba

Date 9/08/2017

Document Version Control

<table>
<thead>
<tr>
<th>Document Name:</th>
<th>1.4 Contracts, Tenders &amp; Purchasing Policy</th>
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<tbody>
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Change History

<table>
<thead>
<tr>
<th>Version</th>
<th>Issue Date</th>
<th>Author</th>
<th>Reasons for Change</th>
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</thead>
<tbody>
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<td>13/04/2011</td>
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<td>Review</td>
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<td>10/07/2013</td>
<td>D. Cearns</td>
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</tr>
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<td>13/11/2013</td>
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</tr>
<tr>
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<td>11/02/2015</td>
<td>D. Larwood</td>
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</tr>
<tr>
<td>7</td>
<td>09/09/2015</td>
<td>Senior Management</td>
<td>Review</td>
</tr>
<tr>
<td>8</td>
<td>11/05/2016</td>
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</tr>
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<td>9/08/2017</td>
<td>D. Larwood</td>
<td>Interim Audit Report Findings</td>
</tr>
</tbody>
</table>
1. Statement of Business Ethics

**Guidelines for doing business with the District Council of Kimba**

The District Council of Kimba will ensure its business relationships are ethical, honest, fair and consistent. The Council's business dealings will be transparent and open to public scrutiny wherever possible.

**What to expect from us:**

Council staff are bound by the Council’s Codes of Conduct which are introduced as a result of amendments to the Local Government Act 1999 brought about by the recent introduction of the Independent Commissioner Against Corruption Act 2012. All Public Officers are accountable for their actions and are expected to:

- Use public resources effectively and efficiently
- Encourage fair and transparent competition while seeking value for money
- Protect confidential and proprietary information
- Deal fairly, ethically and honestly with all individuals and organisations
- Disclose any situation that involves or could be perceived to involve a conflict of interest
- Not seek or accept financial or other benefits for performing official duties
- Treat all potential suppliers with impartiality and fairness and given equal access to information
- All procurement activities and decisions will be fully and clearly documented to provide an effective audit trail.

**What we ask of you**

The Council requires all providers of goods and services to:

- Comply with the Council’s procurement policies and procedures
- Declare any actual or perceived conflicts of interest as soon as you become aware of them
- Act ethically, fairly and honestly in all dealings with the Council
- Take all reasonable measures to prevent the disclosure of confidential information
- Provide accurate and reliable advice and information when requested
- Not offer District Council of Kimba employees, contractors and consultants any financial inducements or any gifts or other benefits which may influence, or be seen as influencing Council staff.

By complying with the Council’s requirements, you will be able to advance your business objectives and interests with the District Council of Kimba fairly and ethically. You should also be aware of the consequences of not complying with the District Council of Kimba’s ethical requirements. Demonstrated corrupt or unethical conduct could lead to termination of contracts and loss of future work.

**Practical Guidelines**

- Gifts or benefits must not be offered to Council staff to gain preferential treatment
- All Council staff and business partners must disclose any potential and actual conflicts of interest
- Information which is marked confidential, or which a reasonable person would expect to be confidential, should be treated as such
- In business relationships with the District Council of Kimba, parties will respect each other’s intellectual property rights and will formally negotiate any access, license or use of intellectual property
- Where equipment or resources are supplied by the District Council of Kimba, they must only be used for the agreed official purpose
- All contractors and sub-contractors are expected to comply with the Statement of Business Ethics. If you employ sub-contractors in your work with the District Council of Kimba you must make them aware of this Statement.
Contacts
If you have any questions about this statement or wish to provide information about suspected corrupt or unethical conduct, please contact the Chief Executive Officer by telephone or in writing. Employees and contractors reporting corrupt conduct, maladministration or serious waste of public funds are protected by the Whistleblower’s Act. The Act protects public officials disclosing corruption-related matters from reprisal or detrimental action and ensures disclosures are dealt with properly.

Chief Executive Officer
The Local Government Act 1999 (Section 49) provides that a Council must prepare and adopt policies on contracts and tenders, including policies on the following:

- The contracting out of services; and
- Competitive tendering and the use of other measures to ensure that services are delivered cost-effectively; and
- The use of local goods and services; and
- The disposal or land or other assets.

The policies must:

- Identify circumstances where the Council will call for tenders for the supply of goods, the provision of services or the carrying out of works, or for the sale or disposal of land or other assets; and
- Provide a fair and transparent process for calling tenders and entering into contracts other than those resulting from a tender process.

Purchasing, or contracting, consists of both the act of and functional responsibility for securing necessary inputs from outside sources or from an appropriate internal source where financial and policy considerations dictate. These inputs can be quite diverse and can cover most of the needs of a Council. In the main, purchasing buys a variety of services from external service providers, either as needed or on a contractual basis. The two terms, contract management and contract administration, are often used interchangeably, however they do have a different meaning and should be applied with care.

**Contract Management** can be regarded as the entire process of organising, co-ordination and controlling the resources allocated to the management of a procurement or contractual task, from the time the need arises to the time of final disposal of the goods or services or to the successful completion of the contractual commitments.

**Contract Administration** can be regarded as the detailed control of all financial, technical and commercial aspects of a contract once an award has been made to the time of finalisation of all contractual commitments. It is the part of contract management, but concentrates on the procedural steps required to ensure that all contractual provisions are met.

When well managed and structured in a most efficient manner, the contracting and purchasing activities within Councils have the potential to make a major contribution to the effectiveness of the organisation and to reduce costs of operations.

In determining whether contracting out of services is appropriate for the Council, the organisation will need to:

- Understand and appreciate its corporate objectives and whether the strategic direction is to reduce costs, improve control, enhance strategic focus, gain added capabilities or resolve some problems;
- Evaluate the Council’s readiness for contracting out identified services and whether it has in-house skills, knowledge and resources to effectively manage the Contractors;
- Explore some of the options for contracting out services to determine which would suit the Council’s particular circumstances;
- Assess the core competencies of the organisation and the gap between the Council’s perceived performance or best practice models, if available.
Properly designed and implemented, an outsourcing strategy can improve the Council’s competitiveness and provide the organisation with better operational flexibility for handling changes in the working environment.

In assessing whether the Council can achieve perceived benefits of contracting services, it should fully address the following matters in any particular circumstances:

- In-house knowledge;
- In-house skills;
- Industrial relation;
- Corporate strategy and objectives;
- Internal improvements;
- Stability and control;
- Resource availability; and
- Supplier capability (which includes):
  - Proven track record;
  - Reliability;
  - Ability to deliver on time and on budget;
  - Adequate resourcing;
  - Ethical practices.

To maximise its possible potential, contracting out services must be applied reasonably and intelligently while taking into account the following factors:

- It is vital to structure the potential contract in a way which ensures clear and accurate specifications to ensure effective competition so that the best provider is chosen, and adequate monitoring of the contractors performance is carried out;
- It may force operating units to review what they are doing and whether their current activities are efficient and effective in meeting new policy directions;
- The focus of contracting out services needs to be on the service outcomes, rather than outputs; and
- Successful outsourcing will require a culture change in the Council and a new mix of skills and handled in close consultation with staff, contractors and the community at large.

Whether internal or private operators are selected to provide a Council service, competition has been identified as a means of improving performance and enhancing customer satisfaction. Whilst acknowledging the potential for securing long term performance through outsourcing some Council services, it is emphasised that the need for a balanced, case by case approach to competitive tendering and contracting out service which may result in benefits for the Council and its ratepayers.

2. **Scope**

This policy concerns a range of matters associated with the purchase (and in some relevant cases, the disposal) of goods and services, together with associated processes and procedures relevant to those purchases (and disposals).

The various categories in the policy include:

- Registration of interest for minor expenditures;
- Specific tendering (Open and Select);
- Disposal of surplus goods & materials; and
- Sale and disposal of Council land.

The policy also includes a general statement in relation to contracts as well as other matters considered relevant to the general policy position.
3. **Policy for Supply of Goods and Services**

**All goods and services must be procured by purchase order.** (Where not deemed ‘petty cash’ i.e., <$250). The Chief Executive Officer shall authorise appropriate Officers to sign order forms and limits for responsibility of programmed budget purchases/commitments. This authorisation shall be by Schedule 1 (as attached) and may be altered from time to time at the discretion of the Chief Executive Officer.

The CEO may authorize the issuing of a purchase order on a monthly basis to selected local businesses whereby minor purchases <$250 occur frequently. Employees using this option must sign and list job name/number for which purpose goods are sought.

**Purchase Orders**

Purchase Orders serve three main purposes;

- ensuring expenditure is within an officers delegation,
- demonstrating a financial commitment in Council’s Finance System to allow accurate tracking of Council’s financial obligations at any point in time, and
- establishing a set of Terms and Conditions for purchase of Goods, Works, or Services.

**Policy Exemptions**

Except as provided for in this policy, exemptions to the requirements of this policy must be approved by the Chief Executive Officer (CEO) or relevant Senior Manager. Examples of these exemptions may include services that become available to council locally e.g. specialized plant hire (shoulder grading, stabilization works, waste collection services etc.) These are generally services whereby council has the opportunity to maximize efficiencies by utilizing available resources in the area.

Reason [Note: Only the CEO can approve exemptions for Method of Procurement involving expenditure exceeding $50,000.] Reasons for any exemption to the Contracts, Tenders and Purchasing Policy must be documented. Where a Funding Agreement specifies that Council must follow a prescribed tendering process which differs from the process outlined in this Contracts, Tenders and Purchasing Policy, the project funded under that Agreement is exempted from the Policy.

Where deemed appropriate secondhand goods that fulfill Councils requirements may be purchased without the requirements of policy provisions. An example of this would be the purchase of 2nd hand machinery.

- $1 - $5000 Works Manager, Office Manager
- $5001 - $50,000 Chief Executive Officer
- $50,001 - Council approval required

Reasons for any exemption using this option must be documented.

4. **Procurement of Goods and Services**

Council will generally purchase goods and services through the adoption of one of the following approaches:

- **Direct Purchase** – where there is only a single supplier or the particular circumstances involve only one potential supplier;
- **Quotation** – where quotations will be sought from two or more suppliers;
- **Selected Tender** – where tenders are sought from a limited number of suppliers on the basis of such things as location and previous performance, as a result of an Expression of Interest process;
- **Open Tender** – where tenders are sought from the market at large through an open invitation, for example an advertisement.
In identifying the circumstances in which to apply these options, Council will give due consideration to issues such as:

- The number of known suppliers of the goods or services;
- The existence of local suppliers of the goods or services and the impact on the local economy of the goods and services where purchased from outside the area;
- The total estimated value of the purchase;
- Previous experience with suppliers;
- The organisational capacity of the Council to undertake the purchasing options; and
- Compliance with statutory obligations.

5. Purchasing Policy

Direct Purchase — specific cost indications are to be noted on the relevant purchase order. For the provision of goods and services above up to $5,000.

Quotations — at a minimum, two separate written quotations shall be obtained from the potential suppliers for the provision of goods and services above $5,000 and below $10,000 and 3 separate written quotations above $10,000 and below $50,000.

Tenders

The open tender process shall consist of the following main steps:

- Determination of Council policy, strategies, commitments;
- Preparation of documents (probity evaluation plan);
- Advertising;
- Allowance of tender preparation period (15 business days);
- Tender close;
- Evaluation;
- Decision; and
- Notification of process.

The Selected Tender process shall consist of the following main steps:

- Determination of Council policy, strategies, commitments;
- Preparation of documents (probity evaluation plan);
- Allowance of tender preparation period (15 business days);
- Tender close;
- Evaluation;
- Decision; and
- Notification of process.

Selected Tenders will be called subject to council approval

The tender documentation prepared by Council and distributed to potential suppliers, shall provide information on: Council’s contract objectives;

- Work to be undertaken;
- Goods or services to be supplied;
- Property details;
- Details of how payments are to be structured;
- Council’s liaison person;
- Contact information; and
- Tender evaluation criteria.
5.1 Who can procure and the methods of procurement to be used

Determining the Appropriate Method of Procurement

Council will generally purchase Goods, Works and Services through the following methods:

- Direct sourcing
- Quotations
- Tender
- Strategic Alliance Contracts
- Emergency Purchases

Council will document the reasons for entering into contracts other than those resulting from a competitive quoting or tender process.

*The appropriate method of purchase is determined by level of expenditure in accordance with the following table.*

<table>
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<tr>
<th>Value of Purchase</th>
<th>Process</th>
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<tbody>
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<td>Less than $5,001</td>
<td>Direct sourcing</td>
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<td>$5,001 - $10,000</td>
<td>2 Quotations minimum</td>
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<td>$10,001 - $50,000</td>
<td>3 Quotations minimum</td>
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<td>Selected Tender</td>
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<td>Greater than $100,000</td>
<td>Open Tender</td>
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***Tender method to be approved by Council prior to commencement of the purchasing process.***

Use of Purchase Orders

Purchase Orders must be raised prior to the purchase being made. Purchase Orders are required for purchases except as follows:

- Purchases made from a local business that has been approved by the CEO to have a monthly purchase order issued.
- Purchases of a value less than $250 (excluding GST);
- Purchases made using Corporate Credit Cards (refer to Credit Cards Policy);
- Purchases made for nominated Goods, Works or Services listed in Schedule 2; or
- Purchases relating to an entity which is a wholly or partially owned subsidiary of Council.

Quotations

The need to seek quotations must be determined in accordance with section 5.0 Quotations should be sought for one off purchases only. If multiple purchases are required from the same supplier, then use of a Contract should be considered (Panel or Individual).

Quotations should be received in writing, and once received, be recorded in Council’s Records Management System.

If the supply of goods and services is considered to have high risk factors, then the following should be considered:

- Use of a formal contract in lieu of purchase order especially where terms and conditions are required beyond the normal terms attached to purchase orders; and
- Use of formal evaluation criteria together with a weighted matrix to rank the suppliers in order of preference.
Tenders
The need for selected or open tenders will be determined in accordance with section 5.0. When it is considered that a tender is an appropriate method of purchase the following shall apply:
- Tenders will be evaluated by an evaluation panel against the Evaluation Criteria stated in the tender documents;
- All tenderers will be advised of the results including the identity of the successful tenderer;
- All unsuccessful tenderers will be notified in writing; Consultants and others may address the market place on Council’s behalf, provided that they have written approval and comply with Council’s policies and requirements.

Selected/Open Tender (>50,000)
Where a selected tender method is used the following information must also be recorded:
- The identity of the selected tenderers; and
- The reasons why the tenderers have been selected.

Emergency Purchases
Purchases can be made without the need to initially follow policy but only in emergency situations. The provisions of this section must not be used as an excuse for not following policy. For the purpose of this section emergency situations are restricted to:
  - Community
    - Genuine concerns for public safety;
    - Avoiding major expenses;
    - Activation of the Emergency Response Plan;
  - Council Assets
    - Ensuring that residents or occupants of Council-owned buildings are not subject to undue discomfort or hardship due to breakdown of building facilities or equipment;
    - Security of Council’s assets; or

Determination of whether these situations apply will be at the discretion of the relevant Team Leader or Manager on a case by case basis. Where a purchase is made under this section, the following will apply:
- Expenditure must be within Delegated Financial Authority;
- Expenditure should be limited to that required to alleviate the emergency situation only; and
- Officers must ensure that appropriate methods of purchase are resumed as soon as practicable (i.e. purchase order generated, quotations sought for remainder of the Goods, Works or Services other than that required for the emergency response).

5.2 Mayoral Credit Card
The Council passed resolution 55.2016 at a meeting held on 11th May 2016 to make available to the Principal Member (and to any acting Principal Member appointed during the Principal Member’s absence) use of a Council credit card facility in accordance with the rules of use as set out below to assist the Principal Member in performing and discharging their official functions and duties, pursuant to the provisions of Section 78 of the Local Government Act 1999. The Council has resolved that the provision of this facility to the Principal Member is necessary or expedient to enable the Principal Member to perform and discharge official functions and duties.
Credit Card Facility Rules of Use

a) The credit card remains Council’s property regardless of whether it is used off site or not.

b) The credit card may only be used by the Principal Member to facilitate the purchase of meals, beverages, accommodation and fuel consistent with the Council’s approved budget and is not to be used for a private purpose or any other purpose unrelated to official Council functions and duties.

c) The Principal Member is solely responsible for the credit card released into the Principal Members’ care and/or control for the duration of their term in office.

d) The credit card must be returned to Council at the end of each term in office, upon the office of the Principal Member being vacated, or earlier at the request of the Chief Executive Officer.

e) If the credit card provided to the Principal Member is damaged or lost the Principal Member must lodge a written report with the Chief Executive Officer.

f) The Principal Member must retain all receipts and tax invoices for purchases made using Council’s credit card facility. If the Principal Member does not supply a receipt and tax invoice to the Chief Executive Officer in respect of a particular purchase, the Principal Member is personally liable, and must reimburse Council, for the expense.

6. Procurement by Tender

Monetary Limit
The monetary limit for the provision of goods or services above which tenders must be called be $50,000 and above.

The monetary limit will not apply if:

a) The Chief Executive Officer or persons acting in that position determines that it is impracticable to call for tenders in the circumstances of a particular case, or

b) Council resolves for some other good cause that tenders need not be called for in the circumstances of a particular case.

Advertising
Invitations to tender shall be advertised in The Advertiser and/or local newspaper on at least one occasion. The advertisements shall direct tenderers to identify the tender by placing the advertised tender reference on the outside of the sealed envelope or package in which the tender must be enclosed.

All invitations to tender for the provision of goods or services to Council shall specify a closing date, and Council may (at its discretion), or the Chief Executive Officer (at his or her discretion), extend a closing date.

Lodgement
Tenders may be received through the mail or may be deposited in the locked container provided for the purpose, and designated as the Tender Box. Tenders received through the mail are to be addressed to the Chief Executive Officer and marked “TENDER……” and deposited in the Tender Box as soon as practicable. Facsimiles and Emails will be accepted within the nominated timeframes and will be deposited in the Tender Box as soon as practicable.

Custody
The Chief Executive Officer or his/her nominee shall have custody of the Tender Box; the unopened tenders therein, the keys to the Tender Box and the Tenders Register. All tenders received and recognised as such must immediately be placed in the Tender Box.

Accidental Opening
When an envelope containing a tender is not marked as required, and is opened in the normal process of mail handling, the tender and the envelope are to be sealed into another envelope by the person dealing with the mail, correctly endorsed with the tender number and signed by the Officer, and immediately placed into the Tender Box. The contents of the tender must not be divulged to any other person by the said
Officer.

Opening
The Tender Box shall be opened in the presence of at least two Officers/Members of Council, at the time specified in the invitation to tender as the time for the closing of the tender, or at such later time as may be necessary, and the appropriate tenders removed. Where more than one tender is current at the one time, all tenders in the Tender Box other than the one closing are to be replaced and locked into the Tender Box immediately the tenders have been sorted and identified. Immediately after the Tender Box is opened, the relevant tenders must be opened and initialled by the same two Officers/Members of Council present at the opening of the Tender Box.

Details of the tenders opened shall there and then be recorded in the Tenders Register by the Chief Executive Officer in the presence of the two Officer/Members of Council.

Tender Register
The Tender Register shall record the following details:
- A brief description of the item or service to be tendered
- Tender number
- Date tender called
- Date and time tender closes
- Date and time tender opened
- Name and address of all tenderers
- Gross/trade in/net values and/or brief details for each tender, including financials

Certifying
The Chief Executive Officer, or his/her nominee shall then endorse the Tenders Register entries as true and correct in regard to the names of the tenderers, the brief description of the detail of each tender (if appropriate), and the values of each tender.

Report to Council
The Chief Executive Officer shall submit all tender details (minimum being notes made in Tender Register) to the relevant Advisory Group as may be appropriate, for recommendation to Council or alternatively directly to Council.

Late Tenders
Late Tenders will not be accepted under any circumstances, Tenderers must ensure that their submission arrive on time.

7. Evaluation of Tenders

There are no restrictions on the kinds of evaluation criteria that may be used, as long as they are disclosed in the evaluation process and relate to the purpose of the procurement. The specific criteria used will depend on the particular circumstances, however will generally fall into the major categories of technical, commercial (business and management) and price.

The Council will adopt a value for money approach when undertaking contracting for services. Determining value for money will entail the assessment of all price and non-price factors, including all or some of the following depending upon the particular contract:
- Technical, physical, financial and management capabilities;
- The degree to which the proposal satisfies the deliverables of the specification;
- Quality of service offered and quality control procedures;
- Fair market prices;
- Delivery capability and post delivery service, where applicable;
New or innovative solutions;
Value analysis (i.e. Cut out the rubbish and determine what are the essential)

The above factors (and others, depending on the particular circumstances) which will apply to individual contracting for services opportunities, have to be weighed against each other in order to determine the best, or optimum, value for money.

In evaluating value for money, Council must identify the factors which they may consider to be of the highest priority or weighting, and then move through the factors to those which are considered to be of lower importance. There is no longer an expectation that goods or services will be bought according to the lowest tendered price, as long as the evaluation can show that other aspects have been considered and give appropriate weighting in the process.

At the evaluation stage, it is essential that information be restricted as far as possible to those who are authorised to have access to information on the contract and who play a direct part in the evaluation process. Once the tenders have been opened and the evaluation process is able to commence, it is essential that controls are in place to ensure the following:

- That access to tender documents is controlled;
- That the documents are not to be copied without authority;
- That they are treated on a “need to know” basis only;
- That staff involved in the evaluation process are aware of the requirement for care and a total ethical conduct.

8. Sale & Disposal of Surplus Goods & Materials

Where the Chief Executive Officer is satisfied that goods or materials with an estimated value greater than $5,000 are surplus to Council’s operating requirements, they shall be disposed of in accordance with the tender procedure as outlined in Sections 6 and 7 above. If goods and materials fail to make the reserved tender price or receive no tenders, they may be advertised on the open market at a fair market value.

Goods and materials may be advertised on the open market at fair market value without using the tender process subject to approval by the Chief Executive Officer for amounts up to $50,000 and approval by Council for amounts in excess of $50,000.

The Chief Executive Officer shall accept the highest tender for any particular goods or materials. If the highest tender is not accepted, the Chief Executive Officer shall note the reasons in the Tender Register as to why the highest tender was not accepted.

In response to any enquiry, the Chief Executive Officer shall only need to disclose the identity of the successful tenderer, or of any reasons as to why a successful tenderer has been selected, if appropriate in the particular circumstances.

This section does not apply to those situations where a trade-in is attached to a tender process.

9. Sale & Disposal of Council Land

Council land that is surplus to requirement must be disposed of by formal tender or auction.

In the case of auction, a reasonable reserve price must be set which is to be approved by the Chief Executive Officer or the Council.

Where Council is approached by persons who wish to purchase specific Council freehold land for development, a considered judgement will be made on the following criteria:

- Overall community economic benefit;
• Employment generation options;
• Establishment of a new industry; and
• Known or considered future use options of the land.

Should these criteria be met and where it is considered that the economic benefits to the community will be greater than the perceived financial gain, from public sale, then Council may consider sale without public offer.

The Council shall have regard to Chapter 10, Section 184 and Chapter 11 of the Local Government Act 1999, when disposing of Council land.

Council will follow the guidelines outlined in this policy subject to the Council’s procurement manual at the material time.

10. Buy Local Policy & Preference to Ratepayers

All purchases are to be made from the supplier offering the lowest price for an acceptable quality, having regard to all purchasing policies adopted by Council.

Where price and quality offered by two or more suppliers are equal, preference is to be given to:

a) A company based in the Council area;
b) A company based on the Eyre Peninsula;
c) A company based in South Australia;
d) A company based in Australia.

The Council will determine on a case by case basis what weighting, if any, is to be given to the “buy local” criteria.

11. Work Health and Safety Policy

This Council believes that a bi-partisan approach to workplace health and safety is beneficial to all persons at the workplace. Employees and where appropriate their elected Health & Safety Representatives or Committee have the right both legally and morally to be kept informed of any changes to the workplace which might affect their health or safety.

It is the policy of Council that prior to making a decision to purchase plant, equipment, substances or anything that may affect the health, safety or welfare of employees at the workplace, management will consult with duly elected health and safety representatives and health safety committees.

All plant equipment and substances will be purchased from manufacturers, suppliers or distributors who comply with the Work Health and Safety Act 2012, Duties of Manufacturers etc. ensuring that plant and substances are safe, have been tested or examined, are supplied with relevant documentation where necessary, and comply with prescribed standards and codes, that adequate information is available to ensure safe use, handling, processing, processing storage, transportation or disposal etc. Preference will be given to manufacturers of equipment from SA and/or Australia.

In accordance with the Work Health and Safety Act 2012, all purchasing specifications should specify the uses or functions of the plant and equipment and where possible the general performance characteristics required to reduce the risk to health and safety. All purchase of plant and equipment, in excess of $10,000, except for hazardous substances, shall require a pre-purchase risk assessment.

All purchasing contracts will be endorsed with the requirement that all prescribed standards of the Work Health and Safety Act 2012 are met. All plant equipment will be inspected prior to commissioning to ensure that all relevant requirements have been met.

12. Compliance With All Australian Standards

Council will ensure that the delivery of all goods and materials satisfies all of the requirements of all relevant
13. Quality Assurance Endorsed Companies

Council will ensure that where practical, preference is given to suppliers and manufacturers who are quality endorsed, and accredited to the AS 3900/ISO 9000 Quality Standard.

*Note: A catalogue of certified companies is available from Quality Assurance Services, a division of Standards Australia.*

14. Availability of this Policy

The public may inspect a copy of this Policy, without charge, at the offices of the Council during normal office hours, and may obtain a copy for a fee fixed by the Council, if any. Further enquiries in relation to the Code should be directed to the Chief Executive Officer, telephone 8627 2026.

15. Review

The Council may review this policy from time to time, however it is anticipated that an annual review of the policy will be undertaken in December of each year. Council has the right to review this policy at any time, if considered desirable.

16. Adoption of the Policy

This Policy was reviewed and re-adopted by the Council at its Ordinary meeting on Wednesday 10th May, 2017.

*Note: A catalogue of Australian Standards is available from “Standards Australia”.*
## TENDER REGISTER

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<tr>
<th>Date Tender Called (date of notice)</th>
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<tr>
<th>Tender Advertised (date &amp; with whom)</th>
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<th>Period of Advertising (how long for)</th>
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<tr>
<th>Date Tender Closed (extension Y/N?)</th>
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<th>Tenders Opened (date/time)</th>
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<th>‘Opening’ Officers</th>
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<th>Number of Tenders Received</th>
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<th>‘Opening’ Officer</th>
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<th>‘Opening’ Officer</th>
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Council Meeting:_________
| Tender No: | __________________________ |
| Business Name / Personal Name: | __________________________ |
| Postal Address: | __________________________ |
| Physical Address: | __________________________ |
| Phone & Fax Details: | |
| Ph: (____) ______________________ | Fax: (______) ______________________ |
| Ph: (____) ______________________ | Fax: (______) ______________________ |
| Email & Mobile Details: | |
| Email: __________________________ | Mobile: __________________________ |
| Financial Information Relating to Tender Submitted: | |
|  |  |  |  |  |  |  |  |  |  |
SCHEDULE ONE

POLICY FOR THE SUPPLY OF GOODS & SERVICES

All goods and services must be procured by purchase order (where not deemed petty cash, i.e. < $100).

The following officer designations are authorised to sign orders on Council’s behalf:

- Works Manager
  Subject to Budget Allocations and Council Purchasing Policy

- Office Manager
  to a limit of $15,000

- Administration staff
  to a limit of $1,500

- Workshop Supervisor
  to a limit of $2,500

- Town Supervisor
  to a limit of $1,500

This authorisation is for commitment of goods and services within budget programs.

__________________________________________  __________________________
Chief Executive Officer                          Date
SCHEDULE TWO

NOMINATED GOODS, WORKS OR SERVICES EXEMPT FROM PURCHASE ORDERS.

All goods and services must be procured by purchase order (where not deemed petty cash, i.e. < $250). The following goods have been identified as exempt from this process:

- Accommodation charges
- Legal services
- Accounting services
- Professional services i.e. external audits
- Insurance and freight charges
- Fees/payments imposed under any relevant Acts
- Payments pursuant to any award binding upon a council
- Payments pursuant to court costs

_____________________________    _______________________
Chief Executive Officer            Date