

POLICY NUMBER	-	3.11
POLICY SUBJECT	-	3.11 Procurement Policy
DATE Adopted	-	26 June 2018 (item 10.1.8)
RESPONSIBLE OFFICER	-	Manager of Corporate Services
REVIEWED	-	24 February 2026 (CMRef:)

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### Objective and Scope

To provide a clear approach for the procurement of all goods and services to ensure practices are efficient, transparent, ethical, provide value for money and meet all legislative requirements.

This Policy applies to all purchasing activities undertaken by the Shire's officers.

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### Policy

The Shire procures a considerable number of products and services, and it is essential that it is done in a way that achieves value for money, is transparent, accountable, without bias or preference and effective. This policy was created to ensure appropriate procurement of all goods and services and therefore good governance.

### Principles

- Procurement undertaken by the Shire is carried out in a consistent, efficient, effective and transparent manner.
- Retaining the integrity of the procurement process by maintaining fair and ethical practices and adherence to statutory obligations is a fundamental requirement.
- Value for money will be sought in a way that achieves the most advantageous outcomes for the Shire.
- Where appropriate, local suppliers and/or suppliers using significant local resources to be given preferential consideration in order to support the local economy.
- Wherever possible, other sustainable benefits such as environmental and social factors will be considered in the overall value for money assessment.
- There should be no conflicts of interest which might compromise equity, probity and integrity and the avoidance of bias in the procurement process.
- Procurement records will be maintained in accordance with the State Records Act and the Shire's Recordkeeping Plan.
- Confidentiality protocols that protect commercial-in-confidence information are applied with information released only where appropriately approved.

## Provisions

### 1. Ethics and Integrity

- 1.1 All employees of the Shire shall observe the highest standards of ethics and integrity in undertaking purchasing activities and act in an honest and professional manner that supports the standing of the Council.

The following principles, standards and behaviour must be observed and enforced through all stages of the purchasing process, to ensure the fair and equitable treatment of all parties:

- Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money.
- All purchasing practices shall comply with the *Local Government Act 1995* and *Local Government (Functions and General) Regulations 1996* and requirements consistent with the Shire's Policies, Procedures and Code of Conduct.
- Purchasing is to be undertaken on a competitive basis, in which all potential suppliers are treated impartially, honestly and consistently.
- All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable procedures and audit requirements.
- Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.

### 2. Value for Money

Value for money is an important principle governing purchasing, that allows the best possible outcome to be achieved for the Shire. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- All relevant whole of life costs, benefits of whole of life cycle costs (for goods), and whole of contract life costs (for services), including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as, but not limited to, holding costs, consumables, deployment, maintenance and disposal.
- The technical merits of the goods or services offered in terms of compliance with specifications, contractual terms and conditions, and any relevant methods of assuring quality.
- Financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history).
- A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.
- The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from its supply, operation and maintenance.

Where a higher priced, conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

### 3. Purchasing Thresholds and Practices

#### 3.1 Compliance

The Shire must comply with all requirements, including purchasing thresholds and processes, as prescribed within legislation, this Policy and associated procedures.

#### 3.2 Thresholds and Procedures

The following table outlines the purchasing value thresholds and applicable practices relating to purchasing activities.

Purchasing value for the purposes of this policy is exclusive of GST.

Purchase Amount	Process to be Followed
Up to \$5,000	Obtain at least one (1) verbal or written quotation from suitable suppliers. Market testing is strongly encouraged.
From \$5,001 to \$20,000	Seek at least two (2) verbal or written quotations from suitable suppliers. Recommendation to purchase and reason for choosing selected supplier to be documented and countersigned by the approving officer.
From \$20,001 to \$50,000	Seek at least three (3) written quotations from suitable suppliers. Recommendation to purchase, include on quotation form reason for choosing selected supplier.
From \$50,001 to \$250,000	Obtain at least three (3) written quotations from suppliers by invitation under a formal Request for Quotation. Recommendation to purchase and reason for choosing selected supplier to be documented and countersigned by the approving officer.
\$250,001 and above	Conduct a public tender process, as prescribed under the <i>Local Government (Functions and General) Regulations 1996</i> . Public Tender purchasing decision is to be based on the suppliers written response to: <ul style="list-style-type: none"><li>- A detailed specification; and</li><li>- Pre-determined selection criteria that assesses all best and sustainable value considerations.</li></ul> The purchasing decision is to be evidenced using the Evaluation Report template retained in accordance with the Shire's Record Keeping Plan.
All purchases where there is a WALGA preferred supplier under the WALGA Preferred Supplier Program	Direct purchase from the supplier. Quotations to be sought and approval required prior to purchase by the Chief Executive Officer. Best value for money must be clearly demonstrated and documented.

### 3.3 Exemptions from Purchasing Thresholds and Practices

The following procurement processes are exempt from the procurement thresholds and practices outlined in 3.2:

Procurement Process	Process to be Followed
LGIS for insurance purchases	<p>The suite of LGIS insurances is established in accordance with s.9.58(6)(b) of the Local Government Act 1995 and is provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-based service and is not defined as a purchasing activity subject to this Policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required.</p>
Credit card purchases	<p>Policy 3.10 Credit Card Policy identifies who and how credit cards are used. There is no requirement to raise a purchase order for credit card purchases.</p>
Purchases under \$100	<p>There is no requirement to raise a purchase order for purchases below \$100.</p>
Emergency purchases included in the adopted Budget	<p>Where goods or services are within scope of an established panel of pre-qualified suppliers or existing contracts, the emergency supply must be obtained from the Panel.</p> <p>Where a contracted is unable to provide the emergency supply or compliance with this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply.</p>
Emergency purchases not included in the adopted Budget	<p>The President must authorise the expense in advance being incurred in accordance with s.6.8 of the <i>Local Government Act 1995</i>.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported to the next ordinary Council Meeting.</p>
Utility charges	<p>Water, electricity and gas are supplied by sole service providers. No purchase orders are required for the supply of water, electricity or gas.</p>
Reimbursements	<p>Subject to approval as per 3.4 Purchasing Approval.</p>

### 3.4 Purchasing Approval

At all times, an order must be raised, with full supporting quotation documentation, prior to the official engagement of a creditor. The authorisation of official orders the supply of goods and services can only be exercised through the Shire's procurement system by those Officers indicated in the following schedule, and only to the extent indicated.

Position	Amount
Chief Executive Officer	Unlimited
Manager of Infrastructure and Projects	\$80,000
Manager of Corporate Services	\$50,000
Manager of Governance and Community Services	\$50,000
Community Development Coordinator	\$20,000
Dowerin Home Care Coordinator	\$20,000

### 3.5 Certification of Invoices

Shire employees that receive the goods or have evidence that the service has been delivered must sign and date the supplier invoice acknowledging that they have carried out this function and also attached the supplier delivery note if provided.

The Accounts Payable Officer must check all invoices to the approved purchase order to make sure that only approved goods and services have been delivered by the supplier. Where supplier invoices are not supported by preapproved purchase orders the invoice must be authorised in accordance with purchase authorisation authority. This includes where a variation is over 10% of the original approved purchase. In this instance a variation must be formally approved by the original approver.

### 3.6 Officers in Acting Capacity

Officers in acting capacity may sign official orders and authorise an invoice for payment of goods and services, as detailed within this Policy.

Acting capacity is defined when the Chief Executive Officer and/or the Officer for the time being appointed as Acting Chief Executive Officer is absent, on annual leave, long service leave, sick leave, conferences, meetings or absent from office during the course of business.

## 4. Other Related Matters

### 4.1 Waiver of Quotation

Where quotes are not practical, e.g. due to limited suppliers, the Chief Executive Officer, or Manager of Corporate Services may, at their discretion, waive the requirements to obtain quotes providing that written, justifiable reasons for such waiver are provided by the responsible Officer and documented.

## 4.2 Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with:

- A local emergency where expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; or
- A local emergency and the expenditure are required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the Local Government Act 1995 and Functions and General Regulation 11(2)(a),
- A State of Emergency declared under the Emergency Management Act 2005 and therefore, Functions and General Regulations 11(2) (aa), (ja) and (3) apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

## 4.3 Inviting Tenders Though Not Required to Do So

The Shire may determine to invite public tenders, despite the estimated purchase value being less than the \$250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the Shire's tendering procedures.

## 4.4 Expressions of Interest

Expressions of Interest (EOI) will be considered as a prerequisite to a tender process where the required supply evidence one or more of the following criteria:

- Unable to sufficiently scope or specify the requirement.
- There is significant variability for how the requirement may be met.
- There is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created, or delivered.
- Subject to a creative element.
- Provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information only.

## 4.5 Unique Nature of Supply (Sole Trader)

An arrangement with a supplier based on the unique nature of the goods or services required or for any other reason, where it is unlikely that there is more than one potential supplier may only be approved where the:

- Purchasing Value is estimated to be over \$5,000.
- Purchasing requirement has been documented in a detailed specification.
- Specification has been extensively market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement.
- Market testing process and outcomes of supplier assessments have been evidenced in records, inclusive of a rationale for why the supply is determined as unique and why quotations / tenders cannot be sourced through more than one potential supplier.

An arrangement of this nature will only be approved for a period not exceeding one (1) year. For any continuing purchasing requirement, the approval must be re-assessed before expiry to evidence that only one potential supplier still genuinely exists.

#### **4.6 Anti-Avoidance**

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a public tender. This includes the creation of two or more contracts or creating multiple purchase order transactions of a similar nature.

#### **4.7 Contract Renewals, Extensions and Variations**

Where a contract has been entered into as the result of a publicly invited tender process, then Functions and General Regulation 21A applies.

For any other contract, the contract must not be varied unless:

- The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract.
- The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract; or
- The variation must not exceed 10% or \$10,000 of the total contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the Shire is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

#### **4.8 Sustainable Procurement**

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire will apply Sustainable Procurement criteria as part of the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes.

Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs) or externally focussed (i.e. initiatives such as corporate philanthropy).

Requests for quotation and tenders will include a request for suppliers to provide information regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

#### 4.9 Local Economic Benefit

The Shire promotes economic development through the encouragement of competitive participation in the delivery of goods and services by local suppliers permanently located within its District first, and secondly, those permanently located within its broader region. As much as practicable, the Shire will:

- consider buying practices, procedures and specifications that encourage the inclusion of local businesses and the employment of local residents.
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support).
- ensure that procurement plans, and analysis is undertaken prior to develop requests to understand local business capability and local content availability where components of goods or services may be sourced from within the district for inclusion in selection criteria.
- explore the capability of local businesses to meet requirements and ensure that requests for quotation and tenders are designed to accommodate the capabilities of local businesses.
- avoid bias in the design and specifications for requests for quotation and tenders – all requests must be structured to encourage local businesses to bid.
- consider the adoption of key performance indicators (KPIs) within contractual documentation that require successful Contractors to increase the number of employees from the district first.
- provide adequate and consistent information to local suppliers.
- To this extent, a weighted qualitative criterion will be included in the selection criteria for Requests for Quotation and Tenders where suppliers are located within the boundaries of the Shire or substantially demonstrate a benefit or contribution to the local economy.

The Shire has adopted a Buy Local Policy, which will be applied when undertaking all purchasing activities.

#### 4.10 Buy Local Policy

##### *Regional Price Preference*

A price preference will apply to suppliers who are based in, operate from or source goods or services from within the Shire in relation to all quotations/tenders invited by the Shire for the supply of goods, services, and construction (building) services.

The Local price preference enables suppliers to be evaluated as if the proposed tender/quotation bid price were reduced in accordance with permitted price preferences as specified below in the policy.

This policy will operate in conjunction with the purchasing considerations and procedures as outlined when evaluating and awarding tender contracts.

This policy operates in conjunction with the Shire's Policy 3.15 Regional Price Preference.

### *Local Supplier*

A supplier of goods or services who submits a tender/quotation is regarded as being a local tenderer if:

- The supplier has a physical business premises (in the form of an office, depot, shop, outlet, headquarters, or other premises where goods or services are being supplied from), located within the Shire. This does not exclude suppliers whose registered business is located outside the Shire but undertake the business from premises located in the Shire.
- A business having permanent staff that are based at the business premises located within the Shire.
- Management or delivery of the majority of the outcomes will be carried out from the business premises located in the shire; and in order for the policy to apply, the supplier is required to provide to the Shire sufficient evidence which demonstrates compliance with the above criteria.

### *Goods and Services*

The Shire of Dowerin will provide a local price preference to the maximum allowable amount specified in section 24D of the Local Government (Functions and General) Regulations 1996.

## **4.11 Socially Sustainable Procurement**

The Shire will support the purchasing of requirements from socially sustainable suppliers such as Australian Disability Enterprises and Aboriginal businesses wherever a value for money assessment demonstrates benefit towards achieving the Shire's strategic and operational objectives.

A qualitative weighting will be used in the evaluation of Requests for Quotes and Tenders to provide advantages to socially sustainable suppliers in instances where the below tender exemptions are not exercised.

## **4.12 Aboriginal Businesses**

Functions and General Regulation 11(2)(h) provides a tender exemption if the goods or services are supplied by a person on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia, or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where the consideration under contract is \$250,000 or less, or worth \$250,000 or less.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other registered Aboriginal Businesses as noted in F&G Reg.11(2)(h)) to determine overall value for money for the Shire.

Where the Shire decides to contract directly with an Aboriginal Business for any amount up to and including \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

#### **4.13 Australian Disability Enterprises**

S 11(2)(i) of the *Local Government (Functions and General) Regulations 1996* provides a tender exemption if the goods or services are supplied by an Australian Disability Enterprise.

The Shire will first consider undertaking a quotation process with other suppliers (which may include other Australian Disability Enterprises) to determine overall value for money for the Shire.

Where the Shire decides to contract directly with an Australian Disability Enterprise for any amount, including an amount over the Tender threshold of \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents value for money.

If the contract value exceeds \$50,000 (ex GST), a formal Request for Quotation will be issued to the relevant Australian Disability Enterprises. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan

#### **4.14 Environmentally Sustainable Procurement**

The Shire will support the purchasing of recycled and environmentally sustainable products whenever a value for money assessment demonstrates benefit toward achieving the Shire's strategic and operational objectives.

Qualitative weighted selection criteria will be used in the evaluation of Requests for Quote and Tenders to provide advantages to suppliers which:

- Demonstrate policies and practices that have been implemented by the business as part of its operations.
- Generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and
- Encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

#### **4.15 Contract Management**

In accordance Section 20 of the *Local Government (Functions and General) Regulations 1996*, if, after it has invited tenders for the supply of goods or services and chosen a successful tenderer but before it has entered into a contract for the supply of the goods or services required, the Shire may make minor variations in the goods or services required, it may, without again inviting tenders, enter into a contract with the chosen tenderer for the supply of the varied requirement subject to such variations in the tender as may be agreed with the tenderer.

Contracts are to be proactively managed during their lifecycle by the Shire Officer responsible for the delivery of the contracted goods, services or works, to ensure the Shire receives value for money and to enforce performance against the contract. Requirements are outlined in the Shire's Contract Management Practice.

Where a contract extension or variation is required, the details must be updated in the Shire's Contract Management system or database. The agreement must be signed by a person with appropriate delegation and authorisation.

#### 4.16 Panels of Pre-Qualified Suppliers

The Shire will consider creating a Panel of Pre-qualified Suppliers (“Panel”) when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a panel includes:

- There are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of ‘value for money’.
- The Panel will streamline and will improve procurement processes; and
- The Shire has the capability to establish a Panel and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

##### *Establishing and Managing a Panel*

If the Shire decides that a Panel is to be created, it will establish the panel in accordance with the Regulations.

Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

Panels may be established for a term not exceeding 12 months and must not contain an option to renew.

Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets/exceeds the requirements in the value for money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A Panel contract arrangement needs to be managed to ensure that the performance of the Panel Contract and the Panel members under the contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved. A Contract Management Plan should be established that outlines the requirements for the Panel Contract and how it will be managed.

##### *Distributing Work Amongst Panel Members*

To satisfy S 24AD(5) of the *Local Government (Functions and General) Regulations 1996* of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the Shire intends to:

- Obtain quotations from each pre-qualified supplier on the Panel with respect to all discreet purchases; or
- Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- Develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

- each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- Work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under S 24AD(5)(f) of the *Local Government (Functions and General) Regulations 1996* when establishing the Panel.
- The Shire will invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken.
- Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract.
- Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in this Policy.
- When a ranking system is established, the Panel will not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

#### *Purchasing from the Panel*

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every panel member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

#### *Communications with Panel Members*

The Shire will ensure clear, consistent and regular communication with panel members.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be captured in accordance with the Shire's Record Keeping Plan. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and panel members.

### **4.17 Record Keeping**

All Local Government purchasing activity, communications and transactions must be evidenced and retained as local government records in accordance with the State Records Act 2000 and the Shire's Record Keeping Plan.

In addition, the Shire must consider and will include in each contract for the provision of works or services, the contractor's obligations for creating, maintaining and where necessary the transferral of records to the Shire relevant to the performance of the contract.

#### 4.18 Purchasing Policy Non-Compliance

The Purchasing Policy is mandated under the *Local Government Act 1995* and S11A of the *Local Government (Functions and General) Regulations 1996* and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision-making processes that substantiate the non-compliance.

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire's policies and procedures.

If non-compliance with legislation, this Purchasing Policy or the Code of Conduct, is identified it must be reported to the Chief Executive Officer or the Manager of Corporate Services.

A failure to comply with legislation or policy requirements, including compliance with the Code of Conduct when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated, it may be treated as:

- an opportunity for additional training to be provided.
  - a disciplinary matter, which may or may not be subject to reporting requirements under the Public Sector Management Act 1994; or
  - where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the Corruption, Crime and Misconduct Act 2003.
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#### Roles and Responsibilities

##### Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

##### Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

##### Manager of Corporate Services

The Manager of Corporate Services has responsibility to ensure this policy is reviewed and presented to Council for consideration.

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#### Related Documentation

Nil

#### Related Legislation/Local Law/Policy/Procedure

- *Local Government (Rules of Conduct) Regulations 2007*
- Code of Conduct

#### Related Delegation

- 4.1 Expressions of Interest for Goods and Services
- 4.2 Tenders for Goods and Services – Call Tenders
- 4.3 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options
- 4.4 Tenders for Goods and Services – Exempt procurement
- 4.5 Panels of Pre-Qualified Suppliers for Goods and Services
- 4.6 Application of Regional Price Preference Policy

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Next Review Due	This policy will be reviewed biennially or more often where circumstances require.

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