



## PURCHASING POLICY

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<b>Policy Owner:</b>	Corporate Services
<b>Distribution:</b>	All Employees
<b>Person Responsible:</b>	CEO
<b>Date of Approval:</b>	
<b>File Reference:</b>	

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- Objective**
- To provide compliance with the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* as amended in March 2007.
  - To deliver best practice approach and procedures to internal purchasing for the Shire of Dowerin.
  - To ensure consistency for all purchasing activities within the Shire of Dowerin.
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### Policy

#### Why do we need a Purchasing Policy?

The local government is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities.

#### This policy:

- Provides the local government with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the local government receives value for money in its purchasing.
- Ensures that the local government considers the environmental impact of the procurement process across the life cycle of goods of goods and services.
- Ensures the local government is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the local government's purchasing practices that withstand probity.

#### Purchasing Thresholds

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:

Amount of Purchase	Model Policy	Approval Required
< \$500	Direct purchase from local suppliers where possible.	Authorised staff member to issue order number.
\$501 to \$9,999	Direct purchase from local suppliers where possible with two verbal quotes. Refer to CEO or Finance Manager for approval of purchase.	Authorised staff member to issue order number. <b>Management to sign approval.</b>
\$10,000 - \$49,999	Obtain at least three verbal or written quotations and refer to CEO or Finance Manager for approval of purchase.	Authorised staff member to issue order number. <b>Management to sign approval.</b>
\$50,000 - \$99,999	Obtain at least three written quotations containing price and specification of goods and services and refer to Council for approval of purchase.	<b>Council to approve.</b>
\$100,000 >	Conduct a public tender process.	<b>Council to select and approve.</b>



### **Ordering Thresholds**

The following Officers are authorised to sign orders on behalf of Council within the limits stated provided such proposed purchases are contained within the Budget and are within the officer's area of activity.

<b>Position</b>	<b>Amount</b>
<b>Chief Executive Officer</b>	Unlimited
<b>Works Manager</b>	\$50,000
<b>Finance Manager</b>	\$50,000
<b>Community Services Officer</b>	\$500
<b>Administration Staff</b>	\$500
<b>Maintenance</b>	\$500
<b>Parks and Gardens</b>	\$500