

Procurement Policy



Policy Type:	Council
Version:	012
Date Adopted:	05 November 2025
Service Unit	Finance
Directorate:	Customer & Corporate Services
Review Date:	4 years from adoption

1. Purpose

The purpose of the Procurement Policy is to:

- Provide a policy framework and guidance to Council to allow consistent application of Procurement activities in a controlled environment,
- To develop sound and ethical procurement practices and systems,
- To manage risk associated with each stage of the procurement process,
- Demonstrate transparency and accountability to ratepayers and
- Demonstrate the application of elements of best practice procurement.

This policy should support Council in all Procurement activities by ensuring:

- The framework aligns with corporate strategies, aims and objectives including, but not limited to those related to sustainability, protection of the environment, and corporate social responsibility,
- Procurement activities span the whole life cycle of an acquisition from initial concept to the end of the useful life of an asset, including its disposal, or the end of a service contract,
- A robust and transparent audit trail which ensures that procurement projects are delivered on time, within cost constraints and that the needs of end users are fully met,
- Risks are identified throughout the sourcing, transition, delivery and finalisation stages of procurement and ensure appropriate risk avoidance and mitigation strategies are applied whenever practicable and appropriate,
- Council achieve value for money and quality in the acquisition of goods, services and works by Council,
- Council can demonstrate that public money has been well spent,
- Procurement is conducted in an impartial, fair and ethical manner,
- Council seeks continual improvement including the embracement of innovative and technological initiatives such as electronic tendering processes to reduce activity cost,
- Council supports business in the local community and
- Council complies with legislation, corporate policies or other requirements, ensuring that all staff responsible for procurement and contract management are aware of and adhere to the legislative requirements, Council standards and best practice.

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2. Definitions

Australian Business Number (ABN)	A unique 11-digit identifier for businesses. An enterprise must have an ABN to register for GST.
Act	<i>Local Government Act 2020</i>
Commercial in Confidence	Information which if released may prejudice the business dealings or commercial interests of Council or another party. e.g. prices, discounts, rebates, profits, methodologies, and process information.
Contract Management	The process that ensures both parties to a contract that they fully meet their respective obligations as efficiently and effectively as possible to deliver the business and operational objectives required from the contract and to provide value for money.
Council Staff/Officer	Includes full-time and part-time Council officers, and temporary employees, agency staff, contractors and consultants while engaged by Council.
Cumulative Spend	The spend with a supplier for like type goods, services or works over a rolling period of three years.
Expression of Interest (EOI)	A probing procurement process which seeks to understand opportunities to undertake a required service or project.
Financial Delegation	The authority to purchase goods and services on behalf of Council.
Goods and Services Tax (GST)	A 10% consumption tax on most goods and services. An enterprise must have an ABN and be registered for GST before GST can be applied. All monetary values stated in this policy include GST except where specifically stated otherwise.
Local Content	Includes the purchases of works, goods and/or services and/or labor from a business that is based within the boundaries of the MSC local government area (LGA).
Local Supplier	A supplier whose registered business is within the boundaries of the MSC LGA. For large organisations, the definition of local supplier may be applied to their branch, office or depot located within the MSC LGA.
MSC	Moorabool Shire Council
Novated Contract	A legal agreement where one Supplier transfers its rights and obligations under a Contract to a third party, with the consent of Council. Novated Contracts typically occur where there is a sale of a Supplier's business to another party.
Panel of Suppliers	A contract with multiple suppliers appointed to facilitate the needs of Council operations that have been validated as an approved provider via a public tender process.
Probity	The dictionary definition of probity refers to uprightness, honesty, proper and ethical conduct and propriety in dealings. Within government, the word "probity" is often used in a general sense to mean "good process". A Procurement process that conforms to the expected standards of probity is one in which clear procedures that

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	are consistent with Council's policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
Quotation	A written and/or verbal offer to Council to carry out works, provide services or supply goods at a stated price.
Standing Offer Arrangements (SOA)	A contract that sets out rates for goods and services which are available for the term of the agreement. However, no commitment is made under the agreement to purchase a specified value or quantity of goods or services.
Sustainability	Sustainable procurement involves decision making that has the most positive environmental, social and economic impacts possible across the entire lifecycle of goods, services and works.
Tender Process	The process of inviting parties from either a select list or via public advertisement to submit an offer by tender, followed by evaluation of submissions and selection of a successful bidder or tenderer in accordance with pre-determined evaluation criteria.
Value for Money	Value for Money in Procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including: <ul style="list-style-type: none"> • contribution to the advancement of Council's priorities, • non-cost factors such as fitness for purpose, quality, service and support, and • cost related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.
Variation	Means any change to the contract or agreed to by the Superintendent and contractor resulting from a direction to undertake Goods, Services or Works that differ from those in the contract

3. Scope

This procurement Policy is made under Section 108 of the *Local Government Act 2020* (Act).

This section of the Act requires Council to prepare and adopt a Procurement Policy which specifies the principles, process and procedure for applying in respect of the purchase of goods and services by Council (including the carrying out of works), which includes the following provisions:

- Seeks to promote open and fair competition and provide value for money,
- The contract value above which the Council will invite a tender or seek an expression of interest,

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- A description of the criteria to be used by the Council to evaluate whether a proposed contract provides value for money,
- A description of how Council will seek collaboration with other councils and public bodies in the procurement of goods or services,
- The conditions under which Council may purchase goods or services without inviting a public tender or expression of interest,
- A description of the process to be undertaken in inviting a public tender or expression of interest.

This policy should be read in conjunction with Council's "Staff Code of Conduct" and applies to all contracting and procurement activities at Council and is binding upon Councillors, Council staff, temporary employees, agency staff, contractors and consultants while engaged by the Council.

4. Non-Compliance

Any breach of this policy will be addressed in accordance with the "Counselling and Disciplinary Action Policy".

5. Policy

5.1. Values and Principles

5.1.1. *Ethics and Probity*

Council's procurement activities will be performed with integrity and in a manner able to withstand the closest possible audit scrutiny.

Councillors and Council staff shall at all times conduct themselves in ways that are, and are seen to be, ethical and of the highest integrity and will:

- treat potential and existing suppliers with equality and fairness,
- not seek or receive personal gain,
- maintain confidentiality of Commercial in Confidence information such as contract prices and other sensitive information,
- present the highest standards of professionalism and probity,
- deal with suppliers in an honest and impartial manner that does not allow conflicts of interest,
- provide all suppliers and tenderers with the same information and equal opportunity and
- be able to account for all decisions and provide feedback on them.

Council staff who are responsible for managing or supervising contracts are prohibited from performing any works under the contract they are supervising.

5.1.2. *Fair and Honest Dealing*

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All prospective contractors and suppliers must be afforded an equal opportunity to tender or quote.

Impartiality must be maintained throughout the procurement process so it can withstand public scrutiny.

The commercial interests of existing and potential suppliers must be protected.

Confidentiality of information provided by existing and prospective suppliers must be maintained at all times, particularly commercially sensitive material such as, but not limited to prices, discounts, rebates, profit, manufacturing and product information.

5.1.3. Accountability and Transparency

Accountability in procurement means being able to explain and provide evidence on the process followed. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

Therefore, the processes by which all procurement activities are conducted will be in accordance with Council's procurement policies and procedures as set out in this policy and other related, relevant Council policies and procedures.

Additionally:

- all Council staff must be able to account for all procurement decisions made over the lifecycle of all goods, services and works purchased by Council and provide feedback on them and
- all procurement activities are to provide for an audit trail for monitoring and reporting purposes

5.1.4. Disclosure of Information

Commercial in Confidence information received by Council must not be disclosed and is to be stored in a secure location.

Councillors and Council officers are to protect, by refusing to release or discuss the following:

- Allocated Council budgets for proposed tenders that have not otherwise been disclosed in the adopted annual Council budget,
- information disclosed by organisations in tenders, quotation or during tender negotiations,
- all information that is Commercial in Confidence information and
- pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations.

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Councillors and Council officers are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier.

At no stage should any discussion be entered into which could have potential contractual implications prior to the contract approval process being finalised other than authorised pre-contract negotiations.

5.1.5. Responsible Financial Management

The principle of responsible financial management shall be applied to all procurement activities.

Accordingly, to give effect to this principle, the availability of existing funds within an approved budget, or external source of funds, shall be established prior to the commencement of any procurement action for the supply of goods, services or works.

Council officers must not authorise the expenditure of funds in excess of their financial delegations.

Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this Policy.

All Council Officers have a responsibility to ensure that this Procurement Policy and associated procedures are adhered to.

5.1.6. Continuous Improvement

Council has established ongoing procurement internal audits which are regularly reported to the Executive Group which have a focus on the education of staff and ongoing improvement to daily procurement activities. These audits ensure compliance with various components of the Procurement Policy and relevant provisions of associated legislative requirements. Periodic reporting of procurement audit outcomes will be provided to Council's Audit and Risk Committee and Council.

5.1.7. Sustainable Procurement

Council will, wherever appropriate, incorporate the following considerations into its procurement planning and decision making:

Economic

- Support local suppliers (as defined in this policy's definition), small to medium enterprises (SMEs), and regional businesses

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- Create local jobs and stimulate economic development within the Council area and nominated surrounding regions
- Consider long-term value and cost-effectiveness, not just upfront price

Environmental

- Reduce waste, greenhouse gas emissions, and resource use
- Prioritise recycled, energy-efficient, or sustainably made goods and services
- Support the circular economy and climate resilience through environmentally responsible purchasing

Social

- Promote diversity, equity, and inclusion across supply chains
- Support Indigenous-owned businesses, disability enterprises, and certified social benefit suppliers
- Provide employment and training opportunities for disadvantaged or marginalised groups

5.2. Operational Requirements

5.2.1. Conflict of Interest

Councillors and Council staff shall at all times avoid situations in which private interest's conflict, or might reasonably be thought to conflict, or have the potential to conflict, with their Council duties.

The Act defines and provides definitions of Conflict of Interest (Section 126) and then further expands between General Conflict of Interest (Section 127) and Material Conflicts of Interest (Section 128) and then further defines Exemptions (Section 129) and goes on to define the requirement to Disclose a Conflict of Interest (Section 130).

Councillors and Council staff shall not participate in any action or matter associated with the arrangement of a contract (i.e. specification development, evaluation, negotiation, recommendation, or approval), where that person or any member of their immediate family has a significant interest, or holds a position of influence or power in a business undertaking tendering for the work.

The onus is on the Councillor and the Council Officer involved being alert to and promptly declaring any actual or potential conflict of interest to Council in accordance with the legislative provisions.

Where a conflict is identified (General or Material), the Conflict of Interest declaration form from Council's Resource Hub must be completed and submitted to Council's Governance and Procurement Teams to be held on a central register.

5.2.2. Achieving Value for Money

Council's procurement activities will be carried out on the basis of obtaining value for money.

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This means minimising the total cost of ownership over the lifetime of the requirement consistent with acceptable quality, reliability, accessibility and delivery considerations. Lowest price is not the sole determinate of value for money, and Council is not required to accept the lowest tender.

Achieving best value also requires challenging the need for the procurement and the way in which the service may be reconfigured to achieve improvements in service delivery, comparing service provision options against all those available, consulting with key stakeholders and ensuring competition in the open market.

Achieving best value for money must be the basis of all procurement decisions within Council.

This will be facilitated by:

- developing, implementing and managing procurement approaches that support the co-ordination and streamlining of activities throughout the lifecycle,
- effective use of competition,
- considering collaborative opportunities and using aggregated contracts and SOAs where appropriate,
- identifying and rectifying inefficiencies in procurement processes,
- developing cost efficient tender processes including appropriate use of e-solutions,
- Council staff responsible for providing procurement services or assistance within Council providing competent advice in terms of available approaches and agreements and
- working with suppliers to create relationships that are professional and productive and are appropriate to the value and importance of the goods, services and works being acquired.

5.2.3. Internal Controls

Council has a framework of internal controls over procurement processes that ensure:

- more than one person is involved in and responsible for a transaction end to end,
- transparency in the procurement process,
- a clearly documented audit trail exists for procurement activities,
- appropriate authorisations are obtained and documented and
- systems are in place for appropriate monitoring and performance measurement.

5.2.4. Purchase Orders

Purchase orders (electronic) must be raised prior to delivery of goods or services or commencement of works. A copy of the purchase order must be provided to the supplier and the purchase order number has to be quoted on their invoice. This ensures that invoices received by Accounts Payable are easily identified and directed to the appropriate authorising Council Officer and approved for payment in a timely manner.

Further details regarding the exemptions and authorisations required for purchase orders is contained within Council's Accounts Payable Policy and Procedures.

5.2.5. Collaborative Procurement

Council officers will seek to use collaborative procurement opportunities when procuring goods, services and works in order to take advantage of economies of scale in accordance with Act Section 108(3)(c) by considering aggregated purchasing arrangements with:

- Other Councils and/or Agencies;
- Municipal Association Victoria Procurement (MAV);
- Procurement Australia (PA); or
- Victorian State Purchasing Board (whole of Government Contracts).

Prior to a RFQ or contract number being issued, staff will be required to check and document the availability and suitability of any collaborative procurement opportunities that currently exist. The evaluation of collaborative arrangements is to be included within the Council report.

5.2.6. Exemptions and Exceptions from Market Engagement

It is recognised and understood that in some circumstances quotations and public tender processes will be impractical to seek, obtain and undertake. Some of these circumstances include:

- Utilities Infrastructure (Power Network providers, Water Authorities, etc),
- Other Government Entities or third parties,
- Extension of contracts while Council is at market,
- Novated Contracts, where the initial contract was entered into in compliance with section 108 of the Local Government Act 2020; and the Council has undertaken due diligence in respect of the new party to the contract,
- Operating Leases,
- Emergency works and circumstances,
- Existing IT hardware and software (Annual Support and Licencing Fees, development, upgrade),
- Exempt payments and professional services unsuitable for tendering (statutory insurance premiums (including Workcover, stamp duty etc), legal services, Councillor Allowances, Community Grants, Trust, etc),
- Statutory and Operational Compliance (MAV, DELWP, Vehicle Registration, Postage, Payroll, Levies (FSPL)),
- Plant and Equipment Servicing and Spare Parts (To maintain warranty, genuine parts/service by recognised manufacturers required, etc.),
- Maintenance propriety to an asset that can only be performed by a sole supplier,
- Critical/Essential service coverage, (Eg: Roadside waste)
- Developer procured infrastructure works that includes a council contribution for the upgrade or renewal of a council asset,
- Other extraordinary circumstances as approved by CEO.

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To gain exemption from the requirement to seek quotes via the Request for Quote (RFQ) process for a particular procurement, the responsible officer must seek approval from the relevant Executive or General Manager via the APPLICATION FOR REQUEST FOR QUOTE (RFQ) EXEMPTION form that can be found at the end of this policy. This approval must be obtained before the goods or services are procured.

To gain exemption from the requirement to seek submissions via the Request for Tender (RFT) process for a particular procurement, the responsible officer must seek approval from the Chief Executive Officer via the APPLICATION FOR CEO EXEMPTION FROM MARKET ENGAGEMENT form that can be found at the end of this policy. This approval must be obtained before the goods or services are procured.

To gain exemptions from the requirement to seek submissions via the Request for Tender (RFT) process for a procurement above the delegation of the CEO, the responsible officer must seek approval from Council via a report and recommendation presented at an Ordinary or Special Council meeting. This approval resolution must be obtained before the goods or services are procured.

5.2.7. Software

If new software is being considered as part of any procurement process, the MSC vendor security assessment process must be followed including the completion of an information security assessment. In addition, any systems being implemented must consider:

- SSO - Single Sign On,
- SaaS – Software as a Service (not on premise),
- Victorian Protective Data Security Framework (VPDSF) and
- Australian Standard ISO 27001 – Information Security Management.

5.2.8. Cumulative Spend

Officers should take procurement thresholds into consideration where significant sums are spent in aggregate with one supplier or on one service, it is necessary to structure procurement proposals in order to achieve greatest value and supplier performance by leveraging cumulative spend, rather than treating each discrete arrangement as a separate procurement process.

Council has determined that the cumulative expenditure to a supplier or for a specific good/service for a period up to three years is to be considered.

5.2.9. Support of Local Businesses

Council is committed to generating, supporting and buying:

- from local suppliers,
- from businesses outside the boundaries of MSC, who purchase goods and/or services from local suppliers and/or who use local labour,
- has a preference for Australian made products and goods.

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Support to Local Business and Australian made products and goods will be achieved through local price preferencing of 5% to obviate additional fees and charges (E.g.: cartage, transport, postage and handling). Every reasonable effort will be given to seek local quotations and to ensure that local suppliers are aware of current and upcoming tenders.

5.2.10. Contract Management

- Successful tenderers name and contract value will be posted on Council's web page within the meeting minutes after each Council meeting unless Council believes that this will pose a breach of confidence
- Where a panel contract of suppliers is appointed, Council will utilise appointed Suppliers for the purpose in which the panel was established but reserves the right to seek quotes for more significant project work outside of the panel
- Council staff wishing to utilise a contracted panel supplier will liaise with the relevant Council contract manager/superintendent regarding the engagement, and the supplier will be advised they are being engaged under the associated contract and pricing.
- Contract Managers will regularly monitor the spend with each supplier to ensure balanced allocation of work

5.2.11. Payment Terms

Council's standard payment terms are 28 days from the date of the invoice and 14 days for local suppliers. Council's payment terms override supplier's terms and the supplier should be informed of this at the time of engagement by way of the supplied purchase order. Alternative arrangements may be made within contract documents.

5.2.12. Delegation of Authority

Delegations define the limitations within which Council Officers are permitted to function. Delegation of procurement authority allows specified Council Officers to approve certain purchases, quotation, tender and contractual processes without prior referral to Council. This enables the Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

Procurement delegations ensure accountability and provide confidence to Council and the public that procurement activities are dealt with at the appropriate level.

As such, Council has delegated responsibilities as detailed below relating to the expenditure of funds for the purchase of goods, services and works, the acceptance of quotes and tenders and for Contract Management activities.

Note: Please refer to the MSC Financial Delegation Listing available on the Resource Hub for the detailed listing of positions and delegation limits.

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5.2.12.1. Officers

Council shall maintain a documented scheme of procurement delegations, identifying Council Officers authorised to make such procurement commitments in respect of goods, services and works on behalf of Council and their respective delegations contained in Financial Delegations policies for:

- acceptance of tenders
- acceptance of quotes
- contract term extensions (within authorised delegation limit)
- contract amendment (non-financial)
- contract amendment (financial)
- appointment to register of pre-qualified suppliers
- credit card purchases
- procedural exceptions

5.2.12.2. Council

Commitments and processes which exceed the CEOs delegation and which must be approved by Council are:

- signing and sealing of contract documents (unless provided for in a Council resolution);
- tender recommendations and contract approval for all expenditure in excess of the CEOs Financial Delegation; and
- contract term extensions in excess of the CEOs Financial Delegation

5.2.13. Spend Thresholds and Engagement Methods

Spend Value (Inc GST)	Market Engagement	Payment Method	Evaluation Panel
<\$150	No quotation required	<ul style="list-style-type: none"> • **MSC Purchase Card • Employee Reimbursement • Purchase Order • Request for Payment 	Responsible Officer
\$150 - \$10,000	Obtain 1 verbal quote, or via appointed panel contract providers	<ul style="list-style-type: none"> • **MSC Purchase Card (<\$2,500) • Purchase Order • Request for Payment 	
\$10,000 - \$75,000	Seek 3 quotes in writing, or via appointed panel contract providers	<ul style="list-style-type: none"> • **Purchase Order • Request for Payment 	2 Officers
\$75,000 - \$150,000	Seek 3 quotes in writing using MSC RFQ templates, or via appointed panel contract providers	<ul style="list-style-type: none"> • **Purchase Order • Request for Payment 	
\$150,000 - \$300,000	MSC RFQ documents posted on Tenderlink	<ul style="list-style-type: none"> • **Purchase Order • Contract Management System Purchase Order • Request for Payment 	3 Officers
> \$300,000	Public Tender on Tenderlink	<ul style="list-style-type: none"> • **Contract Management System Purchase Order 	3 Officers

**Denotes Council's preferred method of procurement

The use of a MSC Purchase Card must be in accordance with the Purchase Card Policy.

5.2.14. Tender Process

All public tender processes shall be conducted in accordance with the requirements of this policy and any associated procedures, relevant legislation, relevant Australian Standards and the Act.

Specifically, tenders will be made available via the following channel:

- Advertised on the e-tendering portal Tenderlink

Optionally, tenders may also be advertised via these additional channels:

- Local print media generally circulating in the Shire of Moorabool
- Corporate social media platform(s)

5.2.15. Tender Period

Tender advertising periods will be no shorter than 14 days.

5.2.16. Tender Evaluation

A tender evaluation panel will be established to evaluate each tender submission against the tender's evaluation criteria (mandatory and scored). Tender evaluation panels can include external personnel in order to ensure the best outcome for a procurement activity and must comprise of number of persons described within threshold section of this policy.

5.2.17. Shortlisting and Negotiations

Council may conduct a shortlisting process during EOI, tender and quotation processes. Shortlisting can be based on any criterion or criteria but only in pursuit of Council's compliance to the legislative framework and provisions of this Policy.

Shortlisted tenderers may be invited by the Council to submit a best and final offer in relation to all or certain aspects of their respective submissions.

5.2.18. Contract Approvals

- Contracts can be approved by the CEO in accordance with the endorsed Financial delegations
- Approval of contracts above CEO financial delegation will be via Council meeting decisions
- Where possible all contracts will be electronically signed utilising DocuSign

5.2.19. Contract Variations

All contract variations must be assessed to determine whether they are properly characterised as variations, or whether they are in effect a new contract. This will depend on factors like:

- The monetary value of the proposed variation and/or
- The subject matter of the proposed variation, and whether it is consistent with the scope of the original contract.

Contract variations must be approved by officers with appropriate delegation taking into account total value of variation and are to be verified by relevant General Manager or Executive Manager.

5.2.20. Record Keeping

Council Officers need to ensure that all records relating to procurements are stored in the corporate document management system, this is to ensure that:

- The processes followed and any decisions made during the procurement can be substantiated; and
- There are adequate records to support contract matters, audits or disputes.

The structure and extent of records kept will depend on the value and complexity of the procurement.

6. Related Legislation, Policies and Procedures

- Local Government Act 2020
- Competition and Consumer Act 2010
- Australian Competition and Consumer Commission (ACCC)
- A New Tax System (Goods and Services Tax) Act 1999
- Public Records Act 1973 – Public Record Standard PROS 09/05 (Retention and Disposal Authority for Records of Local Government Functions).
- Trade Practices Act 1974
- MSC Procurement Guidelines
- MSC Financial Delegation Listing
- MSC Staff Code of Conduct
- MSC Counselling and Disciplinary Action Policy
- MSC Councillors Code of Conduct
- MSC Purchase Card Policy
- MSC Accounts Payable Policy and Procedure
- MSC Fraud Prevention Plan
- MSC Counselling & Disciplinary Action Policy
- MSC Employee, Volunteer & Contractor Code of Conduct
- MSC Purchasing Procedures
- MSC OH&S Policies
- MSC Records Management Policy

Plus, any other applicable legislation, policies, procedures and standards that the responsible officer should reasonably know should apply to their particular procurement, based on their responsibilities and subject matter expertise in their area.

7. Council Plan Reference

Objectives:	A Council that engages and adapts
Context:	Align services and resources to sustainably meet the needs of our community

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8. Review

As a minimum, Council must review its Procurement Policy at least once during each 4-year term of the Council.

9. Approval

This policy came into effect once adopted by Council at the 05 November 2025 Ordinary Meeting of Council.

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APPLICATION FOR REQUEST FOR QUOTE (RFQ) EXEMPTION

Date dd/mm/ccyy

To Executive Manager/General Manager

From Officer Name and Position

Subject Procurement Policy Request for Quote Exemption

Project/Program/Works Name/Title:	
Name of the Supplier for these goods/services:	
The total estimated spend including GST:	\$

In accordance with Council's Procurement Policy, I am seeking approval for the exemption of the requirement to seek quotes for the following matter:

Enter description of the goods or services for which the exemption is being sought ...

I am unable to seek the minimum required number of quotes due to the following reason:

Enter the reasons/grounds why quotes cannot be sought in this particular case ...

I confirm that total cumulative spend over the next three years will not exceed the tender threshold documented with Council's adopted Procurement Policy.

Officer Name and Title			
Officer Signature		Date	

Comments from Executive Manager/General Manager

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Based on the above information, I approve the requesting officers application to not seek required quotes in accordance with Council's adopted Procurement Policy.

Executive/GM Name and Title			
Executive/GM Signature		Date	

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APPLICATION FOR CEO EXEMPTION FROM MARKET ENGAGEMENT

Date dd/mm/ccyy

To Chief Executive Officer

From Manager / Executive / GM Name and Position

Subject Procurement Policy Request for Exemption from Market Engagement

Project/Program/Works Name/Title:	
Name of the Supplier for these goods/services:	
The total estimated spend including GST:	\$

In accordance with Council's Procurement Policy, I am seeking approval for exemption from market engagement (i.e. Public Tender) for the following matter:

Enter description of the goods or services for which the exemption is being sought ...

This exemption is being sought upon the following grounds:

Enter the grounds, as described in the procurement policy, or the extraordinary circumstances that justify this exemption ...

Requested by:

Mgr/GM Name and Title			
Mgr/GM Signature		Date	

Comments from Chief Executive Officer

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Based on the above information, I approve the requesting officers application to not seek required quotes in accordance with Council's adopted Procurement Policy.

CEO Name and Title			
CEO Signature		Date	