POLICY 5.18

Finance and Internal Controls

Procurement

Version: 4 | Next Review: March 2028

DISTRICT COUNCIL of TUMBY BAY

1. **INTRODUCTION**

1.1 In compliance with Section 49 of the *Local Government Act 1999* (Act) and best practice principles in procurement, this Policy seeks to:

1.1.1 define the methods by which Council can acquire goods and services,

1.1.2 demonstrate accountability and responsibility of Council to ratepayers and stakeholders,

1.1.3 be fair and equitable to all parties involved,

1.1.4 enable consistency of approach in the application of procurement processes, and

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

1.2 This Policy applies to all procurement activities undertaken in the acquisition of goods or services on behalf of Council, whilst giving due regard to financial thresholds outlined in the associated procedures and/or outlined in clause 6 - Procurement Thresholds below, whether solicited by Council, or the result of an unsolicited proposal from the private or not for profit sectors, and whether transacted via a trading account or Council expense card.

1.3 This Policy does not cover:

1.3.1 non-procurement expenditure such as sponsorships, grants, funding arrangements, donations and employment contracts,

1.3.2 real property acquisitions of land, buildings or structures,

1.3.3 the disposal of land and other assets, or

1.3.4 procurement processes during the Council Caretaker period. These will be conducted under the requirements of the Council's Caretaker Period Policy.

1.4 Council is committed to implementing fair, transparent and competitive purchasing and contracting practices achieving optimum value for money outcomes aligned to the Council's strategic objectives, community expectations and the requirements of any special funding sources.

2. **POLICY OBJECTIVE**

Council aims to achieve advantageous procurement outcomes by:

2.1 enhancing value for money through fair, competitive, non-discriminatory procurement,

2.2 promoting the use of resources in an efficient, effective and ethical manner,

2.3 making decisions with probity, accountability and transparency,

2.4 advancing and/or working within Council's economic, social and environmental policies,

2.5 providing reasonable opportunity for competitive local businesses to supply to Council,

2.6 appropriately managing risk, and

2.7 ensuring compliance with all relevant legislation.

3. LEGISLATIVE REQUIREMENTS

3.1 In compliance with section 49 of the *Local Government Act 1999* (the Act), Council will act in accordance with this Procurement Policy (the Policy) when acquiring goods and services.

3.2 Section 49 of the Act requires Council to prepare and adopt policies on contracts and tenders on:

3.2.1 the contracting out of services,

3.2.2 competitive tendering and the use of other measures to ensure that services are delivered cost-effectively, and

3.2.3 the use of local goods and services.

3.3 Furthermore, section 49(a1) of the Act requires Council to develop and maintain policies, practices and procedures directed towards:

3.3.1 obtaining value in the expenditure of public money,

3.3.2 providing for ethical and fair treatment of participants, and

3.3.3 ensuring probity, accountability and transparency in all operations.

4. PROCUREMENT OBJECTIVES

Council is committed to achieving a range of objectives through Council's procurement processes that may be considered alongside achieving value for money outcomes. Such objectives should be supported by appropriate evaluation criteria and weightings and decisions of Council.

Procurement activities undertaken by Council can include the following objectives in its acquisition of goods and services:

4.1 *Encouragement of open and effective competition*

Open and fair competition will be fostered and maintained by providing suppliers and contractors with appropriate access to Council's procurement opportunities. Council will ensure that, where it is reasonably practicable, that:

4.1.1 there is reasonable access for all suitable and competitive suppliers and contractors to the Council's business,

4.1.2 where market circumstances limit competition, procurement activities recognise this, and associated methodology takes account of it,

4.1.3 adequate, identical and timely information is provided to all suppliers and contractors to enable them to quote or tender.

4.2 *Obtaining Value for Money*

This is not restricted to price alone.

An assessment of value for money must include, where possible, consideration of:

4.2.1 the contribution to Council's long term financial plan and strategic direction,

4.2.2 any relevant direct and indirect benefits to Council, both tangible and intangible,

4.2.3 efficiency and effectiveness of the proposed procurement activity,

4.2.4 the performance history, and quality, scope of services and support of each prospective supplier and contractor,

4.2.5 fit for purpose of the proposed goods or service,

4.2.6 whole of life costs including acquiring, using, maintaining and disposal,

4.2.7 Council's internal administration costs,

4.2.8 technical compliance issues and costs,

4.2.9 risk exposure and work, health and safety considerations,

4.2.10 prevailing market forces and trends,

4.2.11 the value of any associated environmental benefits

4.2.12 local economic development and social inclusion,

4.2.13 trade in values, and

4.2.14 other relevant matters identified in specific procurement process documentation.

4.3 *Probity, Ethical Behaviour and Fair Dealing*

All personnel involved in procurement activities are to:

4.3.1 behave with impartiality, fairness, independence, openness, integrity and professionalism in all discussions and negotiations,

4.3.2 provide all suppliers and contractors with equal opportunity to supply to Council,

4.3.3 establish clear and easy to understand documentation requirements, evaluation criteria and methodology,

4.3.4 provide consistent processes and constructive feedback on decisions upon request from suppliers and contractors, and

4.3.5 ensure effective communication and provision of information to all suppliers and contractors.

4.4 *Accountability, Transparency and Reporting*

All procurement shall be undertaken in a manner that ensures:

4.4.1 clearly established roles and responsibilities,

4.4.2 appropriate record keeping and documentation,

4.4.3 integrity through transparency of process and documentation of decisions made,

4.4.4 adherence to relevant legislation, policy and procedure,

4.4.5 identification and management of actual or potential conflicts of interest, and

4.4.6 confidentiality of all commercial information.

4.5 *Identification and Management of Risk*

4.5.1 *Work Health Safety*

Council will only engage suppliers and/or contractors who are able to maintain a level of work health and safety that is acceptable in accordance with Council's

Work Health & Safety Policies and Procedures, and any additional requirements specified in terms and conditions of contractual arrangements.

4.5.2 *Work Health Safety Contractor Management*

Council has an obligation to ensure that Contractors engaged by Council have an understanding and a commitment to WHS as competent providers of the goods and/or services that they are contracted to provide. Council officers must ensure when engaging contractors that they administer Council's Work Health Safety Contractor Management Policy and Procedure and, in particular, selection, monitoring and induction of the contractors.

4.5.3 *Pre Purchase Risk Assessment*

Formal pre purchase risk assessments must be undertaken for purchase of all plant and vehicles in accordance with Council's Plant Procedure. Consideration of risk must be undertaken prior to purchase for all other purchases. The level of the pre purchase risk assessment shall be determined by the value of the purchase, type of purchase and perceived level of risk.

4.6 *Ensuring compliance with all relevant legislation*

4.7 *Environmental protection*

Council promotes environmental sustainability through its procurement activities and will consider the purchase of environmentally sustainable goods and services that satisfy the value for money criteria when all other financial and commercial considerations are equal. This can be by:

4.7.1 purchasing recycled and environmentally preferred products where possible,

4.7.2 adopting purchasing practices which conserve natural resources,

4.7.3 aligning Council's procurement activities with principles of ecological sustainability,

4.7.4 select products and services which have lower environmental impacts across their life cycle compared with competing products and services,

4.7.5 integrating relevant principles of waste minimisation and conservation of energy,

4.7.6 provide leadership to business, industry, and the community in promoting the use of environmentally sensitive goods and services, and

4.7.7 fostering the development of products and services which have a low environmental impact.

4.8 *Local Economic Benefit*

Council recognises the significant impact that its operations play in the local economy yet is mindful of its requirement to provide optimum value for money outcomes through its procurement activities and achieve budget expectations.

Council will endeavour to, at its discretion and to the full extent permitted by law, support local businesses by:

4.8.1 promoting to local and regional businesses opportunities to supply to the Council,

4.8.2 giving preference to local business when all other commercial considerations

are equal,

4.8.3 giving preference to local and regional businesses when all other commercial conditions are equal to ensure local employment opportunities and economic stability and/or growth, and

4.8.4 considering economic and social inclusion elements such as employment creation and training opportunities specifically within the Council area.

4.9 *Social impact*

4.10 *Effective management of the end-to-end procurement lifecycle*

The procurement lifecycle includes all of the steps and tasks within the procurement process, from needs identification and data gathering to contract management, delivery or goods or services and relationships with supplies and contractors.

Council staff will determine appropriate methodology within the various steps of the procurement lifecycle including planning, risk management, tendering, purchasing, contracting and financial control with regard to the scale, complexity and importance of the goods or services being acquired.

5. PROCUREMENT METHODS

Generally, open and fair competition is best achieved by undertaking a tender process so that all interested parties have an opportunity to bid. However, there may be procurements in which a tender process will not necessarily deliver the most advantageous outcome for the Council. In such instances, other market approaches may be more appropriate.

For high value procurement (greater than $75,000), the method of procurement will typically be documented in an Acquisition or Probity Plan, with reference to a number of factors including procurement complexity, value, risks, characteristics of the supply market, and Council's strategic objectives, and in accordance with procurement thresholds. Council officers with delegated financial authority to procure will be responsible for ensuring appropriate procurement practices and procedures, including the identification of risk are observed.

The Council may, having regard to its Procurement Principles and any other factors considered relevant by the Council, in its absolute discretion determine to utilise one or more of the following procurement methods:

5.1 *Direct Purchasing*

5.1.1 Direct purchasing is a procurement method undertaken by directly approaching and negotiating with one (1) supplier or contractor

5.1.2 This method may be suitable for low value, low risk goods and services, and where the supplier already has a successful service history with the Council.

5.1.3 Prices should be tested for currency prior to awarding supplier or contractor to give consideration to value for money.

5.2 *Quotations (Informal)*

5.2.1 This is where Council obtains quotations from prospective suppliers or contractors.

5.2.2 Generally, a minimum of two (2) quotations is sought.

5.2.3 Where possible, the Council must insist on written quotes. If a written quote cannot be obtained, the Council must keep detailed written records of the oral quote obtained, including details of the commercial terms of the quote.

5.2.4 This method may be suitable for low value, low risk goods and services.

5.3 *Purchase Orders*

5.3.1 This is where Council is purchasing routine, low value and low risk goods and services.

5.3.2 Generally, Purchase Orders have limited terms and conditions and should not be used for non-routine, high value and high-risk goods and services.

5.4 *Request for Quotations (RFQ)*

5.4.1 This is where Council obtains written quotations from prospective suppliers or contractors.

5.4.2 Generally, a minimum of two (2) written quotations is sought.

5.4.3 This method may be suitable for simple, largely price-based purchases.

5.4.4 A 'Short Form Request for Quotation' can be used for purchases with minimal specifications.

5.4.5 A 'Long Form Request for Quotation' can be used for purchases with detailed specifications.

5.5 *Requests for Expressions of Interest (REOI)*

5.5.1 This is where Council issues an open invitation for a proposed good and/or service.

5.5.2 This method may be used where there is potentially a large market for the proposed goods and/or service, and the Council would like to be able to prepare a short list of suppliers or contractors to then invite to participate in a tender process.

5.5.3 Council will attempt to assess the market before conducting an EOI process and refine its requirements as much as possible to ensure responses are targeted appropriately.

5.6 *Request for Tenders (RFT)*

5.6.1 This is where the Council issues a tender for a proposed good and/or service.

5.6.2 Council may issue a 'Select' Request for Tender where it has already issued a REOI, or where it has reasonable grounds for only dealing with a select group of potential suppliers or contractors.

5.6.3 Otherwise, Council may issue an 'Open' Request for Tender.

5.7 *Panel Contracts*

5.7.1 This is where the Council establishes panel arrangements with a select group of suppliers or contractors. Generally, this occurs once the Council has completed its appointment of such suppliers in accordance with this Policy, and can include either:

a) a standing offer from a pool of suppliers or contractors for the provision of goods and services on agreed terms, or

b) the prequalification of certain suppliers or contractors who may or may not be engaged on terms to be agreed.

5.7.2 Once a panel has been established, the Council may purchase the particular goods and/or service through such panel arrangements.

5.8 *Strategic Alliances*

5.8.1 This is where the Council undertakes procurement through contract arrangements already established and administered by other organisations, including:

5.8.2 If the Council enters into a strategic alliances procurement process under this Policy, then there will be no requirement for the Council to approach the wider market or enter into a separate RFT/RFQ as an open tender process has already been undertaken. Council can meet its procurement requirements through contractual arrangements established and administered by other organisations that demonstrate adherence to the requirements of this policy. The use by the Council of Strategic Alliances means that the methods of procurement set out in this Policy will be undertaken pursuant to and in accordance with the arrangements set out under the Strategic Alliances.

5.8.3 These include, but is not limited to

a) LGA Procurement (via Vendor Panel),

b) a purchasing group of which the Council is a member, or which is formed with the intention of undertaking procurement activities for or on behalf of the Council, and

c) State Government contracts.

6. PROCUREMENT THRESHOLDS

Procurements are to be in accordance with Council's financial thresholds outlined below:

Value of Purchase ($) (exclusive of GST)	Possible Method of Procurement	Delegate for Approval (Ordering, Purchasing / Payment)
Up to and including $10,000	Direct Purchase One (1) verbal quote required <u>Conditions:</u> Purchase Order or Credit Card	In accordance with authority delegated by the CEO
$10,000.01 - $25,000	Direct Purchase One (1) written quotation required. <u>Conditions:</u> Purchase Order	In accordance with authority delegated by the CEO
$25,000.01 - $200,000	RFQ, RFT, REOI, Panel Contracts, Strategic Alliance <u>Conditions:</u> Two (2) written quotations required. Purchase Order	In accordance with authority delegated by the CEO

Greater than $200,000	RFT, Panel Contracts, Strategic Alliances Conditions: Tender contract documents and process required.	In accordance with authority delegated by the CEO
Light vehicles purchased at Government Fleet Subsidy cost	At least one (1) written quote	In accordance with authority delegated by the CEO

The value of the procurement is calculated as follows:

6.1 *single one-off procurement* – the total amount, or estimated amount, of the purchase (excluding GST),

6.2 *multiple procurements with the same supplier or contractor* – the gross value, or the estimated gross value, of the purchases (excluding GST), or

6.3 *ongoing procurements over time* – the annual gross value, or the estimated annual gross value, of the purchases (excluding GST).

The value of a procurement or transaction is calculated across all elements of the procurement process including any agreement options, extensions, renewals, and contingencies (exclusive of GST) and should be considered in the planning phase of the project.

Splitting the value of the purchase into individual components to meet with lower value of purchase thresholds is not permitted.

If the Council enters into a strategic alliances procurement process under this policy (Strategic Alliances) then there will be no requirement for the Council to approach the wider market or enter into a separate RFT/RFQ as an open tender process has already been undertaken. Council can meet its procurement requirements through contractual arrangements established and administered by other organisations that demonstrate adherence to the requirements of this policy. The use by the Council of Strategic Alliances means that the methods of procurement set out in this policy will be undertaken pursuant to and in accordance with the arrangements set out under the Strategic Alliances.

7. CUMULATIVE SPEND

Cumulative spend is identified as the estimated value of the total proposed purchase(s), including any agreement options, extensions and renewals (exclusive of GST), and potential cumulative value of the goods or services supplied over a period of time (i.e. twelve (12) months) against a supplier and contractor.

Cumulative spend shall be monitored annually by Council to determine whether the appropriate procurement process has been undertaken and/or an alternative procurement method is required to be undertaken to comply with this Policy.

8. RECORDS

8.1 The Council must record written reasons for utilising a specific procurement method in each activity and where it uses a procurement method other than tendering.

8.2 Council must keep appropriate records detailing the procurement and decision making process for all procurement.

8.3 It is the responsibility of all Council employees involved in purchasing to ensure that records are kept in accordance with Council's Records Management Policy and requirements of the *Local Government Act 1999* and *Local Government (Financial Management) Regulations 2011*.

8.4 All written quotes obtained by Council must be captured in Council's electronic records management system and attached or cross referenced to the respective tax invoice.

9. COUNCIL PURCHASE ORDER FORMS

9.1 All goods or services shall be obtained only by use of a Council Purchase Order form provided that in urgent cases goods or services may be ordered subject to confirmation by an official order.

9.2 Council Purchase Order forms shall be numbered consecutively, with a register of all order forms to be maintained under the control of the Chief Executive Officer.

9.3 It is not be necessary to issue a Council Purchase Order form for the nominated goods/works/services which are exempt from requiring a Council Purchase Order form to be issued for payment as listed in *Schedule 1* of this Policy.

9.4 Council Purchase Order forms shall include the following details:

9.4.1 date of order

9.4.2 suppliers name

9.4.3 details of goods ordered

9.4.4 agreed prices where available. If prices are unavailable the order form should note an estimate of the value of the goods or services ordered

9.4.5 budget allocation account number

9.4.6 Council employee's name raising the Purchase Order.

10. CORPORATE CREDIT CARDS

Credit card principles, terms and conditions of use are set out in Council's *Policy 5.05 – Credit Cards*.

11. EXEMPTIONS FROM THIS POLICY

11.1 This Policy contains general guidelines to be followed by the Council in its procurement activities. There may be emergencies, or procurements in which a tender process will not necessarily deliver best outcome for the Council, and other market approaches may be more appropriate.

11.2 The authority to provide an exemption, within budget, from using the required method of procurement will be delegated to the Chief Executive Officer or the relevant Senior Manager in accordance with expenditure sub-delegations as prescribed in Council's Delegations Register. Reasons for any exemption to the procurement method must be documented and registered in Council's Electronic Document Records Management System.

11.3 The Chief Executive Officer, in approving an exempt method, will consider the scale, scope and relative risk of the purchase including the principles defined in this Policy.

11.4 A request for waiver of a competitive process should not be viewed as a mechanism to remove the need for rigorous procurement planning.

11.5 Situations where it may be appropriate to waive application of this Policy include:

11.5.1 There may be significant public risk if the procurement is delayed by process requirements, such as emergency situations threatening life and property.

11.5.2 The pressures of time are such that an open tender call is not feasible, such as where there has been an unanticipated Council or Government policy decision.

11.5.3 Council purchases assets or goods at an auction up to $100,000.

11.5.4 Council purchases second hand assets or goods up to $100,000.

11.5.5 A supplier or contractor is evidenced to be a 'sole supplier or contractor' in the market and effectively a niche specialist or monopoly, rendering the tender process redundant.

11.5.6 A supplier or contractor who has considerable background knowledge and experience, or specialist expertise on that particular Council project or asset e.g. an extension of a previous project. In such circumstances, the procurement of assets, goods, or services on negotiated fees and terms through that supplier or contractor alone may be deemed sound and advantageous to the project. This could include engaging the supplier or contractor on a retainer basis for a specific period of time.

11.5.7 Continuation of services under an existing purchasing arrangement (i.e. variations/extensions to existing purchase orders or agreements).

11.5.8 Goods or services are being provided under an existing purchasing arrangement (i.e. warranty, servicing, maintenance or defects liability).

11.5.9 Where knowledge, design and/or intellectual property is being retained to secure continuity of a staged initiative which may be disadvantaged (e.g. time, objective, financially) if subjected to a further competitive engagement process.

11.5.10 Where a previous competitive procurement process has failed to attract suitable or conforming submissions.

11.5.11 Where additional goods or services are required to ensure compatibility, standardisation, or integration with existing systems, infrastructure or equipment.

11.5.12 Procurement through the Local Government Association SA, where procurement is subject to grant funding conditions, partnership agreements or external requirements that influence or limit supplier or contractor selection.

11.5.13 Where it can be demonstrated that a direct procurement approach will achieve a better value for money outcome for the Council.

11.6 Where a waiver has been granted this does not remove the need for staff to assess risk, whether WHS, financial etc., and ensure appropriate controls are in place including contract conditions, WHS documentation etc

11.7 Determination of whether these situations apply will be at the discretion of the Chief Executive Officer on a case by case basis. Where a purchase is made under this section, the following will apply:

11.7.1 expenditure is within delegated financial authority, and

11.7.2 expenditure should be limited to that required to alleviate the relevant situation only.

11.8 The Chief Executive Officer will provide an annual report to Council with a summary of all exemptions authorised for the financial year.

12. DELEGATIONS

Expenditure sub-delegations, detailing authorised purchases, purchasing limits and the ability to enter an agreement are prescribed in Council's Delegations Register.

This Policy also applies to any Committee of Council, or other delegated bodies with specific delegated authority to procure good under its Terms of Reference. Where there is a conflict between the Terms of Reference and this Policy for the procurement of goods or services, this Policy will prevail.

Regardless of the manner of procurement, Council officers may only commit the Council to financial obligations within their financial delegations and, in any event, within the approved budget of the Council for such goods and services. Authorised financial delegations are identified in *Schedule 2* of this Policy.

By signing a Council Purchase Order form Council officers are confirming that they are fully aware of this Policy and will comply with all of the requirements of this Policy and the appropriate council guidelines and procedures.

13. PRUDENTIAL REQUIREMENTS

This policy shall be read in conjunction with Council Policy 5.30 - Prudential Management to ensure that a Council project:

13.1 is undertaken only after an appropriate level of 'due diligence' is applied to the proposed project,

13.2 managed during the project,

13.3 evaluated after the project,

13.4 to achieve identified public benefits or needs, and

13.5 to minimise financial risks.

14. PUBLIC CONSULTATION

Where a purchase requires public consultation as part of the process, then such consultation must be followed in accordance with Councill's Community Engagement Policy.

15. POLICY REVIEW

This Policy shall be reviewed in consultation with relevant stakeholders every two (2) years, including within six (6) months following a Council general election. However, Council may revise or review this Policy at any time (but not so as to affect any process that has already commenced).

16. AVAILABILITY OF POLICY

This policy will be available for inspection at the Council's offices during ordinary business hours and via the Council's website www.tumbybay.sa.gov.au. Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.

17. FURTHER INFORMATION

File reference	R26/9632
Responsibility	Deputy Chief Executive Officer
Version	4
Effective date	30/06/2026
Last revised date	10/10/2023
Minutes reference	6c/62026
Next review date	March 2028
Applicable Legislation	*Competition and Consumer Act (Cth) 2010* *Competition Policy Reform (SA) Act 1996* *Criminal Law Consolidation Act 1935* *Disability Inclusion Act 2018* *Environment Protection Act 1993* *Freedom of Information Act 1991* *Independent Commission Against Corruption Act 2012* *Industry Advocate Act 2017* *Local Government (Elections) Act 1999 – Caretaker Provision* *Local Government Act 1999 (SA)* *Local Government (Financial Management) Regulations 2011* *Modern Slavery Act (Cth) 2018* *Ombudsman Act, 1972* *State Records Act 1997* *Trades Practices Act (Cth) 1974* *Work Health and Safety Act (SA) 2012 and Regulations 2012*

Related Policies, Codes & Documents	Policy 5.19 - Disposal of Land and Assets Policy 2.03 - Community Consultation Policy 2.22 – Caretaker Period Policy 2.14 - Fraud and Corruption Prevention Policy Policy 5.31 - Internal Controls Policy 5.30 - Prudential Management Risk Management Framework & Policy Local Government Association Procurement Handbook National Competition Policy (Federal) Code of Conduct for Council Employees Code of Conduct for Council Members Delegation Register Annual Business Plan and Budget Long Term Financial Plan Infrastructure & Asset Management Plans Strategic Plan WHS Contractor Management Policy WHS Injury Management Policy
Related Procedures / Documents	Council Credit Cards Procedure Credit Card Declaration Form & Credit Card Monthly Reconciliation Form Procurement Procedures (related to this Policy) WHS Contractor Management Procedure WHS Plant Procedure

AUTHORITY:	Adopted by Council:	14/09/2021	{Motion 4c/92021}
	Reviewed by Council:	13/12/2022	{Motion 8c/122022}
	Amended by Council:	10/10/2023	{Motion 3c/102023}
	Adopted by Council:	30/06/2026	{Motion 6c/62026}

SIGNED: ……..

Responsible Officer

SCHEDULE 1

Nominated goods, works or services exempt from requiring a Purchase Order

All goods and services must be procured by a purchase order. The following goods have been identified as exempt from this process:

- Minor purchases from local suppliers where it is considered not practical to issue an order and conform with the approved financial limits of authority.
- Resource sharing contractor arrangements.
- Statutory Government charges or levies.
- Vehicle registration.
- Insurance charges.
- Postal services.
- Legal services.
- Subscriptions and memberships.
- Utilities (e.g. SA Water, Telstra, Optus, Origin, AGL).
- License and membership fees.
- Banking services.
- Courier services and freight charges.
- Dial Before You Dig services.
- Professional services, i.e. external audits.
- Fees/payments imposed under any relevant Acts.
- Payments for works or services made in accordance with conditions of contract/agreement
- Payments pursuant to any award binding upon a council.
- Payments pursuant to court costs.
- Training, conferences, travel, meals, accommodation.
- Food and beverages.
- Employee reimbursements.
- Payments for elected and committee members, i.e Audit & Risk Committee.
- Emergency purchases, or situation threatening life or property. Where a purchase is made under this section, the following will apply:
  - 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 practical (i.e. purchase order generated, quotations sought for the remainder of the goods, services or works other than that required for emergency response).
- Planning and building consultant fees.

SCHEDULE 2

Delegated Financial Authority for the supply of goods and services

The following Council Officers are authorised to sign Purchase Orders on Council's behalf as per the delegated financial authority according to Council's Delegations Register.

Area of Responsibility	Officer with Delegated Authority	Level of Authority (per item)
Organisational	Chief Executive Officer	Unlimited within budget constraints and compliance with this Policy.
Corporate Services	Deputy Chief Executive Officer	Unlimited within budget constraints and compliance with this Policy.
	Executive Assistant	Up to $5,000 purchases for Elected Member, CEO and Senior Manager travel, meeting, and conference arrangements, training requirements and other administrative items.
	Finance Officer	Up to $5,000 purchases for administrative items and training requirements.
	Governance & Records Management Officer	Up to $5,000 purchases for administrative items and training requirements.
	Compliance Officer	Up to $5,000 for items within their direct responsibility.
	Community Development Officer	Up to $5,000 purchases for administrative items, youth activities, tourism and community events.
	Administration Officers	Up to $1,000 for office requirements.
Operations	General Manager Works & Infrastructure	Unlimited within budget constraints and compliance with this Policy.
	Works Supervisor	Up to $25,000 within budget restraints and compliance with this Policy.
	Project Officer	Up to $25,000 within budget restraints and compliance with this Policy.
	Parks and Gardens Team Leader	Up to $5,000.
	Construction Team Leader	Up to $5,000.
Building & Development	General Manager Environmental Services	Unlimited within budget constraints and compliance with this Policy.