

CCSP 9 Purchasing Policy



June 2020

This policy was adopted by Council to set governing principles in place that align the strategic direction of the organisation with Goal 4: Vibrant and Diverse Economy and Goal 5: Effective Leadership and Governance of the Community Strategic Plan 2036.

1. Purchasing

The Shire of Augusta Margaret River (the Shire) is committed to applying the objectives, principles and practices outlined in this Policy to all purchasing activity, and to ensuring alignment with the Shire's strategic and operational objectives.

The Shire's purchasing activities shall comply with the *Local Government Act 1995* (the Act), *Local Government (Functions and General) Regulations 1996* (the Regulations), other relevant legislation and Shire Policies and procedures.

2. Objectives

The objectives of this Policy are to ensure that:

- Best value for money is attained for the Shire in its purchasing activities, by delivering the most advantageous outcome reasonably possible
- Sustainable economic development is fostered through the maximisation of participation by local businesses in the delivery of goods and services
- Sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment
- Openness, transparency, fairness and equity are apparent throughout the purchasing process, across all suppliers and potential suppliers of the Shire
- Purchasing processes and decision-making are consistent, efficient and promote accountability
- Purchasing activities demonstrate probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest
- Risks associated with purchasing activities are identified and managed in accordance with the Shire's Risk Management Framework, and given due consideration in determining the most appropriate method for purchasing goods, services and works
- Records evidence purchasing activities in accordance with the *State Records Act 2000* and the Shire's Records Management Policy.

3. Ethics and Integrity

All Officers and 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 Shire.

The Shire's Code of Conduct and Statement of Purchasing Ethics apply when undertaking purchasing and decision-making.

Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.

4. Value for Money

Value for money shall be the overarching principle governing purchasing and is determined through consideration of price, risk, qualitative and other factors to determine the most advantageous outcome to be achieved for the Shire. The Shire acknowledges that the lowest price may not always provide the best value for money.

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

- All relevant whole of lifecycle/contract costs and benefits including transaction costs associated with acquisition, delivery and 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 being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of warranties and guarantees
- The supplier's financial viability and capacity to supply without risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history
- Analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier(s) and the goods or services required
- The safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers
- Providing opportunities for businesses within the Shire's boundaries to quote for providing goods and services
- The environmental, local economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy, the Shire's Overarching Sustainability Policy, and any other relevant Shire Policy incorporating local economic benefit
- Alignment with the objectives and initiatives outlined in the Shire's Overarching Sustainability Policy, and with the Shire's commitment to reduce emissions and taking action on climate change.

5. Purchasing Requirements

5.1 Supplier Order of Priority

The Shire will consider and apply, where applicable, the following Supplier Order of Priority:

Priority 1:	Existing Contracts Current contracts, including a Panel of Prequalified Suppliers, must be used where the Shire's supply requirements can be met through such a contract.
Priority 2:	Local Suppliers Where the expected contract value does not exceed the tender threshold and a supplier located within the Shire of Augusta Margaret River is capable of providing the required goods or services, the Shire shall ensure that wherever possible, quotations are obtained from such supplier.
Priority 3:	Regional Suppliers Where the expected contract value does not exceed the tender threshold and a supplier located within the South West region is capable of providing the

	required goods or services, the Shire shall ensure that wherever possible, quotations are obtained from such supplier.
Priority 4:	<p>Other Suppliers</p> <p>Where no existing contract exists, the Shire shall consider other suppliers – including those included on a WALGA Preferred Supplier Arrangement (PSA), WA State Government Common Use Arrangement (CUA), other tender-exempt arrangements, and other suppliers.</p> <p>The Purchasing activity shall be in accordance with the Purchasing Thresholds specified in the table below.</p>

Officers shall also seek to invite quotations from a variety and diverse range of potential suppliers, including new suppliers wherever possible.

5.2 Purchasing Thresholds

The following purchasing thresholds apply:

Purchase Value (ex GST)¹	Purchasing Requirements
Up to \$5,000	<p>Obtain at least one (1) verbal or written quotation from a suitable supplier in accordance with the Supplier Order of Priority outlined in section 5.1 above.</p> <p>The purchasing decision is to be evidenced in accordance with the Shire's Records Management Policy and other Shire procedures and guidelines.</p>
\$5,001 - \$15,000	<p>Obtain at least one (1) written quotation from a suitable supplier in accordance with the Supplier Order of Priority outlined in section 5.1 above.</p> <p>The purchasing decision is to be evidenced using the Brief Evaluation Report Template and retained in accordance with the Shire's Records Management Policy and other Shire procedures and guidelines.</p>
\$15,001 - \$50,000	<p>Seek at least two (2) written quotations from suitable suppliers in accordance with the Supplier Order of Priority outlined in section 5.1 above.</p> <p>If purchasing from a tender exempt arrangement, such as a WALGA PSA or State CUA, a minimum of one (1) written quotation is to be obtained.</p> <p>The purchasing decision is to be based upon an assessment of the response of suppliers to:</p> <ul style="list-style-type: none"> • A brief outline of the specified requirements for the goods, services or works required; and • Value for money criteria <p>The purchasing decision is to be evidenced using the Brief Evaluation Report Template and retained in accordance with the Shire's Records Management Policy and other Shire procedures and guidelines.</p>

<p>\$50,001 - \$250,000</p>	<p>Seek at least three (3) written quotations from suitable suppliers by invitation under a formal Request for Quotation in accordance with the Supplier Order of Priority outlined in section 5.1 above.</p> <p>The purchasing decision is to be based upon an assessment of the response of suppliers to:</p> <ul style="list-style-type: none"> • A detailed written specification for the goods, services or works required; and • Value for money selection criteria that assess all best and sustainable value considerations <p>The purchasing decision is to be evidenced using the Formal Evaluation Report Template and retained in accordance with the Shire's Records Management Policy and other Shire procedures and guidelines.</p>
<p>Over \$250,000 (ex GST)</p>	<p>Tender exempt arrangements, as defined under regulation 11(2) of the Regulations, require officers to seek at least three (3) written quotes from suitable suppliers under a formal Request for Quotation in accordance with the Supplier Order of Priority outlined in section 5.1 above</p> <p>or</p> <p>Conduct a Public Tender in accordance with the Act and Regulations, and relevant Shire policy and procedures.</p> <p>In either case, the purchasing decision is to be based upon an assessment of the response of suppliers to:</p> <ul style="list-style-type: none"> • A detailed written specification for the goods, services or works required • Pre-determined selection criteria that assesses all best and sustainable value considerations <p>The purchasing decision is to be evidenced using the Formal Evaluation Report Template and retained in accordance with the Shire's Records Management Policy and other Shire procedures and guidelines.</p>
<p>Emergency Purchases² (within budget)</p>	<p>Where goods or services are required for an emergency response and are within scope of an existing contract or Panel of Pre-qualified Suppliers, the emergency supply must be obtained from that contract or Panel, using relevant unallocated budgeted funds.</p> <p>If there is no existing Panel or contract, then the Supplier Order of Priority in section 5.1 shall apply, wherever applicable.</p> <p>However, where due to the urgency of the situation compliance with the provisions in this Purchasing Policy would cause unreasonable delay, the supply may be obtained from any supplier capable of providing the emergency supply. The emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice.</p> <p>The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Records Management Policy and other Shire procedures and guidelines.</p>

Emergency Purchases ² (outside of budget)	<p>Where no relevant budget allocation is available for an emergency purchasing activity then, in accordance with s.6.8 of the Act, the Shire President must authorise, in writing, the necessary budget adjustment prior to the expense being incurred.</p> <p>The CEO is responsible for ensuring that an authorised emergency expenditure under s.6.8 is reported at the next Ordinary Council Meeting.</p> <p>The Purchasing Practices prescribed for Emergency Purchases (within budget) above, then apply.</p>
LGIS Services	<p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the Act and are 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 quotations for insurance services be sought from alternative insurance suppliers, compliance with this Policy is required.</p>

¹ With regards to the Purchase Value, note that:

- (i) all values are to be calculated exclusive of Goods and Services Tax (GST)
- (ii) all values relate to the total actual or expected cost value of goods or services *over the life of the contract*, including any options to extend.
- (iii) The appropriate length of a contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing requirements.

² See section 8 for the definition of an Emergency Purchase.

5.3 Other Considerations

The Shire recognises that the effective management of risk in procuring goods, services and works from external contractors and suppliers is integral to achieving the best procurement outcome and to meet the Shire's strategic and operational objectives. Risk management shall be applied in accordance with the Shire's Risk Management Policy and Framework.

Assessing business risk is subjective. To assist the assessment process, an affirmative response to any of the following, after consideration of risk mitigation strategies to be utilised, means there is a high risk to the purchase:

- Is there any risk to public safety?
- Could any staff be exposed to health or safety risks?
- Could the financial value of the purchase exceed budget?
- Could the Shire receive any negative publicity by purchasing or using this item?

Shire Officers are expected to demonstrate sound judgement in seeking quotations. The number of quotations obtained, and level of evaluation required, should be determined by having regard not just to the above purchasing thresholds, but also factors such as the nature of the purchase and associated business risk. For example, where the services being procured are professional services such as consultancies, officers should consider seeking more quotes than outlined in the table above.

Shire Officers may choose to undertake a formal Request for Quotation process even where not required to do so, if they deem it appropriate and beneficial.

5.4 Inviting Tenders under the Tender Threshold

Where an assessment determines that the use of a public tender process will enhance value for money outcomes, the Shire may consider calling Public Tenders despite the estimated contract value being less than the prescribed \$250,000 tender threshold.

In such cases, the tender process must comply with the legislative requirements for public tenders as outlined in the Regulations, and with the Shire's tendering procedures.

6. Other Purchasing Exemptions

Notwithstanding that the principles of ethics and integrity as outlined in Section 3 apply at all times, in addition to the regulatory Tender exemptions for purchasing as set out in Regulation 11(2) of the Regulations and Section 6 of this Policy, certain circumstances may arise where it is not reasonably practicable to adhere to the purchasing thresholds outlined in Section 5.

The following purchases are specifically exempt from the requirement to undertake a competitive purchasing process as outlined in Section 5, where the Purchase Value is within the Shire's approved annual budget and does not exceed \$50,000:

- Reactive building maintenance purchases under \$5,000
- Advance/Prior Payment of Services (accommodation, travel services, conferences, seminars, training courses)
- Annual memberships/subscriptions
- Annual service/software maintenance/support fees
- Purchases of consumables, defined as items which can be consumed and liable to be used up or depleted over a short period of time
- Staff reimbursements (TAFE, training course fees, accommodation/meal costs, telephone and internet)
- Purchase of works of art in accordance with the Shire's Public Art Policy
- Procurement of performing arts, defined as forms of creative activity that are performed in front of an audience, such as drama, music or dance
- Provision of utility services (where only sole provider)
- Purchases from Original Equipment Manufacturer (OEM's), or a sole agent thereof, where warranty provisions may otherwise be void
- Provision of contributions to natural resource management and other community groups in accordance with agreements to assist with their administrative and operating costs
- Where the appropriate delegated authority has waived the requirement to obtain multiple quotations, in which case the waiver must be in writing and retained in accordance with the Shire's Records Management Policy and other Shire procedures and guidelines.

7. Sole Source of Supply

The procurement of goods, services or works available from only one private sector source of supply (e.g. manufacturer, supplier or agency) is only permitted without undertaking a competitive process (public Tender or RFQ processes) in circumstances where the Shire is satisfied that there is genuinely only one source of supply for those goods, services or works.

The Shire must use its best endeavours to determine if the supplier is genuinely a sole source supplier by exploring if there are any alternative sources of supply and once determined, written confirmation must be kept on file for audit purposes.

Any determination of sole source of supply must be justified in writing and signed off by the purchasing officer and an officer with the relevant delegated authority.

In general, an arrangement of this nature will only be approved for a maximum period of one (1) year. For any continuing purchasing requirement, the approval must be re-assessed before expiry, to genuinely evidence that only one potential supplier still exists.

For any sole source arrangements with an anticipated contract term of more than one year, a report must be obtained from an independent source justifying such an arrangement.

8. Emergency Purchases

An emergency purchase is defined as the supply of goods, services or works associated with:

(a) a local emergency and the 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

(b) a local emergency and the expenditure is 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 s6.8 of the Act and r11(2)(a) of the Regulations; or

(c) a State of Emergency declared under the Emergency Management Act 2005 and therefore r11(2)(aa), r11(2)(ja) and r11(3) of the Regulations apply to vary the application of this Policy.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes and tenders, whichever may apply.

Emergency purchases outside of the Shire's annual budgeted amount must be approved by the Shire President in line with the requirements of the Act and reported to Council at the next Ordinary Council Meeting.

Emergency purchases to be made from existing annual budget allocations must be approved in advance by a Shire officer with appropriate delegated authority.

9. Expressions of Interest

The Shire may consider conducting an Expression of Interest (EOI) process as a prerequisite to a public tender process where the required supply evidences one or more of the following criteria:

- (a) the Shire is unable to sufficiently scope or specify the full requirement;
- (b) there is significant variability into how the requirement may be met;
- (c) there is potential for suppliers to offer unique solutions and/or multiple options for how the requirement may be obtained, specified, created or delivered;
- (d) it is subject to a creative element; or
- (e) there are a significant number of potential tenderers, for which an EOI process would allow for shortlisting based on non-price assessment.

All EOI processes are to be conducted in line with the Regulations and Shire procedures and guidelines, and shall be based upon qualitative and other non-price information only.

10. Sustainable Procurement

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancements, 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, suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes.

10.1 Local Economic Benefit

The Shire encourages the development of competitive local businesses within the Shire boundaries, and within its broader region. As much as practicable, the Shire will:

- Consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses
- Consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support)
- Ensure that procurement plans address local business capability and local content
- Explore the capability of local businesses to meet requirements and ensure that Request for Quotations (RFQs) and Request for Tenders (RFTs) are designed to accommodate the capabilities of local businesses
- In the case of RFTs, advertise these opportunities in a local newspaper as well as state-wide
- Provide adequate and consistent information to local suppliers.

To this extent, a qualitative weighting of up to 20% for Local Economic Benefit may be included in the evaluation criteria for Requests for Quotation and Tenders where suppliers are known to be located within the Shire boundaries, or where there is an opportunity to substantially demonstrate a benefit or contribution to the local economy.

The Shire has adopted a Regional Price Preference Policy, which may be applied when undertaking a purchasing activity worth more than \$50,000.

The application of a qualitative weighting for local economic benefit and the application of a Regional Price Preference are mutually exclusive. Officers must determine which method for considering local economic benefit is more relevant to their purchasing activity.

10.2 Purchasing from Australian Disability Enterprises

The Regulations provide a tender exemption for the purchase of goods or services purchased from Australian Disability Enterprises.

The Shire will first consider undertaking a competitive quotation process with other suppliers to determine overall value for money for the Shire, and are encouraged to consider inviting offers from Australian Disability Enterprises as part of this process.

Where the Shire makes a determination to contract directly with an Australian Disability Enterprise for any amount up to or over \$250,000, it must be satisfied that the offer truly represents value for money.

If the purchase value is over \$50,000, a formal Request document must be issued to the relevant Australian Disability Enterprise, and the rationale for making the purchasing decision must be recorded.

10.3 Purchasing from Aboriginal Businesses

The Regulations provide a tender exemption for the purchase of goods or services from 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 less than, or worth less than \$250,000.

The Shire will first consider undertaking a competitive quotation process with other suppliers to determine overall value for money for the Shire, and are encouraged to consider inviting offers from Aboriginal Businesses (as defined under regulation 11(2)(h) of the Regulations) as part of this process.

Where the Shire makes a determination to contract directly with an Aboriginal Business for any amount up to \$250,000, it must be satisfied that the offer truly represents value for money.

If the purchase value is more than \$50,000, a formal Request document must be issued to the relevant Aboriginal Business, and the rationale for making the purchasing decision must be recorded.

10.4 Purchasing from Environmentally and Socially Sustainable Businesses

The Shire is committed to sustainable procurement, and shall consider minimisation of environmental and negative social impacts as part of the selection process.

The Shire shall endeavour to identify and procure products and services that:

- Demonstrate environmental best practice in energy and water efficiency and/or consumption, which can be demonstrated through suitable rating systems and eco-labelling
- Are obtained from suppliers who demonstrate carbon-efficiency and sustainability initiatives in their operations
- Are environmentally sound in manufacture, use and disposal
- Are made using the minimum amount of raw materials from a non-sustainable resource, that are free of toxic or polluting materials and which consume minimal energy during the production stage
- Can be refurbished, reused, recycled or reclaimed, and have been designed for ease of recycling, re-manufacture or otherwise to minimise waste
- Adapt to the impacts of climate change.

Sustainability factors must be considered in the overall value for money assessment of purchases of goods and services, in accordance with the Shire's sustainability objectives.

11. Anti-Avoidance

The Shire will not conduct multiple purchasing activities with the intent of 'splitting' the purchase value or contract value, so that the effect is to avoid a particular purchasing threshold or the need to call a Public Tender.

12. Proforma Templates

The Shire has developed a number of proforma procurement and contract management template documents and forms, which are located on the Shire's intranet and are updated from time to time. Unless otherwise approved by the CEO or a Director, the use of these documents in accordance with this Policy is mandated across the Shire.

13. Panels of Pre-Qualified Suppliers

13.1 Objectives

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:

- Is there, or will there be, a continuing need for the particular goods or services to be supplied, which warrants the establishment of a Panel?
- Will a Panel deliver the best value for money, i.e. would better value for money be obtained by contracting with a single supplier?

- Will the benefits of the Panel e.g. streamlined procurement, reduced pricing, consistency of services, outweigh the administration and work required to establish and manage the Panel?
- Is there a sufficient number of suppliers in the market to make establishing a Panel worthwhile?
- Has the Shire the capability to establish a Panel, and manage the risks and achieve the benefits expected of the proposed Panel through a Panel Management Plan.

13.2 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 within the Panel.

Invitation of applications to join a Panel will be undertaken through a state-wide public notice.

Evaluation criteria, by which applications to join a Panel will be assessed and accepted, will be determined prior to issue of an Invitation to join a Panel of Pre-qualified Suppliers (IPQS), and will be communicated within the IPQS.

The Shire will set out in the IPQS how it intends to purchase goods or services through the Panel. This may either be by seeking written quotations from each Panel member for all purchases, or alternatively all purchases above a specified threshold.

Where the Shire determines to obtain written quotations from each Panel member only above a specified threshold, goods and services may be purchased below that threshold on the basis of the relative ranking of the Panel members.

Where Panel members are ranked, the IPQS will state the frequency at which rankings will be reassessed based on written quotations received from members of the Panel.

The Shire will state the expected number of suppliers it intends to put on the Panel in the IPQS.

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.

Where the vacant position on the Panel cannot be filled by an alternate supplier, a new procurement process may be undertaken to fulfil the requirement. Current Panel members shall be invited to take part in this process, if appropriate.

This approach shall be disclosed in the IPQS documentation.

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

13.3 Distributing Work amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel, the IPQS 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 discrete 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; or
- Utilise a combination of all three methodologies listed above.

In considering the distribution of work amongst Panel members, the IPQS 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 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 IPQS set out under Regulation 24AD(5)(f) when establishing a Panel. The Shire will invite the highest ranking 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 Requirements stated in Section 5 of this Policy.

When a ranking system is established, the Shire is to determine the rankings from time to time on the basis of written quotations obtained from panel members.

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.

13.4 Purchasing from the Panel

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

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 on the Shire's electronic records system.

14. Purchasing Policy Non-Compliance

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

Shire Officers are required to comply with the Shire's Purchasing Policy and any relating procedures.

A failure to comply with the requirements of this policy will 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.

15. Records Management

Records of all tenders, quotations, panels and any relevant exemptions must be retained in compliance with the *State Records Act 2000* and the Shire's internal Records Management Policy.

All records and documents associated with the tender, quotation or panel process must be recorded and retained as defined within the *State Records Act 2000* and the Shire's Records Management Policy.

This includes:

- Tender, quotation and panel documentation
- Internal documentation
- Evaluation documentation
- Enquiry and response documentation
- Approval and award documentation
- Order forms and requisitions.

All records and documents associated with Request for Tender or Request for Quotation processes must be reviewed for completeness prior to recording on the Shire's electronic document management system.

16. Application

Responsibility for the implementation of this Policy rests with the Director Corporate and Community Services and the Manager Corporate Services and should be implemented in conjunction with the Regional Price Preference Policy as well as internal procedures relating to purchasing. The Policy is to be reviewed every three (3) years.

Document and version control table		
Strategic outcome	Key Result Area 4: Vibrant and diverse economy Outcome 4: Competitive and sustainable business environment	
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1.0	14 August 2013	Initial Issue – OM1308/4
2.0	22 October 2014	Review – OM2014/232
3.0	25 November 2015	Review – OM2015/250
4.0	28 November 2018	Major review and transfer to new template – OM 2018/316
5.0	24 June 2020	Major review following changes to LG (Functions and General) Regulations 1996 and in response to Covid-19 – OM 2020/117