

S-F3 Procurement Policy

Purpose	To provide a framework for all purchasing of goods and services by Council.
Department	Finance
File No.	FIN/0701
Council Meeting Date	24 June 2024
Minute Number	134.06.2024
Next Review Date	Four (4) years from Council Resolution Date
Review History	New

1 Definitions

Local Suppliers means a supplier having a business premises within Flinders Municipality.

2 Objective

The objectives of this policy are to achieve the following principles in Council's purchasing:

- 2.1 Goods and services are obtained at the best value for Council, taking into consideration factors such as price, quality and availability;
- 2.2 Goods and services are suitable for their intended purpose and are received in a timely manner;
- 2.3 Prospective suppliers are provided with reasonable opportunities to compete for supply of goods or services to Council, without incurring excessive costs to submit quotations or tenders;
- 2.4 Activities are conducted ethically and fairly; and
- 2.5 Local suppliers are encouraged to compete to provide goods and services and are not disadvantaged by Council's purchasing methods.

3 Scope

This policy applies to all Council purchasing activities for goods and services and is to be read in conjunction with Council's Code for Tenders and Contracts.

4 Policy

It is the policy of Flinders Council that:

- 4.1 All purchasing activities will promote the following principles, as defined in Council's Code of Tenders and Contracts:

- (i) open and effective competition;
 - (ii) value for money;
 - (iii) enhancement of the capabilities of local business and industry; and
 - (iv) ethical behaviour and fair dealing.
- 4.2 The potential environmental and long-term sustainability impacts of the product or services to be purchased will be considered prior to purchasing.
- 4.3 Council's preferred purchasing methods are purchase orders and purchase contracts.
- 4.4 A corporate credit card facility be provided for use when preferred purchasing methods are unavailable or unsuitable (refer Corporate Credit Card Policy).
- 4.5 Wherever the required resource, capability and/or expertise is held by local suppliers, Council will seek and encourage local business participation in the procurement processes.
- 4.6 The General Manager is authorised to approve purchases of individual goods or services up to and including \$249,999, after determining that appropriate processes have been followed.
- 4.7 The General Manager may provide expenditure delegations to an amount not exceeding \$49,999 to specific Council officers, as set out in Council's Instrument of Delegation.
- 4.8 Financial delegations be recorded in an Expenditure Authority within the Corporate Services Department and stored within the accounting software used for purchasing.
- 4.9 All purchasing by Council officers must be within expenditure delegations and within Council's approved budget.

5 Procedure

Procedures for implementation of this Policy can be found within the Code of Tenders and Contracts and separately maintained as administrative documents.

6 Legislation and related documents

Code for Tenders and Contracts
Corporate Credit Card Policy
Employee Code of Conduct Policy
Employee Declaration of Interest Policy
Disciplinary Policy
Instrument of Delegation
Local Government Act 1993
Local Government (General) Regulations 2015
Risk Management Policy
Travel and Accommodation Policy

7 Responsibility

The responsibility for the implementation of this policy lies with the General Manger and the Corporate Services Coordinator.