



Hon David Templeman MLA
Minister for Local Government; Heritage; Culture & the Arts

Our Ref: 66-11953

LOCAL GOVERNMENT RESPONSE TO COVID-19

To Local Government Mayors, Presidents and Commissioners

Local governments have a critical role to play in responding to COVID-19, and eventually how their communities recover from this crisis.

I note that some local governments, such as Shire of Mundaring and City of Swan, quickly implemented additional leave for staff impacted by COVID-19. Others have implemented community care plans and packages such as City of Bayswater and Shire of Augusta-Margaret River. City of Perth has detailed a Relief and Rebound Plan, and the City of Rockingham has frozen rates, to name a few. I thank those local governments who are stepping up.

Both the Premier and I acknowledge there are currently a range of measures being progressed by the State Government in order to assist you during this time.

Drafting of financial, regulatory and governance considerations are taking place. Cabinet will need to make the final decision with regards to electricity and street lighting tariffs and Land Valuations as well as borrowing fees. I can assure that we too are working as fast as we can on these measures.

Minister Dawson has made a commitment to not increase waste levy fees for the year 2020/21.

I strongly encourage local governments to look at their capacity, be innovative and consider what measures and workplace arrangements can be put in place to provide security to your staff as the State Government has done.

I am asking all local governments to outline what measures they have put in place to date to assist their communities and staff. I would like this information to be sent to Minister.Templeman@dpc.wa.gov.au by close of business, **Thursday 2 April 2020**.

I am sure you are all aware of the State Council of WA Local Government Association endorsing the following on Friday 27 March 2020:

- Consider not increasing rates for the 2020-21 financial year.
- Adoption of the WALGA template rates hardship policy by Local Governments that do not currently have a policy.
- Consider rate relief options to support small businesses affected by the COVID-19 pandemic.
- Review fees and charges considering whether fees can be reduced, waived or deferred during the COVID-19 pandemic.
- Bring forward capital works and infrastructure spending with aggressive application of reserves and borrowing.
- Prioritise Local Government spending with businesses and contractors located within the Local Government.
- Implement business friendly payment terms to support business cash flow.
- Consider supporting Community sporting and cultural groups by either establishing grant programs or waiving fees and charges.
- Redeploy staff affected by facility closures to tasks that support the community.

The State Government has committed \$766 million to tackle the significant social and economic impact from the COVID-19. In addition the Federal Government announced as of yesterday a \$130 billion JobKeeper payment to help keep Australians in jobs. This brings the Commonwealth total to \$319 billion. Our State and Federal Governments are continuing to work with you and look for opportunities to lessen the impacts of COVID-19 on ratepayers, businesses and employees.

The Premier and I have sent a very clear message to local governments across Western Australia, now is the time to step up, and demonstrate that you understand the challenges that households are facing in your communities.

I look forward to your continued support and leadership during this time.

Yours sincerely



HON DAVID TEMPLEMAN MLA
**MINISTER FOR LOCAL GOVERNMENT;
HERITAGE; CULTURE AND THE ARTS**

31 MAR 2020

Council and Committee Meetings and Electronic Meetings

Policy Number 10 Public Question Time

Legislative Reference: s5.24 Local Government Act 1995 s5.24, r 6(1) Local Government (Administration) Regulations 1996

Relates to: Delegation NA Sub Delegation NA

Policy Objective:

To permit and describe the way members of the public, whether ratepayers or residents of the Shire of Coolgardie or not, are able to ask questions in relation to the Shire and receive an answer.

To outline the procedures whereby ratepayers and residents may ask questions, and receive answers at Council meetings, and where relevant Committee meetings which are to be electronic meetings.

Policy Scope:

This Policy applies to all Ordinary and Special Council meetings and relevant Committee meetings.

Policy Statement:

At all Ordinary and Special Council meetings and relevant Committee meetings

“Public Question Time” will be limited to 15 minutes*. The Council may exercise discretion to extend the time by resolution if required. If there are questions remaining unasked at the expiration of the time allotted members of the public will be asked to submit their questions in writing to the Chief Executive Officer who will provide a written reply with the response placed in the Agenda of the next Ordinary Meeting of the Council.

* A minimum of 15 minutes is provided by r 6(1) of the Local Government (Administration) Regulations 1996 (s5.24 of the Local Government Act 1995).

Questions may be asked at the Ordinary Council Meeting and any Committee meeting on any matter affecting the Council and the Shire’s operations. Questions submitted to Special Meetings of the Council will be restricted to the subject matter of the meeting.

Procedures

- Each questioner will be limited to two (2) questions. Statements or long preamble are not permitted, without the express approval of the Presiding member
- People wishing to ask questions are encouraged to put their questions in writing or in a prescribed form and submit them to the Chief Executive Officer prior to 12.30 pm on the day of the meeting. Oral questions are permitted.
- Priority will be given to questions about matters on the agenda for the meeting and which are comply with the above.

- Every person who wishes to ask a question must identify them self and register with the Minute Secretary immediately prior to the meeting. Questions will be taken in the order in which people register.
- Questions containing offensive remarks, reference or assumptions to the personal affairs or actions of councillors or employees, or which relate to confidential matters or legal action will not be accepted.
- Questions that the Presiding Member considers have been answered by earlier questions at the meeting or earlier meetings may not be accepted.
- On receipt of a question the Presiding Member may answer the question or direct it to the Chief Executive Officer to answer. If the question is of a technical nature the Chief Executive Officer may direct the question to another employee present. If the question requires research, it will be taken on notice.
- There will be no debate on the answers to questions.
- A summary of the question and the answer will be recorded in the minutes of the meeting at which the question was asked.

Electronic Council and Committee Meetings

So far as is possible the above provisions will apply to electronic meetings of Council and Committees.

Where these provisions are not able to be implemented, or are not appropriate to do so the following apply (having been adopted by Council 7th April 2020)

In relation to electronic meetings of Council and Committees that Council:

1. Note following the declaration of a State of Emergency that it is open for Council and Committee meetings to be held by electronic means:
2. Note the electronic means by which meetings are to be held include by telephone, video conference or other instantaneous communication, as determined by the Shire President, who MUST consult the CEO before a determination is made.
3. Directs the CEO to ensure, so far as is practical and possible, to give notice of an electronic meeting on the local government website, as the first preference, and any other means of communicating with members of the public that are available and appropriate.
4. Determine that the Council or Committees will comply with the requirement to make the unconfirmed minutes of the meeting available for public inspection to satisfy the requirement for meetings to be open (where required to do so), as a first preference and that the CEO be authorised to make arrangements, where possible and practicable for the council or committee meetings to be publicly broadcast on a website (using either audio only or video/audio) or otherwise be accessible to the public.
5. Determine that where Council or Committee meetings are to be conducted electronically that questions by members of the public may be submitted by email, lodged in writing at the local government offices or via website interaction in person (where such opportunity exists and is available). Questions may be asked in person, at the local government offices, only by arrangement with the CEO prior to the meeting and where website interaction is available.

6. The Presiding Member of the Council or Committee meeting has absolute discretion to determine whether at all, and in what form, a question from a member of the public is to be answered. If the Presiding Member declines to answer the question from a member of the public, the CEO will use best possible endeavours to provide an answer in writing within 5 business days of the meetings and such answer shall be incorporated in to the minutes of the meeting, as though it were asked at an ordinary meeting which was not conducted by electronic means.
7. Determine that a notice paper, agenda, report or other document may be tabled at the meeting, or produced by the local government or a committee for presentation at the meeting, in any manner determined by the council or committee, including by electronic means and made available to members of the council or committee, or for inspection by members of the public, in any manner determined by the council or committee, including by electronic means

Responsible Department: Executive Services

Responsible Officer: CEO

Delegation link (if any):

Date First Adopted: June 2017

Review dates: April 2020

ATTACHMENT 1 to Agenda Item 1.3

Shire of Coolgardie – Proposed Procurement Options under CV19

Recommendations 1 and 2 of Agenda Item 1.3

(Council) Policy Number 03 Procurement Policy

Legislative Reference: s6.5, s6.8(1)(c) (and others) Local Government Act 1995 and Regulations

Relates to: Delegation 1.10, 1.11, 1.12, 1.13 Sub Delegation 1.10a, 1.11a, 1.12a, 1.13a

Policy Objective:

The Shire of Coolgardie will commit to the principles of transparency, probity and good governance with the procurement of goods, services and works to deliver a best practice approach to procurement procedures.

Acting always within the legislative requirements of the Local Government Act 1995 and Part 4 of the Local Government (Functions and General) Regulations 1996. Procurement practices and processes defined within this policy are to be complied with throughout the Shire.

In March 2020 the Federal and State Governments declared states of emergency as a result of the pandemic Coronavirus 19.

The Shire of Coolgardie recognised the need for it to be able to respond quickly and flexibly to emerging situations on behalf of the community and stakeholders.

Accordingly, temporary amendments have been approved by Council to the Register of Delegations and the Council Policy Manual to give the CEO flexibility in procurement during the emergency.

The CEO will review sub delegations and the CEO Operational Management Policy Manual to determine what amendments, if any, are needed.

The temporary measures apply only until the states of emergency are lifted, or the Council determines that they are no longer appropriate.

Policy Scope:

This policy is a directive for:

- The procurement of goods and services,
- The best value for money,
- Statutory compliance,
- Authorised employee's expenditure limits and
- Fuel cards.

All budgetary and purchasing expenditure will have regard to the development, maintenance and replacement of Coolgardie Shire infrastructure, facilities and plant.

Policy Statement:

1. Objectives

All purchasing activities will:

- Comply with s6.5(a) of the Local Government Act 1995 and Part4 of the Local Government (Functions and General) Regulations 1996.
- Ensure consistency of all purchasing activities across all operational areas.
- Contribute to the efficient and effective operation of the Coolgardie Shire.
- Eliminate probity risk by providing consistent and demonstrated processes that promote openness, fairness, transparency and equity to all potential suppliers.
- Ensure the best value for money is achieved through design, construction, maintenance and replacement of new and existing infrastructure and plant asset.

2. Purchasing Principles

The following principles and standards will be demonstrated throughout all stages of the procurement process to ensure the fair and equitable treatment of all parties:

- Employees and employees shall be accountable for efficient and effective purchasing decisions based on achieving value for money.
- Procurement practices will comply with relevant legislative and regulative requirements, the Shire's Code of Conduct, Delegations Register and Record keeping procedures and practices.
- Processes, evaluations, and decisions shall be unbiased, transparent and fully documented in accordance with associate policies, audit requirements and relevant legislation.
- Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.
- Any information provided to the Shire of Coolgardie by a supplier shall be treated as commercial- confidential and shall not be released by the Shire unless authorised by the supplier or relevant legislation and
- Purchasing will be undertaken on a competitive basis whereby all suppliers are considered on an impartial, honest and consistent manner.

3. Value for money

Value for Money is determined when the consideration of price, risk and quantitate factors that are assessed to determine the most advantageous outcome to be achieved for the Shire of Coolgardie.

Procurement decisions will be made with greater consideration than obtaining the lowest price, with consideration given to incorporate qualitative and risk factors into the decision.

4. Pre procurement requirements

Unless by Council resolution, or by requirement of legislation, the following minimum guidelines for inviting quotes prior to the procurement of any goods or services will be adhered to by all employees.

Purchase Value Threshold	Purchasing Requirement
Less than \$2,000	<p data-bbox="691 237 1007 271">Obtain one verbal quote.</p> <p data-bbox="691 309 1481 521">In the event of a State of Emergency being declared by the Federal and/or State Government the CEO, Director of Economic and Community Development, Director of Operations and Manager Commercial Services (under sub delegation from the CEO) may override this condition and reduce or remove any or all restrictions and limits.</p> <p data-bbox="691 566 1481 745">If the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) exercises this discretion <u>it must be documented and reported to Council as part of a report regarding Coronavirus 19 actions.</u></p> <p data-bbox="691 790 1481 853">All other employees are bound by the Policy, Delegations and Sub delegations (unless varied by the CEO).</p>
Over \$2,000 and up to \$10,000	<p data-bbox="691 860 1481 931">Obtain one (1) itemised written quote from a suitable supplier.</p> <p data-bbox="691 976 1481 1077">Purchase directly from a supplier using a purchasing order; or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul data-bbox="703 1081 1481 1294" style="list-style-type: none"> <li data-bbox="703 1081 1481 1149">• an existing panel of pre-qualified suppliers administered by the Shire of Coolgardie; or <li data-bbox="703 1153 1481 1261">• a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or <li data-bbox="703 1265 1007 1294">• from the open market. <p data-bbox="691 1339 1481 1552">In the event of a State of Emergency being declared by the Federal and/or State Government the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) may override this condition and reduce or remove any or all restrictions and limits.</p> <p data-bbox="691 1597 1481 1776">If the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) exercises this discretion <u>it must be documented and reported to Council as part of a report regarding Coronavirus 19 actions.</u></p> <p data-bbox="691 1821 1481 1879">All other employees are bound by the Policy, Delegations and Sub delegations (unless varied by the CEO).</p>

Over \$10,000 and up to \$30,000	<p>Two (2) itemised written quotes from a suitable supplier.</p> <p>Purchase directly from a supplier using a purchasing order; or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Coolgardie; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. <p>In the event of a State of Emergency being declared by the Federal and/or State Government the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) may override this condition and reduce or remove any or all restrictions and limits.</p> <p>If the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) exercises this discretion <u>it must be documented and reported to Council as part of a report regarding Coronavirus 19 actions.</u></p> <p>All other employees are bound by the Policy, Delegations and Sub delegations (unless varied by the CEO).</p>
Over \$30,000 and up to \$100,000	<p>Three (3) itemised written quotes from a suitable supplier.</p> <p>Purchase directly from a supplier using a purchasing order; or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Coolgardie; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. <p>In the event of a State of Emergency being declared by the Federal and/or State Government the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) may override this condition and reduce or remove any or all restrictions and limits.</p> <p>If the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) exercises this discretion <u>it must be documented and reported to Council as</u></p>

	<p><u>part of a report regarding Coronavirus 19 actions.</u></p> <p>All other employees are bound by the Policy, Delegations and Sub delegations (unless varied by the CEO).</p> <p>The CEO, if he determines to exercise this discretion, must use reasonable endeavours to consult the Shire President, before overriding the Policy.</p> <p>The Director of Economic and Community Development, Director of Operations and Commercial Manager if they determine to exercise this discretion, must use reasonable endeavours to consult the CEO.</p> <p>All other employees are bound by the Policy, Delegations and Sub delegations (unless varied by the CEO).</p>
Over \$100,000 and up to \$149,999	<p>Obtain three (3) itemised written quotes authorised by the CEO from suppliers by formal invitation under a Request for Quotation, containing price and detailed specifications of goods and services required. The procurement decision is to be based on all value for money considerations in accordance with the definition of this policy.</p> <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire of Coolgardie through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p> <p>In the event of a state of emergency being declared by the Federal and/or State Government the CEO, Director of Economic and Community Development, Director Operations and Commercial Manager (under sub delegation from the CEO) may override this condition and reduce or remove any or all restrictions and limits.</p> <p>If the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) exercises this discretion <u>it must be documented and reported to Council as part of a report regarding Coronavirus 19 actions.</u></p> <p>If the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) exercises this discretion, <u>they must apply reasonable endeavours to decide if the Policy can be complied with, in part, or whole.</u></p>

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Over \$150,000 and up to \$249,999	<p>Obtain three (3) itemised written quotes authorised by the CEO from suppliers by formal invitation under a Request for Quotation, containing price and detailed specifications of goods and services required. The procurement decision is to be based on all value for money considerations in accordance with the definition of this policy.</p> <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire of Coolgardie through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p> <p>In the event of a state of emergency being declared by the Federal and/or State Government the CEO, Director of Economic and Community Development, Director Operations and Commercial Manager (under sub delegation from the CEO) may override this condition and reduce or remove any or all restrictions and limits.</p> <p>If the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) exercises this discretion <u>it must be documented and reported to Council as part of a report regarding Coronavirus 19 actions.</u></p> <p>If the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) exercises this discretion, <u>they must apply reasonable endeavours to decide if the Policy can be complied with, in part, or whole.</u></p> <p>The CEO, if he determines to exercise this discretion, must use reasonable endeavours to consult the Shire President, before overriding the Policy.</p> <p>The Director of Economic and Community Development,</p>

	<p>Director of Operations and Commercial Manager if they determine to exercise this discretion, must use reasonable endeavours to consult the CEO.</p> <p>All other employees are bound by the Policy, Delegations and Sub delegations (unless varied by the CEO).</p>
Over \$250,000	Tenders required

5. Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency as provided for in the Local Government Act 1995. In this or services on the proviso that:

- A brief explanation of the emergency/urgency of the situation is provided by the officer upon issue of purchase order and prior to payment of the invoice for the service.
- The value of works being undertaken in the emergency is within the officer's delegated authority limit.
- The value of the works being undertaken is within the limits of the Council's adopted Annual Plan and Budget.

It is the Officer's responsibility to provide evidence that a reasonable attempt has been made to meet the above guidelines.

If a selection criterion, other than price, is used to determine the successful supplier, the authorising officer will advise of all potential suppliers of the selection criteria prior to receiving quotations. All documentation received or internally generated, as evidence of meeting the above quoting requirements will be attached to Council's copy of the payment advice and retained as per either Council internal or legislated records requirements for financial documents, whichever is the longest.

6. Authorising Officer

An Authorising Officer is a Shire of Coolgardie employee who is registered in the sub delegation register as authorised to incur expenditure and claims for payment, within a set monetary limit.

7. Purchase Orders

The Shire of Coolgardie requires a purchase order to be raised and issued prior to the service or product being supplied. The authorising officer will ensure items purchased are made within budget parameters.

8. Purchase Orders Exemptions

The requirement to issue a purchase order is not required in the following instances:

- Procurement of goods or services:
 - I. Utilities; including telephone, electricity, water and gas.
 - II. Annual Membership/subscriptions
 - III. Reimbursements to Council Members and employees
 - IV. Freight
 - V. Department of Land Information online transactions
 - VI. Motor Vehicle Licensing and Registration
 - VII. Postage
 - VIII. Legal Costs
- Corporate Credit or Fleet Fuel Card purchases.
- Petty Cash purchases - \$200 limit GST inclusive.
- All emergencies as deemed in writing by the Shire President s6.8(1)(c) LGA

Responsible Department: Administration Services

Responsible Officer:

Delegation link (if any): 1.11, 1.12, 1.13 (and sub delegations)

Date First Adopted: May 2016

Review dates: May 2017, June 2018, November 2018, April 2020

Legislative Reference: s6.5, s6.8(1)(c) (and others) Local Government Act 1995 and Regulations

Relates to: Delegation 1.10, 1.11, 1.12, 1.13 Sub Delegation 1.10a, 1.11a, 1.12a, 1.13a

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Over \$30,000 and up to \$100,000	<p>Three (3) itemised written quotes from a suitable supplier.</p> <p>Purchase directly from a supplier using a purchasing order; or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Coolgardie; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. <p>In the event of a state of emergency being declared by the Federal and/or State Government the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) may override this condition and reduce or remove any or all restrictions and limits.</p>

	<p>If the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) exercises this discretion <u>it must be documented and reported to Council as part of a report regarding Coronavirus 19 actions.</u></p> <p>If the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) exercises this discretion, <u>they must apply reasonable endeavours to decide if the Policy can be complied with, in part, or whole.</u></p> <p>The CEO, if he determines to exercise this discretion, must use reasonable endeavours to consult the Shire President, before overriding the Policy.</p> <p>The Director of Economic and Community Development, Director of Operations and Commercial Manager if they determine to exercise this discretion, must use reasonable endeavours to consult the CEO, before overriding the Policy.</p> <p>All other employees are bound by the Policy, Delegations and Sub delegations (unless varied by the CEO).</p>
Over \$100,000 and up to \$149,999	<p>Obtain three (3) itemised written quotes authorised by the CEO from suppliers by formal invitation under a Request for Quotation, containing price and detailed specifications of goods and services required. The procurement decision is to be based on all value for money considerations in accordance with the definition of this policy.</p> <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire of Coolgardie through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p> <p>In the event of a state of emergency being declared by the Federal and/or State Government the CEO, Director of Economic and Community Development , Director of Operations and Commercial Manager (under sub delegation from the CEO) may override this condition and reduce or remove any or all restrictions and limits.</p>

	<p>If the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) exercises this discretion <u>it must be documented and reported to Council as part of a report regarding Coronavirus 19 actions.</u></p> <p>If the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) exercises this discretion, <u>they must apply reasonable endeavours to decide if the Policy can be complied with, in part, or whole.</u></p> <p>The CEO, if he determines to exercise this discretion, must use reasonable endeavours to consult the Shire President, before overriding the Policy.</p> <p>The Director of Economic and Community Development, Director of Operations and Commercial Manager if they determine to exercise this discretion, must use reasonable endeavours to consult the CEO, before overriding the Policy.</p> <p>All other employees are bound by the Policy, Delegations and Sub delegations (unless varied by the CEO).</p>
Over \$150,000 and up to \$249,999	<p>Obtain three (3) itemised written quotes authorised by the CEO from suppliers by formal invitation under a Request for Quotation, containing price and detailed specifications of goods and services required. The procurement decision is to be based on all value for money considerations in accordance with the definition of this policy.</p> <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire of Coolgardie through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p> <p>In the event of a state of emergency being declared by the Federal and/or State Government the CEO, Director of Economic and Community Development , Director of Operations and Commercial Manager (under sub delegation from the CEO) may override this condition and reduce or remove any or all restrictions and limits.</p>

	<p>If the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) exercises this discretion <u>it must be documented and reported to Council as part of a report regarding Coronavirus 19 actions.</u></p> <p>If the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) exercises this discretion, <u>they must apply reasonable endeavours to decide if the Policy can be complied with, in part, or whole.</u></p> <p>The CEO, if he determines to exercise this discretion, must use reasonable endeavours to consult the Shire President, before overriding the Policy.</p> <p>The Director of Economic and Community Development, Director of Operations and Commercial Manager if they determine to exercise this discretion, must use reasonable endeavours to consult the CEO, before overriding the Policy.</p> <p>All other employees are bound by the Policy, Delegations and Sub delegations (unless varied by the CEO).</p>
Over \$250,000	Tenders required

5. Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency as provided for in the Local Government Act 1995. In this or services on the proviso that:

- A brief explanation of the emergency/urgency of the situation is provided by the officer upon issue of purchase order and prior to payment of the invoice for the service.
- The value of works being undertaken in the emergency is within the officer's delegated authority limit.
- The value of the works being undertaken is within the limits of the Council's adopted Annual Plan and Budget.

It is the Officer's responsibility to provide evidence that a reasonable attempt has been made to meet the above guidelines.

If a selection criterion, other than price, is used to determine the successful supplier, the authorising officer will advise of all potential suppliers of the selection criteria prior

to receiving quotations. All documentation received or internally generated, as evidence of meeting the above quoting requirements will be attached to Council's copy of the payment advice and retained as per either Council internal or legislated records requirements for financial documents, whichever is the longest.

6. Authorising Officer

An Authorising Officer is a Shire of Coolgardie employee who is registered in the sub delegation register as authorised to incur expenditure and claims for payment, within a set monetary limit.

7. Purchase Orders

The Shire of Coolgardie requires a purchase order to be raised and issued prior to the service or product being supplied. The authorising officer will ensure items purchased are made within budget parameters.

8. Purchase Orders Exemptions

The requirement to issue a purchase order is not required in the following instances:

- Procurement of goods or services:
 - IX. Utilities; including telephone, electricity, water and gas.
 - X. Annual Membership/subscriptions
 - XI. Reimbursements to Council Members and employees
 - XII. Freight
 - XIII. Department of Land Information online transactions
 - XIV. Motor Vehicle Licensing and Registration
 - XV. Postage
 - XVI. Legal Costs
- Corporate Credit or Fleet Fuel Card purchases.
- Petty Cash purchases - \$200 limit GST inclusive.
- All emergencies as deemed in writing by the Shire President s6.8(1)(c) LGA

Responsible Department: Administration Services

Responsible Officer: CEO

Delegation link (if any): 1.11, 1.12, 1.13 (and sub delegations)

Date First Adopted: May 2016

Review dates: May 2017, June 2018, November 2018, April 2020

ATTACHMENT 2 to Agenda Item 1.3

Shire of Coolgardie – Proposed Procurement Options under CV19

Recommendations 3 and 4 of Agenda Item 1.3

Delegation 1.11 Tenders for Goods and Services

DATE ADOPTED:		DELEGATE:	CEO
DATE LAST REVIEWED:		SUB-DELEGATED:	YES
POLICY REFERENCE:	Council Policy 03 Procurement	SUB-DELEGATED TO:	Director of Economic and Community Development Director of Operations Commercial Manager

LEGAL (PARENT): <i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services	LEGAL (SUBSIDIARY): <i>Local Government Act 1995 s5.42</i>
Conditions	<p>Sole supplier arrangements may only be approved where a record is retained that evidences:</p> <ul style="list-style-type: none">i. A detailed specification.ii. The outcomes of market testing of the specification.iii. The reasons why market testing has not met the requirements of the specification; andiv. Rationale for why the supply is unique and cannot be sources through other suppliers. <p>Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the:</p>

	<ol style="list-style-type: none"> i. proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government, ii. current supply contract expiry is imminent, iii. value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and iv. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council. <p>In accordance with s.5.43, tenders may only be accepted, and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$249,999 or less and the expense is included in the adopted Annual Budget.</p> <p>Must comply with all relevant Policies.</p> <p>NOTE: In March 2020 the Federal and State Governments declared states of emergency as a result of the pandemic Coronavirus 19.</p> <p>The Shire of Coolgardie recognised the need for it to be able to respond quickly and flexibly to emerging situations on behalf of the community and stakeholders.</p> <p>Accordingly, temporary amendments have been approved by Council to the Register of Delegations and the Council Policy Manual to give the CEO flexibility in procurement during the emergency.</p> <p>The CEO will review sub delegations and the CEO Operational Management Policy Manual to determine what amendments, if any, are needed.</p> <p>The temporary measures apply only until the states of emergency are lifted, or the Council determines that they are no longer appropriate.</p>
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POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to:

- call tenders [F&G r.11(1)].
- because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r.11(f)].
- undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$249,999 or less and the expense is included in the adopted Annual Budget [F&G.r.11(2)].
- invite tenders although not required to do so [F&G r.13].
- determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)].
- determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)].
- vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
- evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(4)].

- accept, or reject tenders, only within the \$value detailed as a condition on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&G r.18(2) and (4)].
- determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 10% variation and within the \$value detailed as a condition on this Delegation, and to then enter into minor variations with the successful tenderer before entering into a contract [F&G r.20(1) and (3)].
- seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].
- decline any tender [F&G r.18(5)].
- if the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, to choose the next most advantageous tender to accept [F&G r.20(2)]
- vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10%
- exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&G r.21A].
- accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) & (7)].

REVIEW REQUIREMENTS

At least once every financial year.

AUTHORITY

_____ **Date:** _____

Cr Malcolm Cullen, Shire President

Local Government Act 1995

Sub Delegation 1.11a Tenders for Goods and Services

DATE ADOPTED:		DELEGATE:	CEO
DATE LAST REVIEWED:		SUB-DELEGATED:	YES
POLICY REFERENCE:	Council Policy 03 Procurement	SUB-DELEGATED TO:	Director of Economic and Community Development Director of Operations Commercial Manager

LEGAL (PARENT): <i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services	LEGAL (SUBSIDIARY): <i>Local Government Act 1995 s5.44</i>
Conditions	<p>Sole supplier arrangements may only be approved where a record is retained that evidences:</p> <ul style="list-style-type: none">i. A detailed specification.ii. The outcomes of market testing of the specification.iii. The reasons why market testing has not met the requirements of the specification; andiv. Rationale for why the supply is unique and cannot be sources through other suppliers. <p>Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the:</p> <ul style="list-style-type: none">i. proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government,ii. current supply contract expiry is imminent,iii. value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and

	<p>iv. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.</p> <p>In accordance with s.5.43, tenders may only be accepted, and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is \$249,999 or less and the expense is included in the adopted Annual Budget.</p> <p>NOTE: In March 2020 the Federal and State Governments declared states of emergency as a result of the pandemic Coronavirus 19.</p> <p>The Shire of Coolgardie recognised the need for it to be able to respond quickly and flexibly to emerging situations on behalf of the community and stakeholders.</p> <p>Accordingly, temporary amendments have been approved by Council to the Register of Delegations and the Council Policy Manual to give the CEO flexibility in procurement during the emergency.</p> <p>The CEO will review sub delegations and the CEO Operational Management Policy Manual to determine what amendments, if any, are needed.</p> <p>The temporary measures apply only until the states of emergency are lifted, or the Council determines that they are no longer appropriate.</p> <p>If the Director of Economic and Community Development or Director of Operations propose to exercise this sub delegation, they must use reasonable endeavours to consult the CEO.</p> <p>Must comply with all relevant Policies.</p>
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POWER OR DUTY DELEGATED

The Director of Economic and Community Development and Director of Operations are delegated authority to:

- call tenders [F&G r.11(1)].
- because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r.11(f)].
- undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$249,999 or less and the expense is included in the adopted Annual Budget [F&G.r.11(2)].
- invite tenders although not required to do so [F&G r.13].
- determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)].
- determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)].
- vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
- evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(4)].
- accept, or reject tenders, only within the \$value detailed as a condition on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&G r.18(2) and (4)].

- determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 10% variation and within the \$value detailed as a condition on this Delegation, and to then enter into minor variations with the successful tenderer before entering into a contract [F&G r.20(1) and (3)].
- seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].
- decline any tender [F&G r.18(5)].
- if the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, to choose the next most advantageous tender to accept [F&G r.20(2)]
- vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10%
- exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&G r.21A].
- accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) & (7)].

REVIEW REQUIREMENTS

At least once every financial year.

AUTHORITY

_____ **Date:** _____

Mr James Trail, CEO

ATTACHMENT 3 to Agenda Item 1.3

Shire of Coolgardie – Proposed Procurement Options under CV19

Recommendations 5 and 6 of Agenda Item 1.3

Local Government Act 1995

Delegation 1.15 Incurring Liability and Payments from Municipal and Trust Funds

DATE ADOPTED:		DELEGATE:	CEO
DATE LAST REVIEWED:		SUB-DELEGATED:	YES
POLICY REFERENCE:		SUB-DELEGATED TO:	Director of Economic and Community Development Director of Operations Commercial Manager Works and Services Leading Hand Mechanic Manager Swimming Pools Team Leader Ranger and Emergency Services Coordinator Administration Services Executive Assistant to CEO Executive Assistant Director Operations Manager Finance Coolgardie Place Manager Kambalda Place Manager Ranger

LEGAL (PARENT): <i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making	LEGAL (SUBSIDIARY): <i>Local Government Act 1995 s5.42</i>
Conditions	Authority to incur liability and make payments is subject to annual budget limitations.

	<p>In March 2020 the Federal and State Governments declared states of emergency as a result of the pandemic Coronavirus 19.</p> <p>The Shire of Coolgardie recognised the need for it to be able to respond quickly and flexibly to emerging situations on behalf of the community and stakeholders.</p> <p>Accordingly, temporary amendments have been approved by Council to the Register of Delegations and the Council Policy Manual to give the CEO flexibility in procurement during the emergency.</p> <p>The CEO will review sub delegations and the CEO Operational Management Policy Manual to determine what amendments, if any, are needed.</p> <p>The temporary measures apply only until the states of emergency are lifted, or the Council determines that they are no longer appropriate.</p> <p>Must comply with all relevant Policies.</p>
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POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to:

- incur liabilities,
- make payments from the municipal or trust funds [r.12(1)(a)].

REVIEW REQUIREMENTS

At least once every financial year.

AUTHORITY

_____ **Date:** _____

Cr Malcolm Cullen, Shire President

Local Government Act 1995

Sub Delegation 1.15a Incurring Liability and Payments from Municipal and Trust Funds

DATE ADOPTED:		DELEGATE:	CEO
DATE LAST REVIEWED:		SUB-DELEGATED:	YES
POLICY REFERENCE:		SUB-DELEGATED TO:	Director of Economic and Community Development Director of Operations Commercial Manager Works and Services Leading Hand Mechanic Pools Manager Team Leader Ranger and Emergency Services Coordinator Administration Services Executive Assistant to CEO Finance Manager Kambalda Place Manager Coolgardie Place Manager Ranger

LEGAL (PARENT): <i>Local Government (Financial Management) Regulations1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making		LEGAL (SUBSIDIARY): <i>Local Government Act 1995 s5.44</i>
Conditions	Authority to make payments is subject to annual budget limitations. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. Payment authorisation via internet banking or cheque payment requires a combination of two signatories one of which must include the CEO, or Director Operations Director of Economic and Community Development, Director of Operations, Administration Coordinator, Commercial Manager, Manager Executive Services are limited to ONLY counter sign payment authorities, when the other signatory is the CEO or Director Operations. Payment transaction and delegated authority records are retained in Synergy through ‘Payment Reports’.	

	<p>Monthly cheque and EFT payment listing recorded in Council Minutes and registered to Subject Tab: <i>Financial Management / Financial Reporting</i></p> <p>In March 2020 the Federal and State Governments declared states of emergency as a result of the pandemic Coronavirus 19.</p> <p>The Shire of Coolgardie recognised the need for it to be able to respond quickly and flexibly to emerging situations on behalf of the community and stakeholders.</p> <p>Accordingly, temporary amendments have been approved by Council to the Register of Delegations and the Council Policy Manual to give the CEO flexibility in procurement during the emergency.</p> <p>The CEO will review sub delegations and the CEO Operational Management Policy Manual to determine what amendments, if any, are needed.</p> <p>The temporary measures apply only until the states of emergency are lifted, or the Council determines that they are no longer appropriate.</p> <p>Must comply with all relevant Policies.</p>
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POWER OR DUTY DELEGATED

Authority to make payments from the municipal or trust funds [r.12(1)(a)] is delegated on the following basis:

Payment authorisation via internet banking or cheque payment requires a combination of two signatories one of which must include the CEO, or Director Operations.

Director of Economic and Community Development, Director of Operations, Administration Coordinator, Manager Executive Services, Commercial Manager are limited to ONLY counter sign payment authorities, when the other signatory is the CEO, or Director Operations

Authority is delegated to incur liabilities within the following limits.

- | | |
|--|------------|
| • Director of Economic and Community Development | \$249,999* |
| • Director of Operations | \$249,999* |
| • Commercial Manager | \$249,999* |
| • Works and Services Leading Hand | \$10,000 |
| • Mechanic | \$10,000 |
| • Pools Manager | \$10,000 |
| • Team Leader Ranger and Emergency Services | \$5,000 |
| • Coordinator Administration Services | \$5,000 |
| • Executive Assistant to CEO | \$5,000 |
| • Finance Manager | \$5,000 |
| • Coolgardie Place Manager | \$5,000 |
| • Kambalda Place Manager | \$5,000 |
| • Ranger | \$2,000 |

*Special conditions apply to some procurements – see Council Policy 03 and CEO Management Policy 19.

Such delegation applies to each employee for his/her area of responsibility.

REVIEW REQUIREMENTS

At least once every financial year.

AUTHORITY

_____ **Date:** _____
Mr James Trail, CEO

Shire of Coolgardie - Procurement Options under CV19

Current Policy and Procedures				
Procurement	CEO	Directors and Commercial Manager	Other Employees	Conditions
Less than \$2,000	Obtain one verbal quote.	Obtain one verbal quote.	Obtain one verbal quote.	
Over \$2,000 and up to \$10,000	<p>Obtain one (1) itemised written quote from a suitable supplier. Purchase directly from a supplier using a purchasing order; or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Coolgardie; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. 	<p>Obtain one (1) itemised written quote from a suitable supplier. Purchase directly from a supplier using a purchasing order; or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Coolgardie; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. 	<p>Obtain one (1) itemised written quote from a suitable supplier. Purchase directly from a supplier using a purchasing order; or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Coolgardie; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. 	
Over \$10,000 and up to \$30,000	Two (2) itemised written quotes from a suitable supplier. Purchase directly from a supplier using a purchasing order; or obtain at least one (1) oral or	Two (2) itemised written quotes from a suitable supplier. Purchase directly from a supplier using a purchasing order; or obtain at least one (1) oral or	Two (2) itemised written quotes from a suitable supplier. Purchase directly from a supplier using a purchasing order; or obtain at least one (1)	

	<p>written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Coolgardie; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. 	<p>written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Coolgardie; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. 	<p>oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Coolgardie; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. 	
Over \$30,000 and up to \$100,000	<p>Three (3) itemised written quotes from a suitable supplier. Purchase directly from a supplier using a purchasing order; or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Coolgardie; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. 	<p>Three (3) itemised written quotes from a suitable supplier. Purchase directly from a supplier using a purchasing order; or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Coolgardie; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. 	<p>Three (3) itemised written quotes from a suitable supplier. Purchase directly from a supplier using a purchasing order; or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Coolgardie; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. 	

Over \$100,000 and up to \$149,999	<p>Obtain three (3) itemised written quotes authorised by the CEO from suppliers by formal invitation under a Request for Quotation, containing price and detailed specifications of goods and services required. The procurement decision is to be based on all value for money considerations in accordance with the definition of this policy.</p> <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire of Coolgardie through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>	<p>Obtain three (3) itemised written quotes authorised by the CEO from suppliers by formal invitation under a Request for Quotation, containing price and detailed specifications of goods and services required. The procurement decision is to be based on all value for money considerations in accordance with the definition of this policy.</p> <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire of Coolgardie through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>	<p>Obtain three (3) itemised written quotes authorised by the CEO from suppliers by formal invitation under a Request for Quotation, containing price and detailed specifications of goods and services required. The procurement decision is to be based on all value for money considerations in accordance with the definition of this policy.</p> <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire of Coolgardie through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>	
Over \$149,999	Tender, in accordance with Tender Regs and Policy	Tender, in accordance with Tender Regs and Policy	Tender, in accordance with Tender Regs and Policy	
Stage 1 - as proposed – tender threshold NOT lifted in Regs				
Less than \$2,000	<p>Obtain one verbal quote.</p> <p>In the event of a state of emergency being declared by the Federal and/or State Government the CEO, Director of Economic</p>	<p>Obtain one verbal quote.</p> <p>In the event of a state of emergency being declared by the Federal and/or State Government the CEO, Director of Economic and</p>	Obtain one verbal quote.	If the CEO, Director of Economic and Community Development, Director of Operations or Commercial Manager (under sub delegation from the CEO)

	and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) may override this condition and reduce or remove any or all restrictions and limits.	Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) may override this condition and reduce or remove any or all restrictions and limits.		exercises this discretion it must be documented and reported to Council as part of a report regarding Coronavirus 19 actions.
Over \$2,000 and up to \$10,000	<p>Obtain one (1) itemised written quote from a suitable supplier. Purchase directly from a supplier using a purchasing order; or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Coolgardie; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. <p>In the event of a state of emergency being declared by the Federal and/or State Government the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) may</p>	<p>Obtain one (1) itemised written quote from a suitable supplier. Purchase directly from a supplier using a purchasing order; or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Coolgardie; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. <p>In the event of a state of emergency being declared by the Federal and/or State Government the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) may</p>	<p>Obtain one (1) itemised written quote from a suitable supplier. Purchase directly from a supplier using a purchasing order; or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Coolgardie; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. 	<p>If the CEO, Director of Economic and Community Development, Director of Operations or Commercial Manager (under sub delegation from the CEO) exercises this discretion it must be documented and reported to Council as part of a report regarding Coronavirus 19 actions.</p>

	override this condition and reduce or remove any or all restrictions and limits.	override this condition and reduce or remove any or all restrictions and limits.		
Over \$10,000 and up to \$30,000	<p>Two (2) itemised written quotes from a suitable supplier. Purchase directly from a supplier using a purchasing order; or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Coolgardie; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. <p>In the event of a state of emergency being declared by the Federal and/or State Government the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) may override this condition and reduce or remove any or all restrictions and limits.</p>	<p>Two (2) itemised written quotes from a suitable supplier. Purchase directly from a supplier using a purchasing order; or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Coolgardie; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. <p>In the event of a state of emergency being declared by the Federal and/or State Government the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) may override this condition and reduce or remove any or all restrictions and limits.</p>	<p>Two (2) itemised written quotes from a suitable supplier. Purchase directly from a supplier using a purchasing order; or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Coolgardie; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. 	<p>If the CEO, Director of Economic and Community Development, Director of Operations or Commercial Manager (under sub delegation from the CEO) exercises this discretion it must be documented and reported to Council as part of a report regarding Coronavirus 19 actions.</p>

Over \$30,000 and up to \$100,000	<p>Three (3) itemised written quotes from a suitable supplier. Purchase directly from a supplier using a purchasing order; or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Coolgardie; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. <p>In the event of a state of emergency being declared by the Federal and/or State Government the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) may override this condition and reduce or remove any or all restrictions and limits.</p>	<p>Three (3) itemised written quotes from a suitable supplier. Purchase directly from a supplier using a purchasing order; or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Coolgardie; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. <p>In the event of a state of emergency being declared by the Federal and/or State Government the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) may override this condition and reduce or remove any or all restrictions and limits.</p>	<p>Three (3) itemised written quotes from a suitable supplier. Purchase directly from a supplier using a purchasing order; or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Coolgardie; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market. 	<p>The CEO, if he determines to exercise this discretion, must use reasonable endeavours to consult the Shire President, before overriding the Policy.</p> <p>The Director of Economic and Community Development, Director of Operations and Commercial Manager if they determine to exercise this discretion, must use reasonable endeavours to consult the CEO, before overriding the Policy.</p> <p>If the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) exercises this discretion it must be documented and reported to Council as part of a report regarding Coronavirus 19 actions.</p>

	If the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) exercises this discretion, they must apply reasonable endeavours to decide if the Policy can be complied with, in part, or whole.	If the CEO, Director of Economic and Community Development or Director of Operations, Commercial Manager (under sub delegation from the CEO) exercises this discretion, they must apply reasonable endeavours to decide if the Policy can be complied with, in part, or whole.		If the CEO, Director of Economic and Community Development or Director of Operations (under sub delegation from the CEO) exercises this discretion, they must apply reasonable endeavours to decide if the Policy can be complied with, in part, or whole.
Over \$100,000 and up to \$149,999	<p>Obtain three (3) itemised written quotes authorised by the CEO from suppliers by formal invitation under a Request for Quotation, containing price and detailed specifications of goods and services required. The procurement decision is to be based on all value for money considerations in accordance with the definition of this policy.</p> <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire of Coolgardie through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>	<p>Obtain three (3) itemised written quotes authorised by the CEO from suppliers by formal invitation under a Request for Quotation, containing price and detailed specifications of goods and services required. The procurement decision is to be based on all value for money considerations in accordance with the definition of this policy.</p> <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire of Coolgardie through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>	<p>Obtain three (3) itemised written quotes authorised by the CEO from suppliers by formal invitation under a Request for Quotation, containing price and detailed specifications of goods and services required. The procurement decision is to be based on all value for money considerations in accordance with the definition of this policy.</p> <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire of Coolgardie through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are</p>	<p>The CEO, if he determines to exercise this discretion, must use reasonable endeavours to consult the Shire President, before overriding the Policy.</p> <p>The Director of Economic and Community Development, Director of Operations and Commercial Manager if they determine to exercise this discretion, must use reasonable endeavours to consult the CEO, before overriding the Policy.</p> <p>If the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub</p>

	In the event of a state of emergency being declared by the Federal and/or State Government the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) may override this condition and reduce or remove any or all restrictions and limits.	In the event of a state of emergency being declared by the Federal and/or State Government the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) may override this condition and reduce or remove any or all restrictions and limits.	still required to be obtained.	delegation from the CEO) exercises this discretion it must be documented and reported to Council as part of a report regarding Coronavirus 19 actions. If the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) exercises this discretion, they must apply reasonable endeavours to decide if the Policy can be complied with, in part, or whole.
\$150,000 to \$249,999	CEO has delegated authority to go to tender and determine tender	CEO has delegated authority to go to tender and determine tender	Must go to tender in accordance with Tender Regs	Must comply with Tender Regs and Policy
Stage 2 – After Tender threshold in Regs lifted to \$250k				
Less than \$2,000	As above	As above	As above	As above
Over \$2,000 and up to \$10,000	As above	As above	As above	As above
Over \$10,000 and up to \$30,000	As above	As above	As above	As above
Over \$30,000 and up to \$100,000	As above	As above	As above	As above

Over \$100,000 and up to \$149,999	As above	As above	As above	As above
\$150,000 to \$249,999	<p>Obtain three (3) itemised written quotes authorised by the CEO from suppliers by formal invitation under a Request for Quotation, containing price and detailed specifications of goods and services required. The procurement decision is to be based on all value for money considerations in accordance with the definition of this policy.</p> <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire of Coolgardie through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>	<p>Obtain three (3) itemised written quotes authorised by the CEO from suppliers by formal invitation under a Request for Quotation, containing price and detailed specifications of goods and services required. The procurement decision is to be based on all value for money considerations in accordance with the definition of this policy.</p> <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire of Coolgardie through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>	<p>Obtain three (3) itemised written quotes authorised by the CEO from suppliers by formal invitation under a Request for Quotation, containing price and detailed specifications of goods and services required. The procurement decision is to be based on all value for money considerations in accordance with the definition of this policy.</p> <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire of Coolgardie through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>	<p>In the event of a state of emergency being declared by the Federal and/or State Government the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) may override this condition and reduce or remove any or all restrictions and limits.</p> <p>The CEO, if he determines to exercise this discretion, must use reasonable endeavours to consult the Shire President, before overriding the Policy.</p> <p>The Director of Economic and Community Development, Director of Operations and Commercial Manager if they determine to exercise this discretion, must use reasonable endeavours to consult the</p>

				<p>CEO, before overriding the Policy.</p> <p>If the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) exercises this discretion it must be documented and reported to Council as part of a report regarding Coronavirus 19 actions.</p> <p>If the CEO, Director of Economic and Community Development, Director of Operations and Commercial Manager (under sub delegation from the CEO) exercises this discretion, they must apply reasonable endeavours to decide if the Policy can be complied with, in part, or whole.</p>
\$250k up	<p>Must go to Tender in accordance with Tender regs and Policy - may be delegated to CEO and Directors.</p> <p>Otherwise Council process and decision.</p>	<p>Must go to Tender in accordance with Tender regs and Policy - may be delegated to CEO and Directors.</p> <p>Otherwise Council process and decision.</p>	As above	<p>Must comply with Tender Regs and Policy</p>