



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Audit & Risk Management

Committee Meeting

12 November 2020

UNCONFIRMED

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1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 1:36pm.

2. ATTENDANCE

Committee:

Shire President
Councillors

Cr C R Antonio
Cr A J Mencshelyi
Cr S B Pollard
Cr M P Ryan at 2:08pm

Staff:

Chief Executive Officer
Executive Manager Corporate Services
Executive Assistant – CEO

J B Whiteaker
C Young
A McCall

Council:

Councillors

Cr D Galloway at 2:20pm
Cr J E G Williams at 2:29pm

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 ABSENT

Nil.

3. DISCLOSURE OF INTERESTS

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

*As defined in section 5.60A of the Local Government Act 1995, a **financial interest** occurs where a Councillor / Committee Member, or a person with whom the Councillor / Committee Member is closely associated, has a direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.*

*As defined in section 5.61 of the Local Government Act 1995, an **indirect financial interest** includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.*

As defined in section 5.60B of the Local Government Act 1995, a person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

As defined in 34C of the Local Government (Administration) Regulations 1996, an **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD ON 20 AUGUST 2020

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.167

Moved: Cr Pollard

Seconded: Cr Mencshelyi

That the minutes of the Audit & Risk Management Committee meeting held on 20 August 2020 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

5. COMMITTEE REPORTS

5.1 REVIEW OF POLICY 4.2 PROCUREMENT

File Reference:	2.3.1.2
Reporting Officer:	Colin Young, Executive Manager Corporate Services
Responsible Officer:	Colin Young, Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the committee to review and adopt Policy 4.2 Purchasing and Tendering.

ATTACHMENTS

Attachment 1: Current Policy 4.2 Purchasing and Tendering.
Attachment 2: Proposed Policy 4.2 Procurement

A. BACKGROUND / DETAILS

Council at its Ordinary Council Meeting held on 16 September 2020 considered amending the Policy 4.2 Purchasing and Tendering. The motion was lost and the policy was referred to the committee for further review and to form a recommendation to Council.

RECOMMENDATION

Moved: Cr Little
Seconded: Cr Mencshelyi

That Council amends Policy 4.2 Purchasing and Tendering to reflect the following purchasing parameters:

Less than \$10,000: No quotations required. Officers are to use professional judgement and discretion to determine if prices or rates are value for money.

\$10,000 - \$20,000: Written quotations to be sought from two (2) suppliers where possible.

\$20,000 – Prescribed Amount (currently \$250,000): Three written quotations or purchase through the Local Government Purchasing Service of the WA Local Government Association (WALGA) where possible.

\$250,000 – In accordance with Local Government Act and associated Regulation requirements.

5/5
CASTING VOTE - LOST 5/6

Policy Section	Comment / Changes
Risk	Removed.
Local Price preference	Incorporated into policy. Recommend revoking policy F 4.4, Local Price Preference.
Purchasing Thresholds	Adjustments made to the requirements for quotation briefs (only required for quotes above \$10k now – where appropriate).
Panels of Pre-Qualified Suppliers	Incorporated into policy. Recommend revoking policy F 4.9, Panels of Pre-Qualified Suppliers.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

Outcome 6.3: The Shire of Northam Council is a sustainable, responsive, innovative and transparent organisation.

Outcome 6.4 the Elected members of the Shire of Northam provide accountable, strong and effective community leadership.

Objective: Develop clear policy settings to guide our organisation and community.

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Local Government Act 1995 – s3.57 Tenders

Local Government (Functions & General) Regulations 2000 - Part 4A
 Local Government (Administration) Amendment Regulations 2000 – s29

B.4 Policy Implications

This report contemplates reviewing Policy 4.2 Purchasing and Tendering.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Ineffective controls in place	Likely (4) x High (4) = High (16)	Council to adopt policy to ensure guidelines for procurement are in place
	Staff do not adhere to policy requirements	Possible (3) X Medium (3) – Moderate (9)	Internal audit in place to review random sample of 20 creditor payments each month
Health & Safety	N/A		
Reputation	N/A		
Service Interruption	Policy requirements are too onerous and therefore inefficient	Possible (3) X Medium (3) – Moderate (9)	Council to adopt policy to ensure guidelines for procurement are in place
Compliance	Ineffective controls in place	Likely (4) x High (4) = High 16	Council to adopt policy to ensure guidelines for procurement are in place
Property	N/A		
Environment	N/A		

C. OFFICER'S COMMENT

The presented Policy is a complete rewrite of the existing policy, hence not possible to utilise track changes. The intent is also to draw in a number of other policies under the Procurement Policy framework, to make it easier for staff, hence the recommendation to revoke two existing finance policies.

The intent of Policy 4.4 & 4.9 have not been changed, they have been transferred directly into the F4.2.

The driver around adjustment the policy is to assist in freeing up staff time and make procurement simpler for the lower purchases, whilst retaining efficacy around the procuring of goods & services.

A resource which the Committee may find useful is the Office of Auditor General Performance Audit of 8 local governments in relation to procurement;

https://audit.wa.gov.au/wp-content/uploads/2018/10/report2018_05-LG-Procurement-1.pdf

Staff have used one of the audited local governments policy as a starting point for rewriting the Councils current policy.

RECOMMENDATION

Minute No: AU.168

Moved: Cr Pollard

Seconded: Cr Mencshelyi

That Council:

- 1. Endorse Policy F 4.2 Procurement Policy as contained in Attachment 1;**
- 2. Revoke Policy F 4.4, Local Price Preference;**
- 3. Revoke Policy F 4.9, Panels of Pre-Qualified Suppliers; and**
- 4. Requires the Chief Executive Officer to enter a risk mitigation strategy into the Shire of Northam Risk register requiring the Procurement Policy to be reviewed annually by Council.**

CARRIED 4/0

The Shire President request the committee to raise any specific items they wish to discuss.

The Chief Executive Officer provided an overview of the method used to develop the policy.

Detailed discussion was held around the value for money section of the policy and how this would be applied. It was advised that the value for money section has been modified to provide a little more clarity around its intent and application i.e. not always the case of the best price. The Chief Executive Officer provided an example of when this would be applicable. No changes were made to the policy.

Discussion was held around the purchasing thresholds and how these work operationally. The Chief Executive Officer advised that the recommended

thresholds allow for efficiency and flexibility in relation to procurement. No changes were made to the presented policy.

Clarification was provided in relation to the standing offer agreement, sole source of supply and emergency purchase sections of the policy. Examples were provided for when this might apply. No changes were made to the policy.

Cr M P Ryan entered the meeting at 2:08pm.

Clarification was sought in relation to the vetting of the procurement team. The Chief Executive Officer advised that Council has systems and processes in place to manage this, i.e. internal audit.

Discussion was held around the buy local section of the policy and whether this should be restricted to the Shire instead of Western Australia. The Policy was modified to ensure that it is listed as Shire of Northam businesses being provided with every opportunity to bid for work.

Cr Galloway entered the meeting at 2:20pm.

Cr J E G Williams entered the meeting at 2:29pm.



Attachment 1

Shire of Northam Policy Manual (Section 1)
 Policy
 F4.2 Purchasing & Tendering Policy

FINANCE / ACCOUNTING

F 4.2 Procurement

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	TBC
<i>Resolution Date</i>	TBC
<i>Next Scheduled Review</i>	2022
<i>Related Shire Documents</i>	Delegated Authority Register Shire of Northam Code of Conduct Strategic Community Plan Local Government Act 1995 Part 4 of Local Government (Functions and General) Regulations 1996 Freedom of Information Act 1992
<i>Related Legislation</i>	Occupational Safety and Health Act 1984 Construction Contracts Act 1984 State Records Act 2000

OBJECTIVE

The objectives of this policy are to:

- ensure best practice policies and procedures are followed in relation to procurement for the Shire of Northam (the Shire);
- ensure compliance with the Local Government Act 1995 (the Act) and Part 4 of the Local Government (Functions and General) Regulations 1996 (the Regulations);
- ensure compliance with the State Records Act 2000 and associated records management practices and procedures of the Shire;
- undertake procurement processes that ensure value for money for the Shire by delivering the most advantageous outcome possible;
- ensure openness, transparency, fairness and equity through the procurement process to all potential suppliers; and
- ensure efficient and consistent procurement processes are implemented and maintained across the Shire.

SCOPE

This policy applies to all procurement activities undertaken by the Shire's officers, appointed representatives and, where applicable, contractors procuring on behalf of the Shire.

POLICY



1 Ethics & Integrity

1.1 Code of Conduct

All officers of the Shire undertaking procurement activities are expected to have regard for the Code of Conduct requirements and observe the highest standards of ethics and integrity. All officers of the Shire are expected to act in an honest and professional manner consistent with the Shire's values.

1.2 Procurement Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the procurement process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all procurement decisions and the efficient, effective and proper expenditure of public monies to achieve value for money;
- all procurement practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire's applicable policies and Code of Conduct;
- procurement is to be undertaken on a competitive, in the context of this policy framework, basis where all potential suppliers are treated impartially, honestly and in a similar manner;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable 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 by a supplier shall be treated as commercial-in confidence and should not be released unless authorised by the supplier or relevant legislation; and
- any canvassing of the Shire's Councillors or staff shall disqualify Suppliers / contractors seeking to do business with the Shire in relation to the applicable procurement.

2 Value for Money

Value for money is an overarching principle governing procurement that seeks the best possible outcome for the Shire. Compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, safety and quality standards, sustainable procurement objectives, timeliness of supply, whole of life cycle costing and other relevant service benchmarks.

However, when a higher priced offer(s) is recommended, there should be clear and demonstrable benefits over and above the lowest total priced offer(s).

3 Purchasing Requirements



3.1 Legislative / Regulatory Requirements

The requirements that must be complied with by the Shire, including purchasing thresholds, are prescribed within the Regulations as noted in the Legislation/Local Law Requirements section of this Policy.

3.2 Tendering Exemptions

An exemption to publicly invite tenders may apply in accordance with s11 (2) of the Local Government Act (Functions & General) Regulations 1996, which includes, but may not be limited to the following instances:

- the purchase is from a pre-qualified supplier(s) under a Panel of Pre-qualified Suppliers (Panel) established by the Shire;
- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program;
- the purchase is to be obtained from expenditure authorised in an emergency (Regulation 11(2)(a));
- the purchase is of a unique nature, with a sole source of supply (Regulation 11(2)(f));
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Chamber of Commerce and Industry of Western Australia Limited or a person registered with the Australian Minority Supplier Office Limited (trading as Supply Nation), where the consideration under contract is worth \$250,000 or less and represents value for money (Regulation 11(2)(h));
- the purchase is acquired from an Australian Disability Enterprise (Regulation 11(2)(i)); or
- any of the other exclusions under Regulation 11 of the Regulations apply.

3.3 Purchasing Thresholds

The Purchasing Threshold relates to the actual or expected value of a contract over the full contract period or the extent to which the Shire will continue to purchase a particular category of goods, services or work and the total value of that purchase.

When seeking quotations/tenders in excess of \$10,000 request documentation should contain but not limited to:

- specification/brief
- pricing either Lump Sum or Schedule of Rate
- warranty/defect liability
- relevant insurance requirements
- Conditions of Quote/Tender
- Conditions of Contract

The following thresholds apply where the total value (excluding GST) of the full contract period for the purchasing of goods and/or services is, or is



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expected to be:

Purchase Value Threshold (exclusive of GST)	Procurement Requirement where no existing agreement/contract exists with the Shire	Evaluators
Up to \$2,000	All market approach will comply with the table below, including Open Public Tenders and Tendering Exemptions (refer 3.2) Direct Procurement from suppliers requiring one verbal or written quotation. The preference is to procure from a Shire based Business if a suitable supplier can be sourced. The supplier must provide quality and value for money.	Sole internal evaluator
Over \$2,000 and up to \$10,000	A minimum of one written quotation from suppliers containing price, and details of the supply including basic specifications and warranty offerings. The preference is to procure from a Shire based Business if a suitable supplier can be sourced. The supplier must provide quality and value for money.	Sole internal evaluator
Over \$10,000 and up to \$50,000	A minimum of two written quotations from different suppliers containing price, and details of supply including basic specifications and warranty offerings. At least one written quote should be attained from a Local Business if a suitable supplier can be sourced. When assessing the quotes the Local Business would be preferred if it is in line with other preferred quotes, and the price is no more than 10% higher than the other preferred quotes, and in the case of construction (building) contracts up to 5%, in accordance section 24D of the Local Government (Functions and General) Regulations 1996.	Minimum of one internal evaluator
Over \$50,000 and up to \$250,000	Seek a minimum of three written quotations from different suppliers containing price, detailed specifications, timing, capacity and warranty offerings. At least one written quote should be attained from a Local Business if a suitable supplier can be sourced. Quotations are sought by the appropriate Department unless the project has high risk or high public profile. In these cases assistance may be required from Procurement and Contracts staff.	Minimum of two internal evaluators



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Purchase Value Threshold (exclusive of GST)	Procurement Requirement where no existing agreement/contract exists with the Shire	Evaluators
	<p>All market approach will comply with the table below, including Open Public Tenders and Tendering Exemptions (refer 3.2)</p> <p>A desktop assessment of the quotes must be undertaken by two officers and documented on an evaluation scorecard. The scorecard will nominate the successful supplier and must be forwarded to the Coordinator/Manager/Director for review and approval by the person with delegated authority.</p> <p>When assessing the quotes the Local Business would be preferred if it is in line with other preferred quotes, and the price is no more than 10% higher than the other preferred quotes and in the case of construction (building) contracts up to 5%, in accordance section 24D of the Local Government (Functions and General) Regulations 1996.</p>	
Over \$250,000	<p>Shire Procurement and Contract staff must lead the procurement process. Procurement will work with the appropriate Department to determine the most appropriate market approach to deliver the best outcome.</p> <p>The preference is to procure from a Local Business if a suitable supplier responds to the tender.</p> <p>Local Content Weighting will be included, where appropriate, in accordance section 24D of the Local Government (Functions and General) Regulations 1996, in the tender assessment process. Local Businesses will receive preference when evaluating this criteria.</p>	<p>Minimum of three internal evaluators</p> <p>Over \$250,000 purchase value the Chief Executive Officer or Executive Manager must Chair the Evaluation Panel.</p>

Whenever it is not possible to meet the procurement requirements of the Shire, appropriate justification must be documented through records in accordance with the Shire's Recordkeeping Management Practice.

3.4 Waiver of Quotation

Where quotes are not practical, e.g. due to limited suppliers, the Chief Executive Officer or Executive Manager/Director may, at their discretion, waive the requirements to obtain quotes providing that written, justifiable reasons for such waiver are provided by the responsible Officer and documented through



records.

3.5 Inviting Tenders under the Tender Threshold

Where considered appropriate and beneficial, or to manage procurement risk, the Shire may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold (\$250,000). This decision should be made after considering the benefits of this approach in comparison with the costs, timeliness and compliance requirements.

If a decision is made to undertake a public Tender for contracts expected to be \$250,000 or less in value, the Shire's tendering procedures must be followed in full.

3.6 Standing Offer Agreement

This is an Agreement where a supplier(s) agrees to provide specified goods (which are considered commodities/services off the shelf (COTS) which are readily available from multiple suppliers and frequently purchased), at an agreed price fixed for a set period of time (usually for one year). Standing Offers are a commitment by suppliers to provide agreed products at the fixed price on receipt of a Shire Purchase Order. Standing offers do not commit the Shire to any minimum volume. A standing offer once accepted by the Shire is deemed to have met the quotation process.

Standing Offer is established by seeking quotations as per the Procurement Requirements tabled in section 3.3 "Purchasing Thresholds" of this policy, within the range of \$10,000 to \$250,000 (Exclusive of GST).

3.7 Sole Source of Supply

Where the procurement requirement is of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire is satisfied and can demonstrate that there is only one source of supply for those goods, services or works. The Shire must use its best endeavors to determine if the sole source of supply is genuine by exploring any alternative sources of supply.

From time to time, the Shire may publicly invite an expression of interest to effectively determine that one sole source of supply prevails in this situation.

3.8 Anti-Avoidance

The Shire shall not enter into two or more contracts, or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the purchase in



consideration below a particular purchasing threshold. Refer to Regulations 12(1) and 12(2).

3.9 Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase, which is required in response to an emergency situation as provided for in the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate the Shire's procurement requirement in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

4 State of Emergency Declaration

4.1 Sourcing

A formal tender process does not need to be undertaken when sourcing and securing essential goods and services when a state of emergency declaration is in force for local government and the goods or services must be required to address needs arising from, or impacts or consequences of, the hazard to which the emergency relates. Refer regulation 11(2) (aa).

4.2 Contract Extension

When a state of emergency declaration is in force a contract that is due to expire within the next three months can be renewed or extended at the discretion of the Shire, even though this option is not included in the original contract.

Limits on this apply: the original contract must have less than three months to expiry. The renewal or extension cannot be for more than twelve months. Refer regulation 11(2) (ja).

5. Records Management

Records relating to all procurement activities must be retained in compliance with the *State Records Act 2000 (WA)*, the Shire's Recordkeeping Management Practice and associated procurement procedures.

As a minimum a comprehensive register of all contracts is to be maintained, with all contract information, where the value required an Open Tender to be conducted in line with the Local Government Regulations threshold.

6. Sustainable Procurement and Corporate Social Responsibility



Sustainable Procurement and Corporate Social Responsibility (CSR) is defined as the procurement of goods and services that have less environmental and social impacts than competing goods and services.

The Shire is committed to sustainable procurement, and will ensure that sustainable and CSR considerations are balanced against value for money outcomes, in accordance with the Shire's sustainability objectives.

7. Buy Local Policy

Under the State Government's Buy Local Policy, Government Agencies and Local Governments, including the Shire, are encouraged to maximise participation of local and small businesses in the supply of goods, services and works purchased or contracted by the Shire in accordance with the Shire's local economy objectives and Strategic Community Plan.

A key goal in this policy is open and fair competition to ensure that Shire of Northam businesses are provided with every opportunity to bid for work. It is recognised that not every category of goods, services or works purchased by the Shire will lend itself to supply by local businesses. However, where practical, best endeavors should be made to include businesses defined as a Shire Business or a Local Business (see definitions below) in the procurement process.

The Shire of Northam will provide a local price preference to the maximum allowable amount specified in section 24D of the Local Government (Functions and General) Regulations 1996

8. Contract Management

In accordance section 20 of the Local Government (Functions and General) Regulations 1996, if, after it has invited tenders for the supply of goods or services and chosen a successful tenderer but before it has entered into a contract for the supply of the goods or services required, the Shire may make a minor variations, in accordance section 20 of the Local Government (Functions and General) Regulations 1996 and Delegated Authority F04, in the goods or services required, it may, without again inviting tenders, enter into a contract with the chosen tenderer for the supply of the varied requirement subject to such variations in the tender as may be agreed with the tenderer.

Contracts are to be proactively managed during their lifecycle by the Shire Officer responsible for the delivery of the contracted goods, services or works, to ensure the Shire receives value for money and to enforce performance against the contract. Requirements are outlined in the Shire's Contract Management Practice.

Where a contract extension or variation is required the details must be updated in the Shires Contract Management system or database. The agreement must be signed by a person with appropriate delegation and authorisation.



9. Panels of Pre-Qualified Suppliers

9.1 Establishing a Panel

- Panels may be established for one type of supply requirement, or a number of similar types of supply requirements under defined categories within the Panel.
- Panels may be established for a minimum of one (1) year and for a maximum of three (3) years as deemed appropriate by the Shire.
- Evaluation criteria must be determined and communicated in the invitation process by which applications will be assessed and accepted.
- Where a Panel is to be established, the Shire will appoint at least three (3) suppliers to the Panel (or each category under the Panel), on the basis of best value for money. Where less than three (3) suppliers are determined as offering value for money, either per category or the Panel, the Panel or category of the Panel is not to be established.
- In each invitation to apply to become a pre-qualified supplier (through a state-wide notice and Shire official website), the Shire must state the number of suppliers it intends to pre-qualify onto the Panel, or to each category under the Panel.
- Should a Panel member leave the Panel during its operation, they may be replaced by the next ranked supplier as determined in the original value for money assessment to join the Panel of pre-qualified suppliers (should the supplier agree to do so), with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

9.2 Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire intends to:

- i. Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases; or
- ii. Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances (e.g. emergency purchases, etc).

Contracts under the Panel must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes any options to extend the contract.



9.3 Purchasing from the Panel

All purchases made under the Panel must be made in accordance with the method prescribed in the invitation to Join a Panel of pre-qualified suppliers, and applied in a consistent fashion.

9.4 Recordkeeping

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 electronic records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

For the creation of a Panel, this includes:

- The procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;
- Procurement planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;
- A copy of the invitation to apply to become a pre-qualified supplier documentation;
- Copy of public advertisement inviting applications;
- Copies of all applications received;
- Evaluation documentation, including clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;
- Copies of framework agreements entered into with pre-qualified suppliers; and
- Records of orders issued under the Panel and any subsequent performance details of works undertaken.

The Shire is also to retain itemised records of each invitation to quote process, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Panel contract.

Information on each Panel of pre-qualified suppliers, including scope of the Panel, details of pre-qualified suppliers under each Panel and term of the Panel must be maintained and made available for access by all officers across the Shire.

Definitions

1.1 Shire Business



*Shire of Northam Policy Manual (Section 1)
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- **Businesses registered in the Shire of Northam.**
- **Businesses that have premises in any of the Shire of Northam's localities.**

1.2 **Local Business**

- **Businesses registered in the Shire of Northam.**
- **Businesses that have premises in any of the Shire of Northam's localities.**
- **Businesses not registered in the Shire, but that have an economic impact on the Shire from using local sub-contractors, employing Shire residents or making significant material purchases from suppliers operating within the Shire of Northam.**

UNCONFIRMED

6. URGENT BUSINESS APPROVED BY DECISION

Nil.

7. DATE OF NEXT MEETING

To be confirmed. Proposed to be held at the end of December however this is dependent on financials being finalised.

8. DECLARATION OF CLOSURE

There being no further business, the Shire President, Cr Chris Antonio declared the meeting closed at 2:34pm.

"I certify that the Minutes of the Audit and Risk Management Committee held on 12 November 2020 have been confirmed as a true and correct record."

_____ President

_____ Date