

	Function: CORPORATE SERVICES (FINANCIAL MANAGEMENT)	Adopted: 3 rd July 2024 Resolution No.: C159:0724
	Policy Number: FIN017	Last Review: 2 nd September 2026 Resolution No.: C205:0926
	Version Number: 11	Next Review: September 2030
PROCUREMENT POLICY		

1. POLICY OBJECTIVES

Copper Coast Council (Council) is committed to fair, transparent and competitive Purchasing and Contracting practices, in addition to achieving optimum Value for Money outcomes that are aligned with Council's strategic objectives and community expectations.

This policy aims to:

- Define how Council can acquire Goods and Services;
- Demonstrate Probity, accountability and responsibility;
- Be fair and equitable to all parties involved;
- Ensure a consistent approach;
- Promote the efficient, effective and ethical use of resources;
- Ensure legislative compliance and alignment with best practice Procurement principles;
- Ensure appropriate corporate credit card expenditure.

2. SCOPE

This Policy applies to all Procurement activities undertaken in the acquisition of Goods or Services on behalf of Council and is binding upon all Elected Members and Workers.

This policy does not cover:

- Non-Procurement expenditures such as sponsorships, grants, funding arrangements, donations;
- Employment agreements;
- Real property acquisitions (land, buildings, or structures);
- The disposal of Council owned land and other assets;
- Purchase of land by Council;
- The Procurement restrictions that apply during the caretaker period. Information about the caretaker period and the associated Procurement restrictions is set out in Council's Caretaker Policy GOV014, available via Council's website www.coppercoast.sa.gov.au (Website).

3. DEFINITIONS

Definitions are provided in Attachment 1.

4. POLICY STATEMENT

This policy is mandatory and governs how Council can and will:

- Engage Suppliers for Goods and/or Services;
 - Utilise Procurement practices to ensure compliance with the Local Government Act 1999;
- and is essential for good governance.

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4.1 Procurement Objectives

Council will have regard to the following principles in acquiring Goods and Services:

4.1.1 Objective 1 - Open and Fair Competition

Open and fair competition will be fostered and maintained by providing Suppliers with appropriate access to Council's Procurement opportunities. Council will ensure, where reasonably practicable, that:

- There is reasonable access for all suitable and competitive Suppliers to Council's Procurement opportunities;
- Market circumstances that limit competition, are appropriately taken into account and considered;
- Adequate, identical, ethical and timely information relevant to Procurement opportunities is provided equally to all Suppliers.

4.1.2 Objective 2 - Value for Money

Value for Money outcomes will be achieved through balanced consideration of relevant financial and non-financial factors, such as:

- Contribution to strategic objectives;
- Direct and indirect benefits;
- Fitness for purpose;
- Whole of life cost;
- Supplier performance history;
- Risk exposure;
- Technical compliance/issues;
- Market forces and trends;
- Economic development;
- Trade-in values;
- Warranty;
- Sustainability.

4.1.3 Objective 3 - Integrity, Accountability, Transparency and Fair Dealing

Council's commitment to impartial, fair, independent, open and ethical behaviour is supported through:

- Clearly established roles and responsibilities;
- Appropriate documentation and record keeping;
- Appropriate management of confidential information;
- Appropriately documented processes and decisions;
- Adherence to relevant legislation, policy/procedure;
- Appropriate identification and management of Conflicts of Interest (COI);
- Equal opportunity for all Suppliers;
- Clear, consistent and easy to understand documentation requirements;
- Clear and consistent evaluation criteria and methodology;
- Consistent and constructive Supplier feedback processes;
- Clear and consistent information provided to all Suppliers equally.

4.1.4 Objective 4 - Risk Management

Council are committed to ensuring that appropriate risk management, audit and internal control processes are in place for Procurement activities, including risk identification, assessment and control, in line with Council's Risk Management Framework Policy GOV029 and Internal Control Policy FIN014, available via Council's [Website](#).

4.1.5 Objective 5 - Work Health and Safety (WHS)

Council seeks to engage Suppliers who can demonstrate appropriate WHS management systems and capabilities that at least meet legislative requirements and Council's WHS standards.

Additionally, for all purchases that exceed \$20,000 and involve implications for WHS, Suppliers must also provide evidence, of a WHS systems that, at a minimum meets Council's WHS standards and Council's WHS and risk management personnel will be consulted prior to purchase.

Suppliers who have already been approved (pre-qualified) by demonstrating appropriate and current WHS systems, do not need to resubmit documented evidence.

4.1.6 Objective 6 – Environmental Sustainability

Council are committed to Purchasing practices that conserve resources, save energy, minimise waste, protect the environment and are generally consistent with principles of ecological sustainability, to the greatest extent practicable. This includes promoting the use of products containing recycled content where applicable.

4.1.7 Objective 7 – Local Economic Benefit

Council recognises the significant impact that its operations have in the local economy, but is also mindful of the requirement to provide optimum Value for Money outcomes and achieve budget expectations.

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

- Promoting supply opportunities to local and regional businesses;
- Giving preference to Local Suppliers, when all other commercial considerations are comparable;
- Encouraging Aboriginal and Torres Strait Island Suppliers and Contractors to Quote and tender;
- Considering the associated economic and social inclusion elements (such as employment and training opportunities).

4.1.8 Objective 8 - Social Impact

Council will be mindful of opportunities to generate social wellbeing/inclusion/access/outcomes through its Procurement Processes.

4.2 Procurement Methods and Limits

The following Purchasing methods and limits must be utilised when procuring Goods and/or Services.

Purchasing Methods and Limits Table

Purchase Value (excl GST)	Direct Purchase ¹	Minimum 2 Quotations (Informal RFQ) Purchase via Purchase Order & LGAP Contract	Minimum 3 Quotations (Formal RFQ) Purchase via Purchase Order & LGAP Contract	Expression of Interest Purchase via Purchase Order & LGAP Contract	Tender Purchase (RFT) Purchase via Purchase Order & LGAP Contract	Strategic Alliances Purchase via Purchase Order & LGAP/ Alliance Contract	Authority to Approve Exemptions
< \$20,000	X						N/A
\$20,001 - \$50,000		X				X	Director to \$150,000
\$50,001 - \$150,000			X	X		X	CEO Unlimited (subject to budget)
> \$150,001					X	X	CEO Unlimited (at CEO Discretion) (subject to budget)

¹Refer clause 4.2.3 Direct Purchase

Purchasing must be within the purchaser's financial delegation limit and the approved budget. Any request to purchase outside of the approved budget must be made in accordance with Council's Budget Reporting and Amendment Policy FIN008, available via Council's [Website](#).

4.2.1 Strategic Alliances

Where Council utilises a Strategic Alliances purchase method:

- There is no requirement to approach the wider market or carry out a separate Request for Quote/Request for Tender process, as an Open Tender process has already been undertaken;
- The Strategic Alliances Procurement arrangements will also apply.

4.2.2 Purchase Value

The Purchase Value is calculated, exclusive of GST, across all elements of the Procurement Lifecycle and includes any:

- Agreement options;
- Extensions;
- Renewals;
- Contingencies;

which should be considered during the project planning phase.

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Splitting the value of the purchase into individual components to meet lower value Purchase Thresholds is not permitted.

4.2.3 Direct Purchase

Purchases are from a single source, without first obtaining Quotes, however random 'market testing' is encouraged to determine Value for Money. A purchase order must be raised for a Direct Purchase unless in the following circumstances:

- Purchases made using corporate credit cards or purchase cards;
- Software licensing;
- Vehicle registrations;
- Fuel cards;
- On account with Purchase Order;
- Petty cash;
- Refunds or reimbursement of expenses;
- Banking and income collection Services;
- Borrowing costs (principal and interest);
- Statutory Government charges;
- Plant hire/lease/rentals;
- Postal Services;
- Subscriptions and memberships;
- Utilities (i.e. water, electricity, gas, telephone and fuels);
- Elected member allowances;
- Allowances for Independent Members on Council Committees.

4.2.4 Purchase Orders

Council purchase orders provide:

- Assurance that purchases are made within appropriate delegation;
- A record of financial commitment;
- A set of Terms and Conditions that apply to the Supplier.

Purchase orders must, wherever reasonably possible, be raised and issued at the time of acquiring Goods and/or Services, (i.e. prior to completion of the transaction and/or issue of a Tax Invoice for payment) except where exempted in accordance with Clause 4.2.3 above.

4.2.5 Cumulative Spend

Cumulative Spend must be taken into account when determining the appropriate purchase value and limit (as per the Purchasing Methods and Limits Table provided in Clause 4.2).

4.2.6 Exemptions

There may be situations where the Purchasing methods and limits provided within this policy, will not necessarily deliver the best outcome for Council and other Market Approaches may be more appropriate, including when there are timing constraints and where the supply can only be provided by a single provider.

Exemptions to the requirements of this policy must be approved by the Chief Executive Officer (CEO) or Director, in accordance with Clause 4.2. Requests for exemptions must:

- Be made in writing;
- Set out/record the reasons why an exemption is being requested;

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- Captured into Council's records management system.

When considering an exemption request, the CEO/Director will take into account the scale, scope and relative risk of the purchase and the principles set out in this policy. Exemption approvals must:

- Be provided in writing;
- Set out/record the reasons why an exemption is being approved;
- Referenced in the relevant Purchase Order;
- Captured into Council's records management system.

4.3 Contract Management

Council purchases Goods and Services using various types of Contracts (also referred to as Agreements) based upon the Local Government Association Procurement template documents (developed specifically for SA Council requirements).

Appropriate Contracts must be put in place with all Suppliers, as detailed in the Purchasing Methods and Limits Table provided in Clause 4.2.

These Contracts are important for setting out exactly what Council and the Supplier expect from each other and:

- Clarify and formalise responsibilities, obligations and rights;
- Control and allocate risk;
- Secure the supply of Goods and/or Services;
- Specify how exceptions will be handled;

All Contracts entered into will be managed in accordance with Council's Contractor Management Policy WHS08-001 and must be registered into Council's records management system and Approved Supplier register.

4.4 Credit or Purchase Cards

Council utilises corporate credit or purchase cards for payment for some Goods or Services. Credit or purchase cards are subject to use in accordance with individual user agreements and within applicable financial delegation limits.

4.5 Emergency Purchases

During an Emergency situation, flexibility in the application of this policy may be required to ensure that necessary responses are not delayed and that Council's operations are maintained or restored as soon as practicable. Deviation from this policy may be approved by the CEO (or delegate).

Purchases must be within the purchaser's financial delegation and be limited only to what is required to alleviate the Emergency situation. Approved Suppliers will be utilised where possible, in consideration of the circumstances at hand.

5. CONFLICT OF INTEREST

Where a Procurement activity potentially creates a COI or a perception that a COI exists for the person intending to make the purchase, that person must:

- Disclose the relevant interest to the CEO before proceeding with the purchase;
- Not, unless the CEO otherwise determines, act in relation to the matter.

Wherever possible, a purchaser with a COI will have no further involvement with the purchase and an alternative, appropriately delegated person, will be assigned to make the relevant purchase decision.

6. COMPLAINTS

Complaints about this policy, must be in writing and lodged in accordance with Council's Complaints Policy GOV012, available via Council's [Website](#).

7. DELEGATION

Only Council Employees with appropriate financial delegations can authorise the purchase of Goods and Services on behalf of Council.

Delegations are set out in Council's Delegations register, available via Council's [Website](#).

8. REVIEW

This policy will be reviewed every four years or more frequently as deemed necessary in consideration of any changes to legislation, relevant standards, codes and guidelines, audit findings, any corrective and preventative actions/Controls arising from Risk Assessment and/or hazard/incident reports and stakeholder feedback.

9. TRAINING

Council will provide appropriate training for all persons required to undertake Procurement activities for or on behalf of Council.

Training needs will be reviewed during induction, individual performance reviews and as necessary in consideration of any changes to legislation, relevant standards, codes and guidelines, audit findings, any corrective and preventative actions/Controls arising from Risk Assessment and/or hazard/incident reports and stakeholder feedback.

10. RECORDS MANAGEMENT

Records will be managed in accordance with Council's Records Management Policy RM001, available via Council's [Website](#).

11. POLICY AVAILABILITY

Policies are made available on Council's [Website](#) and can be:

- Inspected at Council's Principal Office, during ordinary office hours, without charge;
- Made available in electronic form without charge;

provided in printed format upon request and payment of a fee (if any), as set out in Council's Register of Fees and Charges (available via Council's [Website](#)).

12. REFERENCES AND LEGISLATION

Competition and Consumer Act (Cth) 2010
Competition Policy Reform (SA) Act 1996
Criminal Law Consolidation Act 1935
Disability Inclusion Act 2018
Environment Protection Act 1993
Freedom of Information Act 1991
Independent Commission Against Corruption Act 2012
Industry Advocate Act 2017
Local Government (Elections) Act 1999
Local Government Act 1999
Local Government (Financial Management) Regulations 2026
Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cwlth)
Modern Slavery Act (Cth) 2018

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Ombudsman Act 1972
 Public Interest Disclosure Act 2018
 State Records Act 1997
 Trades Practices Act (Cth) 1974
 Work Health and Safety Act (SA) 2012

13. RELATED COUNCIL OBJECTIVES, POLICIES AND DOCUMENTS

Strategic Plan 2025 – 2035

Good Governance

- Policies and Procedures
- Risk Management
- Continuous Improvement

Leadership Commitments

- Manage our finances and resources for a sustainable future
- Operate with honesty and integrity and be accountable for the decisions we make

Budget Reporting and Amendment Policy FIN008

Caretaker Policy GOV014

Code of Conduct for Employees 2020 HR021

Complaints Policy GOV012

Community Support Policy FIN004

Conduct Counselling and Discipline Policy HR014

Contractor Management Policy WHS08-001

Council Member Allowance and Support Policy GOV001

Disposal of Land and Assets Policy FIN018

Elected Member Behavioural Management Policy GOV028

Emergency Management Policy WHS09-001

Fraud Corruption Misconduct and Maladministration Prevention Policy GOV004

Gifts and Benefits Policy GOV020

Hazard Management Policy WHS06-001

Hazardous Work Policy WHS06-003

Internal Control Policy FIN014

Prudential Management Policy FIN007

Public Interest Disclosure Policy GOV025

Records Management Policy RM001

Risk Management Framework Policy GOV029

Treasury Management Policy FIN002

Work Health and Safety and Return to Work Policy WHS11-001

Public Interest Disclosure Procedure GOV025

Hazard Management Procedure WHS06-002

Contractor Management Procedure WHS08-002

Signed

Mayor

ACTING

Chief Executive Officer

Date

24/09/2026

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Attachment 1 – Definitions

Approved Supplier	A Supplier who has agreed and demonstrated the ability to meet the supply conditions set by Council for a stated period.
Conflict of Interest (COI)	A conflict of interest arises where the private interests of the person intending to make a purchase conflict with intended purchase on behalf of Council. Specific definitions and information is provided within the Local Government Act 1999.
Contract (Agreement)	A legally binding agreement between two or more parties, enforceable by law.
Contractor	Is an individual or organisation that is formally engaged to provide Goods or Services for or on behalf of an entity. This definition does not apply to casual, fixed-term or temporary employees directly employed by the entity.
Cumulative Spend	The total expenditure with a Supplier over a set time period, for the purposes of this policy a financial year, providing similar Goods or Services of an ongoing nature.
Direct Purchase	Directly approaching and negotiating with one Supplier without testing the market. This method is generally only appropriate for low value and low risk Goods and Services.
Emergency	Any event that arises internally or from external sources, which may adversely affect persons, assets or the community generally, and which requires an immediate response and includes: • A declared state of Emergency under the Emergency Management Act 2004; • An incident declared by the CEO (or nominee) where the safety or security of any person or property associated with Council is threatened; • An external incident to which the CEO (or nominee) has authorised the provision of urgent support; • An incident where an appropriately authorised person deems that a purchase is require in the best interest of public safety.
Employee	For the purposes of this policy, any person who is engaged by Council under a Contract of employment.
Expression of Interest	Used to identify Suppliers interested in and capable of, delivering the required Goods or Services. Potential Suppliers are asked to provide information on their capability and capacity to do the work. It is usually the first stage of a multi-stage Procurement Process.
Goods	A physical or tangible item that does not include a labour component.
Lifecycle	The full life of an item/system including development, production, ownership (operation, maintenance, support), and disposal, if applicable. Also referred to as whole of life cycle cost or total cost of ownership.
Local Supplier	A Supplier which is beneficially owned by persons who are residents or ratepayers of Council, or has its principal business within Council area, or a business that substantially employs persons who are residents or ratepayers.
Market Approach (or approach to market)	The process undertaken to inform the market of requirements to obtain offers to meet those requirements.
Open Tender	Tenders invited by public advertisement via electronic release and/or print media.

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Probity	Uprightness, honesty, proper and ethical conduct and propriety in dealings. It is often also used in government in a general sense to mean good process.
Procurement	A series of activities that are undertaken when Purchasing Goods and Services, based on three key phases, planning, Purchasing and Contract management.
Procurement Process	The step-by-step process for the planning, establishment and Contract management of small and large acquisitions.
Purchasing	The process by which an organisation Contracts with another party to obtain the Goods and Services required to fulfil its business objectives.
Quote/Quotation	An offer to supply Goods and/or Services, usually in response to an invitation to supply known as a Request for Quotation. Often used interchangeably with proposal, tender, bid and offer.
Request for Quote (RFQ) - Informal	An informal process of inviting offers to supply Goods and/or Services, usually via email, involving simple documentation and a limited number of potential Suppliers.
Request for Quote (RFQ) - Formal	A formal process of inviting offers to supply Goods and/or Services utilising Councils standard request for Quote template and involving simple documentation and a limited number of potential Suppliers.
Request for Tender (RFT)	An invitation to supply or a request for offer against a set of clearly defined and specified requirements. Invitees are advised of all requirements involved including the conditions of participation and proposed Contract conditions.
Services	The performance of a task, duties or work for another, by an individual or an organisation, which normally involves the provision of labour and/or professional Services.
Strategic Alliances	Contract arrangements that have already been established and administered by other organisations including but not limited to: • Local Government Association of SA; • Local Government Association Procurement; • Local Government Risk Services associated insurance schemes; • Northern and Yorke Local Government Association; • Procurement Australia; • Australian State Government Contracts; • Australian Federal Government Contracts; • Purchasing group of which Council is a member; • Any other joint venture, partnership, agreement, Contract or strategic alliance entered into with any other South Australian Council.
Supplier	A person or entity that provides Goods or Services to Council.
Tax Invoice	Invoices that comply with Australian Taxation Office requirements and: • Be in the name of Council • Identify the Supplier and contain ABN details • Identify the date and description of purchase • Identify GST treatment of the transaction
Value for Money	Achieved in Procurement by finding the optimum balance of financial and non-financial factors including whole of life cost (Lifecycle cost).
Worker	All personnel undertaking tasks/duties for and/or on behalf of the Copper Coast Council, including persons employed directly by Council in a full time, part-time or casual basis, volunteers, Contractors, agency personnel, consultants and work experience/student placements.