

PURCHASING	Tendering Procedure for Purchases
Responsibility of	Board staff
Objectives	To ensure that the Board obtains the most competitive price on all goods and services purchased.
Procedures	<ol style="list-style-type: none"> 1. For purchases of capital items that have a value greater than \$2,000 shall be subject to a quotation system that requires members of staff to obtain a maximum of (3) three and a minimum of (2) two quotations. 2. Quotations are to be sighted and approved by the Board at a general meeting of the Board prior to their acceptance by members of staff. 3. Capital items less than \$2,000 shall be purchased based on their task suitability, back-up service and warranty. 4. Operational items that are greater in value than \$3,000 (per year) shall be subject to a tender process where appropriate every 5 years (eg. Security, cleaning, IT support, insurance and accounting services). 5. The test for appropriateness of operational items shall be the local availability of the goods and services and its timely provision to the Board. After sales service should also form a measure of appropriateness. 6. The Board shall encourage the purchase of items that provide value for money to the Board and promote regional value to local business operators.
Board Expectations	<ul style="list-style-type: none"> • That purchasing of goods and services are done so to realise the best benefit of value for money to the Board. • The purchases made are done so effectively, efficiently and with probity and equity.
Document Control	<ul style="list-style-type: none"> • Document Approved Nov 2016 • Approved Dec 2019, Nov 2020