

Heritage Museum Exhibit Project Procurement Policy



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Department/Unit	Capital Works	First Implemented	17 December 2025	Review Date	December 2029
Origin	Capital Works & Operations	Reviewed	-	Version	1
Authorising Officer	Endorsement by Council	Effective From	17 December 2025	Records Reference	E1533

Scope

This project procurement policy is the primary reference point for how all the procurement of goods, services and works should be performed for the successful delivery of the project.

Definitions

Term	Definition
Project	Station Precinct – Heritage Museum Exhibit Installation
Council	Mansfield Shire Council
Project Manager	Studio Johnson

Policy

Procurement of services will be undertaken in a fair and equitable manner, with due consideration for local content and best value for money, approval of contracts must be undertaken in accordance with the spending thresholds outlined in this Policy below.

Procurement Principles

The following fundamental best practice principles are applicable, irrespective of the value and complexity of that procurement.

- ▶ Value for money.
- ▶ Sustainability.

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- ▶ Open and fair competition (except where formally exempted).
- ▶ Accountability and auditability.
- ▶ Risk management proportional to procurement value and complexity.
- ▶ Probity, transparency and management of conflicts of interest.

Procurement Methodology and Thresholds

Procurement will be in accordance with this Project Procurement Policy. The Project Manager must maintain complete procurement records accessible to Council for review and audit.

All procurement actions will be undertaken in the following manner:

1. Procurement under \$20,000 ex GST

The Project Manager will obtain at least one written quote for the procurement of any goods, services or works under \$20,000 ex GST and must demonstrate value for money. If more than one local supplier is available, additional quotes should be sourced. The Project Manager must provide a recommendation report to the Council Project Officer.

2. Procurement between \$20,000 and \$100,000 ex GST

The Project Manager will obtain three written quotes for the procurement of any goods, services or works greater than \$20,000 ex GST and up to \$100,000 ex GST. At least two quotes must be sought from local suppliers where such suppliers genuinely exist. The Project Manager must document attempts to source local suppliers. A recommendation report must be provided to the Council Project Officer.

3. Procurement greater than \$100,000 ex GST

For procurement greater than \$100,000 ex GST, the Project Manager must notify Council, triggering the process to be run by Council in accordance with Council's Procurement Policy.

4. Payments

Payments to any contractor will be made by Council.

5. Anti-Avoidance

Procurement for similar works, goods or services must not be divided into smaller components to fall within lower procurement thresholds.

Procedural Exemption

A procurement that is deemed an emergency or does not fit into one of the procurement methodologies would require a request for exemption from the current procedure. Any procedural exemption must be sought in writing, include justification and risk assessment, and must not proceed without written approval from a Council officer with appropriate delegation. All exemptions must be retained for record purposes.

Implementation

This Policy is effective from 17 December 2025.

Review Date

This Policy is to be reviewed by December 2029.

Authorisation to Implement Policy

Signed:  _____

Councillor

Witnessed:  _____

Chief Executive Officer

Approval dated: 17 December 2025

Mansfield Shire Council reserves the right to review, vary or revoke this Policy at any time.