



**Mining and
Automotive**
Skills Alliance

Procurement Policy and Procedure

Version 2.2



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1 Purpose

The purpose of this policy is to ensure a consistent and transparent approach to purchasing products and services for Mining and Automotive Skills Alliance (AUSMASA). At AUSMASA, procurement activities are authorised in line with our [Delegations of Authority Policy](#) for expenditure of funds and our business requirements.

This policy sets out principles and processes for managing supplier relationships, promoting innovation in our thinking by examining what other options could deliver a better outcome, promoting value for money, considering our ethical obligations, and aligning our agreements to our expected outcomes.

Procurement includes leasing or outsourcing to suppliers or contracting external resources.

2 Scope

This policy applies to AUSMASA's:

- Board
- Employees
- Contractors and referenced third parties (including Company Secretary)

3 Associated Legislation

Nil.

4 Minimum Standards and Process

There must be sufficient justification to demonstrate that the goods and/or resources/services are needed and that the relevant considerations have been fully evaluated and allowed for prior to the purchase of any goods and/or resources/services.

Considerations include:

- value for money,
- open and fair competition,
- risk management,
- diversity and inclusion,
- ethical and environmental practices, and
- abiding by AUSMASA's [Code of Conduct](#) and [Conflict of Interest](#) policies.

Resource Management

Resource management is essential to effective procurement, ensuring proper planning, allocation, and monitoring of staff and organisational resources. When managing resources, consider the time required to obtain quotes and assess outcomes, plan for necessary support to enable others to schedule work effectively, provide clear instructions, be cognisant of competing priorities, and collaborate where appropriate.

Procurement Process Steps

Action	Steps	Responsible												
Identify need – a product or service	The Business Area identifies a need for a product or service not available at AUSMASA. The Business Area consults with other relevant teams where applicable. The Business Area seeks approval in writing from its Executive Director to procure the product or service.	Business Area												
Consult Budget & Finance team	The Business Area consults Budget & Finance team regarding the availability of funds. If funds are available, Budget & Finance will confirm this in writing.	Business Area												
Identify vendors	The Business Area searches for entities to provide for the need. The Business Area informs the Governance & Risk team that they are commencing procurement and, if known, whether it is a high-risk or low-risk arrangement.	Business Area												
Quote/Tender	<p>The Business Area enters discussions with entities to obtain pricing.</p> <table border="1"> <thead> <tr> <th></th> <th>Value (estimated)</th> <th>Requirements</th> </tr> </thead> <tbody> <tr> <td>Quote</td> <td>Below \$20,000</td> <td>Minimum one (1) quote from a supplier.</td> </tr> <tr> <td>Quote</td> <td>Between \$20,000 and below \$100,000</td> <td>Minimum two (2) quotes from two (2) suppliers.</td> </tr> <tr> <td>Quote/Tender</td> <td>Over \$100,000 or Under \$100,000</td> <td>Minimum three (3) quotes from three (3) suppliers, or</td> </tr> </tbody> </table>		Value (estimated)	Requirements	Quote	Below \$20,000	Minimum one (1) quote from a supplier.	Quote	Between \$20,000 and below \$100,000	Minimum two (2) quotes from two (2) suppliers.	Quote/Tender	Over \$100,000 or Under \$100,000	Minimum three (3) quotes from three (3) suppliers, or	Business Area
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		but meets DEWR high-risk arrangement standards	<p>evidence of reasonable attempts to arrange three (3) quotes, or</p> <p>Open Tender: Business Area compiles RFT documents, including the RFT template, an Evaluation Matrix, Tender Evaluation report, and the DEWR Subcontractor Review and Approval Form.</p> <p>The Executive Director, Operations and Corporate Services will determine whether an Open Tender is required, or whether a Quotation process is appropriate. The arrangement will then be approved by the CEO.</p>	
Purchasing method variation (if required)	<p><u>Change to initial quoted price:</u> The Executive Director, Operations and Corporate Services may approve a variation to an initial quoted price (15%>) where it is within their Delegation of Authority level. If the variation is above their level of authority, the CEO must approve.</p> <p><u>Unable to provide sufficient quotes:</u> Where there is only one supplier of a product or service, or where procurement is of an urgent nature, the Executive Director, Operations and Corporate Services must be advised of these reasons prior to committing to the purchase.</p> <p><u>General exemption:</u> The CEO or Executive Director, Operations and Corporate Services may, at their discretion, provide an exemption from the requirements in this policy if there are exceptional reasons to do so.</p>		Business Area/Executive Director, Operations and Corporate Services	
Tender Evaluation (if required)	Where a tender has been released, submissions must be assessed by a panel of		Business Area	

	<p>three (3) AUSMASA employees organised by the Business Area.</p> <p>A provider/supplier is selected based on factors including:</p> <ul style="list-style-type: none"> • expected outcomes, • value for money (not necessarily the lowest price), and • conflict of interest checks (such as whether the provider/supplier holds membership of AUSMASA). <p>A Tender Evaluation Outcome Report template is available on Jarvis. The evaluation outcome must be documented by the Business Area.</p>									
<p>Check if procurement meets the high-risk arrangement and/or DEWR thresholds</p>	<p>The Business Area must check whether the arrangement is deemed high-risk and meets the DEWR threshold. The outcome of this check must be included with the request for approval. See Additional Procurement Guidance below for further details.</p>	<p>Business Area</p>								
<p>Approval of Quote/Tender</p>	<p>The Business Area requests approval as follows:</p> <table border="1" data-bbox="443 1144 1075 2013"> <thead> <tr> <th data-bbox="443 1144 655 1357"> <p>Value and Format</p> <p><u>*Figures are GST Exclusive, except for DEWR Threshold</u></p> </th> <th data-bbox="655 1144 1075 1357"> <p>Approval mechanism</p> </th> </tr> </thead> <tbody> <tr> <td data-bbox="443 1357 655 1453"> <p>Quote under \$20,000</p> </td> <td data-bbox="655 1357 1075 1453"> <p>As per AUSMASA's Delegations of Authority Policy</p> </td> </tr> <tr> <td data-bbox="443 1453 655 1637"> <p>Quote or Tender over \$20,000 and below \$100,000</p> </td> <td data-bbox="655 1453 1075 1637"> <ul style="list-style-type: none"> • Executive Director, Operations and Corporate Services, and • CEO </td> </tr> <tr> <td data-bbox="443 1637 655 2013"> <p>Quote or Tender over \$100,000 and below \$250,000</p> </td> <td data-bbox="655 1637 1075 2013"> <ul style="list-style-type: none"> • Executive Director, Operations and Corporate Services, • CEO, and • DEWR* via the Subcontractor Review and Approval Form if over \$100,000 inc. GST, unless the contract matter is excluded under the definition of 'Subcontractor' </td> </tr> </tbody> </table>	<p>Value and Format</p> <p><u>*Figures are GST Exclusive, except for DEWR Threshold</u></p>	<p>Approval mechanism</p>	<p>Quote under \$20,000</p>	<p>As per AUSMASA's Delegations of Authority Policy</p>	<p>Quote or Tender over \$20,000 and below \$100,000</p>	<ul style="list-style-type: none"> • Executive Director, Operations and Corporate Services, and • CEO 	<p>Quote or Tender over \$100,000 and below \$250,000</p>	<ul style="list-style-type: none"> • Executive Director, Operations and Corporate Services, • CEO, and • DEWR* via the Subcontractor Review and Approval Form if over \$100,000 inc. GST, unless the contract matter is excluded under the definition of 'Subcontractor' 	<p>Business Area</p>
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	<p>Quote or Tender using Activity funding over \$250,000 and below \$500,000</p> <ul style="list-style-type: none"> • CEO, and • DEWR via the Subcontractor Review and Approval Form 	
	<p>Quote or Tender using Core funding over \$250,000</p> <ul style="list-style-type: none"> • CEO, • Board, and • DEWR* via the Subcontractor Review and Approval Form unless the contract matter is excluded under the definition of 'Subcontractor' 	
	<p>Quote or Tender using Activity funding over \$500,000</p> <ul style="list-style-type: none"> • CEO, • Board, and • DEWR via the Subcontractor Review and Approval Form 	
	<p>Duration of a quote or tender exceeds 18 months</p> <ul style="list-style-type: none"> • CEO, and • Board 	
Contract negotiations	<p>Contract negotiations are undertaken by the Business Area. Where a supplier requests a copy of AUSMASA's contract terms, the supplier must agree to keep our terms confidential. An email template for providing contract terms to contractors/suppliers is available on Jarvis and further advice can be sought from Governance & Risk.</p>	Business Area
Contract drafting	<p>Once contract negotiations are finalised, the Executive Director, Operations and Corporate Services approves the arrangement and organises the contract to be drafted in either short-form or long-form. Once drafted, a copy will be provided to the Business Area.</p>	Executive Director, Operations and Corporate Services
Contract execution	<p>The Business Area arranges the execution of the contract with the selected provider/supplier in accordance with the Delegations of Authority Policy. The Business Area keeps a copy for active contract management. A fully executed copy is sent to the Governance & Risk team for central record-keeping.</p>	Business Area

Performance evaluation	Project milestones are monitored by the appointed Contract Manager for the duration of the project.	Contract Manager/Business Area
Variations/Notices	Contract Managers and Business Areas must consult the Executive Director, Operations and Corporate Services on contract variations and other issues that arise, such as a supplier's failure to meet key milestones.	Contract Manager/Business Area
Contract end and Supplier Review	At contract completion, the Business Area conducts a supplier review (which includes performance, issues, and lessons learned) and documents it via the Supplier and Consultant Performance Review Form available on Jarvis. Where the contract covers multiple years, this review should be undertaken annually. Governance & Risk supports this review and maintains a record of outcomes to inform future procurements.	Contract Manager/Business Area

5 Additional Procurement Guidance

5.1 DEWR Threshold

The DEWR threshold refers to outsourcing or subcontracting arrangements above \$100,000 (GST inclusive) or considered to be high-risk regardless of contract value. Contracts cannot be split into multiple arrangements to change the threshold.

5.2 DEWR High-risk arrangements

DEWR considers a High-risk subcontracting arrangement to be where:

1. The subcontractor or supplier is a related party;
2. The subcontractor or supplier has an actual or perceived conflict of interest (for example, an organisation identified in clause 5.5 of the Code of Conduct, which includes RTOs, GTOs, ACA providers, and Employment Service Providers with an active caseload). Note that just because a subcontractor or supplier is identified under clause 5.5 of the Code of Conduct does not always mean there will be a conflict of interest present. If there is doubt, DEWR should be consulted;
3. The use of the subcontractor or supplier could cause reputational risk to the JSC Program;
4. Multiple JSCs seek to engage a single subcontractor or supplier to undertake similar pieces of work for a cross-council activity/project, and the collective value is over \$100,000 (GST inclusive). DEWR would need to consider this type of arrangement to ensure that value for money considerations had been made as a collective.

High-risk arrangements must be reviewed and approved by DEWR.

5.3 Sponsorship

This policy applies to sponsorship and contra-deal arrangements. The Department of Employment and Workplace Relations (DEWR) advice on these arrangements is [available here](#). This reference document provides advice on what to consider when entering a sponsorship or contra-deal arrangement, including the use of grant funding and ethical considerations. Any such arrangements must be approved in line with AUSMASA's Delegations of Authority Policy.

All Jobs and Skills Councils are accountable for achieving value for money and ensuring that grant funding represents efficient, effective, economical, and ethical use of public resources.

6 Key Terms and their Definitions

Business Area: the person or team requiring the goods or services.

Exemption: a formal approval to depart from a specific procurement requirement in this policy. Unless otherwise authorised, all other procurement processes remain applicable. Exemptions are provided on a case-by-case basis and do not create a precedent; approval of an exemption in one instance does not guarantee approval in similar future circumstances.

Quote: a formal offer from a supplier that outlines the price, terms of supply, and description of the goods and services. A Business Area can seek quotes by sending a Request for Quote (RFQ) to potential suppliers of the required goods or services.

Subcontractor: is defined by DEWR as a person or entity who provides services to, or performs work for, AUSMASA under a subcontract in relation to the performance of our grant functions. It does not include:

1. Suppliers of office stationery or equipment, accounting services, legal services, cleaning services, insurance or other ordinary business and administrative services or goods that are not directly related to the performance of the grant functions; or
2. Cloud Infrastructure Contracts (which have separate arrangements in place).

Tender: a formal process initiated by AUSMASA to invite suppliers to provide goods or services. Also referred to as a Request for Tender (RFT), it requires interested parties to submit a response outlining how they will meet the stated requirements, including their proposed price or rate.

RFTs can be:

- **Open:** released to the public. If fewer than three (3) responses are received, the Business Area must make reasonable efforts to obtain additional responses directly from known suppliers.
- **Closed:** restricted to invited suppliers. For closed tenders, a minimum of three (3) suppliers must be sought.

AUSMASA adopts a risk-based and proportionate approach to market engagement. While open tenders promote maximum competition and transparency, a formal quotation process may be appropriate for higher-value procurements where the market is known, competition can be

demonstrated, and value for money can be achieved. Closed tenders will only be approved in exceptional circumstances and must be clearly justified and documented.

7 Related Internal Policies, Procedures and Documents

JSC Integrity Framework

JSC Performance Framework

JSC Guidance on Procurement

Risk Management Policy and Procedure

Delegations of Authority Policy

Equal Opportunity and Diversity Policy

Anti-Bribery and Anti-Corruption Policy

Whistleblower Policy

Code of Conduct Policy

Conflict of Interest Policy

Environmental Sustainability Policy

Modern Slavery Policy

8 Document History and Contact Details

Version

Number	2
Version	2
Implementation date	10 2023
Review date(s)	10 2025
Next review date	11 2026
Review frequency	<input checked="" type="checkbox"/> Every year <input type="checkbox"/> Every two years <input type="checkbox"/> Every three years

Revision History

Revision date	Summary of amendments	Prepared by	Version
October 2024	Policy and procedure revised in line with the Delegation of Authority Policy and Procedure update.	Principal Advisor/ Manager Risk and Compliance	2.1
September 2025	Policy revised to new template, updated Title, aligned with Delegations of Authority Policy and Procedure, DEWR advice captured, and content revised to match current business practices.	Senior Advisor, Governance and Strategy	2.2

Contact Details

Owner	<input checked="" type="checkbox"/> Chief Executive Officer
Contact officer	<input checked="" type="checkbox"/> Executive Director, Operations and Corporate Services