Melbourne Archdiocese Catholic Schools

MARYMEDE CATHOLIC COLLEGE
In the way of Mary

Procurement and Contract Management Policy

Introduction

This policy sets out the mandatory requirements for the procurement of all goods, services and works and the active management of any related contracts required by the Melbourne Archdiocese Catholic Schools Ltd (MACS) office and schools. It provides the necessary framework and boundaries for accountable authorities, and formalises reporting and oversight requirements and minimum standards, to ensure consistent practices and compliance across MACS operations and projects.

MACS must act as 'one organisation' and 'one client', working together across asset and regional boundaries to optimise savings and benefits for common requirements.

Purpose

This policy is designed to ensure consistency and compliance with MACS' strategic direction, expectations and accountability standards with regards to procurement. It establishes the requirements, behaviours and standards when sourcing and purchasing goods, services and works, and ensures that decisions around procurement are made with probity, accountability and transparency.

Scope

This policy covers all procurement of goods, services and works and contract management, and applies to the MACS office and all schools, including school boarding premises operated by MACS schools, and specialist schools operated by Melbourne Archdioceses Catholic Specialist Schools (MACSS).

There are no exceptions to the documented procurement requirements for any sourcing of goods, services or works, except in emergency situations.

This policy covers all categories of operational and project expenditure and contract management associated with:

- goods / supplies / equipment (including IT)
- services / professional consultancies / maintenance
- works / infrastructure / construction
- use of credit cards
- asset purchase / lease / asset maintenance
- disposal of assets / auction / sale.

Principles

Strategic focus – direct procurement resources, effort and processes towards advancing MACS' strategic and operational objectives through collaborative planning and adopting a category-based, centre-led procurement operating model across the MACS office and schools.

Value for money – value for money combines quality, cost, fitness for purpose, whole-of-life costs, internal costs, risk, sustainability and contract options. It aims for long-term benefits, not just a low initial price.

Responsible purchasing – integrates ethical, social and environmental factors into sourcing decisions for societal, economic and environmental benefits, and a commitment to combatting modern slavery.

Reputable suppliers – reputable suppliers are integral to MACS' success, affecting quality control, operational efficiency, risk and our reputation.

Policy

Planning and budgeting

Requirement 1 — **Annual procurement planning:** each directorate and school must submit an annual procurement plan to the Procurement Team for requirements likely to be at, or above, the tendering threshold at the time of annual budget submission in each quarter 4 each financial year, to allow for tender event planning.

Requirement 2 — **Budget planning:** each directorate and school must plan in advance, have with an approved budget and an approved purchase requisition (PR) before initiating a procurement.

Requirement 3 — **Timeframes:** staff must allow appropriate timeframes to conduct the required procurement process and for suppliers to prepare responses in line with the source to contract procedure.

Requirement 4 — **Value estimation:** staff must estimate the total value of requirements over the life of the contract based on cumulative amounts and extension options to reflect true value of the financial commitment, including the goods and services tax (GST).

Sourcing and tendering

Requirement 5 — **Advertising:** is mandatory at or above the tendering threshold through the eSourcing Platform and recommended for request for quotation (RFQ) to maximise market responses. Minimum timeframes are outlined in the source to contract procedure.

Requirement 6 — **Centre-led tendering:** all tenders must be channelled through the centre-led MACS Procurement team at, or above, the tendering threshold in all categories for the MACS office and all schools.

Requirement 7 — **Collaborative procurement:** all efforts must be made to cooperate with collaborative procurement efforts across the MACS office and schools. End users must use any resulting category panel contracts and rates, or seek an exemption from the General Manager, Procurement. All off-contract purchases will be reported.

Requirement 8 — **Communications during competitive process:** all communications with suppliers during competitive opening period for an RFQ or tender must be documented and coordinated through the Procurement team at, or above, the tendering threshold or, for lower values (below the tender threshold), through the forum function of the eSourcing Platform. Email may be acceptable for low value requirements. Relevant communications are to be downloaded and stored in an approved Document Management System or equivalent.

Requirement 9 — **Competitive process:** where thresholds determine, end users must use a competitive process and must not appoint suppliers directly without competition, unless an exemption request has been approved by the General Manager, Procurement. End users must be able to justify purchasing decisions and demonstrate the absence of bias, favouritism and complacency by encouraging competition for better outcomes.

Where mandated supply arrangements are in place e.g. banking and leasing agreements, these should be market tested and negotiated at 5-year intervals to ensure value-for-money is being realised. This may trigger a new sourcing event.

Requirement 10 **Disclosing the budget:** sharing a not-to-exceed budget with the market is sometimes appropriate but must have approval from the General Manager, Procurement.

Requirement 11 **eSourcing Platform:** all tendering and quotations must be posted through an eSourcing Platform (where implemented) in accordance with thresholds. Suppliers must respond through the Platform. If using an established category panel arrangement, direct emails to suppliers are permitted.

Requirement 12 **Minimum number of evaluators:** to ensure probity in the evaluation process, it must include two or more evaluators in accordance with procedures.

Conflicts of interest declarations and confidentiality undertakings must be recorded and any imbalance of power/influence in the panel composition augmented with additional scoring members considering the appropriate segregation of duties.

Evaluation must be undertaken by personnel with relevant skills and knowledge appropriate to the value and risk of the procurement activity.

Requirement 13 **Risk management:** all staff must manage procurement and contracts risk aligned to the Risk Management Policy. This applies to all sourcing at all times.

Requirement 14 **Specification integrity**: staff must not tailor specifications to preferred suppliers or manipulate evaluations to achieve desired outcomes.

Requirement 15 **Tendering activity:**

- In conducting market research, end users must ensure that a supplier consulted for information or incumbent suppliers will not have an unfair advantage over other potential suppliers.
- Conditions for participation must be limited to those who will ensure that a potential supplier has the legal, commercial, technical and financial abilities to fulfil the requirements of the procurement.
- MACS must not modify evaluation criteria or specifications set out in request documentation, without transmitting all modifications or amendments to all the potential suppliers simultaneously. Changes to criteria cannot be made after tender/ quotation receipt and should be aligned to the approach described in the evaluation procedure where a standard weighting guide and scoring matrix are defined.
- Require all potential suppliers to submit submissions by a common deadline.
- Late submissions must not be accepted unless the submission is late because of mishandling by MACS.
- Evaluators must not shortlist responses based on price only.
- The assessment must be conducted on the approved assessment criteria and weightings.
- All admissible offers must be assessed against the assessment criteria using a consistent scoring scale.
- The assessment should identify, assess and document any risks in the responses.
- At the end of the assessment, responses must be ranked from highest to lowest (based on total scores).
- Procurement assessment outcomes, including declining all responses, must be approved by the General Manger, Procurement.
- Higher ranked responses must be accepted in preference to lower ranked offers unless otherwise approved by the General Manager, Procurement.

- To the extent an alternative offer is comparable, the assessment must be on the same basis as other offers, and as allowed in the request for offer.
- Ensure that no aspect of an evaluation or any offers received are discussed with anyone outside the evaluation panel, except for approved subject matter experts who have completed confidentiality undertakings.
- A tenderer must only be excluded on grounds such as bankruptcy, insolvency, false declarations or significant deficiencies in performance of any substantive requirement or obligation under a prior contract.
- No awarding of contracts is to be made based on an expression of interest (EOI) or request for information (RFI).
- No contractual commitments without legal review and delegated approvals.

Requirement 16 **Tenders:** open tenders advertised through an eSourcing Platform are required at or above the tendering thresholds at MACS, unless a short-listing step has been undertaking (e.g. through open EOI process) or market research can demonstrate that there are limited suppliers in the market. Shortlisting based on an RFI is not permitted.

Requirement 17 **Seek value for money:** end users must make procurement decisions based on the best value for money, which is not always the cheapest price. Quality, risk, sustainability, whole-of-life costs, intellectual property rights, transition costs and other factors should form part of the decision-making.

Requirement 18 **Supplier selection:** the supplier/consultant/contractor selected must be suitably qualified, registered with MACS and hold any relevant insurances and accreditations. This requirement applies to general quotations as well as tenders.

Requirement 19 **Sponsorships, endorsements and tendering:** must not be combined in any way, at any time. MACS must not provide any endorsements to an individual, business or company, or supplier regarding any products or services as part of a sourcing event or supplier offer, and must adhere to the Sponsorship Policy.

Requirement 20 **Use of external consultants**: specialist consultants must not be appointed without being subjected to a competitive process with a clear scope of work, quotation and contract and must not approve purchase orders (POs) and payments.

Contract management

Requirement 21 **Awarding contracts:** unless MACS determines that it is not in their interest to award a contract, or no suitable submissions have been received, in fairness to the market participants, MACS should award the contract. MACS' personnel must not use options, cancel a procurement, or terminate or modify an awarded contract, to avoid the requirements.

Requirement 22 **Contract approval forms:** a contract approval form must be endorsed by the relevant stakeholders before contract execution (signing) by MACS and/or the supplier or any other type of commitments are made.

The requirements apply to all contract types, including:

- when purchasing outright
- purchasing through hire-purchase
- when renting or leasing
- where there is an option to buy
- public-private partnerships
- contracts accessed through a third-party commercial supplier or broker.

Requirement 23 **Contract management:** all contracts at or above the tendering threshold must have a dedicated contract manager and contract management plan to document and evaluate supplier performance against service level agreements (SLA) and key performance indicators (KPIs) and communicate results regularly. All MACS' stakeholders must establish and maintain an accurate and up-to-date contracts register.

Requirement 24 **Contract variations:** should only be made where the variations do not significantly change the scope of the original contract. Contract variation requests must make clear to the approver, the cumulative financial and percentage change from the original contract value. Approvers must monitor contract changes, especially variations with a financial impact that significantly exceeds the original contract value, in accordance with the Delegation of Authority. Contract extensions and variations must be approved by the General Manger, Procurement, before seeking financial approval.

Requirement 25 **Expired contracts:** end users must not work with expired contracts and allow plenty of time to re-tender if required. A purchase order cannot be issued against an expired contract – so the supplier cannot be paid.

Contract terms must not exceed five years unless there are sound technical, commercial or operational reasons for doing so.

Requirement 26 **MACS contract templates:** must be used and all other contracts reviewed by the Legal MACS Corporate team prior to execution. End users must not agree to supplier-issued contracts unless they have been first been reviewed and approved by the Legal MACS Corporate team and other relevant stakeholders.

Requirement 27 **Panel agreements:** must be used when using a work order process (call off against agreed rates) and exemption approved if buying off-contract. Panel arrangements can be accessed at all values with approvals as per the Instrument of Delegation.

Requirement 28 **Non-MACS Contracts:** with third parties should be managed using the same best practice principles described in the contract management procedure which applies equally to MACS and non-MACS contracts.

Assets and asset disposal

Requirement 29 **Asset purchases:** MACS office and schools may only use MACS or grant funds to purchase assets with the prior written consent of MACS; or if the funds were provided on the basis of an application that expressly stated that all or some of the funds would be used for that purpose.

Requirement 30 **Asset register:** MACS office and schools must have the asset register audited at least once in each financial year during the term with any approved disposal of assets entered in the asset register. Records must be retained for six years. Refer to the Fixed Assets and Depreciation Policy for details.

Requirement 31 **Audit:** MACS or its nominee may, at any reasonable time, attend the office or school premises during business hours and inspect asset records to verify the expenditure of the funds, financial viability, to investigate suspected misuse, or to confirm that funds have been used for approved purposes. MACS office and school personnel must permit and cooperate with MACS in relation to any such inspections.

Requirement 32 **Disposal of assets:** staff must have an independent assessment of the condition and estimated sale value, or recommended donation or disposal with process overseen by the Procurement team. A determination regarding lower value items which have depreciated and approaching writing -off status will be made in conjunction with relevant procurement and finance personnel, as required in accordance with the Fixed Assets and Depreciation Policy.

Governance and integrity

Requirement 33 **Authority and compliance:** staff must have authorisation to procure goods, services or works and adhere to financial delegations and policies for procurement and contracts.

Requirement 34 **Accountability:** all staff must be responsible for procurement actions and decisions and keep detailed records for audit and accountability purposes and maintain documents securely and in such a way that at a future date it is possible to determine:

- who requested, made, or approved the expenditure
- purpose of the expenditure/ procurement requirement
- how value for money was considered and achieved
- the process by which all key decisions/approvals were arrived at, and by whom
- the destination of any goods, services or works received,
- and of any payments made and contract terms, extensions and variations.

A mechanism must be in place to lodge procurement complaints which must be investigated by the Finance and Audit Board Committee.

Requirement 35 **Child protection compliance:** suppliers and contractors must comply with all applicable child protection laws and regulations. They must ensure that their staff and representatives who may come into contact with children during the course of their work have undergone appropriate background checks and child protection training. Any failure to adhere to these standards must result in the immediate review and potential termination of the contract. This is to ensure the safety and wellbeing of all children under the care or influence of MACS activities and services.

Requirement 36 **Competent personnel:** the senior leadership team must ensure capable personnel handle procurement and contract management and that training is supported.

Requirement 37 **Core responsibilities:** the procurement process must not be used to outsource core staff responsibilities and business activities without proper authority from relevant stakeholders.

Requirement 38 **Data protection and privacy**: suppliers must comply with relevant data protection and privacy laws, especially when handling sensitive student or staff data as a condition of contract.

Requirement 39 **Purchase request (PR) to purchase order (PO) process:** an approved PR and quotation/contract must be in place to generate purchase orders (PO) issued to suppliers

before goods, services and works are delivered, or payments made, where an ERP system is in operation.

The only exception to this requirement is if the authorised use of a credit card is permitted for one-off, low value purchases in accordance with the Delegation of Authority.

Requirement 40 **No PR, no PO, no payment:** no PO generated **after** an invoice is permitted. Payments will only be made with valid PO number referenced on the invoice. POs must be linked to contracts (where they are in place). POs / contracts must have supporting documents to be approved, where an ERP system is in operation.

Requirement 41 **No splitting:** end users must not split requirements to bypass competitive thresholds. Splitting procurements into smaller parts to avoid thresholds will be actively monitored. Direct purchasing and repeat POs to same supplier at or below the single quotation thresholds will be reported.

Requirement 42 **Non-compliance consequences:** wilful or repeated non-compliance will be result in formal warnings and disciplinary actions as required, and may include legal action and /or dismissal for serious breaches.

Requirement 43 **Probity standards:** all staff must uphold ethical standards and declare conflicts of interest. Accepting gifts and hospitality and other benefits that could be seen as influencing procurement outcomes is not permitted.

Requirement 44 **Process integrity:** staff must not bypass mandated procurement processes or backdate documents/approvals after the fact. Verbal quotations and agreements must be followed up with written documentation.

Requirement 45 **Restricted access:** responsible parties must strictly limit and authorise access to payment data and control the supplier registration information and account details to prevent potential fraud.

Requirement 46 **Restricted categories:** information and communications technology (ICT) and infrastructure are restricted categories managed by specialist teams.

Requirement 47 **Sustainable procurement:** wherever possible, end users must purchase products and services that have a less detrimental impact on the environment and human health over their lifecycle than otherwise comparable products or services.

Requirement 48 **Report non-compliance:** directors must provide a mechanism for whistleblowers to report concerns, record non-compliance and take corrective and/or disciplinary actions. Non-compliance will be reported monthly. MACS staff / stakeholders should report any potential fraud, corruption or general policy non-compliance.

Requirement 49 **Segregation of duties:** staff must segregate duties in procurement and contract management to different individuals or teams to prevent conflicts of interest and ensure transparency and accountability in the process. The procurement and financial delegate must not be the same person on one activity.

Requirement 50 **Supplier payment:** relevant parties must ensure suppliers' invoices are paid promptly**.** At a minimum, invoices must be paid at the time/s set out in the contract.

Use of Credit Cards

Requirement 51	**Card Eligibility:** MACS credit cards can only be held by those with roles delegated by the MACS board, as detailed in the relevant MACS financial delegation instrument. A card or cards are allocated to eligible staff members. Contractors and agents are ineligible.
Requirement 52	**Cardholder Responsibilities:** Cardholders must use the card solely for legitimate MACS' expenditure and must not to be used for personal expenses under any circumstances. The cardholder is: – expected to exercise prudent judgement regarding all expenditure – accountable for the management and expending of MACS' resources, – required to justify credit card transactions and provide tax invoices, – prohibited from making cash withdrawals and expenses for which reimbursement is claimed, – to report lost or stolen cards immediately to NAB, flexipurchase@macs.vic.edu.au and the General Manager – Group Finance, – Card expenditure must be coded on a monthly basis. For school credit cards this is via the expense management platform. For Office cards this is via a monthly expense report. For both all receipts must be attached to justify expenditure. – make purchases in accordance with existing preferred suppliers.
Requirement 53	**Financial and Usage Limits:** A monthly credit limit, as determined by MACS financial delegation, must be strictly observed. Credit cards are for one-off, low value purchases - refer to the delegations document for threshold information.
Requirement 54	**Security and Reporting:** Cardholders must ensure secure custody of their cards and must report any loss, theft, or unauthorised use immediately.
Requirement 55	**Documentation and Compliance:** All MACS cardholders must support all transactions with tax invoices to facilitate GST claims, for schools these invoices must be scanned into NAB Flexi-purchase.
Requirement 56	**Reward Program Restrictions**: Reward programs (e.g., airline or bank rewards) must not be linked to MACS credit cards.
Requirement 57	**MACS Office Credit Card Register and Oversight:** The MACS Office and school credit card register must be managed by the MACS Finance Controller or Treasury Accountant, with required oversight from designated supervisors. Compliance and record-keeping for audit purposes must be maintained.
Requirement 58	**Unauthorised Use and Compliance Breaches:** May result in card withdrawal, disciplinary action, or police involvement for serious misuse. Systemic fraudulent use to be reported to relevant committees.
Requirement 59	**Card Issuance and Cancellation:** The issuance of MACS Office and school cards must be approved in accordance with the Delegation of Authority. Cards must be cancelled for cardholder non-compliance, changes in employment, inactivity, or upon request by an approved delegate. Staff may opt not to have a credit card.

Requirement 60	**Integrity and Accountability:** All staff, seconded officers, and contractors involved with the card must act with integrity, fairness, and always in the best interests of MACS. **Effective governance –** declaring and managing conflicts of interest and a commitment to ethical practices; authorised purchases and contract commitments; accountability and transparency in decision-making, compliance, integrity, record keeping; and effective risk management.

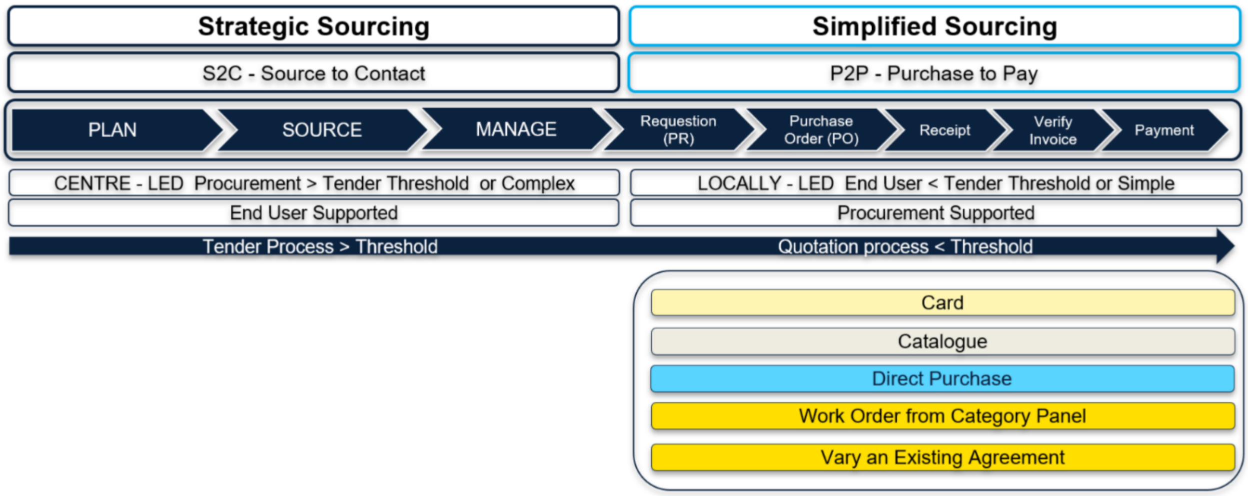
Roles and reporting responsibilities

Role	Responsibility	Reporting requirements
MACS board	• Accountable for procurement and contract management across the MACS office and all schools	Ongoing
	• Approve the Procurement and Contract Management Policy	Annual
Finance and Audit Board Committee	• Approve the Procurement Activity Plan • Governance and approvals for high risk / high value procurements and contract variations/extensions • review and approve credit limit settings and adjustments, and cancellation • oversee stocktaking and disposal of assets	Ongoing
Executive leadership and senior leadership teams	• Monitor emerging procurement risks and non-compliance within own directorate / school • Notify the General Manager, Procurement of any changes in planned requirements • Escalate procurement and contracts risks	Ongoing
Procurement leadership and teams	• Lead strategic planning for procurement across MACS • Implement and manage the Procurement and Contract Management Policy and framework across MACS • Facilitate and coordinate the procurement and contract management tendering and provide tools, templates systems, information and training across a MACS to support staff in guided buying self-service options and to understand their compliance obligations	Ongoing
Principals	• Implement the Procurement and Contract Management Policy in their schools	Ongoing
All staff	• Adhere to the policy and procedures	Ongoing

Delegations and authorities

MACS' senior leadership team (SLT) and executive leadership team (ELT) are responsible for ensuring that the adopted procurement processes allow appropriate levels of control, ethics and probity. An external probity advisor is to be engaged as determined by the General Manager, Procurement. Internal and external audits are to be conducted on a regular basis. Please refer to the MACS Instrument of Delegation and Delegations Register for more information.

Procedures



Strategic sourcing is centre-led by the Procurement team at MACS.

Strategic sourcing uses a source to contract (S2C) competitive process which is managed centrally by specialist procurement professionals experienced in evaluating complexity, managing risks, ensuring compliance and aligning procurement with the Procurement team's strategic goals. This centre-led model is beneficial for significant, non-routine, complex requirements that require a more rigorous selection process and greater oversight, and for establishing category panel contracts for common requirements across MACS.

Complex projects with a high risk and a high value, require a sourcing strategy informed by:

- market research and stakeholder and data analysis
- comprehensive procurement, evaluation, probity, risk and contract management plans
- the stringent peer review of requirements documents (specifications)
- open tendering managed through an eSourcing Platform.

Strategic projects must use appropriate contracts (approved by the Legal MACS Corporate team) and require dedicated contract management to manage suppliers' performance, variations and claims.

Simplified sourcing is decentralised and locally-led by directorates and schools.

For low-risk and low-value, simple procurement requirements, there is greater flexibility to minimise indirect administrative costs and improve efficiency – principally through:

- a simple request for quotation (RFQ)
- buying from catalogues, issuing work orders against category panel agreements (pre-qualified suppliers and agreed rates)
- varying an existing contract
- using a credit card
- initiating an approved direct purchase.

The simplified sourcing is de-centralised to allow for quick, routine purchasing decisions, giving MACS' directorates and schools the flexibility to meet their immediate needs efficiently. The Procurement team supports end users with these guided buying options as required.

Depending on a risk / complexity assessment, lower value requirements (below the tender threshold) can generally use a standard purchase to pay (P2P) process with PO terms and conditions and standard contracts (as required).

Definitions

Asset

An asset, for the purposes of a procurement policy, is any resource owned or controlled by MACS that has economic value, including tangible items like equipment and property, as well as intangible items like intellectual property and software.

Centre-led procurement

Centre-led procurement is a strategic approach to procurement in which a specialised central procurement team within the MACS office takes a prominent role in coordinating and managing procurement activities on behalf of various departments and schools.

Conflict of interest

A conflict of interest is when the personal interests of a MACS employee come into conflict with, or could be perceived as coming into conflict with, their professional duties and responsibilities.

Contract management

Contract management is the systematic and strategic administration and oversight of contracts throughout their lifecycle. It involves activities such as contract creation, negotiation, execution, monitoring, compliance and renewal or termination.

Delegation of authority

Delegation of authority in procurement refers to the formal transfer of decision-making power and responsibility, outlining permissions and thresholds for various purchasing options, including the use of credit cards, quotations, tenders, contract variations and awards, to expedite procurement processes.

eSourcing Platform

A digital tool used by MACS for the electronic management of procurement processes, including supplier sourcing, bidding and contract management to enhance efficiency and transparency in procurement activities. VendorPanel and Illion TenderLink are examples.

Enterprise resource planning (ERP)

System to manage core business processes, including finance, supply chain, procurement, services and others, as an integrated system.

Melbourne Catholic Archdiocese Schools Ltd (MACS)

MACS is a reference to Melbourne Archdiocese Catholic Schools Ltd, and / or its subsidiaries, Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS) and/or Melbourne Archdiocese Catholic Schools Early Years Education Ltd (MACSEYE) (as the context requires).

Melbourne Catholic Archdiocese Specialist Schools Ltd (MACSS)

Melbourne Archdiocese Catholic Specialist Schools Ltd is a wholly owned subsidiary of MACS, established to conduct and operate specialist schools.

MACS office

Staff employed in MACS offices at James Goold House, Catholic Leadership Centre and MACS regional offices.

MACS school or school

A school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by MACS, directly or through MACS (as the context requires). References to schools or MACS schools also includes boarding premises of schools operated by MACS and specialist schools operated by MACS.

Panel arrangement

A panel arrangement refers to a pre-established group or panel of suppliers that have been qualified and selected by MACS through a competitive process.

Probity advisor

A probity advisor in procurement is an external expert ensuring fairness and integrity in tendering and contract award processes.

Procurement

Procurement encompasses the whole process of procuring goods, services and works (including capital/infrastructure and IT projects). It begins when a need has been identified and the procurement requirement has been specified. Procurement continues through the processes of identifying suitable suppliers from the market, seeking appropriate solutions, evaluating supplier proposals and the awarding of a contract. It often includes ensuring the delivery of goods, services and works and, where relevant, the ongoing management of the contract and consideration of the storage and disposal of goods.

Procurement involves making sound commercial judgements to achieve best value for money (rather than the lowest price) and making efficiency gains to drive innovation and performance. It also covers proactively managing supplier and other key stakeholder relationships.

Purchase order (PO)

A purchase order is a legally binding document issued by MACS to a supplier, specifying the quantity, price and terms for the purchase of goods or services.

POs are often in the workflow approvals of the ERP system and issued to suppliers with standard terms and conditions to allow them to commence work.

Purchase requisition (PR)

A formal request submitted by an employee or department within the MACS office and schools to initiate the procurement process for required goods or services. PRs are often in the workflow approvals of the ERP system.

Work order from panel arrangement

A work order from panel arrangement refers to the issuance of a specific work order or service request to a supplier who is part of a pre-established panel with agreed rates RFQs are often required to support the work order which is attached to the PR in the ERP system.

Related policies and documents

Child Safety and Wellbeing Policy
Code of Conduct for MACS Staff
Conflict of Interest Policy
Enterprise Risk Management Framework (including Risk Appetite Statement)
Fixed Assets and Depreciation Policy – Schools
Fraud Prevention Policy
Funding Agreement Template – MACS office
Health, Safety and Wellbeing Policy
Information and Records Management Policy – MACS office
Major Capital Projects Policy – Schools
Modern Slavery Policy

Legislation and standards

Ministerial Order 1359 – Implementing the Child Safe Standards
Education and Training Regulations 2017
Environmental Protection Amendment (Banning Single Use Plastic items) Regulations 2022
Labour Hire Licencing Act 2018 (Vic.)
Modern Slavery Act 2018 (Cth.)

Policy information

Responsible director	Director, Finance, Infrastructure and Digital
Policy owner	General Manager, Procurement
Approving authority	Executive Director
Assigned board committee	Finance and Audit
Approval date	1 July 2024
Risk Rating	High
Review by	July 2027
Publication	CEVN, Gabriel

POLICY DATABASE INFORMATION	
Supporting documents	Procurement and Contract Management forms and training materials
Superseded documents	Procurement and Supplier /Contractor Evaluation Policy – v1.0 – 2022 Secondary School Procurement and Payment Policy – v2.0 – 2022 Secondary School Procurement and Payment Policy – 1.0 – 2021 CEM Sustainable Purchasing Policy – 2019
New policy	New policy