

## Call for Expressions of Interest

### Events/activities - Australia Day grant 2023

The Australia Day 2023 Community Grants Program is being made available by the National Australia Day Council, with the assistance of the Australian Government.

The Shire of York has applied for a grant of \$10,000 (GST exclusive) for an event/s that includes strong recognition of Aboriginal and/or Torres Strait Islander peoples.

Aboriginal and Torres Strait Islander Shire of York residents are invited to put forward Expressions of Interest to create Australia Day event/s with this funding.

Ideas for single events or activities, or for events/activities on more than one day can be put forward as long as the total does not exceed the budget. An allowance for organising/co-ordinating the event/activity can be included but should not exceed 10% of the total. The Shire will be holding a portion of the grant budget to cover Shire costs, such as hire of equipment or venues and staff time. While \$10,000 has been applied for, the total amount available for the event/activity is SOLELY dependent on the amount of grant funding the Shire receives. The National Australia Day Council advise that recipients will be notified by Friday 2 December 2022.

Events/activities must take place ON or BEFORE Australia Day Thursday 26 January 2023.

The Shire's Procurement Policy for buying goods and services will be strictly applied. Quotes must be obtained and Shire Purchase Orders generated before goods/services are delivered. Where no purchase order exists, no payment can be made. See Procurement Policy below. Payment of invoices will be made via Electronic Funds Transfer (EFT) on standard Shire payment processing dates (i.e. fortnightly). Payments cannot be made by cash.

Applicants are encouraged to ensure their event is inclusive of all Australians, including people with a disability.

Full details of the grant including what is and isn't eligible and how the grant is to be acquitted can be seen here:

[https://www.australiaday.org.au/sites/default/files/2022-10/NADC%20Australia%20Day%202023%20Program%20Guidelines\\_0.pdf](https://www.australiaday.org.au/sites/default/files/2022-10/NADC%20Australia%20Day%202023%20Program%20Guidelines_0.pdf)

If you have any queries in relation to the grant or event/activity requirements, please contact Vanessa Green or Carol Littlefair at the Shire Office or call 9641 0500.

Please complete the Expression of Interest Form attached and return to:

Vanessa Green via email to [records@york.wa.gov.au](mailto:records@york.wa.gov.au)

or by hand deliver to the Shire Offices, marked attn. Vanessa Green

by 4.00pm (WST) Monday 5 December 2022

## Policy F2 – Procurement Policy (Extract)

Amount of Purchase	Process to be followed
Up to \$2,000	Direct purchase from suppliers. No quotation required. Market testing is strongly encouraged.
\$2,001 to \$5,000	Seek at least two verbal or written quotations from suitable suppliers (may include print outs from reputable suppliers' catalogues or websites). Recommendation to purchase, include on quotation form reason for choosing selected supplier, official order for the goods and services to be countersigned by the Officers designated in this Policy. At least one quotation must be obtained
\$5,001 to \$20,000	Seek at least three verbal or written quotations from suitable suppliers. Recommendation to purchase, include on quotation form reason for choosing selected supplier, official order for the goods and services to be countersigned by the Officers designated in this Policy. At least one quotation must be obtained
\$20,001 to \$50,000	Seek at least three written quotations from suitable suppliers after outlining in writing the requirements of the supply. Recommendation to purchase, include on quotation form reason for choosing selected supplier, and that the official order for the goods and services be countersigned by the Officers designated in this Policy. At least two quotations must be obtained.
\$50,001 to \$150,000	Obtain at least three written quotations (using the Shire of York's Request for Quotation template) containing price and specification of goods and services. Recommendations to purchase to be accompanied by a written evaluation against pre-determined criteria and approved by the Chief Executive Officer.
\$150,001 and above	Conduct a public tender process, as prescribed under the <i>Local Government (Functions and General) Regulations 1996</i> .
WALGA Services (excluding Preferred Supplier Program)	For the purchasing of WALGA services, a minimum of one written quotation is to be sought and recorded.
Local Government Insurance Services (LGIS) and affiliated companies.	For the purchasing of LGIS services, a minimum of one written quotation is to be sought and recorded. The suite of LGIS insurances is established in accordance with s.9.58(6)(b) of the Local Government Act 1995 and is provided to WALGA Member Local Governments as the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-based service and is not defined as a purchasing activity subject to this Policy.

**ONE FORM PER EVENT – IF SUGGESTING MORE THAN ONE EVENT USE A SEPARATE FORM FOR EACH**

Organiser/co-ordinator Name	
Organiser/co-ordinator Address	
Organiser/co-ordinator Email	
Organiser/co-ordinator Telephone number	
Proposed event/activity. Describe your idea here. Include who it will involve and how it will meet the grant aims	
Date	
Venue	
Time	
Budget. List suppliers of goods/services and estimated cost of each	

Describe how you intend to promote and publicise the event/activity.	
I confirm I will deliver this event/activity in accordance with the grant conditions, which I have read and agree to Signed	
Date	