

PROCEDURE – PROCUREMENT

Purpose of Procedure

The purpose of this Eastern Community Broadcasters Inc. hereafter referred to as Radio Eastern fm procedure is to provide guidance for station purchases with an overall value in excess of five hundred dollars (\$500).

Background

This procedure is based on processes which ensure competitive asset acquisition and fit for purpose assessment.

Procedure

Proposed purchases of Station assets in excess of five hundred dollars (\$500) shall be reliant on a request from the Committee of Management (CoM) or Technical Support Team manager together with a minimum of two supporting competitive quotations.

An exemption to the requirement for competitive quotations shall be given by the Finance Group in consultation with the CoM, where a Procurement request relies upon a predetermined technical specification which is not normally available from multiple suppliers.

Purchase orders shall be issued by the Finance Group.

The following monthly / yearly reoccurring supply items are exempt from requiring an official order:

- APRA / AMCOS
- Australian Communication and Media Authority
- Communication Services
- Community Broadcasters Association of Australia
- Energy Services
- Insurance payments
- Lease payments
- News Feed Services
- Postage

This Procedure is supported by the Procurement Policy

Procedure reviewed and updated: 06-03-2025