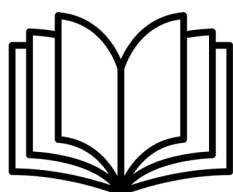


PROCUREMENT POLICY

CITY OF CASEY

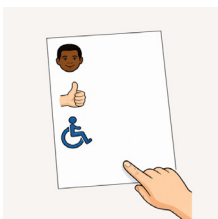


Easy Read

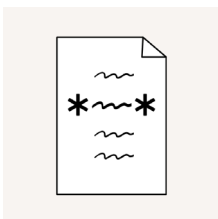
About Easy Read



This is an Easy Read book.



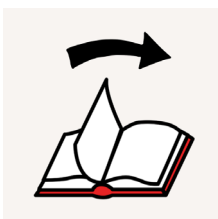
Easy Read uses simple words and pictures to explain ideas.



New words are ***bold with stars***.

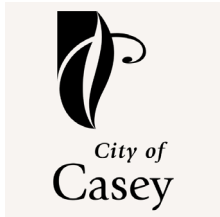


We explain what new words mean.

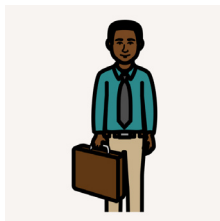


Easy Read is a summary. Links to more information are at the end of this book.

Who wrote this book?



This book is from the City of Casey.

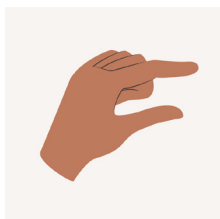


When you read the words **we** and **us**, it means the City of Casey.

About this book



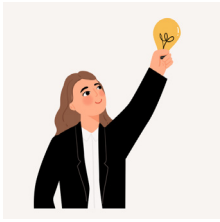
This is an Easy Read summary of our ***procurement policy***.



We call it **the policy** for short.



The policy includes rules we must follow when we buy things.



This book explains

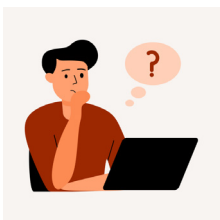
- what procurement means



- why we need the policy



- who must follow the policy



- when we use the policy



- topics in the policy.

Why do we need the policy?



The policy helps us

- spend council money carefully



- use ***suppliers*** fairly.



Suppliers are the people and businesses we buy from.

Who must follow the policy?



The policy must be followed by all of our

- staff and volunteers



- ***contractors and consultants***
involved in our procurement.



Contractors and consultants are
workers outside of government.

When do we use the policy?

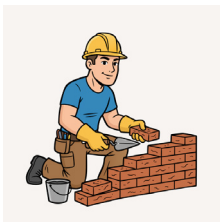


We use the policy whenever we buy

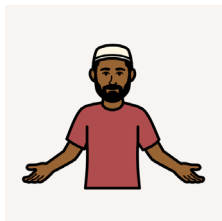
- goods



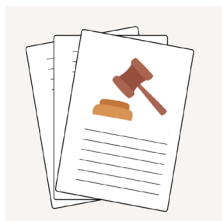
- services



- works.



We must use the policy for everything we buy, including big and small costs.



The policy helps us follow the
***Local Government Act 2020*.**



This is a law all councils must follow.

Policy principles



Principles are the main ideas we care about and follow.



The principles say we must find the best ***value for money***.



Value for money means the price is a fair match to the service or product we get.



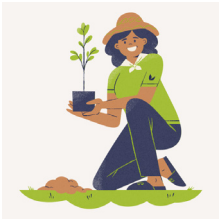
The principles say we must offer ***fair opportunities*** to different suppliers.



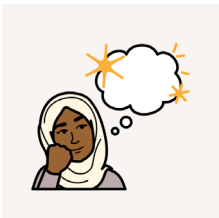
Fair opportunities mean we give different suppliers a chance to sell to us.



The principles say we must support things that matter most to the Casey community.



For example, helping our environment or local jobs.



The principles say we must spend money carefully.



For example

- use rules for different spending levels



- not over spend



- get help from our procurement team.

Policy process



The ***policy process*** includes steps to follow when we buy things.



Different steps apply for different levels of spending.

Spending \$0 to \$50,000



We must get

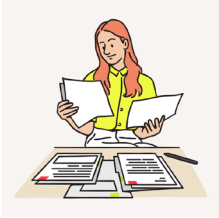
- 1 quote.



- a ***purchase order*** number.



A purchase order number shows council said **yes** to the spend.



We might set up a ***contract*** if it is a complicated purchase.



A contract includes legal rules a buyer and supplier agree to.

Spending \$50,001 to \$200,000

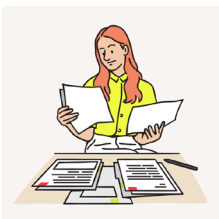


We must get

- 2 quotes



- a purchase order



- a contract if it is a complicated purchase.

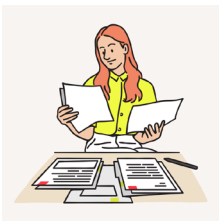
Spending \$200,001 to \$500,000



We must invite at least 3 suppliers to a ***tender***.



A tender means we ask businesses to apply for the work we are offering.



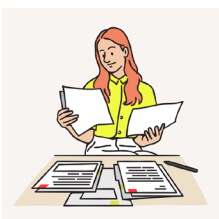
We must set up a contract.

Spending more than \$500,000



We must

- invite the public to a tender



- set up a contract.



There are many rules Casey follows to make procurement fair.



We follow rules about

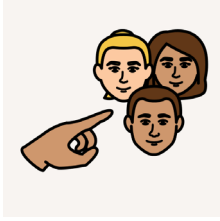
- how tender information is shared



- situations when rules might not apply.



For example, in emergencies.



We follow rules about how to

- fairly choose a supplier



- ***negotiate*** contracts.



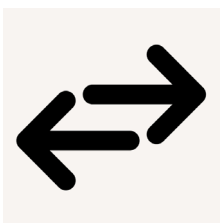
Negotiate means we work with suppliers to agree on contract rules.



We follow rules to check supplier ***insurance*** and paper work.



Insurance is money a supplier pays in case of a legal problem or emergency.

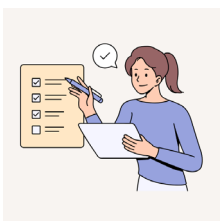


We follow rules to manage

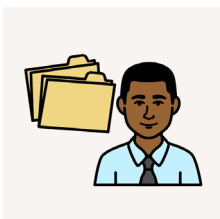
- contract changes



- contract progress.



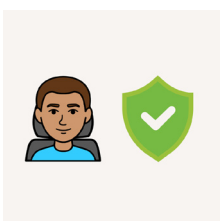
For example, rules to help us check suppliers do what they agreed to.



For contracts over \$10 million, we might use a ***probity officer***.



A probity officer works outside of our team and helps keep things fair.

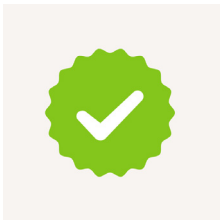


We have rules to protect child safety.

Paying suppliers



We pay suppliers within 30 days of getting their invoice.



Invoices must have all of the correct information before we can pay.



We follow rules about what supplier invoices must include.



For example, purchase order numbers and GST information.

Important roles



All council staff must follow the policy.



Our procurement team keeps the policy up to date.

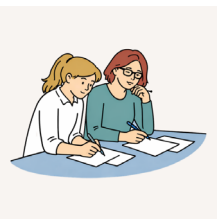


Our CFO and Head of Procurement

- help staff follow the policy



- help staff understand the policy in more detail.



For example, help for staff who might need more information or disagree with it.

Read the full policy



Visit www.casey.vic.gov.au/policies-strategies/procurement-policy

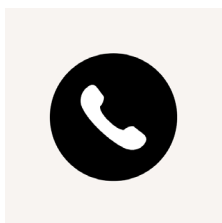
Contact us



Visit www.casey.vic.gov.au



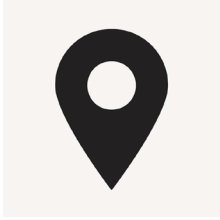
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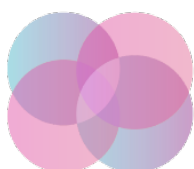
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