PROCUREMENT POLICY

Approval Body:	Council
Endorsement Date:	20 October 2026
Effective Date:	01 January 2027
Council Plan Reference:	The Procurement Policy aligns with the Council Plan's Strategic Outcome 5: High Performing Organisation
Current Version:	2.0 *Council policy documents change, from time to time, and it is recommended that you consult the electronic reference copy on Casey Council's Website to ensure that you have the current version. Alternatively, you may contact Customer Service on (03) 9705 5200.*
Compulsory Review Cycle:	4 years
Review Date:	This policy is subject to ongoing monitoring and review by Council every four (4) years. *It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively.* *Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.*
Responsible Department:	Financial Services
Relevant Legislation:	*Local Government Act 2020*
Relevant Council Documents:	NA
Breaches:	Breaches of the Procurement Policy will be reported to the Executive Leadership Team and Audit and Risk Committee. Appropriate corrective action may be taken in accordance with the Code of Conduct for Employees. Criminal and civil penalties may be imposed if fraud, corruption, bribery or Australian Consumer Laws are breached.
ECM ID:	16757854

1. PURPOSE AND INTENT

Every year, Council buys goods, services and works to deliver services to the community and develop and maintain buildings, parks and other infrastructure.

This Policy is made under the Local Government Act 2020 and applies to all procurement activities at Council. Its purpose is to achieve value for money, promote open and fair competition, and deliver outcomes that benefit the Casey community.

2. SCOPE

This Policy applies to all Council Staff involved in procurement, including employees, contractors, consultants and volunteers. It must be followed before Council enters into any contract or commitment to spend Council funds.

This Policy applies to procurement activities of all values, unless an exemption is approved in accordance with this Policy.

3. DEFINITIONS

Key Term	Definition
Best And Final Offer (BAFO)	A best and final offer (BAFO) is when Council gives a supplier one last chance to improve their offer and submit a final price and final terms, and there is no further negotiation. If Council accepts that offer, it can then become legally binding on both sides.
Commercial In Confidence Information	Information that, if shared, could harm a person's or company's ability to do business (for example, pricing, discounts, or how they do things).
Contract Management	The process of monitoring the performance of a supplier to contract.
Council	Casey City Council.
Council Staff	Any employee of Council, whether permanent, temporary, full-time, part-time or casual, and any volunteer, student, contractor, consultant or anyone who works in any other capacity for Council.
Councillors	The individuals holding the office of a member of Casey City Council.
Emergency	An emergency is something that happens suddenly and needs action straight away, for example: - a natural disaster (like flooding, bushfire or a pandemic) where Council needs to buy goods, services or works immediately to provide relief; - damage at a Council property (like flooding or fire) where Council needs to buy goods, services or works immediately to keep services running; - a key service provider suddenly stops operating (for example, due to bankruptcy) and Council must urgently appoint a replacement to protect public safety; or - any other situation that could put people's lives or property at risk. If something is only urgent because it wasn't planned properly or the timeline is too tight, it doesn't count as an emergency under this Policy.
Evaluation Criteria	The things Council will look at to check proposals meet the requirements and to score/rank them against each other. These criteria will be listed in the tender documents.
Expression of Interest (EOI)	A procurement process where Council invites suppliers to show that they are capable, experienced and suitable to deliver the requirement. An EOI usually does not ask for detailed pricing. It is used to understand the market and to shortlist suppliers for a later stage, such as a tender or quote.
Goods	Things that Council buys, like items, materials, equipment or products. This includes things made in factories, machinery, supplies and items that get used up. Sometimes, goods also cover services such as delivery,

Key Term	Definition
	installation, testing or maintenance, but only when those services come with the goods.
Indigenous Supplier	Indigenous Suppliers are suppliers that undertake commercial activity and are at least 50% Aboriginal or Torres Strait Islander owned, as certified by an independent third party such as Supply Nation.
Local Supplier	A supplier whose primary business address, as recorded in Council's financial system at the time of purchase, is located within the City of Casey.
Probity	Evidence of ethical behaviour and acting honestly and fairly during a process. For Council, this means clearly proving that all procurement activities are open, trustworthy and can stand up to scrutiny. Probity is about acting so that no one can think there is any bias, unfair influence or lack of honesty.
Probity Adviser	Gives independent advice and support to the Procurement team, project manager and Delegates, when needed, about probity matters during the procurement process. They can also help identify potential issues, manage problems before they arise, and suggest possible ways to deal with them.
Probity Auditor	Reviews the procurement process independently and gives an unbiased opinion on whether all the rules, criteria, standards and plans have been followed. They do not give advice or suggest solutions for any probity issues that come up during the process.
Procurement	Procurement means the process of buying goods, services or construction work, to which this Policy applies. It starts when a need is identified and ends when a contract is signed. Procurement **does not** include: - grants issued by Council - investments or divestments - land or property sales or leases - loans - developer contributions or works performed by developers - insurance - payments made in line with statutory/legislative requirements - payments relating to direct employment or employment-like arrangements (e.g. salaries, wages, allowances, superannuation, statutory office holders, and approved secondments)
Procurement Plan	A document completed for Request for Tender processes that sets out how a tender will be conducted, including the procurement method, governance approach and timeframes.
Purchasing	Ordering and paying for goods, services, or construction based on an approved agreement or contract. This includes making purchase orders, confirming receipt of goods or services, and paying invoices.
Purchase Order	A Council-issued document that authorises a supplier to provide goods or services at an agreed price and forms a binding commitment once accepted.
Register	A list of suppliers, established through a public EOI, that have been assessed and approved in advance as meeting Council's minimum requirements to participate in certain procurement activities. Being listed on a Register does not guarantee work. It allows Council to invite only pre-qualified suppliers to quote or tender. The membership of a Register can be refreshed periodically.
Services	Jobs, tasks, or work carried out for Council by a supplier or contractor, such as professional, technical, consultancy, maintenance, operational or advisory work. The main result is an action or outcome, not the delivery of

Key Term	Definition
	physical goods or building projects. Sometimes, services might include goods if they are only a small part of providing the service.
Small to Medium Enterprise	A business employing less than 200 people.
Social Enterprise	A business that trades to achieve a social, environmental or community benefit and reinvests most of its profits to support that purpose. Social Enterprises may support outcomes such as job creation for disadvantaged groups, environmental sustainability or community development.
Specification	A document that sets out Council's requirements for goods, services or works so suppliers understand what is to be delivered and how it will be assessed. Specifications should focus on outcomes and performance where possible and must not unfairly limit competition.
Two-Step Procurement Process	This involves shortlisting suppliers typically through a public Expression of Interest process, followed by a tender or quote process seeking detailed proposals from the shortlisted suppliers.
Value For Money	The best overall outcome when price, quality, risk and sustainability are considered together. Value for Money is assessed over the full life of the goods, services or works, not just the upfront purchase cost.

4. POLICY

4.1. Procurement Principles

When conducting procurement, Council commits to:

- Obtaining value for money;
- Promoting open and fair competition;
- Advancing economic, environmental and social objectives; and
- Acting with integrity, probity and accountability.

4.2. Obtaining Value for Money

Council will consider financial and non-financial costs and benefits of a contract, including but not limited to:

- Quality;
- Fitness for purpose;
- A supplier's relevant experience and past performance;
- Innovation and adaptability over the life of the contract;
- Economic, environmental and social benefit; and
- Whole of life costs.

4.3. Environmental Sustainability

Council Staff **must** consider environmental sustainability in every procurement, balancing this with value for money, quality, risk and service needs.

Environmental sustainability should be considered when the Specification of the purchase is prepared. This is the best point to test sustainability options, market capability and value for money.

When preparing a Specification, Council Staff should be testing:

- if the requirements can be reduced or just avoided by delivering the outcome in another way;
- the need for cost-effective requirements, by considering whole life costs, including installation, running costs and disposal costs;
- the extent to which requirements consider environmental issues (if applicable); and
- how the requirements can be defined to reduce, reuse and recycle.

Council Staff **must** apply a Sustainability evaluation criterion of **at least 10%** in the evaluation of tenders, unless the requirement is waived by the Procurement team with documented justification.

4.4. Local and Social Procurement

Council will seek to create opportunities to include Local Suppliers and contribute to positive social outcomes through Council procurement processes.

Council Staff **must** consult the Casey Business Directory[1] whenever seeking quotations to see if one or more Local Suppliers exist that can provide the required goods and services. Council will include a **mandatory** Local Benefit evaluation criterion in all tender processes, unless the requirement is waived by the Procurement team with documented justification. Tenderers will need to demonstrate how their proposal will deliver:

i. **Local job creation** – hiring local workers or apprentices, especially for project delivery;

ii. **Use of local suppliers and subcontractors** – engaging nearby small-to-medium enterprises for materials, services, or specialist trades;

iii. **Investment in local skills and training** – apprenticeships, traineeships, or upskilling programs for the local workforce;

iv. **Keeping money circulating locally** – spending within the region, supporting local businesses and services;

v. **Supporting social enterprises or Indigenous businesses** – creating broader community and social value;

vi. **Use of local materials or manufacturing** – sourcing goods produced within the region where feasible;

vii. **Community initiatives and contributions** – sponsorships, partnerships, or programs that benefit the local community.

Councillors will receive regular reporting on contracts awarded to Local Suppliers.

Council will support Local Suppliers, Social Enterprises and Indigenous Suppliers in participating in Council procurement processes through initiatives such as information and training sessions.

4.5. Collaborative Procurement

Council actively seeks opportunities for collaborative procurement to improve outcomes, maximise savings and benefits, share better practices and achieve enhanced value for money outcomes for the community.

Council will consider whether spend categories or planned public tender processes contain opportunities for collaboration. It will pursue a collaborative procurement approach if it can achieve a value for money outcome.

Collaborative procurement may include working with other Councils to conduct a procurement together or using another organisation's Panel, Register or contract arrangement including but not limited to those established by State Government, Federal Government, Municipal Association of Victoria (MAV), Procurement Australia (PA) or like entities.

4.6. Procurement Best Practice

Council procurement is supported by strong governance and best practice procurement processes that allow Council to make procurement decisions that:

- Use public resources efficiently, economically and ethically;
- Facilitate accountable and transparent decision making;
- Encourage competition and are non-discriminatory;

[1] https://businessincasey.com.au/casey-business-directory

- Encourage appropriate engagement with risk;
- Are proportional to the scale and scope of a requirement; and
- Allow for continuous improvement and innovation.

a. Responsible Financial Management

i. Council Staff must spend Council money carefully and responsibly, following the rules and values of this Policy.

a. To determine the correct procurement method, Council staff must estimate the **total expected value** of the contract. This must include GST, extension options, and the full period the goods, services or works are required.

ii. Before making a purchase, Council Staff need to ensure there is approved budget for it and seek the Delegate's approval to spend the money. Delegates can approve expenditure within their financial delegation. Council Staff must treat allocated budgets as confidential.

iii. Council Staff must not break up purchases into smaller amounts to avoid undertaking a procurement process in line with the thresholds provided at Section 5 of this Policy.

iv. Council will look for opportunities to aggregate spending and conduct a Public Tender where there is likely to be significant spend across Council with the same supplier, or for the same services.

b. Procurement Planning

When planning a procurement, Council Staff must engage with the Procurement team to:

- Confirm the procurement approach, including assessing whether there are opportunities for innovation and collaboration;
- Clearly define the procurement objectives; and
- Accurately estimate the value of the procurement and confirm funding arrangements.

i. Developing Specifications

Before starting a procurement process, Council Staff must specify in writing in a Specification what is to be purchased. In doing this, they must:

- Be fair and unbiased;
- Clearly describe what is required, focusing on how it must perform and function;
- Encourage the use of standard products;
- Make sure economic, environmental and social goals are considered; and
- Avoid unnecessary or overly strict requirements.

ii. Establishing Evaluation Criteria

Evaluation criteria must be established and documented before approaching the market and must be included in the request documentation.

iii. Assessing Procurement Risk

Council Staff must assess and manage the risks associated with each procurement.

Prospective suppliers must hold the insurances and meet the risk requirements listed in the request documents. Successful suppliers must maintain these insurances and certifications for the full term of the contract.

5. THE PROCUREMENT PROCESS

The complexity of procurement process that must be followed by Council Staff depends on the **total expected value** of a purchase or contract, as shown below:

TABLE 1: MANDATORY PROCUREMENT THRESHOLDS AND REQUIREMENTS

Total Expected Value (including GST)	Procurement Method	Documentation Requirement
$0 - $50,000	Obtain 1 quotation (check Casey Business Directory for Local Suppliers) **OR** Use a Panel	Council Officer to issue a Purchase Order or City of Casey Contract for more complex purchases
$50,001 - $200,000	Obtain 2 written quotations (check Casey Business Directory for Local Suppliers) **OR** Use a Panel	Council Officer to issue a Purchase Order or City of Casey issued Contract for more complex purchases
$200,001 - $500,000	Invited Tender with a minimum of 3 suppliers by the Procurement team **OR** Use a Panel	Procurement to issue a City of Casey Contract
>$500,000	Public Tender by Procurement team **OR** Use a Panel	Procurement to issue a City of Casey Contract

a) All Council Procurement is subject to the requirements above, unless exempted in accordance with Section 5.3.

b) The requirement to run a Public Tender can be met by using a Two-Step Procurement process as defined in this Policy.

c) All procurements must have a corresponding Purchase Order raised in Council's procurement system, unless they are for goods or services exempted from Purchase Order in this Policy under Section 7(b).

5.1. Use of Third-Party Contracts, Panels and Registers

a) Council may use third-party contracts, panels or registers to meet the requirements in Table 1 of Part 5. This includes arrangements set up by other councils (including a Special Purpose Vehicle), State or Federal Government, or organisations such as MAV Procurement and Procurement Australia, provided that the relevant Contract, Panel or Register arrangement was established via a Public Tender or a Public Expression of Interest process and that it represents value for money.

b) If using an existing Panel, Council staff must buy according to the panel rules specific to that panel, including using the required order form or getting multiple quotes where required.

c) If using a Register, Council Staff must get quotes or tenders from suppliers on that Register, in line with the **total expected value** of the purchase.

5.2. Public Tenders

a) Council announces public tenders via a Request for Tender (RFT) advertised on TenderLink.

b) Interested suppliers must sign up with TenderLink to download documents and submit their tender. Council only accepts tender submissions through TenderLink. Interested suppliers can register on TenderLink for free at tenderlink.com/casey/.

c) All tenders from potential suppliers must be received in the required format by the date and time specified in the request documentation.

d) Late tenders will not be accepted, except under genuine exceptional circumstances outside of the tenderer's control, to ensure procedural fairness and integrity.

5.3. Exemptions From Competitive Procurement

Council recognises that exemptions from standard procurement requirements can apply in some circumstances and may engage a single supplier without seeking competitive offers without prior approval only for:

a) Emergencies, as defined in this Policy (refer Section 3, definition of 'Emergency');
b) Insurance and mutual liability arrangements;
c) Statutory fees, regulated charges;
d) Legal services;
e) Works of art and performers;
f) Advertising services.

An exemption from competitive procurement can be sought with justification and prior approval for the following:

Table 2: Procurement Policy Exemptions

Sole supplier / no effective competition	Proprietary software and/or support from the original vendor, patented equipment or products, exclusive distributor arrangements, compatibility requirements, utility connection or utility maintenance services where only the utility owner can carry out works, arrangements with State or Federal Government bodies or statutory utility authorities, subscriptions or memberships, or where only one supplier can genuinely meet the need. Only applies where market analysis demonstrates there is no reasonable alternative.
Short-term extension of an existing contract	Short interim extensions while a replacement tender is being finalised, provided the extension is limited, justified, and still value for money.
Follow-on work with the original supplier where switching is impractical or uneconomic	Continuation of specialist consulting or software licensing and/or implementation where there would be material duplication cost, technical inconsistency, transition risk, or loss of intellectual continuity. This is applicable only where the additional scope is genuinely linked to the original engagement and value for money is demonstrated.
Specific Council exemptions	Purchases made directly with Traditional Owners to understand Aboriginal cultural and land management considerations, per the Aboriginal Heritage Act 2006.

All exemptions must:

- Be assessed by the Head of Procurement and approved by the relevant Delegate as defined in Council's Instrument of Delegation; and
- Justified and documented using the approved exemption process for approval, monitoring, reporting and auditing purposes.

Council Staff should note that an exemption only removes the need for a competitive quotation or tender process. All other procurement requirements still apply, including approvals and required documents such as a Specification and a written contract.

All approved procurement exemptions will be reported to Council's Executive Leadership Team and Audit and Risk Committee.

5.4. Evaluation of Tenders

Council is committed to ensuring a fair, consistent, and transparent approach to the evaluation of tenders. To uphold these principles:

- Late tenders will not be accepted, except under genuine exceptional circumstances outside of the tenderer's control, to ensure procedural fairness and integrity.
- Tender evaluation criteria and weightings will be documented and approved before a Request for Tender is issued to ensure transparency and consistency in assessment.
- An Evaluation Panel will be established for each tender process. The panel will assess submissions objectively against the pre-determined evaluation criteria.
- All Evaluation Panel members must complete a Conflict-of-Interest declaration before commencing any evaluation activities. Identified conflicts will be managed in

accordance with Council's policies and procedures.

- The evaluation process will be conducted in a manner that is robust, unbiased, and able to withstand internal and external scrutiny.
- A Probity Adviser independent to the procurement should be engaged for complex, high-value or high-risk procurements, particularly those exceeding $10 million.

Council Staff must not approach or discuss offers with tenderers during the evaluation period. Only the Procurement team is authorised to contact tenderers to seek clarification of any ambiguous or unclear parts of a proposal.

Councillors are not permitted to participate in tender evaluation processes.

5.5. Negotiations

Council may negotiate with tenderers to finalise contract terms and achieve the best outcome. Shortlisted suppliers may be invited to negotiate further and submit a best and final offer (BAFO).

Council will ensure the process remains fair and does not disadvantage other suppliers or affect the integrity of the competition.

5.6. Contract Award

Council records the evaluation and any negotiation outcomes and obtains approval from the appropriate Delegate before awarding a contract.

Before work starts, the successful supplier must provide any required insurances and security, such as a bank guarantee. Council generally only accepts bank guarantees, with retention of funds approved only in limited cases.

Work must not start until a contract signed by both parties is in place, unless early works are approved under a Letter of Intent in limited circumstances and in consultation with Procurement.

After the contract is signed, unsuccessful suppliers may request a debrief. Council will provide feedback but will not share pricing details or information about other submissions or suppliers.

5.7. Contract Extensions and Variations

All contract extensions and variations must be documented, with clear reasons to support transparency and accountability and approved by the relevant Delegate, in line with Council's Contract Management Framework.

Council will only approve a contract extension where the contract allows for an extension (or as mutually agreed) and there is a clear business need.

Before submitting a contract extension for approval, Contract Managers must confirm that it:

- continues to provide value for money;
- is cost-conscious;
- reflects supplier performance, price, risk and current market conditions.

Extensions must not be used to delay planned procurement, avoid competition, or compensate for poor performance.

Any modification made to the original terms and conditions of a contract must be formalised through a Deed of Variation or Letter of Variation.

Council will only approve contract variations that are allowed under the contract and still fit within the original scope.

Before submitting a contract variation for approval (or authorising a variation within an approved contingency), Contract Managers must:

- clearly explain why the change is needed; and
- be cost-conscious by checking that prices are reasonable, necessary, and represent value for money.

Variations must not be used to avoid going back to the market or to give a supplier an unfair advantage. Contract Managers must consider the impact on cost, timing, risk, and service delivery, obtain the right approval before the change is made, and record the decision so it is clear and auditable.

5.8. Contract Management

Council manages contracts to ensure that it receives the required quality and quantity as agreed with the supplier in the Contract document. This includes:

- checking that Council and the supplier meet their responsibilities under the contract;
- making sure insurances are kept up to date and compliance obligations are met; and
- identifying issues or performance problems early and taking steps to address them.

Council Staff must proactively manage contracts in accordance with Council's Contract Management Framework.

6. INTEGRITY, PROBITY AND ACCOUNTABILITY

In relation to all procurements, Councillors and Council Staff must:

a) Comply with this Policy, published procurement processes and associated procedures;
b) Act ethically and with the highest integrity;
c) Declare any conflicts of interest;
d) Treat suppliers with equity and fairness;
e) Not seek or receive personal gain or benefit and comply with the *Code of Conduct for Employees and Gifts, Benefits and Hospitality Policy for Council Officers*;
f) Protect the integrity and confidentiality of the procurement process, including budget information (unless this is critical to the sourcing approach), tenders received, details of the tender evaluation process and all Commercial in Confidence information; and
g) Account for all decisions by documenting processes followed and key decisions made.

Council Staff may refer to the *Public Interest Disclosures Policy* for more information on disclosing information which enables the prevention of fraud and corruption.

Council will not procure goods, services or works from businesses owned by Council Staff or their immediate families.

Council will not accept tenders or quotations from businesses owned by former Council Staff for a period of **six (6) months** after the former Council Staff member has ceased their employment with Council.

6.1. Probity

Council must appoint a Probity Adviser independent to the procurement for all tenders above $10 million, or as requested by the Chief Executive Officer, or if a procurement is high-risk or sensitive. A Probity Auditor may be engaged if required.

Maintaining a fair and ethical procurement process is the responsibility of every Council staff member involved. Using a Probity Adviser or Probity Auditor supports the process, but does not remove or replace staff responsibility for ensuring the procurement is conducted in line with probity principles.

6.2. Accountability and Quality Assurance

Council staff must keep clear and accurate records for each procurement. This includes documenting the business need, the process followed, how value for money was considered, and all relevant approvals and decisions.

Council Staff must keep written evidence of agreements with suppliers, such as signed contracts or Purchase Orders, and keep copies of all invoices and receipts in line with Council's *Information Management Policy*.

Council manages risk through oversight, clear accountability, and internal controls, such as regular reviews, exception reporting, and audits. Risk is a key consideration in all procurement activities, and appropriate measures will be put in place to manage and reduce risk in procurement processes.

6.3. Child Safety

Council has a zero-tolerance approach to child abuse and is committed to creating and maintaining a child safe and child-friendly organisation where all children are valued and protected from abuse and/or harm.

As a Child Safe organisation, Council reviews all contractors that may direct or incidental contact with children and/or young people. This is to ensure that all contractors are aware of child safeguarding practices, which result in children and young people being kept safe from harm and/or abuse. Child safety compliance requirements will be included in the relevant contract with Council.

7. PAYMENTS TO SUPPLIERS

Council will make payments to suppliers within 30 days of receipt of a correctly rendered invoice, or in accordance with the relevant Contract's terms and conditions.

a) A correctly rendered invoice must include enough information to clearly determine:
   - i. that the document is intended to be a tax invoice;
   - ii. the supplier's identity;
   - iii. the supplier's Australian business number (ABN);
   - iv. the buyer's identity (i.e. City of Casey) and/or ABN;
   - v. a City of Casey-issued Purchase Order number;
   - vi. the date the invoice was issued;
   - vii. a brief description the goods or services supplied (e.g. materials and labour) and the price; and
   - viii. the GST amount payable, if any.

b) Suppliers must include a Council-issued purchase order number on their invoices, unless the purchase is from one of the following exempted expenditure categories:
   - i. Payments made in line with statutory/legislative requirements;
   - ii. Issuing of Grants;
   - iii. Engagement of employees;
   - iv. Superannuation;
   - v. WorkCover;
   - vi. Payroll deductions;
   - vii. Investments/term deposits;
   - viii. Sundry refunds;
   - ix. Fire Services Levies;
   - x. Mayoral and Councillor allowances and expenses;
   - xi. Property purchases;
   - xii. Warranty renewals;
   - xiii. Leases;
   - xiv. Legal services;
   - xv. Store card or purchase card purchases;
   - xvi. Staff reimbursements – payments directly to staff;
   - xvii. Utility bills;
   - xviii. Authorised purchasing transactions made through a Corporate Credit Card; and
   - xix. Refunds of bonds and customer council rates.

8. KEY LEGISLATIVE REQUIREMENTS

The key legislative requirements for this Policy include the *Local Government Act 2020, Modern Slavery Act 2018 and Worker Screening Act 2020.*

Council will comply fully with the *Competition and Consumer Act 2010* and other fair-trading legislation applicable to its operations. Council is committed to ensuring the protection and promotion of competition and to averting:

a) Restrictive trade practices, including price fixing;
b) Market sharing, anti-competitive agreements, exclusive dealing and misuse of market power;
c) Inaccurate communication or promotion (including misleading or deceptive conduct, false claims and unsubstantiated predictions); and
d) Unconscionable and unfair business practices.

9. RELATED POLICIES AND PROCEDURES

Council Staff must comply with the published procurement processes and all other Council policies, including but not limited to:

- Gifts, Benefits and Other Hospitality Policy for Council Officers
- Code of Conduct for Employees
- Councillor Code of Conduct
- Risk Management Policy
- Child Safe Policy
- Information Management Policy
- Sustainability Plan
- Public Interest Disclosures Policy
- Corporate Store Card Policy
- Corporate Cards Policy
- Investment Policy

10. RESPONSIBILITIES

Council Staff	Responsible for compliance with this Policy and the published procurement processes.
Procurement	To review and implement this Policy.
CFO, Head of Procurement	Responsible for the enforcement of this Policy and may be asked to clarify the interpretation of this Policy if an aspect of it is unclear or in dispute.

11. BREACHES

Breaches of the Procurement Policy will be reported to the Executive Leadership Team and Audit and Risk Committee for review. Appropriate corrective action may be taken in accordance with the Code of Conduct for Employees. Criminal and civil penalties may be imposed if fraud, corruption, bribery or Australian Consumer Laws are breached.

12. DOCUMENT HISTORY

Date approved	Change Type	Version	Next Review Date
14 December 2021	Local Government Act 2020 - updated tender thresholds.	1.1	14 December 2025
15 December 2022	Update to Request for Quotation threshold and conditions for exemption from Mandatory Procurement Threshold Requirements.	1.2	15 December 2026
TBA	TBA	1.3	TBA