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# Cessnock City Council Procurement Policy

Date Adopted **26/09/2022** Revision: **8**

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## 1. POLICY OBJECTIVES

1.1. The objectives of this policy are to:

- 1.1.1. Establish principles to ensure the most cost effective and efficient methods are used In the Procurement of goods, works and services;
- 1.1.2. Ensure Council Officials are aware of their responsibilities when undertaking Procurement activities.
- 1.1.3. Ensure that Council is conducting its Procurement activities in a socially, economic and environmentally sustainable way that provides value for money, the best possible outcomes for the community and the environment in accordance with Council's Community Strategic Plan.

## 2. POLICY SCOPE

2.1. This policy applies to entering into a Contract or Quotation, whether through a Contract or Quotation agreement and/or a Purchase Order. The process for entering into an agreement to procure goods, works or services and the subsequent purchasing activity is covered under the Procurement Guidelines and Procurement Procedures.

## 3. POLICY STATEMENT

3.1. Council is committed to providing a Procurement system that complies with the requirements of the *Local Government Act 1993* (NSW) (**the Act**) (in particular section 55), the *Local Government (General) Regulation 2021* (NSW) (**the Regulation**), industry and internal performance standards, and codes of practice. Council is committed to the principles for Procurement outlined in clause 4 and as a result, this policy and associated procedures have been drafted to commit to the following:

- 3.1.1. Ensure the process is open, fair, transparent and consistent and in accordance with Council's Code of Conduct and all appropriate policies and procedures.
- 3.1.2. Ensure audit advice and relevant Independent Commission Against Corruption recommendations (**ICAC**) are considered.
- 3.1.3. Encourage competitive Procurement of goods, works and services, and to maximise the value to the community.
- 3.1.4. Ensure that funds are spent effectively and economically by taking into account price and non-price factors.
- 3.1.5. Ensure records are maintained of the Procurement process to demonstrate value for money, probity and transparency.
- 3.1.6. Ensure segregation of duties is embedded in the requisitioning, approval and payment functions.

## 4. PRINCIPLES FOR PROCUREMENT

### ***Responsible Financial Management***

4.1. The principle of responsible financial management is noted in section 8B of the Act and is to be applied to all Procurement activities. Council funds are to be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the cost of the Procurement process without compromising any of the Procurement principles set out in this policy.

## **Probity**

- 4.2. Council expects suppliers to conduct their business with Council in an ethical manner. Suppliers should be aware that they may be subject to public scrutiny by bodies such as ICAC, and equally may be afforded protections under the *Public Interest Disclosure Act 1994 (NSW) (PID Act)*.
- 4.3. Information in Tenders and Quotations, including the price, may be contained in the Council agenda paper, as well as on Council's website and therefore be a public record in accordance with the *Government Information (Public Access) Act 2009 (NSW) (GIPA Act)*. Information relating to the actual assessment will be regarded as 'commercial in confidence' and will be treated as confidential. However, the information may still be available for release pursuant to the GIPA Act.

## **Modern Slavery**

- 4.4. Council commits to complying with its obligations under the *Modern Slavery Act 2018 (NSW)* and have effective procedures in place to ensure that the Procurement of goods and services Council undertakes is not the product of Modern Slavery.
- 4.5. Council will undertake ongoing due diligence to minimise or eliminated the risk of Modern Slavery occurring including, but not limited to, promoting awareness of how to identify and combat Modern Slavery, conducting an annual risk assessment of all suppliers and publishing in Council's annual report information on actions taken to address issues in relation to Modern Slavery.
- 4.6. Council will not participate in any Procurement with a supplier that is found to be engaged or engaging in Modern Slavery.

## **Value for Money**

- 4.7. Procurement activities are to be carried out on the basis of obtaining value for money. This means minimising the total cost of ownership over the lifetime of the good or service consistent with acceptable quality, reliability, safety and delivery consideration.
- 4.8. Contracts will be sized and packaged with a view to maximising the economies available through the Quotation/Tender process whilst ensuring the scale is reflective of the needs of Council. This will ensure Council can receive the benefits of scale, enhance competition due to a more attractive proposition, whilst ensuring Council procures only what is required.
- 4.9. Council is committed to ensuring funds are spent effectively and economically by taking into account both cost and non-cost factors including:
  - 4.9.1. Contribution to Council's Community Strategic Plan and Council's objectives.
  - 4.9.2. Non-cost factors such as fit for purpose, quality, after sales service and support, sustainability principles, legislative compliance by suppliers, safety, availability and delivery time.
  - 4.9.3. Cost-related factors including whole-of-life costs and transaction costs associated with the purchase, utilisation, maintenance and disposal of the goods, services and materials.
  - 4.9.4. Council may elect not to accept any Tenders and consider not proceeding, re-Tendering or negotiating if it is in the best interest of Council to do so.
  - 4.9.5. Council shall investigate opportunities for Social Procurement which can deliver economic and social value, above and beyond the value of the goods or services being procured.

## 5. SUSTAINABILITY PRINCIPLES

- 5.1. Council will apply the principles of quadruple bottom line, including the principles of Ecologically Sustainable Development (**ESD**) and good governance through sustainable purchasing. Relevant quadruple bottom line criteria will be reflected as part of the evaluation criteria. By making sustainable purchasing decisions, Council is operating in accordance with the principles for local government as defined in Chapter 3 of the Act.

### ***Economic Considerations***

- 5.2. Council will incorporate 'whole of life' costing into Procurement decisions, looking beyond purchase to maintenance, operation and disposal costs. Council will minimise the number of purchase orders raised, taking into account choice of products, packaging, handling, spoilage, quality control, sustainable materials, availability for recycling and disposal.

### ***Local Preference***

- 5.3. Best value for money does not always mean lowest price. Council's functions contribute to the economic success of the Cessnock Local Government Area and Council expends considerable amounts annually on local economic development. Council prefers to buy from local suppliers and contractors where possible, as this supports Council's local economic development initiatives.

### ***Aboriginal and Torres Strait Islander Suppliers***

- 5.4. Council will provide direct and indirect Procurement opportunities to Aboriginal and Torres Strait Islander suppliers of goods and services locally. This commitment is aligned with current Commonwealth and State Government legislation to increase the use of Aboriginal and Torres Strait Islander suppliers which has a direct positive impact on Aboriginal and Torres Strait Islander business growth and employment.
- 5.5. Council will explore opportunities to add Aboriginal and Torres Strait Islander suppliers to Council's Contracts panel and explore opportunities to support the capacity of Aboriginal and Torres Strait Islander suppliers.

### ***Australian Disability Enterprises***

- 5.6. Council will explore opportunities to provide direct and indirect Procurement opportunities to Australian Disability Providers (**ADEs**) that supply goods and services locally. ADEs play an important and valuable role in providing supported employment opportunities to people with disability.
- 5.7. Council will explore opportunities to add ADEs to Council's Contracts panel and explore opportunities to support the capacity of suppliers that employ people with disability and/or organisations that support access and inclusion.

### ***Environmental Considerations***

- 5.8. Council will identify the environmental opportunities, risks and impacts of Council's Procurement decisions.
- 5.9. Where appropriate, Procurement decisions should incorporate principles of environmental sustainability, such as:
- 5.9.1. eliminate inefficiency and unnecessary expenditure,
  - 5.9.2. minimise waste,
  - 5.9.3. save water and energy,

5.9.4. further stimulate the demand for sustainable products, and

5.9.5. play a leadership role in advancing long term social and environmental sustainability.

### **Governance Considerations**

5.10. Council will actively seek efficiency and effectiveness in the Procurement process, minimising costs to Council, suppliers and service providers.

5.11. Council will act in the public interest by ensuring payments are made on time, in accordance with agreements or Council policies.

## **6. WORK HEALTH AND SAFETY AND RISK MANAGEMENT**

6.1. Based on the Australian and International Risk Management Standard AS/NZS ISO 31000:2018, the Risk Management Framework provides the foundation for integration of risk management into all Council's policies, processes and activities.

6.2. Procurement practices will be subject to periodic review and assessment by the respective risk owner and by Council's internal auditor.

6.3. Procurement decisions and controls should be guided by an assessment of the risk-weighted consequences of various options.

## **7. PROCUREMENT REQUIREMENTS**

7.1. The table below outlines the appropriate Procurement thresholds based on the approximate value of the contract or goods, works or services required.

<b>Purchase Value (Inc. GST)</b>	<b>Process</b>	<b>Quotation Type</b>
\$0 to \$15,000	1 x Quote required	Preferably written Quotation, verbal Quotation accepted as well.
\$15,001 to \$50,000	2 x Formal Quotes with specifications required	(Quotation Number Required) Written Quotation required via Vendor Panel
\$50,001 to \$100,000	3 x Formal Quotes with specifications required	(Quotation Number Required) Written Quotation required via Vendor Panel
100,001 to \$250,000	3 x Formal Quotes with specifications required (Selected or EOI)	(Quotation Number Required) - Written Quotation required EOI - written Quotation required preferably via Vendor Panel
\$250,001 and above	Prescribed agency purchase or Tender in accordance with the Act and Regulations	(Tender Number Required) Formal Tender Process or access third party contracts  Refer to Procurement Team for Guidance

### **Quotations**

- 7.2. The assessment of Quotations will be objective, consistent, documented, transparent and undertaken in accordance with Council's Procurement Guidelines.
- 7.3. Council will only accept one Quotation from each supplier. Suppliers will not be given an opportunity to re-Quote for the supply of goods and services unless the scope of work changes.
- 7.4. Council utilises VendorPanel as the methodology for seeking Quotes.

### **Tendering**

- 7.5. Tenders will be called in accordance with section 55 of the Act, the Regulation, the NSW Office of Local Government Tendering Guidelines and Council's Procurement Guidelines approved by the General Manager.
- 7.6. Whilst a formal Tendering process is not required for purchases under \$250,000, a formal Tendering process can be utilised for any purchase under the threshold. This is advisable in the following situations:
  - 7.6.1. The purchasing amount is close to \$250,000.
  - 7.6.2. The goods or services are of significant public interest.
  - 7.6.3. The purchase may be considered to be controversial or contentious.
  - 7.6.4. The Procurement process is complex.
  - 7.6.5. The expected price of Procurement is unknown.

### **Declared Natural Disaster Expenditure to Assist Council with a Response**

- 7.7. Pursuant to reg 170A of the Regulation, Council is not required to Tender prior to entering into a contract with a value of less than \$500,000, where the contract:
  - 7.7.1. is primarily for the purpose of response to or recovery from a Declared Natural Disaster, and
  - 7.7.2. is entered into within 12 months after the date on which the Natural Disaster is Declared.

### **Prescribed Agencies**

- 7.8. Section 55 of the Act provides Council with an exemption from the requirement to call Tenders for the provision of goods, materials and services worth more than \$250,000 where such items are available under Contract by prescribed authorities. Council will support the use of prescribed agency Contracts where considered appropriate.
- 7.9. The following agencies are prescribed within reg 163(1A) of the Regulation for the purposes of section 55(3)(a) of the Act:
  - 7.9.1. The Trustee for LGP (LGA NSW) Trust & the Trustee for LGP (SA NSW) Trust, trading as Local Government Procurement Partnership (ABN 34 578 553 267), and;
  - 7.9.2. Procurement Australasia Ltd (ABN 45 058 335 363)
- 7.10. Council will support the use of regional Tenders and agreements for the acquisition/or sale of goods, and services under the Regional Procurement Initiative®, a division of Arrow Collaborative Services, where value for money can be achieved.

## **General Manager Delegation**

- 7.11. After Tenders have been invited and evaluated according to legislative requirements, the General Manager can, under delegated authority, accept such Tenders, except for the following:
- 7.11.1. Tenders to provide services currently provided by members of staff of Council.
  - 7.11.2. Any Tender which binds Council for a period exceeding the current elected term of Council, and where the value of the Tender exceeds \$1 million.
  - 7.11.3. Any Tender for a service or project which is not in an approved Operational Plan or does not have a resolution of approval by the elected Council.
- 7.12. Tenders noted in clauses 7.11.1 - 7.11.3 above must be referred to the elected Council for consideration and acceptance.
- 7.13. A monthly briefing note summarising all Tenders accepted under delegated authority by the General Manager during the previous period shall be provided to the elected Council.

## **8. PURCHASING METHODS**

### **Purchase Orders**

- 8.1. Council will issue a purchase order number for approved purchases. Suppliers are expected to co-operate by quoting the purchase order number on invoices. Council may not pay invoices where an approved purchase order number is absent.
- 8.2. Purchase order variations which exceed \$10,000 will need to have approval by the relevant Director. Variations under this amount will need to be approved by a Council Official with the appropriate financial delegated authority.
- 8.3. Invoices which exceed the goods receipt by more than 10% will be returned to the appropriate Council Official for further approvals under their sub-delegations.
- 8.4. Goods and/or services that may be exempt from requiring a purchase order include, but not limited to;
- 8.4.1. statutory payments,
  - 8.4.2. payments of utilities,
  - 8.4.3. employee reimbursements,
  - 8.4.4. loans and investments,
  - 8.4.5. payments relating to mayoral donations, fundraising payments and grants, and
  - 8.4.6. maintenance activities for buildings and / or facilities owned by Council as there is a current Contract in place for building maintenance and the works are generated by Council's Customer Request Management System.

### **Petty Cash**

- 8.5. Petty cash will be used to meet the need for the Procurement of small incidental goods and urgent situations. Payment method of petty cash purchases shall be by cash or electronic funds transfer and will be at the discretion of the Operations Accountant.

### **Credit Cards**

- 8.6. The use of corporate credit cards must be done in accordance with Council's Corporate Credit Card Protocol.

### **Fuel Card**

- 8.7. The use of Council fuel cards will only be used for the purchase of fuel for Council vehicles, in accordance with Council's Procurement Guidelines.

### **Fleet, Plant and Equipment**

- 8.8. The Procurement of plant and equipment is based on a plant replacement internal schedule and is to be undertaken in accordance with this policy and in accordance with Council's plant and equipment procedures.
- 8.9. The Procurement of passenger vehicles will be undertaken in accordance with this policy.

## **9. PROBITY *Conflict of Interests***

- 9.1. Under the Code of Conduct, all Council Officials have an obligation to disclose potential or actual conflict of interests.
- 9.2. Any declared potential or actual conflict of interest in a Contract, must be declared and managed in accordance with Council's Code of Conduct.
- 9.3. Individuals and advisors may be removed from involvement in the process where the conflict cannot be otherwise managed.

### ***Prohibition of 'Bid Shopping'***

- 9.4. Council shall not use Quotation solicitation/negotiations as an opportunity to trade-off tenderer or Quotation prices against other suppliers' prices in order to obtain lower prices. This practice, known as 'bid shopping', is prohibited. Council can however negotiate solely with the vendor that provided the strongest bid.

### ***Business Ethics***

- 9.5. Council shall at all times follow the key principles and requirements set out in Council's Statement of Business Ethics available on Council's website.

### ***Improper Advantage and Anti-competitive Practices***

- 9.6. Canvassing of Council Officials (other than Council's nominated contact Project Officer specified for the Tender process) at any stage of the Tender process will be deemed an unacceptable practice and will result in the applicant being disqualified.
- 9.7. Tenderers cannot be involved in defining the need, specifications, evaluation criteria or estimates of the Contract or Quotation.

### ***In-house Tendering***

- 9.8. In the event of a Council business unit lodging an in-house Tender submission, as part of an open Tender process, the relevant Business Unit Manager and Director shall, prior to the commencement of the Tender ensure:
- 9.8.1. To separate and clearly define the roles of Council undertaking the Tender submission from those undertaking the Tender preparation and assessment;
- 9.8.2. To separate chains of management decision-making and reporting for those involved are established; and
- 9.8.3. The in-house Tender will be treated as if it is an external Tender to ensure all Tenders are treated consistently. The policy will be applied accordingly.



## 10. ROLES AND RESPONSIBILITIES

### ***Council Officials***

- 10.1. Ensure any Procurement activities for which Council is responsible are undertaken in accordance with this policy and associated guidelines and procedures.
- 10.2. Only participate in the Tendering process if you have delegated authority to do so.
- 10.3. To report to the Procurement team any suspected breaches of the policy.
- 10.4. To set an example by complying with this policy and associated guidelines and procedures in relation to all Procurement activities.

### ***Finance Business Unit***

- 10.5. Oversee purchase orders raised for Procurement, undertake compliance checks where appropriate, and oversee strategic procurement of goods.

### ***Team Leader Contracts and Tendering***

- 10.6. Monitor implementation of this policy and its related procedures and guidelines.
- 10.7. Advise and report on compliance or non-compliance with this policy and its related procedures and guidelines to the Executive Leadership Team on a monthly basis.
- 10.8. Provide guidance and support to Council Officials undertaking Procurement as outlined in the Procurement Guideline.

### ***Managers***

- 10.9. Make sure all Procurement undertaken by their Business Unit complies with the principles of probity and requirements of this policy.
- 10.10. Make sure the Project Officer complies with legislative, policy and procedural requirements when undertaking Procurement and Tendering.
- 10.11. Make sure Project Officers have relevant training, skills and are suitably qualified in the area of Procurement and Contract administration.
- 10.12. Ensure the Team Leader Contract and Tendering is consulted all throughout the Procurement process and informed of any concerns, issues or disputes in a timely manner.

### ***Executive Leadership Team***

- 10.13. To lead Council Officials in their understanding of and compliance with this policy and associated procedures and principles, and ensure probity principles and requirements are met.
- 10.14. To provide resources to develop, implement and review this policy, guidelines and procedures.
- 10.15. Take appropriate action in response to instances of non-compliance with this policy, relevant guidelines and legislation.
- 10.16. To communicate and enforce the principles of the policy and associated guidelines and procedures.

### ***Elected Council***

- 10.17. Determine Tenders called by Council with a value greater than \$250,000 where the Tender falls outside the scope of clauses 7.7 and 7.11.

### **Mayor**

- 10.18. To lead Councillors in their understanding of and compliance with this policy and associated guidelines and procedures.

### **Suppliers**

- 10.19. Conduct business with Council in an ethical manner.
- 10.20. Comply with all work health and safety requirements.
- 10.21. Must not lobby Council or seek favour/advantage during Procurement activities.

### **Compliance, Monitoring and Review**

- 10.22. All Council Officials must only undertake Procurement responsibilities within their limits of Financial Authorisation as delegated by the General Manager.
- 10.23. If a Council Official is unsure as to whether a financial commitment or expenditure is appropriate for their Financial Authorisation, the commitment or expenditure should be escalated to their Business Unit Manager/Director for approval.
- 10.24. Procurement must not involve order splitting (or job splitting) to avoid legislative or Procurement process requirements.

### **Reporting**

- 10.25. Non-conformances, exceptions and procedural breaches with this policy and Council's Procurement Guidelines will be reported to the Executive Leadership Team on a quarterly basis.

### **Records management**

- 10.26. All Council Officials must maintain all records relevant to administering this policy in accordance with Council's Records Management Policy.

### **Privacy and Personal Information Handling**

- 10.27. Personal information included by suppliers in their applications, Tenders or Contracts is collected by Council for the purpose of processing and fulfilling those applications, Tenders and Contracts.
- 10.28. The personal information collected/received will be used by Council Officials for the purposes noted above, for related administrative functions, and in accordance with Council's [Privacy Management Plan](#) and [Privacy Statement](#).
- 10.29. The provision of personal information is voluntary however Council may not be able to process applications, Tenders or Contracts which do not provide the required personal information.
- 10.30. Personal information will be kept in Council's Information Management System in accordance with the relevant legislation. Council's address is 62-78 Vincent Street CESSNOCK NSW 2325.
- 10.31. Personal information may be accessed, corrected or updated by visiting Council's website, contacting Council's Privacy Contact Officer on 4943 4100 or by sending an email to [council@cessnock.nsw.gov.au](mailto:council@cessnock.nsw.gov.au).
- 10.32. Council may disclose information regarding applications, Tenders or Contracts to other government agencies in response to a valid request under received as per the GIPA Act. Council will take all practicable steps to consult with individuals or redact their personal information when processing such requests.
- 10.33. Suppliers must notify other individuals whose personal information they provide to

Council of this possible disclosure when collecting their information.

## Complaints

10.34. Depending on what is complained of, complaints may be handled in accordance with Council's Complaints Handling policy and or Privacy Management Plan.

## 11. POLICY DEFINITIONS

<b>Act</b>	means the <i>Local Government Act 1993</i> (NSW).
<b>Council</b>	means Cessnock City Council.
<b>Council Officials</b>	means General Manager, Mayor, Councillors, employees and volunteers.
<b>Consultant</b>	means a person or entity engaged to provide advice and or designs where Council relies on the advice or designs in its decision making and where Council might incur a loss if the advice or design contains errors or omissions or where the Consultant is otherwise negligent.
<b>Contracts</b>	means a legally binding agreement between two or more parties that creates obligations on each party that is enforceable by law.
<b>Financial Authorisation</b>	means Council's <i>Register of Financial Authorisations</i> , which lists the relevant financial authority limits delegated to each individual.
<b>National Disaster Declared (or Declared Natural Disaster)</b>	means a natural disaster that has been declared in relation to the area of a council by either: <ul style="list-style-type: none"> <li>a) a Natural Disaster Declaration for the purposes of the Natural Disaster Relief and Recovery Arrangements jointly administered by the Commonwealth and the States and Territories, or</li> <li>b) a declaration pursuant to section 33 of the <i>State Emergency and Rescue Management Act 1989</i> (NSW).</li> </ul>
<b>Modern Slavery</b>	means as defined by section 5 of the <i>Modern Slavery Act 2018</i> (NSW): <ul style="list-style-type: none"> <li>any conduct constituting a modern slavery offence, and</li> <li>any conduct involving the use of any form of slavery, servitude or forced labour to exploit children or other persons taking place in the supply chains of government agencies or non-government agencies.</li> </ul>
<b>Procurement</b>	means the act of obtaining or purchasing goods, works or services. Procurement activities include tendering (quoting), tender assessment, requisitioning/ordering, contract management, as well as the end receipt and approval of payment.
<b>Project Officer</b>	means the Council Official responsible for the project.
<b>Purchase Officer</b>	means the authority to the supplier to supply and invoice items called for at the prices shown under Council's purchase conditions imposed. The purchase order is a legal and binding contractual agreement.
<b>Quotations</b>	means any offer including verbal pricing, bids and Consultant proposals for projects under \$250,000 and containing any requested information and accompanying documentation.
<b>Social Procurement</b>	takes into account the total cost – economic, environmental and social within a wider framework of good governance. These four factors are called the quadruple bottom line.

<b>Tender (or Tendering)</b>	means a formal offer received via Tender process to provide goods, works or services for or on behalf of Council in response to a Council Request for Tender (RFT) for values >\$250,000 (including GST).
<b>VendorPanel</b>	is an electronic Procurement quotation systems for dealing with suppliers.

## 12. POLICY ADMINISTRATION

<b>Business Group</b>	Corporate and Community Services
<b>Responsible Officer</b>	Chief Finance Officer
<b>Associated Procedure (if any, reference document(s) number(s))</b>	Procurement Guidelines (DOC2018/102031)
<b>Policy Review Date</b>	Three years from date of adoption unless legislated otherwise
<b>File Number / Document Number</b>	DOC2013/047731
<b>Relevant Legislation (reference specific sections)</b>	<p>This policy supports Council's compliance with the following legislation:</p> <ul style="list-style-type: none"> <li>• <i>Competition and Consumer Act 2010</i> (NSW)</li> <li>• <i>Government Information (Public Access) Act 2009</i> (NSW)</li> <li>• <i>Local Government Act 1993</i> (NSW)</li> <li>• <i>Public Interest Disclosure Act 1994</i> (NSW)</li> <li>• <i>Public Works and Procurement Act 1912</i> (NSW)</li> <li>• <i>Local Government (General) Regulations 2021</i> (NSW)</li> <li>• <i>Modern Slavery Act 2018</i> (NSW), sections 5 and 25</li> <li>• NSW Government – Code of Practice for Procurement 2005</li> <li>• Work Health and Safety Management Systems and Auditing Guidelines 2019</li> <li>• NSW Government Environmental Management System Guidelines 2013</li> <li>• AS 4801:2001 WH&amp;S Management Systems</li> <li>• AS/NZS ISO 31000:2018 – Risk Management</li> <li>• ISO 20400:2018 Sustainable Procurement</li> </ul>
<b>Relevant desired outcome or objectives as per Council's Delivery Program</b>	<p><i>Civic leadership and effective governance</i></p> <p><i>Objective 5.3 Making Council more responsive to the community</i></p>
<b>Related Policies / Protocols / Procedures / Documents (reference document numbers)</b>	<ul style="list-style-type: none"> <li>▪ Fraud Control &amp; Corruption Prevention Strategy (DOC2020/097035)</li> <li>▪ Code of Conduct (DOC2018/086716)</li> <li>▪ Corporate Credit Card Protocol (DOC2019/016354)</li> <li>▪ Disposal of Assets (excluding Infrastructure or Property Assets) Policy (DOC2020/032161)</li> <li>▪ Procurement Guideline (DOC2018/103916)</li> <li>▪ Records Management Policy (DOC2019/038769)</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Risk Management Policy (DOC2016/012538)</li> <li>▪ SP 3.8 WH&amp;S Procurement (OHS15/9)</li> <li>▪ Statement of Business Ethics (DOC2014/005361)</li> <li>▪ Disability Inclusion Action Plan (DOC2017/043726)</li> <li>▪ Integrated Risk Management System (IRMS) Contractor Management System Procedure IRMS-SP-014 (DOC2019/108631)</li> </ul>
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### 13. POLICY AUTHORISATIONS

No.	Authorised Function	Authorised Business Unit / Role(s)
	Approve purchase order variations below \$15,000 in accordance with the Procurement Policy and/or Guideline.	Managers The role(s) authorised to perform the said function <i>e.g. Customer Service Officer</i> <i>Level 4 Team Leaders</i> <i>Level 3 Managers</i> <i>Chief Finance Officer</i>

### 14. POLICY HISTORY

Revision	Date Approved / Authority	Description Of Changes
1	24 March 2010 (OR2/2010)	New policy adopted
2	18 September 2013 (PM91/2013 – 581)	Periodic review
3	6 November 2013 (PM114/2013 – 654)	Periodic review
4	August 2015 (P51.0 Council's Policy number)	Periodic review
5	16 January 2018	Periodic review
6	4 July 2018 (CC46/2018)	Amended policy adopted
7	18 November 2020 (CC102/2020)	Amended policy adopted
8	26 September 2022 (CC66/2022)	Amended policy adopted

### 15. APPENDICES