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1. BACKGROUND

Greater Bendigo City Council (the **City**) recognises that developing a procurement strategy and adopting appropriate best practice contracting and procurement principles, policies, procedures and processes for all goods, services and works by the City, will assist the City to achieve its procurement objectives. These objectives include sustainable and socially responsible procurement, bottom-line cost savings, supporting the regional economy, achieving innovation and the provision of better services for the community.

2. PURPOSE

The purpose of this policy is to:

- provide a framework to guide the efficient, effective, socially and ecologically responsible procurement of goods, services and works for the City;
- provide guidance to the City to allow consistency and control over procurement activities;
- demonstrate accountability to ratepayers;
- provide guidance to the City employee's regarding ethical behaviour in public sector purchasing;
- demonstrate the application of elements of best practice in purchasing; and
- align the City's procurement practices with the Guidelines.

3. SCOPE

This policy is made under Section 108 of the Local Government Act 2020 (the Act)

The Act requires Council to:

- Prepare and adopt a Procurement Policy which specifies the principles, processes and procedures applying in respect of the purchase of goods and services, and the carrying out of works
- Review its Procurement Policy at least once during each four-year term of Council

This policy must be considered in all aspects of the procurement of goods, services and works by the City.

This policy applies to all procurement activities at the City and is binding upon Councillors, City employees and all contractors, agents and consultants engaged by the City from time to time.

3.1 Application of GST

All monetary values stated in this policy exclude GST, unless stated otherwise.

4. DEFINITIONS

In this policy:

Act means the **Victorian Local Government Act 2020**.

Aboriginal or Torres Strait Islander Business is one that is at least 50% owned by an Aboriginal or Torres Strait Islands person(s). This is consistent with the definition provided by Supply Nation.

Circular Economy is an approach to the delivery of projects and services that ensure no waste is created through their use of materials and products. The products and materials used in these projects and services are either recovered for reuse or have been designed to be fully recyclable when no longer required i.e. projects and services result in zero general waste, with only recyclables or organic waste being created.

Collaborative Procurement is the centralisation of the procurement of goods, services or works which are repetitive and common to multiple organisations. It seeks to deliver greater efficiencies through combined purchasing power.

Commercial in Confidence means information that, if released publicly or to a third party, may prejudice the business dealings of a party, including but not limited to prices, discounts, rebates, profits, methodologies and process information.

Contract Management means the process of ensuring both parties to a contract meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular, to provide value for money.

City Employee means all full-time, part-time and temporary City employees and contractors and consultants while engaged by the City from time to time.

GST means GST within the meaning of *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

Guidelines mean the Victorian Local Government Best Practice Procurement Guidelines 2013 and Preface to the New Best Practice Procurement Guidelines 2021. If this policy is inconsistent with the guidelines, this policy supersedes the guidelines.

Local Content means suppliers based within the Greater Bendigo City municipality and its neighbouring municipalities of Loddon, Mount Alexander, Campaspe, Macedon Ranges and Central Goldfields. Local Content can be expanded to include Metropolitan Victoria, Regional Victoria or all of Australia where applicable.

Loddon Mallee Regional Procurement Excellence Network (RPEN) are the primary collaborative mechanism established by the Victorian Governments Councils Reforming Business (CRB) program in 2011. The Loddon Mallee RPEN consists of Buloke, Campaspe, Central Goldfields, Gannawarra, Greater Bendigo, Loddon, Macedon Ranges, Mount Alexander Shire, Mildura Rural City and Swan Hill.

Probity means qualities demonstrating strong moral principles and good process, achieved through clear processes consistent with the City's policies and legislation, which consider the legitimate interests and ensure the equitable treatment of all suppliers.

Procurement means the process of acquiring external goods, services or works from initial concept through to disposal of an asset at the end of its useful life or completion of the contract.

Quotation means a formal statement of promise, submitted usually in response to a request for quotation, by a potential supplier to supply the goods, services or works required by a buyer at specified prices and within a specified period.

Social Procurement means a strategic approach to meeting social and economic objectives throughout procurement using procurement processes and purchasing power to generate positive social and economic outcomes in addition to the delivery of efficient goods, services and works.

Sustainability means meeting the needs of the present generation without compromising the ability of future generations to meet their needs, including social procurement, local content and environmental considerations.

Thresholds the value above which procurement, unless exempt, is subject to the mandatory procurement procedures.

Value for Money means selecting the supply of goods, services and works taking into account both cost and non-cost factors including:

- (a) contribution to the advancement of the City's priorities;
- (b) local content;
- (c) non-cost factors such as fitness for purpose, quality, service and support; and
- (d) cost related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works,

in conjunction with the best value principles contained in Part 2, Division 1, Section 9 – Overarching governance principles and supporting principles of the Local Government Act 2020 and the Guidelines.

VendorPanel is the system used by employees to request quotes from suppliers.

5. PRINCIPLES

5.1 Legislative context

This Policy is consistent with the requirements of Section 108(2) of the Act and will:

- Promote open and fair competition and provide value for money.
- Provide clear guidelines to the Council to allow consistency and control over procurement activities.
- Demonstrate accountability to ratepayers and residents.
- Provide guidance on ethical behaviour in public sector procurement.
- Demonstrate the application of best practice in procurement activities.
- Demonstrate the consideration of sustainability in procurement with respect to social, economic and environmental factors.
- Increase the probability of obtaining the best outcome for the municipal community when procuring goods and services and delivering works.
- Promote collaborative procurement.

These objectives will be achieved by requiring that the Council's contracting, purchasing and contract management activities to:

- Support the Council's corporate strategies, aims and objectives.
- Span the whole life cycle of an acquisition and take sustainability considerations into account.
- Achieve demonstrable value for money.
- Are conducted in, and demonstrate, an impartial, fair and ethical manner.
- Seek continual improvement through innovative and technological initiatives.
- Generate and support local business through inclusion wherever practicable.

6. POLICY

6.1 Ethics and Probity

Councillors and City employees must always conduct themselves ethically and with integrity and must:

- treat potential and existing suppliers with equality and fairness;
- ensure all general procurement takes into consideration all relevant ethical supply chain provisions identified within the Modern Slavery Act 2018;
- not seek or receive personal gain;

- maintain confidentiality of commercial in confidence information such as contract prices and other sensitive information;
- present the highest standards of professionalism and probity;
- deal with suppliers in an honest and impartial manner that does not allow conflicts of interest;
- provide all suppliers and tenderers with the same information and equal opportunity; and
- be able to account for all decisions and provide feedback on them.

The City employees who are responsible for managing or supervising contracts are prohibited from performing any works under the contract they are supervising.

Councillors and City employees must not participate in any action or matter associated with the arrangement of a contract (i.e. specification development, tender submission, evaluation, negotiation, recommendation, or approval), where that person or any member of their immediate family has a significant interest or holds a position of influence or power in a business undertaking tendering for the work.

In relation to conflict of interest, Councillors must comply with Division 2 of the Act. The City employee expectations are outlined in the internal manual titled 'Conflict of Interest – A Guide for City of Greater Bendigo Employees' and the City's Code of Conduct.

Confidentiality of information provided by existing and prospective suppliers must be maintained at all times, particularly commercially sensitive material such as, but not limited to prices, discounts, rebates, profit, manufacturing and product information.

6.2 Risk Management

6.2.1 General

Risk management must be appropriately applied at all stages of procurement activities which will be properly planned and carried out in a manner that will protect and enhance the City's capability to prevent, withstand and recover from interruption to the supply of goods, services and works.

6.2.2 Endorsement

Council staff must not publicly endorse any products or services without the permission of the relevant Director or CEO.

6.2.3 Supply by contract

The provision of goods, services and works by contract potentially exposes the City to risk.

The City will minimise its risk exposure through measures such as:

- standardising contracts to include current, relevant clauses;
- requiring security deposits or bank guarantees where appropriate;
- referring specifications to relevant experts;
- requiring contractual agreement before allowing the commencement of work;

- use of, or reference to, relevant Australian Standards (or equivalent); and
- effectively managing the contract including monitoring and enforcing performance.

6.2.4 OH&S and other mandatory requirements

The City undertakes due diligence activities on all prospective suppliers to ensure compliance with legislative and business requirements. The City will require all contractors, service providers and volunteers to comply with all OH&S legislative requirements. These requirements are mandatory and non-compliance will disqualify prospective suppliers.

Suppliers must provide evidence of insurances in providing goods, services or works.

6.2.5 Contract terms

Contractual relationships must be documented in writing based on standard terms and conditions. In circumstances where this is not possible, approval must be sought from the appropriate City employee (based on the value and nature of the contract) and supported by procurement and legal advice as reasonably required.

Contract terms and conditions must be settled prior to any commitment being made to a supplier. Any exceptions to this process must be pre-authorised by the appropriate City employee.

All City contracts will incorporate dispute management and alternative dispute resolution provisions to minimise the potential for litigation.

6.2.6 Contract management

The purpose of contract management is to ensure that the City and its clients receive the goods, services or works to the required standards of quality and quantity required by the contract by:

- establishing a system which monitors and reinforces the performance of all parties' responsibilities and obligations under the contract;
- ensuring adherence with any risk management framework established by the City and compliance with any applicable legislation including, but not limited to, relevant occupational health and safety procedures; and
- providing a means for the early recognition of issues and performance problems and the identification of solutions.

Contracts must be proactively managed by the City employee responsible for the delivery of the contracted goods, services or works to ensure the City receives value for money.

6.2.7 Training

All staff with duties that involve procurement will undertake procurement training when they commence employment. In order to ensure existing staff are up-to-date with the latest requirements of this policy, they must participate in refresher training every two years. Staff that breach the policy will be required to undertake refresher training immediately and may be subject to disciplinary action.

6.2.8 Breaches

Where the Procurement Policy has been breached, appropriate corrective action will be taken immediately 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 in accordance with the Fraud and Corruption Policy.

6.2.9 Panel Contracts

One of the valid outcomes of a public tender process is the appointment of a panel of contractors to promote security of supply. This is most likely to be the case where a council requires a range of services to be performed. The subsequent use of quotes on a job-by-job basis further promotes competition and value for money.

Council can choose to have a closed panel arrangement, where the panel is restricted to suppliers that were successful upon tendering for the duration of the contract. Or Council can choose an open panel arrangement, whereby new suppliers can be accepted and added to the panel at certain times during the contract period.

Panel contractors are usually appointed for an initial three-year term with options to extend contracts. Standard contract documentation specifies that contractors will not be guaranteed any work, but they may be called on at any time to supply goods, services or works.

In these cases, the contractors may be engaged by:

- Using the schedule of rates submitted in their tender.
- Requesting quotes through VendorPanel

A key element leading to value for money is pricing. Panels will typically have negotiated rates for goods, works or services – these rates are the maximum rates, and staff should consider seeking reduced rates, discounting or alternative pricing structures to deliver enhanced value for money.

Once a panel is established, care will be taken in relation to the engagement of one or more of the contractors on the panel. Some aspects to consider are:

- The panel member who can best provide the required good/service.
- Competition
- Size and scope of the procurement
- Supplier performance
- If all members of the panel are offering a similar service, the contractor offering the lowest price may be the best option.
- Avoiding situations where, over the contract term, one or two members of the panel are allocated the majority of the work.

A purchase made under a panel arrangement is a procurement activity subject to the procurement policy framework and accordingly must, in itself achieve value for money. Obtaining multiple quotes is the best way in which competition can be used to promote value for money when procuring from a panel. (refer Schedule 1 – Procurement Methodology Thresholds).

6.3 Performance Measure and Continuous Improvement

Appropriate performance measures must be established, and reporting systems must be used to monitor performance and compliance with this policy and the City's procurement procedures and controls.

Procurement procedures, practices and costs must be benchmarked externally. Internal service standards must be agreed within the City and performance against these targets must be measured and reviewed regularly to support continuous improvement.

The performance measurements developed will be used to:

- Highlight trends and exceptions where necessary to enhance performance;
- Improve the internal efficiency of the procurement process and where relevant the performance of suppliers;
- Facilitate programmes to drive improvement in procurement to eliminate waste and inefficiencies across key spend categories;
- Continuous improvement is also achieved by providing feedback to employees on findings from internal policy compliance reviews. Employees are informed of findings to improve practices in the future.

6.4 Environmental Sustainability

The City recognises that procurement decisions have an impact on the environment and that through considered purchasing decisions the City has the opportunity to contribute to positive environmental outcomes, maximising long-term benefits for the community.

The City is committed to achieving long term environmental sustainability through the procurement process and is committed to reducing resources, consumption and minimising waste during the procurement life cycle. The City is also committed to maximising recycling opportunities and maximising sustainable procurement within the organisation. This includes purchasing items made from recycled materials and including recycled products in construction projects where possible, which support a healthy market for recycling at the kerbside and commercially. To this end, the City has adopted a 'Circular Economy & Zero Waste Policy' that requires the following from the EOI and tender process:

6.4.1 General Approach to Material and Product Procurement and Use

When planning for, procuring and using materials and goods to deliver all works, services, projects and infrastructure for the region, the City will plan for the full lifecycle. That is to say, the City will:

- Not fund the planning, purchase and use of new materials and goods (from non-recycled content or non-reused/refurbished) where viable reused, refurbished or recycled content containing alternatives exist (that are also able to be recycled).
- Ensure as far as is viable all works, services and goods that are procured and used will not result in disposal to landfill i.e. all materials and goods can be reused, recycled or returned to the supplier.

Specifically, all materials and goods will be required to be:

- 100% recyclable or reusable via standard means available to the City, AND/OR;

- Recovered by the supplier at end-of-life for recycling or reuse, AND/OR;
- Replaced by the provision of a service by a supplier focused on the sustainability of the product it uses to provide the necessary service, AND/OR;
- Be clarified as a temporary exception due to specific functional needs or legislation.

In striving to become a circular, zero waste council, all new projects and new and existing contract tenders (i.e. including variations) will be required to ask for reused/recycled product/content options AND a requirement for the products to be feasibly (not just technically) recyclable as one of the tender solution response requirements (alongside or instead of a “standard” solution proposal). These mandatory response requirements will be written into all procurement documents for EOIs/tenders.

- All new materials, products and services used or procured are required to be:
 - 100% recyclable via standard means available to the City, AND/OR;
 - Recovered by the supplier at end-of-life for recycling or reuse, AND/OR;
 - Replaced by the provision of a service by a supplier focused on the sustainability of the product it uses to provide the necessary service, AND/OR;
 - Be clarified as a temporary exception due to functional needs or legislation.
- Procuring and using only 100% recycled paper & print material.
- Procuring and using only 100% recycled hygiene products i.e. toilet paper.
- Procuring and using only 100% renewable electricity.
- No organics material (food or garden ‘waste’) landfilled from the City’s sites or operations.
- No recyclable materials sent to landfill from the City’s sites or operations.
- Procuring and using only recycled content furniture products e.g. outdoor furniture, bollards, fencing etc. (where viable) in Works (excluding heritage areas).

6.4.2 Financial Cost Considerations of ‘Circular’ Solutions

It is understood that the potential financial procurement cost implications of the Circular Economy & Zero Waste policy are an important consideration in how we adapt our current and future use of goods and materials to deliver works and services. In general, work in this space anecdotally suggests that the cost of procuring and using various reused or recycled content materials and products typically used by councils is often at the same price-point as standard, unsustainable alternatives. For those areas where this is not the case (potentially due to the newness of the sustainable product or material), the City is incentivising more ‘circular solutions’ vs. ‘standard solutions’ by allowing for up to a ≤10% cost premium of recycled content/reused materials compared to the cost of materials in a standard solution. For the comparison of a circular solution vs. standard solution.

6.5 Diversity

Promoting social equality through procurement can improve competition, value for money, the quality of public services, satisfaction among users and community relations. Every procurement project should reflect a corporate commitment to diversity and equal opportunities wherever possible.

6.6 Support of the Regional Economy

Council is committed to buying from businesses locally and regionally (neighbouring municipalities), where such purchases may be justified on value for money grounds. Of primary importance is the need to encourage open and effective competition to ensure the best possible outcomes for Council.

These benefits may take the form of:

- Increased local employment;
- Local youth initiatives
- Increased activity and spend in the local economy with identifiable benefits; or
- The level of local content in the goods, services or works.

To support this commitment and to encourage a focus on local industry, including creating local employment and improving local businesses, Council:

- Must request a quote from a local supplier if the goods, services or works are available locally.
- Must apply a local content/economic benefit evaluation criterion with a minimum weighting of 20% to all procurement above \$300,000 (excluding GST).
- Will encourage suppliers to register their business with the e-Tendering Portal and Vendorpanel to receive notifications of procurement opportunities with Council.
- Will provide regular communication through the Council website and local business groups.

Where there is a limited or no market for a particular category of procurement the responsible Director or CEO can authorise for Local Content to be expanded to include Metropolitan Victoria, Regional Victoria or all of Australia.

6.7 Collaborative Procurement

This Policy has been developed in collaboration with the Loddon Mallee Regional Procurement Excellence Network (RPEN) with a view to facilitating smooth collaborative procurement processes, consistent with the Act. This Policy also incorporates content that is specific to the Council and may differ from that of the other RPEN councils and is intended to apply only to procurement involving Greater Bendigo City Council.

In accordance with Section 108(c) of the Act, the Council will first consider collaboration with other councils and public bodies, or utilise collaborative procurement arrangements, when procuring goods, services and works in order to take advantage of economies of scale.

Council Officers will consider any opportunities for collaborative procurement in relation to a procurement process undertaken by Council. Any Council report that recommends commencing a procurement process must set out information relating to opportunities for collaborative procurement, if available, including:

- The nature of those opportunities, if any, and the councils or public bodies with which they are available.

- Why Council did, or did not, pursue the identified opportunities for collaboration in relation to that procurement process.

When collaborating with the RPEN, the Council will do so in accordance with the following:

- The RPEN will develop a consolidated contract register to identify joint procurement projects on an annual basis.
- Council contracts with a minimum value of \$1 million per annum (per council), for the ongoing supply of goods or provision of services or works, other than projects that are unique to an individual council (e.g. unique construction or works projects), will be included in the consolidated contract register for collaboration consideration.
- Other contracts which, due to the subject matter, nature or scope, are likely to deliver operational efficiencies if procured in collaboration with the RPEN, must be included in the consolidated contract register for consideration as a possible joint procurement opportunity.
- Where collaborative procurement is to be pursued:
 - A pre-market approval submission will be submitted to each council and the RPEN prior to commitment to collaboration, seeking delegation of contract approval to CEOs.
 - The RPEN will establish a Heads of Agreement that gives authority for a lead council to act as each Council's agent in the collaborative procurement.
 - The evaluation criteria that will apply to a collaborative procurement process may not align with Council's mandatory evaluation criteria as outlined in this Policy.
 - Each of the councils who participate will be able to enter into a contract with the preferred supplier/s identified through the collaborative procurement process or may choose as a group to enter into a contract using "opt-in" contract provisions during the contract term, or with the council which conducted the public tender.
 - Each participating council must be involved in:
 - ❖ The initial decision to undertake the collaborative procurement.
 - ❖ Preparation of, and agreement to, the specifications.
 - ❖ Ensuring probity for the collaborative procurement.
 - ❖ The acceptance of tender(s) and awarding of contract(s).

Furthermore, Council may collaborate with other councils or other agents such as MAV Procurement or Procurement Australia to procure goods, services or works, or utilise existing collaborative procurement arrangements for the procurement of goods, services or works established through a public tender process where it provides an advantageous, value for money outcome for Council.

The following principles will be applied when utilising procurement agents (e.g. MAV Procurement and Procurement Australia) and whole of government contracts:

- Council will use an agent where potential cost savings exist.
- The use of procurement agents must not eliminate the ability of suppliers locally and within our region to submit a quotation or tender.

Where there are suppliers locally and within our region and Council participate in a procurement process with an agent, Council will take every reasonable effort to notify relevant suppliers of the procurement opportunity.

Any Federal or State Government grant funded projects may be excluded from collaborative procurement.

6.8 Procurement Thresholds

The City will, from time to time, determine and publish minimum spend competition thresholds. These will be decided by the City by analysing the historical size and complexity of the procurement activity and of proposed procurement activities. The City considers aggregated spend based on a three year contract.

6.8.1 Quotations

VendorPanel is the secure internet-based system employees must use to source quotes. It is mandatory for staff to use VendorPanel for all procurement over \$5,000 (excl GST). Purchase of goods services or works valued up to \$300,000 (excl GST) may be undertaken using the procurement by quotation method as described in **Schedule 1 – Procurement Methodology Thresholds**.

The situation may arise where insufficient quotations are received to satisfy the above requirements.

This may occasionally occur where there are few suppliers of the goods, services or works being sought, the work is highly specialised, or the supplier(s) contacted have declined to quote. In this case, the details of the contacted suppliers must be recorded in the VendorPanel system or recommendation and an appropriate comment recorded, for transparency. There must be a genuine attempt to achieve best value.

6.8.2 Aggregated Expenditure

A public tendering process will occur if, over three financial years, the cumulative expenditure with a single supplier exceeds or is expected to exceed \$300,000 (excl GST) on the purchase of goods and services or works.

When undertaking procurement activities on behalf of Council, Officers will exercise appropriate commercial awareness and ensure that the principles outlined in this Policy are applied. This policy requires a competitive process be undertaken for procurement thresholds (refer 6.8.1). Any attempts to circumvent procurement threshold requirements by order splitting or other methods constitutes a breach of the Procurement Policy and Procedures.

6.8.3 Public Tendering

Section 108 of the Act details that each Council will set the public tender threshold above which tenders or expressions of interest for contracts must be publicly invited.

A public tender process must be applied to all procurements valued at \$300,000 (excl GST) and above. Tenders are facilitated by Procurement, and require an Authority to Procure form to be completed.

All public tenders invited by the Council will be published via Council's e-Procurement Portal and advertised in papers circulating within the municipality e.g., the Bendigo Advertiser. These are the minimum requirements that will apply to all public tenders. Tender advertisements may also be published in a newspaper with a wider distribution e.g., The Age or Herald Sun.

Council may undertake a public tender where the value of goods, services or works does not reach the public tender threshold value. There may be situations where a public tender

may produce a better outcome, where managing risk considerations are paramount, or there is a desire for greater transparency of the procurement.

The timeframe given to tenderers will be reasonable with regard to the level of complexity of the tender, however a minimum of 15 working days will be allowed between advertising of the tender until the tender closing date. Director approval will be obtained if it is proposed that a tender period be less than 15 working days, with sufficient information provided explaining why this is necessary.

Advertising at times of major holidays such as Easter, Christmas and early January will be avoided if possible. If it is necessary to advertise at these times, the closing date will be extended to accommodate these holiday periods. Tenders will be advertised on Council's e-Procurement portal.

All public tenders above \$300,000 (excl GST) will be reported to Councillors in a monthly briefing report.

All tenders greater than \$1.5 million will be presented at a Council Meeting for decision, including details of the total project cost.

All tender processes must be conducted in accordance with the requirements of this policy and any associated procedures, relevant Legislation, relevant Australian Standards, the Guidelines and the Act.

6.8.4 Contract Variations

Throughout the life of a contract, changes may arise to the original specification or scope of the service or project. In order to accept these variations, approval must be obtained from the relevant Delegated Officer.

The total of the original contract and all variations must be considered when determining if the change is within financial delegation limits.

Unless otherwise approved, contract variations must be assessed against the value of the original contract, and all subsequent variations, when determining if the change is within financial delegation limits.

The cumulative value of variations must not exceed the levels and approvals outlined in Schedule 3 – Contract Value Delegation Thresholds.

Council may resolve to include nominated levels of approval for variations on specific contracts, depending on the nature of goods, services and/or works being delivered under the contract and the contract value.

Where contracts allow provision for a Superintendent and/or Superintendents Representatives, contract variations must be approved by the appropriate delegate.

A purchase order alone is not considered sufficient proof of a contract variation. Variations must be documented and approved using ECM or Council's contract management system (above \$30,000 (excl GST)).

6.8.5 Exemptions to the Policy for Obtaining Quotes:

The following circumstance are exempt from the requirements to publicly advertise tenders, quotations and expressions of interest.

The related exemptions also apply to collaborative procurements.

| Exemption Type | Explanation, limitations, responsibilities and approvals |
|--|--|
| A contract made with the approval of the CEO because of genuine emergency or hardship | Where the Council has resolved that the contract must be entered into because of an emergency (e.g. to provide immediate response to a natural disaster, declared emergency, etc.) |
| A contract made with, or a purchase from a contract made by another government entity, government owned entity or other approved third party | <p>This general exemption allows engagements:</p> <ul style="list-style-type: none"> • With another government entity or government owned entity. For example, Federal, State or Local Government or an entity owned by the Federal, State or Local Government; and/or • In reliance on contracts and arrangements established by another government entity, local authority or local government group purchasing scheme, Municipal Association of Victoria (MAV) or National Procurement Network members (e.g. Local Buy), Procurement Australia (PA) |
| Extension of contracts while Council is out to market to ensure continuity of supply of goods/services/works to Council | <p>Allows the Director/CEO (within financial delegation) and/or Council to extend an existing contract where the procurement process to replace the contract has commenced, and where the tender process or negotiations will take or are taking longer than expected.</p> <p>This exemption may be used when the establishment of an interim short-term arrangement with an alternative supplier is considered not to be in the public interest, as it may be cost prohibitive and/or present a risk in the delivery of critical public services to the municipality</p> |
| Professional services unsuitable for tendering | <ul style="list-style-type: none"> • Legal services (employees must consult with the Coordinator Legal Services before engaging external legal providers) • Insurance • Loans • Purchase of land • Electoral or valuation services • Payroll expenses and deductions • Refunds • Professional membership payments and subscriptions (must relate to the position held) |
| Novated Contracts | Where the initial contract was entered into in compliance with the Act and due diligence has been undertaken in respect to the new party |
| Information technology resellers and software developers | Allows Council to renew software licenses and maintenance and support, or upgrade existing systems, where there is only one supplier of the software who holds the intellectual property rights to the software |
| Regional Waste and Resource Recovery Groups | Situations where a Regional Waste and Resource Recovery Group constituted under the <i>Environment Protection Act 1970</i> had already conducted a public tender for and on behalf of its members |

| Exemption Type | Explanation, limitations, responsibilities and approvals |
|--|---|
| Statutory compulsory monopoly insurance schemes | <ul style="list-style-type: none"> • Motor vehicle compulsory third party • Workcover |
| Operating Leases | Where a lessor leases an asset (generally a vehicle or plant and equipment) to the Council and assumes the residual risk of the vehicle |
| Aboriginal and Torres Strait Islander businesses or social enterprises | Direct purchasing from Aboriginal and Torres Strait Islander businesses where the estimated value of the procurement is up to \$25,000 (excl GST). The identified business must be at least 50% Aboriginal or Torres Strait Islander owned. The procuring officer must first determine whether an Aboriginal and Torres Strait Islander business could deliver the required good, work or service on a value for money basis, before following ordinary procurement processes. |
| Sole Sourcing | <p>Where goods, services or works being procured are of such a specialised nature that there are insufficient known suppliers to meet the requirements of this Procurement Policy (sole sourcing)</p> <p>The sole sourcing process must only be utilised where:</p> <ul style="list-style-type: none"> • There are insufficient known suppliers to meet the requirements of this Procurement Policy • The marketplace is restricted by statement of license or third-party ownership of an asset (excluding public utility plant) • Council is party to a joint arrangement where Council jointly owns the Intellectual Property with a third-party provider. <p>Purchasing via a sole sourcing process is subject to prior approval from the Manager/Director/CEO within financial delegation and/or Council</p> <p>Council deals with a number of core service sole suppliers where there is no market to test and obtain multiple quotes. Examples of core service sole suppliers are:</p> <ul style="list-style-type: none"> • Library Service - North Central Goldfields Regional Library; • Direct engagement with Dja Dja Wurrung and Taungurung for Advisory activities • Water - Coliban Water; • Water Catchment Authority - North Central Catchment Authority; • Telstra, Powercor • Where the supplier is the sole source of specific intellectual property; Facebook, Google and the like and • Advertising (newspapers, magazines, TV and radio). |

| Exemption Type | Explanation, limitations, responsibilities and approvals |
|--|---|
| Other specific Council exemptions | <ul style="list-style-type: none"> • Shop Supplies - Units of the City that operate a retail outlet within its Unit that are required to purchase stock for resale to the public. Goods purchased for the purpose of resale are exempt from obtaining quotes. This is due to the nature of the goods that are offered for resale, which may be of a unique nature. • Performers - Units of the City that engage performers as part of their performance program are exempt from the conditions of this policy. Performers are engaged for resale to the public and based on potential earnings the City can raise. • Artworks, Statues and Monuments - The City is in a unique position of operating an Art Gallery. It is not practical to obtain quotes for artworks, statues and monuments as each piece of work is unique. These items are to be purchased with annual budget restraints in mind. Please note that if an artwork is commissioned to be created then this exemption does not apply and quotations must be sought. • Plant & Equipment Servicing & Spare Parts - plant and equipment purchased by the City require servicing at regular intervals. To maintain a valid warranty, works need to be carried out by recognised suppliers using genuine parts. To achieve this, the City utilises servicing by the manufacturers from whom the plant and equipment was originally purchased. Spare parts from specific manufacturers can also be purchased to complete works on plant and equipment in the City's workshop • Organisations that are auspiced by Council • Employment contracts for staff employed directly by Greater Bendigo City Council are specifically excluded from this policy |
| Specialist Knowledge and Skill Exemption | <ul style="list-style-type: none"> • If the City wishes to engage a supplier who offers specialist knowledge or skills |

- An Exemption to Complying with Minimum Number of Quotes form must be completed for these purchases.

6.9 Delegation of Procurement Authority

6.9.1 Procurement Requirements

Delegations and authorisations define the limitations within which the City employees are permitted to operate. Delegation or authorisation of procurement authority allows specified employees to approve certain purchases, quotations, tender and contractual processes without prior referral to the City. This enables the City to conduct procurement activities in an efficient and timely manner while maintaining transparency and integrity.

Procurement delegations and authorisations ensure accountability and provide confidence to the City and the public that purchasing activities are dealt with at the appropriate level.

Accordingly, the City has delegated or authorised responsibilities as detailed in Schedule 2 and Schedule 3 of this policy, relating to the expenditure of funds for the purchase of goods, services and works, the acceptance of quotes and tenders and for contract management activities.

Delegation and authorisations can be altered at the CEO's discretion.

6.9.2 Purchasing Decisions Reserved for the City

Commitments and processes which exceed the CEO's delegation must be approved by the Council.

6.10 Internal Controls

The City must install and maintain a framework of internal controls over procurement processes that will ensure:

- more than one person is involved in and responsible for a transaction end to end;
- transparency in the procurement process;
- a clearly documented audit trail exists for procurement activities;
- appropriate authorisations are obtained and documented; and
- systems are in place for appropriate monitoring and performance measurement.

6.11 Standards

The City's procurement activities must be carried out to the professional standards required by best practice and in compliance with:

- the Act;
- the City's policies and procedures;
- any other relevant legislative and policy requirements; and
- the related documents set out in Clause 8.

7. EVALUATION CRITERIA

All tenders and quotations above \$300,000 (excl GST) will be evaluated by an evaluation panel, in a two staged process.

The following mandatory evaluation criteria must be applied to all purchases above \$300,000 (excl GST). Weightings may be adjusted depending on the size and complexity of the contract.

Stage one – Qualitative assessment of a weighted score totalling 100%

1. Risk management – pass/fail evaluation.
2. Response to specification.
3. Experience and qualifications.
4. Business and financial capacity, including quality management.
5. Circular Economy
6. Sustainability:
 - a) Aboriginal and Torres Strait Islander (minimum 10% weighting).

- b) Local Content / Economic Benefit (minimum 20% weighting).
- c) Social (minimum 5% weighting).

Stage two – Quantitative assessment

Evaluation of price (direct and indirect) against weighted score calculated as $VFM = \frac{\text{Tendered Price Score}}{\text{Total Weighted Score}}$ (Stage One).

Value for money (VFM), where the lowest VFM will represent the lowest price resulting from the formulae and would determine the preferred tenderer based on this principle. Proposed amendments to the above mandatory evaluation criteria must have prior approval from the Director/CEO (within financial delegation) prior to proceeding with an approach to market.

8. RELATED DOCUMENTS

Readers are encouraged to access the following relevant documents and resources:

- the City's [Contract Management Framework](#)
- the City's [Gifts, Benefits and Hospitality Policy](#)
- the City's [Conflict of Interest Guide](#)
- the City's [Circular Economy and Zero Waste Policy](#)
- the City's [Fraud and Corruption Policy](#)
- the City's [Health & Safety Policy](#)
- the Guidelines http://www.mav.asn.au/_data/assets/pdf_file/0008/4499/Victorian-Local-Government-Best-Practice-Procurement-Guidelines-2013.pdf
- the City's [Procurement Procedures Manual](#);
- the City's [Corporate Purchasing Card Policy](#);
- the City's [Employee Code of Conduct | City of Greater Bendigo](#); and
- the City's [Councillor Code of Conduct](#)

Requests for further information or advice on this policy should be directed to Governance.

9. HUMAN RIGHTS COMPATIBILITY

The implications of this policy have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

10. ADMINISTRATIVE UPDATES

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, such a change may be made administratively. Examples include a change to the name of a City unit, 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 made through consultation with the staff Consultative Committee and with the approval of EMT or where required, resolution of the Council.

11. DOCUMENT HISTORY

| Date Approved | Responsible Officer | Unit | Change Type | Version | Next Review Date |
|----------------------|----------------------------|--------------------|----------------------------------|----------------|-------------------------|
| <i>June 2018</i> | <i>GR</i> | <i>Procurement</i> | <i>Review (Significant)</i> | 1 | <i>June 2019</i> |
| <i>Sept 2019</i> | <i>GR</i> | <i>Procurement</i> | <i>Review</i> | 2 | <i>June 2020</i> |
| <i>Sept 2020</i> | <i>GR</i> | <i>Procurement</i> | <i>Review</i> | 3 | <i>June 2021</i> |
| <i>Dec 2021</i> | <i>GP</i> | <i>Procurement</i> | <i>Review (Significant)</i> | 4 | <i>June 2025</i> |
| <i>Jan 2022</i> | <i>RM</i> | <i>Governance</i> | <i>Admin change (formatting)</i> | 5 | <i>June 2025</i> |
| <i>April 2022</i> | <i>RM</i> | <i>Governance</i> | <i>Admin change (typo)</i> | 6 | <i>June 2025</i> |

Schedule 1 – Procurement Methodology Thresholds

| Procurement Threshold (GST exclusive) | Procurement Process |
|--|---|
| \$0 to \$1,000 | Staff member shall seek at least one (1) verbal quote |
| \$1,001 to \$5,000 | Staff member to seek at least one (1) written quote <ul style="list-style-type: none"> • Must request a quote from a local supplier if the goods, services or works being purchased are available locally • Quotation must be saved as an attachment to the requisition when seeking approval to proceed with the purchase (recommended to use Quote Summary Form to document the decision) • Engage successful supplier via purchase order or purchasing card prior to ordering and receiving goods, services or works |
| \$5,001 to \$50,000 | Staff member shall seek at least two (2) written quotes (Procurement Unit to facilitate process if a contract is required) <ul style="list-style-type: none"> • Specification must be prepared that provides a clear description of the goods, service or works being purchased • Must include evaluation criteria relevant to the purchase • Must request a quote from a local supplier if the goods, services or works being purchased are available locally • All quotations to undertaken through Vendorpanel to document the decision and saved in ECM as evidence of compliance to this policy • The successful quotation must be saved as an attachment to the requisition including the Vendorpanel reference number when seeking approval to proceed with the issue of a purchase order • Engage the successful supplier via purchase order prior to ordering and receiving goods, services or works |
| \$50,001 to \$300,000 | Staff member shall seek at least three (3) written quotes (Procurement Unit to facilitate process if a contract is required) <ul style="list-style-type: none"> • Specification must be prepared that provides a clear description of the goods, service or works being purchased • Must include evaluation criteria relevant to the purchase • Must request a quote from a local supplier if the goods, services or works being purchased are available locally • All quotations to undertaken through Vendorpanel to document the decision and saved in ECM as evidence of compliance to this policy • The successful quotation must be saved as an attachment to the requisition including the Vendorpanel reference number when seeking approval to proceed with the issue of a purchase order • Engage the successful supplier via purchase order prior to ordering and receiving goods, services or works |
| \$300,001 and above | Refer to Section 6.8.3 of this policy |

The Panel thresholds below, set out the best practice guidelines for engaging panel contractors. There may be occasions where best practice or minimum quote requirements can't be satisfied due to circumstances including capability (technical specialist), capacity (resource availability), recent procurement of same item or location. In these cases, the contractors may be engaged by using as a basis the schedule of rates submitted in their tender, in line with 6.2.9 of this policy.

| Procurement Threshold Panel Contracts (GST Exclusive) | Procurement Process |
|---|---|
| \$0 - \$5,000 | Staff member shall seek at least one (1) verbal quote |
| \$5,001 - \$50,000 | <p>Best practice – Staff member must seek to obtain a written quote off all panel contractors through Vendorpanel</p> <p>Minimum requirements - Staff member must seek to obtain a minimum 2 written quotes from panel contractors through Vendorpanel</p> <ul style="list-style-type: none"> • The successful quotation as well as evidence of all comparative quotes (VendorPanel reference number and ECM document number) must be saved as an attachment to the requisition when seeking approval to proceed with the issue of a purchase order • Engage successful supplier via a purchase order prior to ordering and receiving goods, services or works |
| \$50,001 - \$300,000 | <p>Best practice – Staff member must seek to obtain a written quote off all panel contractors through Vendorpanel</p> <p>Minimum requirements - Staff member must seek to obtain a minimum 3 written quotes from panel contractors through Vendorpanel</p> <ul style="list-style-type: none"> • Detailed specification must be prepared that provides a clear description of the goods, services or works being purchased • The successful quotation as well as evidence of all comparative quotes (VendorPanel reference number and ECM document number) must be saved as an attachment to the requisition when seeking approval to proceed with the issue of a purchase order • Engage successful supplier via a purchase order prior to ordering and receiving goods, services or works |
| \$300,001 and above | <p>Public tender recommended</p> <p>Panel contracts comply with Section 6.8.3 of this policy and can be engaged when the value is over \$300,000 (excl GST), where value for money can be established and this method of procurement is signed off by the relevant Director or CEO</p> |

Schedule 2 - Employee Procurement Authorisation

The City must maintain a documented scheme of procurement authorisations, identifying appropriate City employees authorised to make such procurement commitments in respect of goods, services and works on behalf of the City and their respective delegations contained in the Instrument of Delegation.

The procurement authority structure (where delegated) is as follows:

| Management Level | Authorisation Limit (excl. GST) |
|------------------------------|------------------------------------|
| CEO | \$1,500,000 |
| Directors (EMT) | \$500,000 |
| Managers (Senior Officers) | \$100,000 |
| Coordinators or Team Leaders | \$10,000 |

The abovementioned delegation for coordinators is not automatically applied. Managers must request a delegation for individual roles via the Request for Financial Delegation Form.

As part of the Annual Budget process, the City adopts a Capital Works Programme. A Project Manager, Service Lead and responsible Director are assigned to each project. As part of this process, each Project and Service Lead is assigned an authorisation limit as detailed below to be used solely for the nominated project. Any authority already assigned under the Managers', Directors' and CEO's limits will over-ride that detailed below unless it is of a lesser amount.

| Project Management Level | Authorisation Limit (excl. GST) |
|---|------------------------------------|
| Senior Works Coordinator – Works | \$100,000 |
| Coordinator Civil Infrastructure Delivery – Engineering | \$50,000 |
| Coordinator Civil Design – Engineering | \$50,000 |
| Coordinator Public Space Design – Parks & Open Space | \$50,000 |
| Coordinator Infrastructure Development – Engineering | \$50,000 |
| Project Coordinator – Property Services | \$50,000 |
| Project Manager – Major Projects | \$50,000 |
| Project Manager | \$20,000 |
| Service Lead | \$20,000 |

| | |
|--|---|
| Purchasing Card Purchases Director Corporate Performance | Authority to authorise and issue employees a City purchasing card. Employees are authorised to purchase goods and services within the limits stated in the Purchasing Card Policy. Usage must also be in accordance with all other conditions of the City's Purchasing Card Policy. |
| Fuel Card Purchases Director Presentation & Assets | All employees are authorised to utilise fuel cards up to the value of \$200.00 per transaction. Fuel cards can only be used to purchase fuel or oil. |

Schedule 3 – Contract value delegation thresholds

| Position | Value Limit | Contract Form | Works (excl. GST) |
|----------------------|--------------------|----------------------|--|
| Council | Above \$1.5M | Contract | Awarding contracts over \$1,500,000 or for any contract that the CEO or Directors consider requires a Council Resolution for approval. |
| | | Variations | Contract variations exceeding 30% of the original contract sum in the aggregate, or over \$450,000 individually. |
| CEO | Up to \$1.5M | Contract | Awarding contracts up to \$1,500,000 |
| | | Variations | Contract variations not to exceed 30% of the original contract sum in the aggregate, or \$450,000 individually, whichever is the lesser, subject to remaining within budget or offset savings being identified. |
| Director | Up to \$500,000 | Contract | Awarding contracts up to. \$500,000 |
| | | Variations | Contract variations not to exceed 30% in the aggregate of the original contract sum, or \$150,000 individually, whichever is the lesser, and contract total not to exceed \$500,000 subject to remaining within budget or offset savings being identified from within the program. |
| Service Unit Manager | Up to \$100,000 | Contract | Service Unit Manager - awarding of contracts within budget for amounts up to.\$100,000 |
| | | Variations | Contract variations not to exceed 30% in the aggregate of the original contract sum, or \$30,000 whichever is the lesser, subject to remaining within budget or offset savings being identified. |
| Project Managers | Up to \$50,000 | Contract | Not Applicable |
| | | Variations | Contract variations not to exceed 30% in the aggregate of the original contract sum, or \$15,000 whichever is the lesser, subject to remaining within budget or offset savings being identified. |
| Position | Value Limit | Contract Form | Service/Goods - Fixed Deliverables (fixed \$ commitment) (excl. GST) |
| Council | Above \$1.5M | Contract | Awarding contracts over \$1,500,000 or for any contract that the CEO or Directors consider requires a Council Resolution for approval. |
| | | Variations | Contract variations exceeding 30% of the original contract sum in the aggregate, or over \$450,000 individually. |
| CEO | Up to \$1.5M | Contract | Awarding contracts up to \$1,500,000 |
| | | Variations | Contract variations not to exceed 30% of the original contract sum in the aggregate, or \$450,000 individually, whichever is the lesser, subject to remaining within budget or offset savings being identified from within the program. |
| Director | Up to \$500,000 | Contract | Awarding contracts up to \$500,000 |
| | | Variations | Contract variations not to exceed 30% in the aggregate of the original contract sum, or \$150,000 individually, whichever is the lesser, and contract total not to exceed \$500,000 subject to remaining within budget or offset savings being identified from within the program. |

| | | | |
|----------------------|-----------------|----------------------|---|
| Service Unit Manager | Up to \$100,000 | Contract | Service Unit Manager - awarding of contracts within budget for amounts up to \$100,000 |
| | | Variations | Contract variations not to exceed 30% in the aggregate of the original contract sum, or \$30,000 whichever is the lesser, subject to remaining within budget or offset savings being identified. |
| Position | Value | Contract Form | <p align="center">Service/Goods - Schedule of Rates (excl. GST)</p> <p>Schedule of Rates is a standing offer arrangement that sets out rates for goods and services which are available for the term of the agreement but without a commitment to purchase a specified value or quantity of goods or services.</p> <p>As there is no commitment the delegation level is based on the budget for the first year of the contract</p> |
| Council | Above \$1.5M | Contract | Awarding multi-year, schedule of rates based contracts over \$1,500,000 per annum or for any contract that the CEO or Directors consider requires a Council Resolution for approval. |
| | | Variations | Contract variations exceeding 30% of the original contract sum in the aggregate per annum, or \$450,000 |
| CEO | Up to \$1.5M | Contract | Awarding multi-year, schedule of rates based contracts up to \$1,500,000 per annum based on the first year of the contract. |
| | | Variations | Contract variations not to exceed 30% of the original contract sum in the aggregate per annum, or \$450,000 whichever is the lesser, subject to remaining within budget or offset savings being identified. |
| Director | Up to \$500,000 | Contract | Awarding multi-year, schedule of rates based contracts up to \$500,000 per annum based on the first year of the contract. |
| | | Variations | Contract variations not to exceed 30% in the aggregate per annum of the original contract sum, or \$150,000 individually, whichever is the lesser, and contract total not to exceed \$500,000 per annum, subject to remaining within budget or offset savings being identified from within the program. |
| Service Unit Manager | Up to \$100,000 | Contract | Not Applicable. |
| | | Variations | Contract variations not to exceed 30% in the aggregate of the original contract sum, or \$30,000 whichever is the lesser, subject to remaining within budget or offset savings being identified. |

Schedule 4 - Sustainable Procurement

In addition to the Community Plan, from a sustainability and circular economy outcomes perspective, the procurement policy seeks to uphold the following sustainable principles:

Circular Procurement

From a circular economy procurement outcomes perspective, the 'Circular Economy & Zero Waste Policy' can be considered to be a layer that sits on top of the procurement process and commitments. The Circular Economy & Zero Waste Policy is also adopted in this Procurement Policy, and it aims to avoid the need for each procurement panel to assess detailed "sustainability" criteria, but rather embed standard response requirements that will provide circular, zero waste solutions that can be assessed via the current standard procurement assessment procedure.

Regional Responsibility

The City's projects, services, operations and procurement activities shall be performed with ethics and integrity, aligning with the fundamental sustainability commitments made by the City, as outlined in the 'One Planet Vision', including:

- Alignment with One Planet targets of 'net zero carbon' and 'zero waste'
- Aiming for as best-practice environmental outcomes as viable for a product or material
- Taking responsibility for the environmental impact (or benefit) of our choices
- Taking a lifecycle approach to procurement i.e. whole of life costs, not just upfront costs
- Taking a lifecycle approach to projects and operations i.e. design and plan for "end of use" of a material, product or service to achieve at least zero waste or encourage circular economy outcomes e.g. reuse, repurposing etc.

Victoria's Circular Economy Strategy

Over the 10-year period 2020-2030, Council will align its activities to meet or exceed Victorian and Federal waste and resource targets:

- Cut total waste generation by 15% per capita by 2030
- Divert 80 percent of waste from landfill by 2030 (72% by 2025)
- Halve the volume of organic material going to landfill between 2020 & 2030 (20% reduction by 2025)
- Ensure all City facilities have access to (and are using) food and garden organics waste recycling services or composting
- Phase out problematic and unnecessary plastics by 2025

The Sustainable Procurement schedules (**Aboriginal and Torres Strait Islander, Economic, Social & Environmental**) contained within the City's Procurement documentation help guide the City's procurement in line with these objectives.

Sustainable Procurement

The City requires the consideration of sustainability in all its procurement activities.

Opportunities will be taken to generate Aboriginal and Torres Strait Islander, Economic, Social, and Environmental benefits whenever it is practicable and achieve value for money.

The City will provide opportunities for businesses in participating in our procurement activities and to be suppliers of our works, goods and services.

Aboriginal and Torres Strait Islander

The City recognises the importance of increasing the economic growth of Aboriginal and Torres Strait Islander businesses and is committed to ensuring it is an integral part of our procurement process.

Economic Sustainability

The City is committed to procurement that supports local businesses and economic diversity in the municipality.

Social Sustainability

Social procurement often takes the form of a local, state or federal department strategically using an appropriate procurement opportunity to generate targeted employment for a specific population group. This includes people with a disability, the long-term unemployed, culturally and linguistically diverse groups, youth, social housing tenants, or a regional, rural or disadvantaged metropolitan area. The City is committed to social procurement, in particular facilitating employment opportunities in disadvantaged communities within the City municipal area.

Environmental Sustainability

The City is committed to environmental sustainability outcomes. This includes the efficient use of resources (energy, water, and materials), protecting ecological systems and achieving zero net greenhouse gas emissions and zero waste to landfill. To help promote environmental sustainability the City will give preference to quotations and tender submissions that deliver environmentally preferable and “Value for Money” outcomes.

The City will reduce waste going to landfill by applying principles of the waste hierarchy. This includes avoiding, reducing, reusing, recycling and finally disposal to landfill, of products used by the City.

- Avoiding waste by not purchasing items that are not needed, or are obsolete, not sustainably produced, or are not of a quality which will last. This may require a review of current purchasing practices by each department.
- Reusing items instead of disposing to landfill. This may include reusing items such as office supplies, stationery, furniture, machinery and paper within the workplace or finding an alternative opportunity for reuse.
- Reducing waste by selecting materials with less packaging, returning packaging, or reducing printing or hard copies. This includes selecting materials made from recycled content, thereby closing the loop and creating a market for recycled materials. This should include choosing suppliers who exercise Extended Producer Responsibility.
- Recycling materials such as paper and cardboard, plastic containers, glass jars and bottles, steel cans, and aluminium cans, printer and toner cartridges, park vegetation, construction/demolition materials and E-waste. Preference should be made for items that are recycled throughout existing recycling processes and systems.
- Disposal of waste to landfill is the least preferred option identified in the waste hierarchy. Taking the steps outlined above will minimise the volume of waste we send to landfill.

Tender and Quotation Evaluation Weightings

To help promote sustainable procurement, the City will apply where applicable, evaluation weightings to quotations and tenders.

- Aboriginal and Torres Strait Islander - 10% weighting as a minimum
- Economic Sustainability - 20% weighting as a minimum
- Social Sustainability - 5% weighting as a minimum
- Environmental Sustainability - 5% weighting as a minimum.