

Approval Level:	Council
Policy Type:	Council
Approval Date:	16/09/2020
Review cycle:	Annually
Review Date:	30/06/2021
Responsible Officer:	Manager Governance
Owner:	Governance
Responsible Director:	Corporate Performance
Relevant Legislation/Authority:	<i>Local Government Act 1989 (Vic)</i>
DOCSETID:	2004330

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 186A of the Act.

This section of the Act requires the City to prepare, approve and comply with a procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works by the City.

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.

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

4. DEFINITIONS

In this policy:

Act means the *Local Government Act 1989* (Vic).

commercial in confidence means information that, if released publically 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 means the Victorian Local Government Best Practice Procurement Guidelines 2013.

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.

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.

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 Section 208B of the Act and the Guidelines.

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

5. PRINCIPLES

The City's procurement activities must be performed with integrity and in a manner able to withstand close scrutiny. The following fundamental best practice principles must be applied to all procurement, irrespective of the value and complexity of the procurement:

- value for money;
- open and fair competition;
- accountability;
- risk management; and
- probity and transparency.

The City's procurement strategy must align to the aims and objectives set out in its Community Plan, including but not limited to those related to sustainability, protection of the environment, corporate social responsibility and meeting the needs of the local community such as:

- supporting the local community;
- feeling safe;
- living in a clean and pleasant environment, and
- delivering good quality and well managed City services that are considered to be value for money.

The City must seek to use aggregated arrangements with other Councils, MAV Procurement, Procurement Australia and State Government Purchase Contracts wherever appropriate.

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;
- 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 1A 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 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.

6.2.3 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.

6.2.4 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.

6.2.5 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.

6.2.6 Panel Contracts

Council has several Preferred Supplier Panels in place which provide Council with efficiency, transparency, compliance and potential savings in quote-based procurement from preferred suppliers.

Contractors are appointed to a panel after successfully participating in a tender process and being assessed as compliant with requirements. Whilst a panel provides benefits in the procurement process, staff should still consider the specific works, goods or services being sought and confirm the approach is going to deliver the best value outcome.

- Where a contract has been established for a panel of suppliers to provide goods, services or works, panel suppliers should be used unless they are unable to supply the requirements;
- If the panel contract is for the supply of goods only or has provided a total price (including parts etc.) to complete a particular service, then there is no requirement to obtain any further prices;
- If the panel contract is for the supply of services or works, if the amount of works or services is unclear e.g. Schedule of rates, quotations should be requested from the panel suppliers in accordance with item 6.9.1 quotations, to ensure best value principles are achieved.

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.

Within the tender process, the City must require applicable tender applications to consider the environment to ensure that all purchases have a positive or minimised impact on the environment.

Environment specifications will be adopted to specify the sustainability requirements for the materials and resources we use. It will cover the main areas of consumption across the organisation. Such areas will include:

- 100% recycled paper
- Sustainably sourced timber
- Refurbished and remanufactured products
- Maximising recycled content and end-of-life materials recovery
- Minimising physical consumptions (paper, packaging, food waste)
- 100% renewable energy

The City is committed to reducing the amount of waste it sends to landfill, 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.

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

The City is committed to buying from local business where such purchases may be justified on value for money grounds.

All other factors being equal, the City must give preference to regional economic benefit when sourcing products. Included in all tender evaluation criteria is a mandatory 20% weighting for local content.

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 and works.

The application of regional content must have consideration of the best value principles set out in the Act and the *Competition and Consumer Act 2010* (Cth).

6.7 Collaborative Procurement

Council will seek and encourage the development of procurement collaboration with other councils and organisations including contracts available through the Victorian State Government, the Municipal Association of Victoria, Procurement Australia and other aggregated procurement providers as applicable. Any report to Council that recommends entering into a procurement agreement will include information in relation to any opportunities for collaboration with other Councils or public bodies that may be available.

Council will consider collaborative opportunities that are likely to enhance the best value outcome for the Local economy and will ensure any opportunities do not disadvantage local

suppliers from competing. All collaboration will be in compliance with competition and consumer legislation.

Collaboration may also include the use of standardised specifications, tenders and contracts and sharing resources and experience with other councils.

6.8 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 sustainable procurement schedules of Aboriginal and Torres Strait Islander, Economic, Social & Environmental contained within the City's documentation help guides the City's procurement in line with these objectives.

6.9 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 five year contract.

6.9.1 Quotations

VendorPanel is the secure internet-based system employees should use to source quotes. It is mandatory for staff to use VendorPanel for all procurement over \$5000. Purchase of goods or services valued up to \$150,000 and works valued up to \$200,000 may be undertaken using the procurement by quotation method as described in the table below:

Value Threshold	Number of written quotations required	Comment
\$Nil to \$1,000	Minimum of 1 quotation required, if possible	As a matter of good practice, it is desirable to obtain a minimum of one written quotation and ensure the details are recorded before placing an order. However, it is recognised that this is not always practical for reasons of administrative efficiency. If it is not possible to obtain a written quotation, every effort must be made to ensure the process followed in the circumstances is responsible, transparent and accountable.
\$1,001 to \$5,000	Minimum of 1 quotation required	All original quotations must be maintained in the City's document management system.
\$5,001 to \$25,000	Minimum of 2 quotations required	Details of the suppliers contacted, and their quotations must be recorded in the VendorPanel system

Goods and services \$25,001 to \$149,999	Minimum of 3 quotations required	Public advertising is not required; however, a detailed specification must be supplied. Details of the suppliers contacted, and their quotations must be recorded in the VendorPanel system
Works \$25,001 to \$199,999	Minimum of 3 quotations required	Public advertising is not required; however, a detailed specification must be supplied. Details of the suppliers contacted, and their quotations must be recorded in the VendorPanel system

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.

6.9.2 Tendering

Purchase of all external goods and services for which the estimated expenditure reaches \$150,000 and works for which the estimated expenditure reaches \$200,000 must be undertaken by public tender in accordance with the thresholds contained in the Act.

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.

Requests for quotes under the tender thresholds may be advertised as a public tender at the Service Unit Manager's discretion. Examples of when this may occur include when a field of potential tenderers has not been established, when an innovative approach is required or when the project has broad appeal that may attract keen prices.

6.9.3 Exemptions to the Policy for Obtaining Quotes:

All areas of expenditure identified below are exempt from the requirements of clause 6.8.1 of this policy. However, transactions must still comply with clause 6.8.2 if it fits within the tendering threshold.

- Ministerial Approval - The requirements of Section 186 of The Act do not apply if a contract is entered into by the City in accordance with arrangements approved by the Minister.
- 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.
- Sole Supplier (Core Service) - The City deals with a number of core service sole suppliers. There is no market to test and obtain multiple quotations. Examples of core service sole suppliers are:
 - (a) Library Service - North Central Goldfields Regional Library;
 - (b) Direct engagement with Dja Dja Wurrung and Taungurung for Advisory activities
 - (c) Water - Coliban Water;
 - (d) Water Catchment Authority - North Central Catchment Authority;
 - (e) Telstra, Powercor
 - (f) Professional membership payments (must relate to position held at the City);
 - (g) Where the supplier is the sole source of specific intellectual property; Facebook, Google and the like and
 - (h) Advertising (newspapers, magazines, TV and radio).
- 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.
- Legal Services - Legal services are exempt from the requirements of Section 186 of the Act. While there is no requirement under this policy for employees to obtain three quotes from a legal firm, employees must consult with the City's Legal Officer before engaging external legal providers. This internal consultation will ensure the most appropriate firm is engaged, that advice received is relevant without unnecessary replication and that the City receives value for money.
- The Legal Officer is the initial point of contact for all legal matters, except specialist planning advice, prosecutions and conveyancing where the City is either the purchaser or the vendor. In these limited circumstances it is accepted practice for business units to directly engage specialist legal providers.
- The direct referral to specialist legal providers is subject to review every three years.
- Direct purchasing from Aboriginal and Torres Strait Islander businesses where the estimated value of the procurement is up to \$25,000. 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.
- Emergency Situations – If the CEO or delegated key emergency management employees have determined that an emergency exists, purchases can be made without

the need to initially follow policy. Emergency situations may arise due to unforeseen events or occurrences relating to, but not limited to life threatening situations, genuine concerns for public safety, security, loss of essential services and, invoking an emergency response plan. An Exemption to Complying with Minimum Number of Quotes form must be completed for these purchases.

- Specialist Knowledge and Skill Exemption – if the City requires advice from a supplier who offers specialist knowledge. An Exemption to Complying with Minimum Number of Quotes form must be completed for these purchases.

6.10 Delegation of Procurement Authority

6.10.1 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 1 and Schedule 2 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.

6.10.2 Purchasing Decisions Reserved for the City

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

6.11 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.

6.12 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 7.

7. RELATED DOCUMENTS

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

- 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; and
- the City's Staff Code of Conduct. [Employee Code of Conduct | City of Greater Bendigo](#)

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

8. 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.

9. 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.

10. 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>

Schedule 1 - 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
CEO	\$1,650,000
Directors (EMT)	\$550,000
Managers (Senior Officers)	\$110,000
Coordinators that supervise a team	\$11,000

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, Client Manager and responsible Director are assigned to each project. As part of this process, each Project and Client Manager 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
Senior Works Coordinator – Works	\$110,000
Coordinator Civil Infrastructure Delivery – Engineering	\$55,000
Coordinator Civil Design – Engineering	\$55,000
Coordinator Public Space Design – Parks & Open Space	\$55,000
Coordinator Infrastructure Development – Engineering	\$55,000
Project Coordinator – Property Services	\$55,000
Project Manager – Major Projects	\$55,000
Project Manager	\$22,000
Client Manager	\$22,000

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 Corporate Performance	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 2 – Contract value delegation thresholds

Position	Value Limit	Contract Form	Works
Council	Above \$1.65M	Contract	Awarding contracts over \$1,650,000 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 \$495,000 individually.
CEO	Up to \$1.65M	Contract	Awarding contracts up to \$1,650,000.
		Variations	Contract variations not to exceed 30% of the original contract sum in the aggregate, or \$495,000 individually, whichever is the lesser, subject to remaining within budget or offset savings being identified.
Director	Up to \$550,000	Contract	Awarding contracts up to \$550,000.
		Variations	Contract variations not to exceed 30% in the aggregate of the original contract sum, or \$165,000 individually, whichever is the lesser, and contract total not to exceed \$550,000, subject to remaining within budget or offset savings being identified from within the program.
Service Unit Manager	Up to \$110,000	Contract	Service Unit Manager - awarding of contracts within budget for amounts up to \$110,000.
		Variations	Not Applicable.
Project Managers	Up to \$22,000	Day Works	Total of all Day Works to be within the specified Day Works Provisional Sum included in the contract Maximum of \$22,000 per item
Position	Value Limit	Contract Form	Service/Goods - Fixed Deliverables (fixed \$ commitment)
Council	Above \$1.65M	Contract	Awarding contracts over \$1,650,000 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 \$495,000 individually.
CEO	Up to \$1.65M	Contract	Awarding contracts up to \$1,650,000.
		Variations	Contract variations not to exceed 30% of the original contract sum in the aggregate, or \$495,000 individually, whichever is the lesser, subject to remaining within budget or offset savings being identified from within the program.
Director	Up to \$550,000	Contract	Awarding contracts up to \$550,000.
		Variations	Contract variations not to exceed 30% in the aggregate of the original contract sum, or \$165,000 individually, whichever is the lesser, and contract total not to exceed \$550,000, subject to remaining within budget or offset savings being identified from within the program.
Service Unit Manager	Up to \$110,000	Contract	Service Unit Manager - awarding of contracts within budget for amounts up to \$110,000.
		Variations	Not Applicable.

Project Managers	Up to \$22,000	Day Works	Not Applicable.
Position	Value	Contract Form	Service/Goods - Schedule of Rates
Council	Above \$1.65M	Contract	Awarding multi-year, schedule of rates based contracts over \$1,650,000 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 \$495,000.
CEO	Up to \$1.65M	Contract	Awarding multi-year, schedule of rates based contracts up to \$1,650,000 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 \$495,000, whichever is the lesser, subject to remaining within budget or offset savings being identified.
Director	Up to \$550,000	Contract	Awarding multi-year, schedule of rates based contracts up to \$550,000 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 \$165,000 individually, whichever is the lesser, and contract total not to exceed \$550,000 per annum, subject to remaining within budget or offset savings being identified from within the program.
Service Unit Manager	Up to \$110,000	Contract	Not Applicable.
		Variations	Not Applicable.
Project Managers	Up to \$15,000	Day Works	Not Applicable.

SCHEDULE 3 SUSTAINABLE PROCUREMENT

One Planet Living

Greater Bendigo City Council (the City) is committed to the One Planet Living as a framework for creating the world's most liveable community. One Planet Living is about making it easy, attractive and affordable for people to live healthy and happy lives within the limits of our one planet.

The City's Procurement Policy is an important mechanism to help achieve this vision.

One Planet Living includes supporting local businesses, creating safe and equitable places to live, empowering communities, reducing consumption, using materials from sustainable sources, and creating a zero waste and zero carbon economy.

For more information on One Planet Living see the City's website:

www.bendigo.vic.gov.au/OnePlanetLiving

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