

Objective

The objectives of this policy are to:

- Deliver efficient, effective, economical and sustainable procurement practices;
- Achieve best value for money outcomes in the community's best interests;
- Ensure all procurement activities are undertaken in a fair and equitable manner and can withstand probity;
- Ensure the City complies with the *Local Government Act 1995*, the *Local Government (Functions and General) Regulations 1996* and *State Records Act 2000*;
- Effectively manage risk in procuring goods and services from external contractors and suppliers; and
- Observe a high standard of ethics and integrity when making procurement decisions.

Scope

This Policy and associated Purchasing Procedures for the Procurement of Goods and Services applies to all employees including temporary / agency employees, involved in the procurement of any goods and services for the City.

Policy

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Definitions

In this Policy unless the contrary intention appears:

- CEO:** City of Armadale Chief Executive Officer
- City:** City of Armadale
- CUA or State CUA:** Western Australia State Government Common Use Arrangement
- EOI:** Means expression of interests and refers to the document prepared by the City seeking preliminary information from parties who may be interested in supplying goods or services prior to any formal tender process being implemented.
- ERP:** Enterprise Resource Planning software.
- Goods Receipt:** Is a formal process undertaken by any Officer to match the received Goods or Services with the Purchase Order through the City ERP.
- High Value:** Means any procurement value at or above \$50,000.
- Local Supplier:** Means a business located within the City of Armadale suburbs or suburbs of adjoining Local Governments.
- Low Value:** Means any procurement value under and up to \$49,999.
- Officer:** City of Armadale employee.
- Panel Member:** Means an individual supplier within a Panel of Pre-Qualified Suppliers.
- Panel:** Means the Panel of Pre-Qualified Suppliers of goods or services established in accordance with Division 3 of the *Local Government (Functions and General) Regulations 1996*.
- Request(s):** Request for Quotation or Request for Tender.
- Requisition:** Is a formal request for obtaining goods or services, initiated by any City of Armadale Officer through the City ERP.
- RFQ:** Means a request to provide a quote for specific goods or services and refers to the document prepared by the City seeking formal submissions from interested parties.
- RFT:** Means a request for tender and refers to the document prepared by the City seeking formal submissions from interested parties for the provision of goods or services as required by the *Local Government (Functions and General) Regulations 1996*.
- State of Emergency Declaration:** Has the meaning given in Section 3 of the *Emergency Management Act 2005*.
- Supervisor:** Means an employee to whom other employees formally report.
- Tender:** Means a formal offer for the provision of goods or services.
- WALGA PSP:** Western Australia Local Government Association Preferred Supplier Panel.
- WALGA:** Western Australia Local Government Association.

1 Procurement

1.1 Principles

The following principles, standards and behaviours must be observed at all stages of the procurement process:

- a) All procurement practices shall meet the City's core values of Safety, Honesty, Accountability, Respect and Professionalism.
- b) All procurement practices are carried out in compliance with the applicable legislation including the *Local Government Act 1995*, the *Local Government (Function and General) Regulations 1996* and the *State Records Act 2000*.
- c) Procurement practices will be in compliance with the City's Procurement of Goods and Services Policy, Procurement of Goods and Services Procedures and Code of Conduct.
- d) All Procurement decisions will remain free from unfair bias and all suppliers will be treated equitably and fairly.
- e) All Procurement decisions will consider value for money as outlined in clause 1.4.
- f) All information provided to the City by a supplier will be treated as commercial- in-confidence and not released to a third party unless authorised by the supplier or required by law.
- g) All transactions are fully documented, recorded and stored in compliance with applicable legislation and audit requirements.

1.2 Ethics and Integrity

The following principles, standards and behaviours must be observed and enforced at all stages of the procurement process to ensure the fair and equitable treatment of all parties:

- h) all procurement decisions must be fully accountable with expenditure of public money undertaken through a transparent, unbiased, efficient and effective process resulting in best value for money outcomes;
- i) procurement is to be undertaken on a competitive basis (unless otherwise authorised) in which all potential suppliers are treated impartially, honestly and consistently;
- j) all procurement practices shall comply with legal, operational and ethical requirements consistent with relevant Government legislation, regulations and Council policies; and
- k) any actual or perceived conflict of interest are to be identified, disclosed and appropriately managed.

1.3 Competence, Confidentiality & Interest

Each officer undertaking a formal high value evaluation on behalf of the City of Armadale commit to:

- l) Having no Financial, Indirect Financial or Proximity Interest;
- m) Having no conflict of interest;
- n) Keeping all information relating to the evaluation process confidential; and
- o) Keeping the results of the evaluation process confidential.

This commitment is reaffirmed through the completion of a Declaration of Confidentiality and Interest Form **prior** to undertaking any formal high value evaluation on behalf of the City of Armadale.

Any Officer unable to complete a Declaration of Confidentiality and Interest Form for whatever reason shall be excluded from the evaluation process.

1.4 Value for Money

Value for Money is an overarching principle governing procurement that allows the best possible outcome to be achieved for the City.

The Value for Money principle underlies all procurement activities and shall consider the whole of life cost. Value for Money is to be achieved via the critical assessment of price, risk, timeliness, environmental, social, economic, compliance and qualitative factors to determine the most advantageous outcome for the City.

Compliance with the specification will be considered more important than obtaining the lowest price, particularly taking into account specification requirements, quality and compliance standards, sustainability life cycle costing and service benchmarks.

A Value for Money assessment requires the comparison and evaluation of conforming offers. All offers are evaluated consistently against both compliance and evaluation criteria with offers not being selected on price alone.

1.5 Contract Management

Value for Money considerations are not only relevant to the selection of a successful supplier but apply to the ongoing management of the contract for the life of the contract.

The CEO will ensure that:

- (a) ongoing and effective contract management is undertaken to monitor contract performance against agreed performance measures and indicators. This is to ensure that agreed outcomes are delivered and value for money is achieved across the life of the contract; and
- (b) supply arrangements and supplier performance are periodically reviewed and reported against visible performance measures to ensure that they are continuing to provide best value for money.

1.6 Contract Renewals, Extensions and Variations

Where a contract has been entered into as the result of a publicly invited Tender process, then the *Local Government (Functions and General) Regulations, r 21A* applies.

For any other contract, the contract must not be varied unless;

- The variation does not change the scope of the original contract or increase the contract value beyond 10%; or
- The variation is a renewal or extension of the term of the contract where the extension or renewal options were included in the original contract.

Upon expiry of the original contract, and after any options for renewal or extension included in the original contract have been exercised, the City of Armadale is required to review the purchasing requirements and commence a new competitive purchasing process in accordance with this Policy.

1.7 Procurement Thresholds and Practices

1.7.1 Approach to Market Priority

When approaching the market to obtain quotations to form a contract, the City will consider and apply, where applicable, the following order of priority for engagement:

Priority	Requirement
	Contracted Suppliers
1	Current contracts, including Panels of Pre-Qualified Suppliers or other contracted suppliers, must be used where the City's requirements can be met through an existing contract.
	Local Suppliers (Buy Local)
2	Where the purchasing value does not exceed the tender threshold, and a relevant local supplier is capable of providing the required supply, the City will ensure that wherever possible, quotations are obtained from local suppliers.
	Tender Exempt Arrangement
3	Use a relevant WALGA PSP or State CUA, regardless of whether or not the purchasing value will exceed the tender threshold unless otherwise approved.
	Other Tender Exempt Arrangement
4	Regardless of whether or not the purchasing value will exceed the tender threshold, the City will investigate and seek quotations from WA Disability Enterprises that are capable of providing the required supply. Where the purchasing value does not exceed the tender threshold, the City will investigate and seek quotations from Aboriginal businesses that are capable of providing the required supply.
	Other Suppliers
5	Where there is no relevant existing City contract or the City believes value for money is best achieved outside of the other listed priorities, purchasing activity from any other supplier is to be in accordance with the relevant purchasing value threshold specified in the table below.

1.7.2 Procurement Value

The Procurement Value, assessed in accordance with clause 1.7.1, determines the Procurement Practice to be applied to the City's procurement activities.

Procurement Value (ex GST)	Procurement Practice	Requisition Approval
Up to \$1,999	Seek at least one (1) verbal or written quotation from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 1.7.1.	Supervisor or above
\$2,000 - \$9,999	Seek at least one (1) written quote from a suitable supplier in accordance with the Supplier Order of Priority detailed in clause 1.7.1.	Supervisor or above
\$10,000 - \$49,999	Unless otherwise approved by an Executive Director*, seek a minimum of two (2) written quotes from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.7.1.	Coordinator or above
\$50,000 - \$99,999	Unless otherwise approved by an Executive Director*, seek a minimum of three (3) written quotes from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.7.1.	Manager or above
\$100,000 - \$249,999	Unless otherwise approved by an Executive Director*, seek a minimum of three (3) written quotes from suitable suppliers in accordance with the Supplier Order of Priority detailed in clause 1.7.1.	Executive Director or above
Over \$250,000	Conduct a public Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i> ; OR Unless otherwise approved by the CEO*, seek a minimum of three (3) written quotes from a Tender exempt body set out in Regulation 11.2 of the <i>Local Government (Functions and General) Regulations 1996</i> such as WALGA PSP or State CUA.	CEO or Council

Table 1

*see Section 1.7.5 and 1.8

These procurement practices represent the minimum requirements.

To ensure value for money, employees must consider the nature and risk of the procurement and determine whether a more rigorous procurement process is required to encourage the appropriate level of competition.

When determining the applicable procurement practice, employees must take into account the total cost over the life of the agreement, including options to extend.

Repetitive low value contracts for the same service with one or more suppliers that approach or exceed:

- p) \$50,000 up to \$249,000 (ex GST) within three years must be collectively put out for quote in line with this Policy and the City of Armadale Procedures for the Procurement of Goods and Services.
- q) \$250,000 (ex GST) within three years must be collectively tendered unless exemptions apply under Regulation 11.2 of the *Local Government (Functions and General) Regulations 1996*.

1.7.3 Authorisations

All officers within the City of Armadale are able to raise a requisition to purchase Goods or Services on behalf of the City.

Authorisation to approve a requisition has been delegated to selected organisational positions in accordance with the City of Armadale Financial Delegation Limit list.

Positions with a Financial Delegation Limit may approve requisitions up to the limit as defined within the Financial Delegation Limit list.

The CEO may:

- r) Review and amend positions on the Financial Delegation Limit list.
- s) Review and amend a position's delegation limit on the Financial Delegation Limit list subject to the Procurement Values shown in Table 1 of Clause 1.7.2 of this Policy.
- t) Restrict the scope of purchases to areas that relate only to the scope of duties for which the Officer is engaged; and
- u) Place any conditions on procurement by Officers including use of credit cards, records to be kept, and auditing of purchases made to ensure compliance with the Act, Regulations and this policy.

Requisitions must be raised and approved for all goods and services prior to the issuing of a Purchase Order to a supplier, Goods or Services being supplied, Goods Receipt or processing of a supplier invoice for payment unless

- (a) authorised in an emergency under section 6.8(1)(c) of the *Local Government Act 1995*; or
- (b) A state of emergency has been declared and purchases are to be for goods or services directly required for the purposes of addressing a need arising from the hazard, or from the impact or consequences of the hazard, to which the state of emergency relates, subject to purchases being approved by the CEO.

1.7.4 Emergency Purchases

Emergency purchases are defined as the supply of goods or services associated with a:

- (a) Local emergency and the expenditure is required (within existing budget allocations and below the tender threshold) to respond to an imminent risk to public safety, protect or make safe property or infrastructure assets. This means that quotations need not be sought as required by this policy; or
- (b) Local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s.6.8 of the *Local Government Act 1995* and *Local Government (Functions and General Regulation) Regulations 1996* r11(2)(a). For clarity tenders do not have to be called if the value exceeds the tender threshold of \$250,000 and quotations need not be obtained for any amount under \$250,000 provided the expenditure has been authorised in advance by the Mayor or by Council resolution; or
- (c) A State of Emergency declared under the *Emergency Management Act 2005* and therefore, *Local Government (Functions and General) Regulations 1996* r11(2)(aa), (ja) and (3) apply to vary the application of this policy.

Time constraints, administrative omissions and errors do not qualify for definition as an emergency purchase. Instead, every effort must be made to research and anticipate purchasing requirements in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes or tenders, as applicable.

1.7.5 Sole Source of Supply (Monopoly Suppliers)

The application of provision "sole source of supply" should only occur in limited cases as procurement experience indicates that generally more than one supplier is able to provide the requirements.

Procurement of goods, services or works available from only one private sector source of supply is only permitted without undertaking a competitive process (public Tender, RFQ or Tender exempt processes) in circumstances where the CEO is satisfied that there is genuinely only one source of supply for those goods, services or works and falls within the CEO's delegated authority limit. The CEO must use their best endeavours to determine if the supplier is genuinely a sole source supplier by exploring if there are any alternative sources of supply and once determined, written confirmation must be captured within the City's approved electronic corporate record keeping system for audit purposes.

Refer to City of Armadale Procedures for the Procurement of Goods and Services for further details.

1.8 Waiver of requirement for Multiple Quotations

In accordance with this Policy, multiple written quotations are required for purchases \$10,000 (ex GST) and above. In exceptional circumstances, a request for exemption from obtaining multiple Quotations for purchases up to \$249,999 (ex GST) may be obtained from an Executive Director.

For the purpose of this clause, exceptional circumstances may be defined as:

- a) Emergency Purchases as defined in Clause 1.7.4 of this Policy; or
- b) Sole Source of Supply (Monopoly Suppliers) as defined in Clause 1.7.5 of this Policy;
or
- c) Where there is an immediate high risk to:
 - a. the business continuity of an essential service; or
 - b. the safety and security of City Officers, contractors, volunteers or the public;
or
 - c. The integrity and security of the information held by the City
- d) Unexpected equipment failure or sudden deterioration where delays in replacement would seriously impact the City's service delivery.
- e) Niche Market Product or Service (e.g. Seek; Facebook)

Each Quotation Waiver request will be assessed on its own merits and approval must be obtained from an Executive Director prior to raising a requisition or placing an order.

The CEO may approve a Quotation Waiver for purchases over \$250,000.

All waivers, approved or declined, are to be saved in the appropriate CM9 folder and presented to the CEO by the relevant Executive Director on a monthly basis and made available to audit scrutiny.

1.9 Statutory Payments

For the avoidance of doubt, Statutory Payments undertaken by the City are not considered procurement of Goods and Services in accordance with this Policy. Examples of these payments may be Goods and Services Tax (GST), PAYG, Emergency Services Levy, Superannuation and the Landfill Levy. These payments are made in conjunction with the delegations from the Chief Executive Officer under Regulation 5 and 11 of the *Local Government (Financial Management) Regulations 1996*.

2 Sustainable Procurement

The City is committed to sustainable procurement practices with preference to suppliers who are socially and environmentally responsible and who demonstrate sustainable business practices that result in improved environmental, social and local economic outcomes.

Requests are to include a request for information from suppliers regarding their sustainable practices and/or demonstrate that where appropriate their product or service offers enhanced sustainable benefits.

The City shall endeavour to identify and procure goods and services that:

- (a) Generate local employment and local business economic opportunities;
- (b) Provide employment and training opportunities for marginalised groups;
- (c) Demonstrate environmental best practice in energy and manufacturing efficiencies, use sustainable resources, minimise waste and pollutants;
- (d) Are ethically sourced from sustainable and fair trade supply chains; and
- (e) Demonstrate economic efficiencies in operations, through innovation and technologies.

Sustainable considerations must also consider value for money outcomes.

2.1 Buy Local

Under the State Government's Western Australian Buy Local Policy 2022, Local Governments, including the City, are encouraged to maximise participation of local and small businesses in the supply of goods, services and works purchased or contracted by the City in accordance with the City's local economy objectives as detailed in the City's Strategic Community Plan.

A key goal in this policy is open and fair competition to ensure that Western Australian businesses are provided with every opportunity to bid for work. It is recognised that not every category of goods, services or works that are purchased by the City will lend itself to supply by local businesses.

For the avoidance of doubt, Regional Price Preference in Part 4A of the *Local Government (Function and General) Regulations 1996* does not apply to this Policy.

The City's policy encourages the investment and development of competitive local businesses that operate from permanently staffed local business premises within the City's boundaries first and secondly within the broader region.

As far as practicable the City will:

- (a) Where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- (b) Consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- (c) Ensure that procurement plans address local business capability and local content;
- (d) Explore the capability of local businesses to meet requirements and design requests that can take advantage of this opportunity;
- (e) Avoid bias in Requests that may significantly disadvantage or prevent local business from bidding; and
- (f) Provide appropriate, adequate and consistent information to local suppliers.

Where appropriate, a qualitative weighting (not price weighting) is to be included in the evaluation criteria for quotes and tenders where there is potential for local economic benefits that

benefit the community as a whole.

3 Panels of Pre-Qualified Suppliers

3.1 Objectives

A Panel may be created where all the following factors apply.

- (a) It is determined that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- (b) The Panel will streamline and will improve procurement processes; and
- (c) The City has the capability to establish a Panel and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

3.2 Establishing and Maintaining a Panel

If the City decides that a Panel is to be created, it will establish the Panel in accordance with the requirements of Division 3 of the Regulations.

- (a) Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.
- (b) Panels may be established for any length of time up to a maximum of three (3) years, subject to approval of the CEO.
- (c) Evaluation criteria will be determined and communicated in the application process by which applications will be assessed and accepted.
- (d) Each invitation to apply to become a pre-qualified supplier will state the expected number of suppliers the City intends to put on the panel.
- (e) Should a Panel member leave the Panel within 12 months of contract commencement, they may be replaced by the next ranked supplier determined in the value for money assessment should they accept the offer. Should this supplier decline, the City may decide to invite the next ranked supplier and so forth until a supplier accepts a contract. Should the City deem that all suitable suppliers be exhausted, the City may continue to operate the Panel ensuring that the minimum of two (2) Panel Members remain and if this is not the case, the City must re-establish a new Panel via the relevant procurement process as set out in this policy.
- (f) Should a Panel Member leave the Panel after the initial 12 month contract period the City may continue to operate the Panel ensuring that the minimum of 2 Panel Members remain and if this is not the case, the City must re-establish a new Panel.
- (g) At the commencement of each Panel of pre-qualified suppliers a communications plan must be developed. This will set out how all communication between the City and Panel members will take place during the term of the Panel.
- (h) Unless otherwise varied by an Executive Director or the CEO there shall be a minimum of two (2) suppliers appointed to a panel and a minimum of one supplier for each category when more than one category is set out in the Panel.

3.3 Distributing Work amongst Panel Members

To satisfy Regulation 24AD(5) of the *Local Government (Functions and General) Regulations 1996*, the detailed information associated with each invitation to apply to join the Panel will prescribe one of the following as to whether the City intends to:

- (a) obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases; or
- (b) purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- (c) develop a ranking system for selection to the Panel, with work awarded in accordance with *Local Government (Functions and General) Regulations 1996*.

In considering the distribution of work among Panel members, the detailed information will also prescribe whether:

- (a) each Panel member will have the opportunity to bid for each item of work under the Panel. This invitation may include pre-determined criteria to help assess the suitability of the panel members for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- (b) work will be allocated to each panel member on a rotational basis regardless of the value of work required in each instance. This is more appropriate where there is little variation in the prices submitted by each panel member and there is consistency in the value of work required; or
- (c) work will be allocated to each panel member based on suitability, taking into account skills, knowledge and expertise for the given type of work on each occasion. Work is to be shared amongst panel members appropriately; or
- (d) if during procurement planning it is identified that none of the above options are suitable a written request can be submitted to Procurement for an alternative option.

Should all Panel members not be able to provide the goods/services within the requested timeframes or other parameters set, suppliers outside of the panel can be invited to supply in accordance with the Purchasing Thresholds stated in Table 1.

Documented evidence that all panel members are unable to provide the goods/services is to be captured within the City's approved electronic corporate record keeping system.

SPECIAL NOTE: In accordance with Regulation 24AJ of the *Local Government (Functions and General) Regulations 1996*, a contract (within the panel contract) must not be formed with a pre-qualified supplier for goods/services for a period exceeding 12 months, which includes options to extend the contract.

3.4 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every Panel member (within each category, if

applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

3.5 Communications with Panel Members

The City will ensure clear, consistent and regular communication with Panel Members.

At the commencement of each Panel of pre-qualified suppliers a communications plan must be developed. This will set out how all communication between the City and Panel members will take place during the term of the Panel.

4 Record Keeping

Comprehensive records of all communications and transactions with potential suppliers and contractors within the processing of Tenders, Panels of Pre-Qualified Suppliers, Quotations, Expressions of Interests and Contracts must be captured within the City's approved electronic corporate record keeping system and in accordance with the City's Record Keeping Policy ADM 15 and the *State Records Act 2000*.

5 Procurement Non-Compliance

The Procurement of Goods and Services Policy is mandated under the *Local Government Act 1995* and Regulation 11A of the *Local Government (Functions and General) Regulations 1996* and therefore the policy forms part of the legislative framework in which the Local Government is required to conduct business.

Where legislative or policy compliance is not reasonably able to be achieved, records must evidence the rationale and decision making processes that substantiate the non-compliance.

Procurement activities are subject to financial and performance audits which review compliance with legislative requirements and the City's policies and procedures.

If non-compliance with legislation, this Procurement Policy or the City's Code of Conduct, is identified it must be reported to the CEO or Manager City Governance.

A failure to comply with legislation, this policy or the City's Code of Conduct when undertaking procurement activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- (a) an opportunity for additional training to be provided;
- (b) a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or
- (c) misconduct which is subject to reporting requirements in accordance with the *Corruption, Crime and Misconduct Act 2003* and may result in employee termination and/or criminal prosecution for serious matters.

6 Applicable Legislation

Act	<i>Local Government Act 1995</i>
Regulation	<i>Local Government (Functions and General) Regulations 1996</i>

Delegation of Power

Yes

7 Linked to influencing strategies or plans

This policy is related to the Corporate Business Plan 2022/23 – 2025/26

1.3.1.3 Support the development of a Library in Harrisdale/Piara Waters to be operative in 2023.

1.3.1.4 Progress the development of the Forrestdale Community Hub.

1.3.1.5 Progress the development of the Roleystone Theatre.

1.4.1.1 Construct the Bedforddale Fire Station.

2.1.4.4 Develop options for improving the sustainability of the City's fleet such as transitioning to electric or non-hydrocarbon vehicles.

2.2.1.2 Develop for consideration by Council a program for retrofitting of embayments on long verges (inclusive of street trees) and around local parks.

2.2.2.1 Implement the City's Urban Forest Strategy 2014.

2.2.2.2 Implement the Footpath Program and Bike Plan.

2.2.2.3 Develop and implement a verge maintenance strategy.

2.2.2.5 Improve the amenity of streetscapes through the use of public art.

2.2.4.2 Implement Parks Improvement Plan

2.4.1.2 Ensure the City's Waste Collection service is competitive in terms of level of service and cost.

4.1.1.4 Maintain a portfolio of "shovel ready" projects consistent with identified community priorities in order to take advantage of funding opportunities.

4.1.3.6 Ensure that the City's operations is proactively compared with the findings and recommendations of external reviews, such as Office of the Auditor General Focus Audits, and promptly takes any corrective measures necessary to ensure compliance.

4.1.5.1 Ensure that conflicts of interest are understood, readily disclosed and appropriately managed.

4.1.5.6 Ensure that gifts are promptly declared or appropriately refused in accordance with legislative requirements and the City's Code of Conduct.

4.1.5.9 Build a strong commitment to comprehensive information capture and governance, which evidences accountable and transparent decision making.

4.2.2.1 Review accepted custom and practice regularly and assess against best practice to ensure greatest value is being delivered to the community.

4.2.2.3 Establish systems and processes to harness, assess and support the implementation of innovations.

4.3.3.1 Review tender criteria and weightings as well as the City's Procurement Policy.

4.4.4.1 Strive for high quality, consistent and efficient customer service delivery.

8 Linked to procedure

Yes

9 Other Implications

Financial/Budget Implications

This Policy impacts significantly on the budget.

Asset Management Implications

This Policy impacts on all assets purchased by the City

Environmental Implications

This Policy may have environmental implications depending on the purchase.

Work Health and Safety Implications

This Policy may have WHS implications depending on the purchase.

10 Administrative information

Adopted on	23 March 2009 (CA2/3/09)
Reviewed or amended	28 May 2012 (CS40/5/12) 21 December 2015 (CS101/12/15) 28 May 2018 (CS43/5/18) 24 August 2020 (CS39/8/20) 24 April 2023 (CS13/4/23)
Responsible department	City Governance