



MINUTES

POLICY REVIEW PANEL

held on Wednesday 2 October 2019 at 10:00am in Civic Room 2, Melton Civic Centre

Present: Cr L Carli, Deputy Mayor
Cr K Hardy
Cr K Majdlik

Ms C Denyer, Manager Legal & Governance
Mr J Whitfield, Governance Coordinator

Election of temporary Chairperson

The meeting commenced at 10:10am.

Crs Majdlik/Hardy

That Cr Carli, Deputy Mayor be the temporary Chairperson for this meeting of the Policy Review Panel.

CARRIED

1. Welcome

Cr Carli welcomed the Panel members.

2. Apologies

Cr B Turner, Mayor

3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of the previous minutes

The Panel agreed that the minutes of the Policy Review Panel meeting held on 12 June 2019 and adopted by Council at the Ordinary Meeting held on 24 June 2019 be noted.

5. Business Arising

Nil

6. General Business

6.1 Community Grants Policy

Presenter: - Danielle Vandermeij and Robyn Mitchell

The revised Community Grants Policy was considered by the Panel.



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The Panel discussed a number of aspects of the Policy. Changes were made to the Policy as presented to the Panel in the Agenda. These included:

- a revised definition of 'Community Project'
- replacing the word 'Donation' with 'Contribution' in relation to Resident Achievement style grants
- deleting the Sponsorships description as this is outside the ambit of Community Grants and dealt with in a separate policy
- adding back paragraphs deleted in Section 5.1 to give more information in the policy
- deleting the first dot point in Section 5.2; 'Where the primary focus is to promote specific political or religious views, unless providing broad community benefit.'
- for section 7.2, adding '(1 per Ward)' for Community Representative on the Semi-Annual, The Club Caroline Springs and HRV/Tabcorp Park Grant Assessment Panels.

Recommendation 1

Crs Majdlik/Hardy

That Council approve the revised *Community Grants Policy* as attached to these minutes.

CARRIED

6.2 Terms of Reference –The Club Caroline Springs Grants Assessment Panel and Harness Racing Victoria/Tabcorp Park Grants Assessment Panel

Presenter: - Danielle Vandermey and Robyn Mitchell

The Terms of Reference for The Club Caroline Springs Grants Assessment Panel and Harness Racing Victoria/Tabcorp Park Grants Assessment Panel were presented to the Panel with changes made to:

- reflect the consideration of diversity when appointing panel members; and
- change the Conflict of Interest Declaration section so that it aligns with the Local Government Act 1989 provisions.

Recommendation 2

Crs Majdlik/Hardy

That Council approve the revised *The Club Caroline Springs Grants Assessment Panel and Harness Racing Victoria/Tabcorp Park Grants Assessment Panel* as attached to these minutes.

CARRIED

6.3 Community Grants Program Guidelines

Presenter: - Danielle Vandermey and Robyn Mitchell

The revised Community Grants Program Guidelines were considered by the Panel.

The Panel discussed a number of aspects of the Policy. Changes were made to the Guidelines in line with the changes made above to the Policy and an additional item # 9. was added to the General grant conditions to say that 'Retrospective funding will not be provided to Community Projects'.



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Recommendation 3

Crs Majdlik/Hardy

That Council approve the revised *Community Grants Program Guidelines* as attached to these minutes.

CARRIED

Cr Carli left the meeting at 11:40am

Cr Carli returned to the meeting at 11:43am

6.4 Procurement Policy and Procurement Procedure Manual

Presenter: - Christine Denyer

The revised Procurement Policy and Procurement Procedure Manual were considered by the Panel.

The Panel discussed a number of aspects of the Policy and Procedures Manual. Changes were made to the Manual to include the word 'disability' in sections 5.8.1 and 5.8.3.1 and an amendment made to Part G: Summary of Purchasing Methods.

Recommendation 4

Crs Hardy/Majdlik

That Council approve the revised *Procurement Policy and Procurement Procedure Manual* as attached to these minutes.

CARRIED

6.5 Credit Card Policy & Procedure (Councillors)

Presenter: - Christine Denyer

The revised Credit Card Policy & Procedure (Councillors) was considered by the Panel.

No changes were made to the Policy and Procedure as presented to the Panel.

Recommendation 5

Crs Majdlik/Hardy

That Council approve the revised *Credit Card Policy & Procedure (Councillors)* as attached to these minutes.

CARRIED

6.6 Councillors and Special Committee Members Resources, Support and Expenses Policy

Presenter: - Christine Denyer

The revised Councillors and Special Committee Members Resources, Support and Expenses Policy was considered by the Panel.

The Panel discussed a number of aspects of the Policy. Changes were made to the Policy as follows:



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- in Section 4.4; 'Reasonable Mini-bar expenses' was added back in
- in Section 4.6; the age for a child changed from '16' to '18' and item ix) 'Any meeting relating to Council business' was added

- in Section 4.9; one winter jacket and one hat (to have a brim for sun protection) were added to the list of uniform items

Recommendation 6

Crs Hardy/Majdlik

That Council approve the revised *Councillors and Special Committee Members Resources, Support and Expenses Policy* as attached to these minutes.

CARRIED

7. Next Meeting

Wednesday 27 November 2019, 10:00am – 12:00pm, Civic Room 2, Melton Civic Centre.

8. Close of Business

The meeting closed at 12:27pm.

Attachments

Policy Review Panel Minutes, 2 October 2019

Item 6.1 Community Grants Program Policy

	<h2>Community Grants Program Policy</h2>
Version No.	V3.0 25 September 2019
Endorsement	Policy Review Panel 2 October 2019
Authorisation	Council <insert date>
Review date	December 2022
Responsible officer	Manager Community Planning
Policy owner	Coordinator Community Capacity

1. Purpose

To provide a consistent application of a 'best practice' approach in delivering the Melton City Council's Community Grants Program.

2. Scope

This policy applies to all community groups and individuals that wish to apply for Council support through the Council's Community Grants Program. This includes the Council administered third party grants from The Club Caroline Springs and Harness Racing Victoria/Tabcorp Park Grants.

Those responsible for the administration, assessment and approval of received applications are also bound by this policy.

This policy does not apply to applications which are eligible to be assessed within the funding threshold of Council's Community Requests for Budget Allocation Policy.

3. Definitions

Word/Term	Definition
Acquittal	Reporting on how the grant was used and spent.
Responsive Grants	Financial support for essential activities that require a quick response that fit outside the scope of other funding opportunities.
Community Grants Program (CGP)	The program that administers funds to individuals, groups or organisations to support community led initiatives that derive community benefit.
Community Grants Program Guidelines	The practice for the promotion and delivery of the CGP.
Community Grant Procedures	Sequential actions to be followed in administering and delivering the CGP.
Community Grant	A conditional sum of funds provided to a recipient for an agreed specified purpose in a formal agreement between parties with the understanding that there will be a defined outcome that directly or indirectly benefits the community.

Word/Term	Definition
Community Group	An organisation that is a not for profit, incorporated group or association that is accessible and accountable to members of the community. A community group provides the broader community and/or its members with opportunities to engage in local community, cultural, leisure and/or educational activities.
Community Project	Any project proposed by a community group, club or organisation.
Commercial Organisation	An organisation commercial in nature or operated for the primary purpose of returning a commercial benefit, monetary gain or profit.
Delegated Authority	Person/s who are authorised to perform the function of approving and/or rejecting Community Grants.
Eligible	Having the right to do or obtain; satisfying the appropriate conditions.
Entry-Level	Groups, clubs or organisations who have little-to-no experience implementing grant-funded projects and are assessed at the discretion of Council Officers to face significant and demonstrated challenges applying for Council's regular Community Project Grants.
Ineligibility	Not having the right to do or obtain; not satisfying the appropriate conditions.
Establishment Grants	Funding to promote and develop the establishment of new community groups, clubs and/or associations.
Semi-Annual Grants	Financial support for community projects that increase community participation and access to information, services and facilitate a strengthening in social wellbeing across the City.
Sponsorship	Sponsorship is the right to associate the sponsor's name, products or services with the sponsored organisation's service, product or activity, in return for negotiated benefits such as promotional opportunities. It involves a negotiated exchange and should result in tangible and mutual compensation for all parties in the arrangement.
Subsidy	A subsidy is a form of financial assistance that is conditional upon meeting specific criteria. A subsidy can be used to support and to encourage community activities that would otherwise not take place, particularly to support the commencement and establishment of initiatives in becoming self-sustaining.
Service Level Funding Agreement (SLFA)	A negotiated legal agreement between Council and an organisation, that details the nature, quality and scope of a service to be provided. The Agreement will define the responsibilities of both Council and the organisation.

Word/Term	Definition
Third party Council administered Grants	Grant funds provided by community organisations to be dispersed through individual programs and administered by Council.

4. Policy

Melton City Council acknowledges its role in supporting, assisting and partnering with community groups in providing services which benefit the wider community, enhance community well-being and contribute to Council's strategic objectives.

There are a range of grant funding sources available to the Melton City community through:

- The private sector (including Electronic Gaming venues that operate in the municipality, which are required to redistribute a percentage of revenue to the community as defined by the Victoria Gaming Regulation Act 2003);
- Philanthropic organisations; and
- State and Commonwealth Grant Program streams.

Council support is provided and/or administered through the CGP via the following:

<p>Opportunities for individuals and groups to make competitive application to access one off grants. These are provided through:</p> <ul style="list-style-type: none"> • Semi-Annual Grants. Includes two categories: <ul style="list-style-type: none"> i. Community Project – available to eligible community organisations, clubs and not-for profits to apply for. ii. Entry-Level – designed for clubs and groups with little-to-no experience implementing grant funded projects. • Responsive Grants • Establishment Grants • Resident Achievement Contributions
<p>Third party grant administration:</p> <p>Council's administration of funds provided to the community via the following third party funding bodies:</p> <ul style="list-style-type: none"> • The Club Caroline Springs Grants - provides annual community project and entry- level grants. • Harness Racing Victoria/Tabcorp Park Grants - provides annual community project and entry-level grants.

The CGP:

- Recognises, encourages and values the contribution of local residents in enhancing local community wellbeing and social connectedness;
- Builds resilient residents and communities through opportunities to increase civic participation and community activity;
- Increases the capacity and learning of local groups and individuals in the establishment and development of self-sustainable programs, projects and groups;
- Strengthens relationships and creates opportunities for collaboration between Council and our community; and
- Supports new innovative and inclusive initiatives, activities and events, which promote the uniqueness, heritage and cultural diversity of our City.

This Community Grants Program Policy pertains to the CGP and provides a clear administrative framework to inform the program's procedures and guidelines.

This policy observes statutory obligations pertaining to the distribution of public funds; incorporates community funding best practice principles; and supports delivery of the CGP.

4.1 Policy Objectives

This policy aims to:

- Contribute to the achievement of Council's Vision, outcomes and objectives as documented in its Council and Wellbeing Plan and subsequent strategies through active engagement with community organisations.
- Provide community groups and individuals with financial support to meet identified community needs.
- Provide a standard approach and framework to assist our community to be culturally rich, active, healthy, safe and connected.
- Distribute and acquit funds in a transparent and equitable manner under the principles of good governance.

4.2 Policy Principles

The following principles underpin the policy:

Efficiency	Continuous improvement approaches that effectively respond to community and organisational need.
Transparency	Procedural integrity through public access to annual reporting of program outcomes, decision making and relevant documents.
Fairness	Ethical behaviour in program processes, adherence to CGP conflict of interest and Codes of Conduct contained in procedures to eliminate unfair advantage.
Consistency	Accountability of participant's and facilitator's compliance with statutory, regulatory and program procedural obligations.
Inclusiveness	Maintaining equity, openness and accessibility to program information, officer support and associated tools.
Responsiveness	Addressing identified community need through alignment of CGP criteria to Council Plan Strategic Objectives and prioritisation of need in assessment of applications.
Sustainability	Effective use of resources which increase the availability of service provision across the City and provides long term benefits to the community and best possible outcomes for resource expenditure.

5. Grant Eligibility Criteria

All applications will be subject to the eligibility criteria and specific assessment selection criteria as provided in the Community Grant Guidelines.

Council may only provide a grant to a community group when Council is satisfied that the Community Grant will be used for a purpose that is in the public interest; and the Community Grant is aligned with the objectives and eligibility criteria nominated in this policy.

5.1. To be eligible for funding, applicants must:

- Be one of the following;
 - i. Incorporated not-for-profit community groups or organisations located in and providing the support, service or program within the City of Melton;
 - ii. Incorporated not-for-profit community groups or organisations located elsewhere, but providing support, services or programs to people living in the City of Melton; OR
 - iii. Incorporated community groups or organisations with auspice support from an incorporated not-for-profit organisation, providing the support, service or program within the City of Melton.
- Have no outstanding debts owing to Council;
- Align projects with Council priorities set out in its current Council and Wellbeing Plan;
- Adhere to Local, State and Federal laws;
- Ensure adherence with the Equal Opportunity Act 2010 and Child Safe Standards;
- Comply with the conditions outlined in Council's Alcohol Risk Management Policy, Responsible Gambling Policy, and Healthy Food and Drink Policy;
- Have met all acquittal conditions of previous Council funding;
- Have 80% of project participant's living in the City of Melton;
- Have an ABN;
- Have Public Liability Insurance of up to \$20 million;
- Have discussed the project application with the Community Funding & Project Officer and a relevant Council Officer (see page 10 for a list of Officers that will be able to assist with your project idea); and
- obtain quotations for goods and services from reputable suppliers such as industry accredited suppliers (we encourage applicants to source from suppliers within the City of Melton):
 - i. one quote for goods or services valued at over \$250,
 - ii. two quotes for goods or services over \$1,000.

5.2. Community Grants Program funding is ineligible to projects:

- That are facilitated by local schools/education providers that are limited to students only.
- Seeking support for ongoing operational costs, e.g. permanent staff, ongoing salaries, maintenance, venue hire.
- Seeking support over \$1,000 for exclusive events (those that do not include broad community participation).
- That take place outside the City, unless it is an element of an ongoing project and has a demonstrated and direct benefit to the City of Melton community.
- That are the clear responsibility of other levels of government e.g. school curriculum, infrastructure, concerts.
- Already receiving Council funds to do the same or similar activity.

- Deemed to be duplicating existing services in the municipality.
- That facilitate routine and regular maintenance work to existing facilities.
- Based at facilities where there is little or no public access.
- That operate solely for the purpose of fundraising for individual gain.
- That are the responsibility of Council to deliver or where the funds will be administered or managed fully or in partnership by Council.
- That are profit making ventures.
- For purchase of equipment and material to address Occupational Health and Safety issues; this is considered to be the responsibility of the agency or organisation concerned.

6. General funding and acquittal conditions

An acquittal process will be consistently applied to assess and reconcile Community Grants and ensure correct and intended use of funds has been adhered to by all recipients, to satisfy the CGP Funding Agreements, Guidelines and Procedures.

6.1 The following conditions apply to any Community Grant:

- Successful applicants will be required to sign a Service Level Funding Agreement before funding is provided. The Service Level Funding Agreement will include the conditions of the funding.
- Successful applicants are required to complete the grant acquittal within 12 months of receiving funding or 2 months of completion of the project (whichever is sooner).
- Any unspent funds at the conclusion of the project/initiative must be returned to Council.
- Any changes to the project dates, costs or location must be disclosed to Council through a Variation Form. This form must be requested by the applicant to the Community Funding & Project Officer.
- All grants are exclusive of GST. If the payee is registered for GST, this must be stated on the application form, and the payment of the grant will have the GST component added to the approved grant amount.
- Where funds are contingent upon the receipt of other funds or specific conditions, proof of success must be provided before Council funds are released.
- Organisations must submit a final report outlining the use of the funds at the conclusion of the project.
- Organisations with outstanding Council grant funding are ineligible to apply for further funding until all funding is acquitted.
- Information contained in grant applications may be used in Council produced promotional and advertising material.

7. Assessment and Approvals

Decisions regarding the allocation of funds within the CGP will be based around formal application and assessment processes.

7.1 The following conditions apply to assessment and approvals:

- Applications are assessed by an Assessment Panel against predetermined assessment criteria.
- Assessment Panels are appointed and are governed by Council adopted Terms of Reference.
- Assessment Panel members will be required to sign a Confidentiality and Disclosure of Interests Agreement before taking part.
- Council Officers participating in Internal Feedback will be required to sign a Confidentiality and Disclosure of Interests Agreement before asked to provide feedback.
- Assessment Panels are utilised to assess applications and make funding recommendations to Council or the Chief Executive Officer.
- Applications which do not meet the eligibility criteria will not be presented to Assessment Panels.
- Council reserves the right to request further information in considering any application.
- Applicants must declare any conflicts of interest in submitted applications; and ongoing detailed discussion in the form of campaigning and or soliciting approved support by Councillors or assessment panel members is prohibited.
- Applicants will be notified in writing of Council's decision, including the conditions of the funding agreement, if applicable.
- Unsuccessful applicants will be provided with feedback from the relevant Council Officer upon request, and offered advice and assistance for future funding applications. This process will provide reasoning as to why their application was not successful.

7.2 Assessment Panel recommendations are made to the following authorities for approval:

i. Semi-Annual Grants	
Timeframe	Open twice per year for set advertised period.
Assessment Panel	<ul style="list-style-type: none"> • 2 Council Officers • 4 Councillors • 3 Community Representatives (1 per ward) • Manager Community Planning (no vote) • Community Funding & Project Officer (no vote) • Diversity must be considered in the appointment of Committee members
Authority to Approve	Assessment panel recommendations are endorsed by Council at an Ordinary scheduled meeting of Council.

ii. Bi-Monthly Grants (Responsive, Establishment, Resident Achievement Contributions)	
Timeframe	Open bi-monthly; on the first and closing on the last day, every second month starting in July.
Assessment Panel	<ul style="list-style-type: none"> • 3 Council Officers • 3 Councillors • Coordinator Community Capacity (no vote) • Community Funding & Project Officer (no vote) • Diversity must be considered in the appointment of Committee members
Authority to Approve	The Melton City Council Chief Executive Officer has delegated authority to implement Assessment Panel recommendations through provision of Funding Agreements and funding.
iii. The Club Caroline Springs Grants	
Timeframe	Open once per year for set advertised period.
Assessment Panel	<ul style="list-style-type: none"> • 1 organisation representative • 2 Council Officers • 4 Councillors • 3 Community Representatives (1 per ward) • Manager Community Planning (no vote) • Community Funding & Project Officer (no vote) • Diversity must be considered in the appointment of Committee members
Authority to Approve	Assessment panel recommendations are endorsed by Council at an Ordinary scheduled meeting of Council.
iv. Harness Racing Victoria/Tabcorp Park Grants	
Timeframe	Open once per year for set advertised period.
Assessment Panel	<ul style="list-style-type: none"> • 1 organisation representative • 2 Council Officers • 4 Councillors • 3 Community Representatives (1 per ward) • Manager Community Planning (no vote) • Community Funding & Project Officer (no vote) • Diversity must be considered in the appointment of Committee members
Authority to Approve	Assessment panel recommendations are endorsed by Council at an Ordinary scheduled meeting of Council.

8. Reporting

A bi-monthly report, detailing the Bi-Monthly Grant outcomes, will be presented by the CEO to the Mayor during their scheduled weekly meeting.

Community Grants Program funding outcomes are reported publicly in Council's Annual Report.

9. Responsibility/Accountability

9.1	Melton City Council
	Receive recommendations from Assessment Panels for Semi-Annual Grants and authorise funding in accordance to the Community Grants Program Policy, Procedures and Guidelines.
9.2	Councillors
	Appointed Councillor representatives on Assessment Panels participate in assessment processes in accordance to the Community Grants Program Policy, Procedures and Guidelines.
9.3	Chief Executive Officer
	Receive recommendations and reports from Bi-Monthly Grants Assessment Panels to authorise funding in accordance to the Community Grants Program Policy, Procedures and Guidelines.
9.4	Coordinator Community Capacity
	Oversee the administration of the Community Funding Program and adherence to the Community Grants Program Policy, Procedures and Guidelines.
9.5	Community Funding & Project Officer
	Administer the Community Funding Program with adherence to the Community Grants Program Policy, Procedures and Guidelines.
9.6	Community Funding Advisory Panel
	Provide recommendations to Councillors and Chief Executive Officer with adherence to the Community Grants Program Policy, Procedures and Guidelines.

10. References and links to legislation and other documents

Name	Location
Local Government Act 1989, No.11	www.legislation.vic.gov.au
VLGA Best Practice in Local Government Community Grants Programs 2002	www.vlga.org.au
Council and Wellbeing Plan 2017-2021	www.melton.vic.gov.au

Attachments

Policy Review Panel Minutes, 2 October 2019

6.2 Terms of Reference –The Club Caroline Springs Grants Assessment Panel and Harness Racing Victoria/Tabcorp Park Grants Assessment Panel



Terms of Reference

Name	Community Grants Program Grants Assessment Panel (Harness Racing Victoria/Tabcorp Park Grants)
Endorsed by	Policy Review Panel – 2 October 2019
Approved by	Council – <insert date>
Next review	30 September 2020

1. PURPOSE

The Harness Racing Victoria/Tabcorp Park Grants is an agreement between Council, Harness Racing Victoria and Tabcorp Park. Council provides an administration and support role for the distribution of annual community grants as funded by Harness Racing Victoria and Tabcorp Park.

The Harness Racing Victoria/Tabcorp Park Grants Assessment Panel will review applications and determine distribution of funding against assessment criteria.

2. RESPONSIBILITY

The Harness Racing Victoria/Tabcorp Park Grants is designed to provide the community with financial support to meet identified needs.

It is the responsibility of the Harness Racing Victoria /Tabcorp Park Grants Assessment panel to:

- Review and assess applications and make funding recommendations to Council.
- Ensure adherence to the Community Grants Program Guidelines and assessment criteria.

3. COMPOSITION

3.1 Membership

The committee will comprise a total of twelve representatives, consisting of an appointed representative of Harness Racing Victoria/Tabcorp Park, four Councillors, four officers of Council and three community representatives who have a significant role in supporting community development.

	Name	Type of Appointment	Voting Rights	Term of Office
1	Harness Racing Victoria/Tabcorp Park Representative	Appointed	Yes	Ongoing
2	City of Melton, Councillor	Elected Representative	Yes	Annually
3	City of Melton, Councillor	Elected Representative	Yes	Annually
4	City of Melton, Councillor	Elected Representative	Yes	Annually
5	City of Melton, Councillor	Elected Representative	Yes	Annually
6	Melton City Council, Council Officer	Appointed	Yes	2 years
7	Melton City Council, Council Officer	Appointed	Yes	2 years
8	Community Representative (Coburns)	Appointed	Yes	2 years
9	Community Representative (Watts)	Appointed	Yes	2 years
10	Community Representative (Cambridge)	Appointed	Yes	2 years
11	Melton City Council, Manager Community Planning (Chair) or nominee	Appointed	No	Ongoing
12	Melton City Council, Community Funding & Project Officer	Appointed	No	Ongoing

The total number of voting members will be ten. The Manager Community Planning (or nominee) will act as the panel Chairperson.

3.2 Terms and Method of Nomination

- 3.2.1 Councillors shall be appointed annually at the Statutory Meeting of Council, or as required if a vacancy occurs.
- 3.2.2 Council Officer positions will be considered and appointed on recommendation by line management and approval by an Executive team member, based on roles within the organisation that would best support the assessment process.
- 3.2.3 Council Officers will be appointed for two years. At the end of the two year period, or if a vacancy occurs during that period, appointments will be determined based on the process identified in 3.2.2.
- 3.2.4 Nominations for Community Representatives will be called by advertisement in local media.
- 3.2.5 Nominees for Community Representatives must be a City of Melton rate payer.
- 3.2.6 Community Representative nominees must submit a completed Harness Racing Victoria/Tabcorp Park Grants Assessment Panel Expression of Interest form to be considered.
- 3.2.7 Community Representative appointments will be made based on the recommendation of a sub-committee made up of the Chairperson, the Harness Racing Victoria/Tabcorp Park Representative or their nominated representative, and Melton City Council's Community Funding & Project Officer.
- 3.2.8 Community representatives will be appointed for a period of two years. At the end of the two year term expressions of interest will be sought through the process identified in 3.2.4. Existing members will be eligible to renominate.
- 3.2.9 Diversity in panel representation must be considered when appointing panel members.
- 3.2.10 A position will be deemed to be vacant if a panel member fails to attend two consecutive meetings. Leave may be negotiated and granted in the event that a member needs to arrange a temporary absence.
- 3.2.11 In the event that the number of community representatives nominating for the panel exceed the number of positions available, community representatives may be added to a reserve list that may be drawn upon by any of the Community Grants Assessment Panels for rotation of participation, if required.

4. OPERATING PROCEDURES**4.1 Quorum**

- 4.1.1 Quorum will be reached when at least five voting members are present. Of the five, at least two Councillors, one representative from Harness Racing Victoria/Tabcorp Park, and one Community Representative must be present.

4.2 Meetings

- 4.2.1 Notice of Harness Racing Victoria/Tabcorp Park Grants Assessment Panel meetings shall be provided to members at least four weeks prior to each meeting.
- 4.2.2 The Community Funding & Project Officer must receive apologies for all meetings no later than 5:00pm the day prior to each meeting.
- 4.2.3 Meetings will commence and conclude on time.
- 4.2.4 In the event a panel member is unable to attend a meeting, the Chair will accept their prior written assessment with their scores taken into account.
- 4.2.5 Prior written assessment will be accepted as participation in a panel meeting, and therefore will not affect meeting quorum.
- 4.2.6 While able to submit their scores prior, an absent panel member forfeits their participation in the discussion of funding allocations. Any recommendations from absent panel members regarding funding will be communicated at the panel meeting for consideration.
- 4.2.7 Before the overall pre-assessed scores are shown to the panel, the panel will have the opportunity to discuss any issues or red flags pertaining to particular applications and then change their scores if they wish based on new information. Once this portion of the meeting has concluded and final scores have been submitted, the panel will be able to view the overall scores and begin to make funding allocations. No scores are to be altered from then on.
- 4.2.8 Applicants are funded based on a ranking of highest scoring to lowest scoring. Only those who score over 50% are eligible to receive funding, and the panel must fully or partially fund those who are eligible to receive funding and fall within the available funding threshold.
- 4.2.9 Panel members will receive minutes from the Harness Racing Victoria/Tabcorp Park Grants Assessment Panel meetings after each meeting.

4.3 Reports

- 4.3.1 Harness Racing Victoria/Tabcorp Park Grants Assessment Panel outcomes are reported to Council for endorsement.
- 4.3.2 In order to avoid canvassing, membership of the panel is to remain anonymous, with only the structure, (number of Councillors and Council Officers) to be made available to the general public.

4.4 Expectations and Requirements of Members

Members are required to:

- 4.4.1 Complete their application assessments prior to each meeting, which involves approximately 2-4 hours of reading and scoring (depending on number of applications).
- 4.4.2 Understand and adhere to the principles of the Community Grants Program Guidelines and assessment criteria.
- 4.4.3 Adhere to the Harness Racing Victoria/Tabcorp Park Grants Confidentiality and Disclosure Agreement, refer **Appendix 1**.
- 4.4.4 Treat information with sensitivity.
- 4.4.5 Keep informed of current developments, issues and concerns in the local community.
- 4.4.6 Prepare for and actively participate in meetings.
- 4.4.7 Declare in advance any potential conflict of interest and exit the room before the deliberation of any application in which they have an interest. Conflicts will be recorded in the minutes of the Harness Racing Victoria/Tabcorp Park Grants Assessment Panel Meeting.
- 4.4.8 Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.

4.5 Support Provided to Assessment Panel Members

- 4.5.1 All panel members will be briefed on the context of respective grant applications they will be assessing.
- 4.5.2 The Community Funding & Project Officer will provide advice support and background information on each of the applications to be reviewed by panel members.

4.6 Evaluation and Review

The Harness Racing Victoria/Tabcorp Park Grants Assessment Panel Terms of Reference will be reviewed and evaluated every two years. Endorsement of the final terms of reference will be provided by Council.

Appendix 1

Harness Racing Victoria/Tabcorp Grants Assessment Panel Confidentiality & Disclosure of Interests Agreement



Confidential Information

A member of the Harness Racing Victoria/Tabcorp Grants Assessment Panel must not release information that they know, or should reasonably know, is confidential information. For the purpose of this agreement, information is 'confidential information' if it relates to;

- The Harness Racing Victoria/Tabcorp Grants application including; submitted application forms and accompanying documents, applicant names and contact details, funding requested, project scopes, application summaries provided by the Community Funding & Project Officer, feedback on applications provided by Council Officers;
- The Harness Racing Victoria/Tabcorp Grants Assessment Panel including; names and contact details of panel members; or
- The Harness Racing Victoria/Tabcorp Grants Assessment Panel Meeting including; discussions held, individuals assessments and funding outcomes. All funding outcomes will only be communicated to the applicant via the Community Funding & Project Officer or Chairperson.

Conflict of Interest

Under the Local Government Act 1989 (the 'Act') a member of the Harness Racing Victoria/Tabcorp Grants Assessment Panel has a conflict of interest in respect to an application in the following circumstances:

Direct interests:

- **A direct interest** is a matter where there is a reasonable likelihood that the benefits, obligations, opportunities or circumstances of a person would be directly altered if a matter is decided in a particular way. (s.77B)

This includes a financial benefit or loss directly to the person. It also includes any company or body that has a direct interest in the matter, if that the person or member of the person's family has a controlling interest in the company.

Indirect interests:

- s.78 An indirect interest because of a **close association** with a family member, relative or household member who has a direct or indirect interest.
- s.78A An **indirect financial interest**, including holding shares above a certain value in a company with a direct interest.

- s. 78B Having a **conflicting duty** when you or a member of your family has a duty (or previous duty) to another person or club, committee, organisation (for example as a committee member of a club with a direct interest).
- s.78C Having received an **applicable gift** (a gift or gifts) received in the past five (5) years from a person or other, where the total value is at least \$500. (Refer the Council's Gifts (including Benefits & Hospitality) Procedure)
- s.78D Being a **party to the matter** if you or a member of your family have been a party to a civil proceedings relating to a matter.
- s.78E An indirect interest because of potential impact on your **residential amenity** or that of your family.

Disclosure of Interest

If a member of the Harness Racing Victoria/Tabcorp Grants Assessment Panel has a conflict of interest with any application being assessed, the following applies.

- The member must disclose the conflict of interest;
 - Before the meeting, if he or she does not intend to be present at the meeting, or
 - At the onset of the meeting as requested by the Chairperson.
- The member must exit the room in which the meeting is being held before any consideration or discussion of the application;
- The member cannot take part in the consideration or discussion of the application and cannot contribute to the adjudication process;
- If a panel member discloses a conflict of interest, the Community Funding & Project Officer must record the declaration and the nature of the conflict of interest in the minutes of the meeting;
- Members who have genuine doubt as to whether a conflict of interest should be declared should seek advice from the Chairperson. Where genuine doubt continues to exist, members should err on the side of caution and declare a potential conflict of interest;
- The failure to notify an actual or perceived conflict of interest may result in the review of a decision made and the possible withdrawal of a grant awarded; and
- Councillors and Council Officers who fail to properly disclose a conflict of interest may face penalties and sanctions as outlined in the Local Government Act.

Declaration

As a member of the Harness Racing Victoria/Tabcorp Grants Assessment Panel, I hereby agree to adhere to the Confidentiality & Disclosure of Interests Agreement as outlined above.

Name:

Signature:



Terms of Reference

Name	Community Grants Program Grants Assessment Panel (The Club Caroline Springs Grants)
Endorsed by	Policy Review Panel – 2 October 2019
Approved by	Council – <insert date>
Next review	30 September 2020

1. PURPOSE

The Club Caroline Springs Grants is an arrangement between Council, The Club Caroline Springs and Melbourne Racing Club. Council provides an administration and support role for the distribution of the annual The Club Caroline Springs Grants as funded by The Club Caroline Springs and Melbourne Racing Club.

The Club Caroline Springs Grants Assessment Panel will review applications and determine distribution of funding against assessment criteria.

2. RESPONSIBILITY

The Club Caroline Springs Grants are designed to provide the community with financial support to meet identified community needs across the municipality.

It is the responsibility of The Club Caroline Springs Grants Assessment Panel to:

- Review and assess applications and make funding recommendations to Council.
- Ensure adherence to Community Grants Program Guidelines and assessment criteria.

3. COMPOSITION

3.1 Membership

The committee will comprise a total of twelve representatives, consisting of an appointed representative of the Melbourne Racing Club, four Council lora, four officers of Council and three community representatives who have a significant role in supporting community development.

	Name	Type of Appointment	Voting Rights	Term of Office
1	Melbourne Racing Club Representative	Appointed	Yes	Ongoing
2	City of Melton, Councillor	Elected Representative	Yes	Annually
3	City of Melton, Councillor	Elected Representative	Yes	Annually
4	City of Melton, Councillor	Elected Representative	Yes	Annually
5	City of Melton, Councillor	Elected Representative	Yes	Annually
6	Melton City Council, Council Officer	Appointed	Yes	2 years
7	Melton City Council, Council Officer	Appointed	Yes	2 years
8	Community Representative (Coburns)	Appointed	Yes	2 years
9	Community Representative (Watts)	Appointed	Yes	2 years
10	Community Representative (Cambridge)	Appointed	Yes	2 years
11	Melton City Council, Manager Community Planning	Appointed	No	Ongoing
12	Melton City Council, Community Funding & Project Officer	Appointed	No	Ongoing

The total number of voting members will be ten. The Manager Community Planning (or nominee) will act as the Panel Chairperson.

3.2 Terms and Method of Nomination

- 3.2.1 Councillors shall be appointed annually at the Statutory Meeting of Council, or as required if a vacancy occurs.

- 3.2.2 Council Officer positions will be considered and appointed on recommendation by line management and approval by an Executive team member, based on roles within the organisation that would best support the assessment process.
- 3.2.3 Council Officers will be appointed for two years. At the end of the two year period, or if a vacancy occurs during that period, appointments will be determined based on the process identified in 3.2.2.
- 3.2.4 Nominations for Community Representatives will be called by advertisement in local media.
- 3.2.5 Nominees for Community Representatives must be a City of Melton rate payer.
- 3.2.6 Community Representative nominees must submit a completed The Club Caroline Springs Grants Assessment Panel Expression of Interest form to be considered.
- 3.2.7 Community Representative appointments will be made based on the recommendation of a sub-committee made up of the Chairperson, a Melbourne Racing Club Representative or their nominated representative, and Melton City Council's Community Funding & Project Officer.
- 3.2.8 Community representatives will be appointed for a period of two years. At the end of the two year term expressions of interest will be sought through the process identified in 3.2.4. Existing members will be eligible to renominate.
- 3.2.9 Diversity in panel representation must be considered when appointing panel members.
- 3.2.10 A position will be deemed to be vacant if a panel member fails to attend two consecutive meetings. Leave may be negotiated and granted in the event that a member needs to arrange a temporary absence.
- 3.2.11 In the event that the number of community representatives nominating for the panel exceed the number of positions available, community representatives may be added to a reserve list that may be drawn upon by any of the Community Grants Assessment Panels for rotation of participation, if required.

4. OPERATING PROCEDURES

4.1 Quorum

- 4.1.1 Quorum will be reached when at least five voting members are present. Of the five, at least two Councillors, one representative from Melbourne Racing Club, and one Community Representative must be present.

4.2 Meetings

- 4.2.1 Notice of The Club Caroline Springs Grants Assessment Panel meetings shall be provided to members at least four weeks prior to each meeting.
- 4.2.2 The Community Funding & Project Officer must receive apologies for all meetings no later than 5:00pm the day prior to each meeting.
- 4.2.3 Meetings will commence and conclude on time.
- 4.2.4 In the event a panel member is unable to attend a meeting, the Chair will accept their prior written assessment with their scores taken into account.
- 4.2.5 Prior written assessment will be accepted as participation in a panel meeting, and therefore will not affect meeting quorum.
- 4.2.6 While able to submit their scores prior, an absent panel member forfeits their participation in the discussion of funding allocations. Any recommendations from absent panel members regarding funding will be communicated at the panel meeting for consideration.
- 4.2.7 Before the overall pre-assessed scores are shown to the panel, the panel will have the opportunity to discuss any issues or red flags pertaining to particular applications and then change their scores if they wish based on new information. Once this portion of the meeting has concluded and final scores have been submitted, the panel will be able to view the overall scores and begin to make funding allocations. No scores are to be altered from then on.
- 4.2.8 Applicants are funded based on a ranking of highest scoring to lowest scoring. Only those who score over 50% are eligible to receive funding, and the panel must fully or partially fund those who are eligible to receive funding and fall within the available funding threshold.
- 4.2.9 Panel members will receive minutes from The Club Caroline Springs Grants Assessment Panel meetings after each meeting.

4.3 Reports

- 4.3.1 The Club Caroline Springs Grants Assessment Panel funding outcomes are reported to Council for endorsement.
- 4.3.2 In order to avoid canvassing, membership of the Panel is to remain anonymous, with only the structure, (number of Councillors and Council Officers) to be made available to the general public.

4.4 Expectations and Requirements of Members

Members are required to:

- 4.4.1 Complete their application assessments prior to each meeting, which involves approximately 2-4 hours of reading and scoring (depending on number of applications).

- 4.4.2 Understand and adhere to the principles of the Community Grants Program Guidelines and assessment criteria.
- 4.4.3 Adhere to The Club Caroline Springs Grants Confidentiality and Disclosure Agreement, refer **Appendix 1**.
- 4.4.4 Treat information with sensitivity.
- 4.4.5 Keep informed of current developments, issues and concerns in the local community.
- 4.4.6 Prepare for and actively participate in meetings.
- 4.4.7 Declare in advance any potential conflict of interest and exit the room before the deliberation of any application in which they have an interest. Conflicts will be recorded in the minutes of The Club Caroline Springs Grants Assessment Panel Meeting.
- 4.4.8 Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chairperson.

4.5 Support provided to Assessment Panel Members

- 4.5.1 All Panel members will be briefed on the context of respective grant applications they will be assessing.
- 4.5.2 The Community Funding & Project Officer will provide advice, support and background information on each of the applications to be reviewed by Panel members.

4.6 Evaluation and Review

The Club Caroline Springs Grants Assessment Panel Terms of Reference will be reviewed and evaluated every two years. Endorsement of the final Terms of Reference will be provided by Council.

Appendix 1

The Club Caroline Springs Grants Assessment Panel Confidentiality & Disclosure of Interests Agreement



Confidential Information

A member of The Club Caroline Springs Grants Assessment Panel must not release information that they know, or should reasonably know, is confidential information. For the purpose of this agreement, information is 'confidential information' if it relates to;

- The Club Caroline Springs Grants application including; submitted application forms and accompanying documents, applicant names and contact details, funding requested, project scopes, application summaries provided by the Community Funding & Project Officer, feedback on applications provided by Council Officers;
- The Club Caroline Springs Grants Assessment Panel including; names and contact details of panel members; or
- The Club Caroline Springs Grants Assessment Panel Meeting including; discussions held, individuals assessments and funding outcomes. All funding outcomes will only be communicated to the applicant via the Community Funding & Project Officer or Chairperson.

Conflict of Interest

Under the Local Government Act 1989 (the 'Act'), a member of The Club Caroline Springs Grants Assessment Panel has a conflict of interest in respect to an application in the following circumstances;;

Direct interests:

- **A direct interest** is a matter where there is a reasonable likelihood that the benefits, obligations, opportunities or circumstances of a person would be directly altered if a matter is decided in a particular way. (s.77B)

This includes a financial benefit or loss directly to the person. It also includes any company or body that has a direct interest in the matter, if that the person or member of the person's family has a controlling interest in the company.

Indirect interests:

- s.78 An indirect interest because of a **close association** with a family member, relative or household member who has a direct or indirect interest.
- s.78A An **indirect financial interest**, including holding shares above a certain value in a company with a direct interest.

- s. 78B Having a **conflicting duty** when you or a member of your family has a duty (or previous duty) to another person or club, committee, organisation (for example as a committee member of a club with a direct interest).
- s.78C Having received an **applicable gift** (a gift or gifts) received in the past five (5) years from a person or other, where the total value is at least \$500. (Refer the Council's Gifts (including Benefits & Hospitality) Procedure)
- s.78D Being a **party to the matter** if you or a member of your family have been a party to a civil proceedings relating to a matter.
- s.78E An indirect interest because of potential impact on your **residential amenity** or that of your family.

Disclosure of Interest

If a member of The Club Caroline Springs Grants Assessment Panel has a conflict of interest with any application being assessed, the following applies.

- The member must disclose the conflict of interest;
 - Before the meeting, if he or she does not intend to be present at the meeting, or
 - At the onset of the meeting as requested by the Chairperson.
- The member must exit the room in which the meeting is being held before any consideration or discussion of the application;
- The member cannot take part in the consideration or discussion of the application and cannot contribute to the adjudication process;
- If a panel member discloses a conflict of interest, the Community Funding & Project Officer must record the declaration and the nature of the conflict of interest in the minutes of the meeting;
- Members who have genuine doubt as to whether a conflict of interest should be declared should seek advice from the Chairperson. Where genuine doubt continues to exist, members should err on the side of caution and declare a potential conflict of interest;
- The failure to notify an actual or perceived conflict of interest may result in the review of a decision made and the possible withdrawal of a grant awarded; and
- Councillors and Council Officers who fail to properly disclose a conflict of interest may face penalties and sanctions as outlined in the Local Government Act.

Declaration

As a member of The Club Caroline Springs Grants Assessment Panel, I hereby agree to adhere to the Confidentiality & Disclosure of Interests Agreement as outlined above.

Name:

Signature:

Date:

Attachments

Policy Review Panel Minutes, 2 October 2019

6.3 Community Grants Program Guidelines

Community Grants Program Guidelines

Updated July 2019

Melton City Council



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Community Grants Program

Melton City Council recognises the contribution that community groups, clubs and organisations give to making our City a thriving community where everyone belongs.

Council’s Community Grants Program provides opportunities for community organisations to apply for funding to support them to establish themselves, and lead projects and initiatives that benefit the Melton community.

These Guidelines provide information on the application and assessment process for funding.

Available Grants

The available grants and categories are listed below:

Grants	Description/Category	Applications Open	Page
Semi-Annual Grants	<ul style="list-style-type: none"> Community Project category may apply for up to \$10,000 (matching dollar-for-dollar threshold over \$5,000) 	February & June	11
	<ul style="list-style-type: none"> Entry-Level category for groups with limited grant experience may apply for up to \$2,000 		11
Responsive Grants	Projects that demonstrate requirement for responsive support may apply for up to \$2,000	Bi-Monthly	13
Establishment Grants	New groups seeking funds for key establishment costs may apply for up to \$1,500	Bi-Monthly	14
Resident Achievement Contributions	Residents participating in activities at a ‘higher’ level than local participation can apply for up to \$750	Bi-Monthly	15
The Club Caroline Springs Grants	<ul style="list-style-type: none"> Community Project category may apply for up to \$10,000 (matching dollar-for-dollar threshold over \$5,000) 	October	18
HRV/Tabcorp Park Grants	<ul style="list-style-type: none"> Entry-Level category for groups with limited grant experience, may apply for up to \$2,000 		19

Melton City Council | Community Grants Program Guidelines

General Guidelines

The following general guidelines apply to all grant categories offered under the Community Grants Program unless specifically stated otherwise under the relevant grant funding categories.

Who is eligible to apply for Community Grants?

Applications are accepted from the following organisations:

- Incorporated not-for-profit community groups or organisations located in and providing the support, service or program within the City of Melton;
- Incorporated not-for-profit community groups or organisations located elsewhere, but providing support, services or programs to people living in the City of Melton; **OR**
- Unincorporated community groups or organisations with auspice support from an incorporated not-for-profit organisation, providing the support, service or program within the City of Melton.

Applicants must have:

- 80% of project participant's living in the City of Melton;
- an ABN;
- Public Liability Insurance of up to \$20 million;
- discussed the project application with the Community Funding & Project Officer and a relevant Council Officer (see page 10 for a list of Officers that will be able to assist with your project idea); and
- obtained quotations for goods and services from reputable suppliers such as industry accredited suppliers (we encourage applicants to source from suppliers within the City of Melton):
 - one quote for goods or services valued at over \$250,
 - two quotes for goods or services over \$1,000.

Applicants must provide the following documents:

- Certificate of Incorporation;
- Statement of Supplier if no ABN provided;
- quotations (as above);
- copy of Public Liability Insurance of up to \$20 million; and
- any other supporting documentation, e.g. project plan, letters of support (as applicable).

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Melton City Council | Community Grants Program Guidelines

What will be funded?

Grants offered under Council's Community Grants Program support community groups and organisations to lead projects and initiatives that provide a benefit to the community.

Funding is available for projects that:

- increase community participation;
- provide services and facilities that strengthen community health and wellbeing;
- promote and develop local pride (including in the field of arts and the environment); and
- promote community leadership.

If you would like further information about the priorities for Council, please refer to the Council Plan (2017-21) at www.melton.vic.gov.au or speak to the Community Funding & Project Officer.

What won't be funded?

The following list identifies the types of projects that cannot be funded under this Program. Potential applicants are encouraged to contact Council's Community Funding & Project Officer or refer to Council's website www.melton.vic.gov.au to identify alternative options for support and funding assistance.

Funding will not be available for projects:

-
- that are facilitated by local schools/education providers that are limited to students only;
- that are the clear responsibility of other levels of government, e.g. school curriculum, infrastructure, concerts;
- seeking support over \$1,000 for exclusive celebrations (those that do not include broad community participation);
- seeking support for ongoing operational costs, e.g. permanent staff, ongoing salaries, maintenance, venue hire;
- already receiving Council funds to do the same or similar activity;
- deemed to be duplicating existing services in the municipality;

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Melton City Council | Community Grants Program Guidelines

- that facilitate routine and regular maintenance work to existing facilities;
- based at facilities where there is little or no public access;
- that operate solely for the purpose of fundraising for individual gain;
- that are the responsibility of Council to deliver or where the funds will be administered or managed fully or in partnership by Council;
- that are profit making ventures;
- for purchase of equipment and material to address Occupational Health and Safety issues; this is considered to be the responsibility of the agency or organisation concerned; and
- that take place outside the City, unless it is an element of an ongoing project and has a demonstrated and direct benefit to the City of Melton community.

General grant conditions:

1. Funding is allocated on a competitive basis. Once the allocated funds are exhausted, no additional funding will be available within the financial year.
2. Funds must be spent on the project as described in the application, and/or as directed by the Funding Agreement.
3. Applications where participants are charged entry or participant fees, must declare the charge per participant and the expected number of participants.
4. Successful applicants will be required to complete the grants acquittal process as outlined on page 9.
5. Applicants who have previously received funding through Council grants will only be considered if they have met all acquittal conditions for that previous funding.
6. Successful grant recipients are strongly encouraged to participate in capacity building training opportunities identified by Council Officers.
7. Community Projects must commence within six months and be completed within twelve months from the date of notification of approval. Retrospective funding will not be provided for Community Projects already commenced.
8. Schools are not eligible to apply directly to the Community Grants Program, however, they may be the beneficiary and/or partner with other community organisations.
9. Retrospective funding will not be provided to Community Projects.

Melton City Council | Community Grants Program Guidelines

Application Process

How do I apply?

Applications for grants under Council's Community Grants Program are made online. You will need to go to the SmartyGrants website: <https://melton.smartygrants.com.au> to view the application form and to make an application. If you are unable to access the internet, Council can support you by directing you to one of the community facilities that provide public internet access.

Applicants are required to submit their applications by the closing date and time of the Program, as late applications will not be accepted.

To assist you in completing your application, please note the following tips:

1. You will need access to internet and an email address to make your application.
2. Access to the Application Form will not be available until the opening date.
3. The online system will not accept incomplete applications.
4. All questions marked with an asterisk* must be completed.
5. Review your application carefully before submitting, as once submitted you cannot go back to make any more changes.
6. When you submit an application online, you will receive an application number. Please make a note of this and, where possible, print and keep a copy of your application for future reference.

Applicants will be notified via automatic email that their application has been received.

Grant support and workshops

Council provides FREE Grant Writing Workshops to community members. Details of upcoming workshops will be listed on the Community Groups training calendar section of the webpage.

If you require any further information about Council's Community Grants Program, or assistance in completing your application online, please contact Council's Community Funding & Project Officer well in advance of the closing date of the grant round:

Phone: 9747 7200 - Interpreters can be booked if requested.

Email: communitygrants@melton.vic.gov.au

Melton City Council | Community Grants Program Guidelines

How are applications assessed?

- Step 1 Council officers will check eligibility of all grant applications.
- Step 2 Internal review by relevant Council Officers (if applicable)
- Step 3 Eligible applications are assessed by an independent assessment panel against specified assessment criteria (see grant categories for details).
- Step 4 Recommendations are submitted to Council for final approval.

Please note that meeting the assessment criteria does not automatically guarantee funding.

Applicants should also note that the level of funding available through the Community Grants Program grant rounds is limited and applications are considered against the criteria in competition with other applications.

Acquittal Report

Successful applicants are required to complete the grant acquittal within 12 months of receiving funding or 2 months of completion of the project (whichever is sooner).

The acquittal report outlines the key achievements of your project and reports on how funding was spent. An acquittal form is linked to your online application and should be submitted the same way.

If required, a close-out meeting will be scheduled between relevant grant applicant members and Council Officer(s). This is a short meeting that allows Council Officer(s) to check funding expenditure, gain greater understanding of project success and challenges, and assist the applicant to identify future sources of funding for their projects.

Auspice Organisation

If your group is not incorporated or does not hold current public liability insurance, you may apply for a grant through an auspice arrangement.

An auspice is an organisation that is incorporated and holds current public and products liability insurance. The auspice organisation receives the funding on your behalf and distributes the funds to your group for the delivery of the project. A letter confirming the auspice arrangement must be attached to the application along with proof of the auspice's incorporation and current insurance.

A suitable auspice organisation might be an organisation you have worked with previously or a larger organisation working in a similar field that could be approached.

Please contact the Community Funding & Project Officer for more information.

Melton City Council | Community Grants Program Guidelines

Who to contact?

All applicants must speak to a relevant Council Officer regarding their project idea. Please refer to the table below for suitable contacts. If unsure, please contact the Community Funding & Project Officer.

My project relates to:

Area	Contact	Contact number & email
Arts	Madeleine	9747 5913 madeleinemc@melton.vic.gov.au
Children	Karen	9747 7334 karenc@melton.vic.gov.au
Culture	Essan	9747 7206 essand@melton.vic.gov.au
Disability	Kerni	9747 7201 kernis@melton.vic.gov.au
Event/festival	Jason	9747 5392 jasons@melton.vic.gov.au
Families	Christine	9747 7312 christinel@melton.vic.gov.au
Health	Jayde	9747 5917 jaydem@melton.vic.gov.au
New groups/ general activity or event	Sunita	9747 7127 sunitam@melton.vic.gov.au
Seniors	Darren	9747 7332 darrenc@melton.vic.gov.au
Sport	Nicole	9747 5415 nicolew@melton.vic.gov.au
Youth	Katrina	9747 5421 katrionag@melton.vic.gov.au

Semi-Annual Grants

Council's Semi-Annual Grants have two rounds open each year.

This grant round includes an **Entry-Level category** for clubs and groups with little-to-no experience implementing grant funded projects and/or significant challenges submitting grant applications.

Grant Timelines*

Round Opens	Administration & Assessment	Applicant Notified	Funds Distributed
February	March – April	May	May
June	July – August	September	September

**Applications must be made in a timely manner (e.g. initiatives taking place in November should apply in the June round, not in the February round).*

A club/group/organisation is permitted to make multiple applications to a grant round, as long as the total amount requested across all applications for the one round does not exceed \$10,000 and the matching dollar-for-dollar contribution threshold is still met.

Community Project category conditions:

1. Maximum grant amount applicants can apply for is **\$10,000**.
2. Applicants must provide a matching dollar for dollar contribution for applications over \$5,000 (e.g. if you are applying for \$7,000 in grant funding you must contribute \$2,000 towards the project costs).
3. Successful applicants will enter into a Funding Agreement with Melton City Council and grant payments will be made according to this agreement.
4. All conditions under General Guidelines, unless specified above, apply.

Entry-Level category conditions:

1. Maximum grant amount applicants can apply for is **\$2,000**.
2. Applications are accepted from community groups/organisations that have little-to-no experience implementing grant-funded projects and are assessed by Council Officers to face significant and demonstrated challenges applying for Council's regular Community Project Grants (contact Community Funding & Project Officer to discuss).
3. The Entry-Level Grant is available to both incorporated community associations and groups that are unincorporated. Unincorporated groups are expected to have an auspice organisation OR will be matched with a suitable organisation to create an auspice agreement with if their grant is successfully approved funding.
4. Successful applicants will enter into a Funding Agreement with Melton City Council and grant payments will be made according to this agreement.
5. All conditions under General Guidelines, unless specified above, apply.

Community Project Category Assessment Criteria

Melton City Council | Community Grants Program Guidelines

PRIORITY AREA	ASSESSMENT CRITERIA	WEIGHTING
1. Community Need	<ul style="list-style-type: none"> Project responds to an existing or emerging community need Evidence has been provided to support the identified need The identified need is a priority issue for Melton City Council to address 	40%
2. Community Benefit	<ul style="list-style-type: none"> Who is involved in the project planning and delivery, will new community partnerships and connections be developed Clear identification of the individuals, groups or broader local population that will benefit from the project Clear demonstrated outcomes of the project beyond the applicant to reflect benefit to the broader community 	20%
3. Ability to Deliver Project	<ul style="list-style-type: none"> Project plan in place demonstrating the steps to be taken to deliver the project A complete, realistic and achievable budget provided Project includes other sources of funding Evidence is provided demonstrating how the project will continue into the future if it is an ongoing event or activity 	20%
4. Commitment to supporting the values of the City of Melton	<ul style="list-style-type: none"> Applicants demonstrated participation and engagement in other community events and activities Applicants demonstrated support for the values of Melton City Council Applicants demonstrated support to address or promote health & wellbeing outcomes for the community 	20%

Entry-Level Category Assessment Criteria

PRIORITY AREA	ASSESSMENT CRITERIA	WEIGHTING
1. Community Need	<ul style="list-style-type: none"> Project responds to an existing or emerging community need 	40%
2. Community Benefit	<ul style="list-style-type: none"> Project is likely to build applicants project and grant management capacity 	20%
3. Ability to Deliver Project	<ul style="list-style-type: none"> Key project activities are defined A realistic and achievable budget provided 	20%
4. Commitment to Supporting the values of the City of Melton	<ul style="list-style-type: none"> Applicants demonstrated participation and engagement in other community events and activities Applicants demonstrated support for the values of Melton City Council 	20%

Responsive Grants

Council’s Responsive Grants provide funding to community groups and organisations to support them to lead responsive projects and initiatives that provide a community benefit to an **unexpected** or **emerging** community need.

Grant Timelines*

Round Opens	Administration & Assessment	Applicants Notified & Funds Distributed
January	February	March
March	April	May
May	June	July
July	August	September
September	October	November
November	December	January

**Applications must be made in a timely manner (e.g. initiatives taking place in December should apply in the September round).*

Responsive Grants are available to eligible community organisations, clubs and not-for-profits to apply for. Applicants **must** discuss their application with a relevant Council Officer prior to submitting an online application.

Responsive Grant conditions:

1. Maximum grant amount applicants can apply for is **\$2,000**.
2. Successful applicants will enter into a Funding Agreement with Melton City Council and grant payments will be made according to this agreement.
3. To be eligible for assessment, the applicant must demonstrate why the project could not have been reasonably planned to seek funding under the Semi-Annual, The Club Caroline Springs, or Harness Racing Victoria/Tabcorp Park Grants.
4. Assessment process for applications made under Responsive Grants are assessed under the Community Project Grants assessment criteria as outlined on page 11.
5. All conditions under General Guidelines, unless specified above, apply.

Establishment Grants

Council’s Establishment Grants provide funding to promote and develop the establishment of new community groups, clubs and/or associations.

Grant Timelines*

Establishment Grants run concurrently with Responsive Grants.

Round Opens	Administration & Assessment	Applicants Notified & Funds Distributed
January	February	March
March	April	May
May	June	July
July	August	September
September	October	November
November	December	January

*Applications must be made in a timely manner (e.g. initiatives taking place in December should apply in the September round).

Applicants **must** discuss their application with a relevant Council Officer prior to submitting an online application.

Establishment Grant conditions:

1. Maximum grant amount applicants can apply for is **\$1,500**.
2. Successful applicants will enter into a Funding Agreement with Melton City Council and grant payments will be made according to this agreement.
3. New groups may seek funding to assist with establishment costs which could include incorporation costs, public liability insurance, promotion and recruitment of new members, venue hire (once-off, for purpose of establishment) and operational items such as stationary and equipment.
4. The maximum amount that a group can request for Incorporation is \$50.
5. The maximum amount that a group can request for Public Liability Insurance is \$1,000.
6. All conditions under General Guidelines, unless specified above, apply.

Establishment Grants Criteria

PRIORITY AREA	ASSESSMENT CRITERIA	WEIGHTING
1. Community Need	<ul style="list-style-type: none"> Establishment of the group responds to an existing or emerging community need 	60%
2. Ability to Deliver Project	<ul style="list-style-type: none"> A realistic and achievable budget and quotes are provided 	20%
3. Commitment to Supporting the values of the City of Melton	<ul style="list-style-type: none"> Applicants has demonstrated support for the values of Melton City Council 	20%

Resident Achievement Contributions

The Resident Achievement Contributions recognise the achievements that are made by City of Melton residents participating in academic, recreational, community and artistic activities at a 'higher' level than local participation. The Contributions support and recognise City of Melton residents with outstanding talent, ability, achievement and significant community contribution.

Applicants will be notified of an outcome of their grant application within three weeks of close of round.

Grant Timelines*

Resident Achievement Contributions run concurrently with Responsive Grants.

Round Opens	Administration & Assessment	Applicants Notified & Funds Distributed
January	February	March
March	April	May
May	June	July
July	August	September
September	October	November
November	December	January

**Applications must be made in a timely manner (e.g. initiatives taking place in December should apply in the September round).*

Who can apply?

- Applicants must be permanent residents of the City of Melton.
- Applicants must be participating in an individual sports competition or be a member of a State or National Team.
- Applicants must be representing Australia or Victoria in a recognised International/National/ State event or competition. Applicants will be required to provide evidence from the National/State organisation they are representing. For example, Victoria/Australia in an officially recognised team.
- The event must be of National significance to be considered in the Academic, Community & Arts category.
- For Academic, Community and Arts applications, applicants must provide evidence that they are an emerging or professional Artist;
 - **Emerging** - someone in the first five years of their art form/practice. The person can be emerging at any age providing they prioritise their arts development above everything else.

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- **Professional** - An individual who has a tertiary qualification/s in the Arts or has an extensive history working in the Arts and is recognised by their peers in the Arts industry as holding professional Art status.
- Only **one** contribution per person will be made per financial year and **no more** than **two** contributions in a **five year period**.

Contribution Category**Individual Competitor**

- Competition or event internal to Victoria: \$250 maximum
- Competition or event external to Victoria: \$500 maximum
- Competition or event external to Australia: \$750 maximum

Sporting Events - Definition

1. Must have a set of rules and code of conduct.
2. Must be competitive in nature.

Sporting Events – What will be funded?

1. Travel and accommodation costs of applicant or parents.
2. Equipment and uniform essential for the event.
3. Entry/registration fees to event/s.

Academic, Community & Arts Events – Definition

1. The Contributions assist individual residents with pursuit of professional development opportunities in Academic, Community, and Arts initiatives and activities.

Academic, Community & Arts Events – What will be funded?

1. Attendance fees for professional development workshops/programs.
2. Attendance fees for professional development programs either with a mentor or a professional artist.
3. Conference fees.
4. Master class fees (must be with a leading national or international recognised professional organisation).

Resident Achievement Contributions Conditions:

1. Where the applicant is under 18 years of age, any payments will be made to the applicant's parent/guardian.
2. Applications for coaches will not be funded.

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3. In cases where several residents in the City of Melton have applied for funding to participate in the same competition, Melton City Council reserves the right to allocate a maximum amount of funds for the one competition.
4. In cases where multiple persons from one family have applied for funding to participate in a competition, Melton City Council reserves the right to allocate a maximum amount of funds for the one family.
5. Funding is ineligible to applicants that are members of a club or team involved in interstate or overseas competition which is not officially representing the State or Australia.
6. An Acquittal Form must be completed online within six weeks of the completion of the event. The information sought through this acquittal will only be used by the Melton City Council for the purposes of exhibiting the programs to which this funding was allocated. It may be published in Council documents and publications.
7. All conditions under General Guidelines, unless specified above, apply.

Documents you must attach to support your application:

For Sporting Events

- A letter of support from your local club/coach/manager;
- Evidence of selection in an official event (State/National); and
- Financial summary of how the contribution will be expended.

For Academic, Community and Arts Events

- A copy of the brochure or promotional material of the program you propose to attend;
- Proof of booking details and costs of the proposed program;
- Letters of offer to the event/s; and
- A one page CV relevant to your most recent academic achievement, significant community contribution or art form area and to the activity you wish to attend.

Resident Achievement Contributions Criteria

PRIORITY AREA	ASSESSMENT CRITERIA	WEIGHTING
1. Applicant Achievement	<ul style="list-style-type: none"> • Applicant has demonstrated achievement at a high sporting level OR • Applicant has demonstrated development at a higher than normal participation level 	50%
2. Applicant Need	<ul style="list-style-type: none"> • Evidence of selection/registration in high level participation • Applicant has provided a clear budget of associated costs 	50%

The Club Caroline Springs Grants

Council has an arrangement with The Club Caroline Springs and Melbourne Racing Club that commits grants to community groups within the City of Melton. To support those leading projects and initiatives with a community benefit, these Grants provide funding to eligible community groups and organisations, providing them the opportunity to apply for funding for a Community Project

This grant round includes an **Entry-Level category** for clubs and groups with little-to-no experience implementing grant funded projects and/or significant challenges submitting grant applications.

Grant Timelines

Round Opens	Administration & Assessment	Applicant Notified	Funds Distributed
October	November-December	February	February

A club/group/organisation is permitted to make multiple applications to a grant round, as long as the total amount requested across all applications for the one round does not exceed \$10,000 and the matching dollar-for-dollar contribution threshold is still met.

The Club Caroline Springs Grant Conditions:

1. Successful applicants will enter into a Funding Agreement with The Club Caroline Springs, Melbourne Racing Club and Melton City Council, which will document all funding obligations and conditions as well as reporting requirements, and grant payments will be made according to this agreement.
2. Assessment criteria has been adopted from the Semi-Annual Grants. See the tables on page 12 for relevant assessment criteria.
3. The Entry-Level Grant is available to both incorporated community associations and groups that are unincorporated. Unincorporated groups are expected to have an auspice organisation OR will be matched with a suitable organisation to create an auspice agreement with if their grant is successfully approved funding.
4. Applications for Entry-Level Grant are accepted from community groups/organisations that have little-to-no experience implementing grant-funded projects and are assessed by Council Officers to face significant and demonstrated challenges applying for Council’s regular Community Project Grants (contact Community Funding & Project Officer to discuss).
5. Applicants are **not** permitted to make an application to both the HRV/Tabcorp Park Grants and The Club Caroline Springs Grants for the same project.
6. All conditions under General Guidelines, unless specified above, apply.

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Harness Racing Victoria/Tabcorp Park Grants

Council has an arrangement with Harness Racing Victoria & Tabcorp Park that commits grants to community groups within the City of Melton. To support those leading projects and initiatives with a community benefit, these Grants provide funding to eligible community groups and organisations, providing them the opportunity to apply for funding for a Community Project.

This grant round includes an **Entry-Level category** for clubs and groups with little-to-no experience implementing grant funded projects and/or significant challenges submitting grant applications.

Grant Timelines

Round Opens	Administration & Assessment	Applicant Notified	Funds Distributed
October	November-December	February	February

A club/group/organisation is permitted to make multiple applications to a grant round, as long as the total amount requested across all applications for the one round does not exceed \$10,000 and the matching dollar-for-dollar contribution threshold is still met.

Harness Racing Victoria/Tabcorp Park Grant Conditions:

1. Successful applicants will enter into a Funding Agreement with Harness Racing Victoria, Tabcorp Park & Melton City Council, which will document all funding obligations and conditions as well as reporting requirements, and grant payments will be made according to this agreement.
2. Assessment criteria has been adopted from the Semi-Annual Grants. See the tables on page 12 for relevant assessment criteria.
3. The Entry-Level Grant is available to both incorporated community associations and groups that are unincorporated. Unincorporated groups are expected to have an auspice organisation OR will be matched with a suitable organisation to create an auspice agreement with if their grant is successfully approved funding.
4. Applications for Entry-Level Grant are accepted from community groups/organisations that have little-to-no experience implementing grant-funded projects and are assessed by Council Officers to face significant and demonstrated challenges applying for Council’s regular Community Project Grants (contact Community Funding & Project Officer to discuss).
5. Applicants are **not** permitted to make an application to both the HRV/Tabcorp Park Grants and The Club Caroline Springs Grants for the same project.
6. All conditions under General Guidelines, unless specified above, apply.

Melton City Council | Community Grants Program Guidelines

Need more help?

If you require any further information or assistance about Melton City Council's Community Grants Program, please contact the Community Funding & Project Officer or the Community Capacity Team.


Phone: 9747 7247

Email: communitygrants@melton.vic.gov.au

Attachments

Policy Review Panel Minutes, 2 October 2019

6.4 Procurement Policy and Procurement
Procedure Manual

	<h2>Procurement Policy</h2>
Version No.	V6.0, 20 August 2019
Endorsement	Executive, 5 September 2019 Policy Review Committee, 2 October 2019
Authorisation	Council <insert date>
Review date	30 September 2022
Responsible officer	Procurement Coordinator
Policy owner	Manager Legal and Governance

1. Scope & Application

- 1.1. The *Local Government Act 1989 (Vic)* (**LG Act**) requires each council to:
 - 1.1.1. publicly tender contractual procurements over certain thresholds; and
 - 1.1.2. prepare, approve and comply with a procurement policy encompassing principles, processes and procedures applied to all purchases.
- 1.2. This Procurement Policy (**Policy**) is made under Section 186A of the LG Act. The LG Act is the key legislative framework that regulates the process of all local government procurement in Victoria.
- 1.3. Pursuant to the LG Act, Melton City Council (**Council**) is required to prepare and approve a procurement policy that includes any matters, practices or procedures which are prescribed for the purposes of section 186A.
- 1.4. This Policy applies to all contracting and procurement activities, other than legal advice, and is binding upon councillors, council officers, temporary employees, contractors and consultants undertaking procurement on behalf of Council (collectively referred to as **Council Officers**).

2. Purpose

- 2.1. The purpose of this Policy is to establish a procurement framework for Council to ensure that the procurement of all goods, services and works is conducted in a consistent, competitive and transparent manner whilst adhering to principles of probity, ethics and good governance.
- 2.2. This Policy further aims to:
 - 2.2.1. provide guidance to Council to allow consistency and control over procurement activities;
 - 2.2.2. demonstrate accountability to rate payers;
 - 2.2.3. provide guidance on ethical behaviour in public sector purchasing;
 - 2.2.4. demonstrate the application of elements of best practice in purchasing; and
 - 2.2.5. obtain the value for money when purchasing goods and services.

3. Legislative Compliance

The key legislative requirements for this Policy include:

- 3.1. relevant provisions of the *Competition and Consumer Act 2010* (Cth);
- 3.2. relevant provisions of the *Privacy and Data Protection Act 2014* (Vic);
- 3.3. *Health Records Act 2001* (Vic); and
- 3.4. the following specific sections of the LG Act:

Section	
186	Power to enter into contracts
186A	Procurement Policy
3C	Objectives of a Council
208B	Best Value Principles
77A, 77B, 78, 78A, 78B, 78C, 78D, 78E, 79, 79B, 79C, 79D, 80, 80A, 80B, 80C, 81, 95 and 95AA	Conflict of Interest
98	Delegations
140	Accounts and Records

Council will adhere to the above provisions in all procurement matters.

4. Summary of Principles for Procurement

Irrespective of the value or complexity of procurement, Council will apply the following principles that have been developed taking into account industry and best practice standards:

- 4.1. Value for Money;
- 4.2. Open and Fair Competition;
- 4.3. Accountability;
- 4.4. Risk Management;
- 4.5. Probity and Transparency;
- 4.6. Sustainable Procurement – Local Sourcing;
- 4.7. Sustainable Procurement – Environmental;
- 4.8. Sustainable Procurement – Social (including ethnicity and gender);
- 4.9. Expressions of Interest;
- 4.10. Disclosure of Information;
- 4.11. Tender Evaluation;
- 4.12. Performance Measurement and Continuous Improvement;
- 4.13. Processes and Procedures; and
- 4.14. Other Council Policies.

5. Explanation of Principles of Procurement

5.1. Value for Money

- 5.1.1. Obtaining value for money does not mean Council is obliged to accept the lowest price. Section 186(4) of the LG Act specifically provides that Council does not have to accept the lowest tender.
- 5.1.2. The concept of 'value for money'¹ involves taking into account both financial and non-financial factors including:
 - 5.1.2.1. advancing Council's priorities;
 - 5.1.2.2. fitness for purpose;
 - 5.1.2.3. quality;
 - 5.1.2.4. service and support; and
 - 5.1.2.5. whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of goods, services or works.
- 5.1.3. According to the Victorian Government Purchasing Board, value for money involves a balanced judgement of financial and non-financial factors. Typical factors include fitness for purpose, quality, whole-of-life costs, risk, environmental and sustainability issues, and price.²

5.2. Open and Fair Competition

- 5.2.1. All prospective suppliers must be treated (and be seen to be treated) fairly and in an open and transparent manner, with the same access to information about the procurement to enable them to submit prices, quotations and tenders on the same basis.
- 5.2.2. Council must adequately test the market in a consistent manner without any bias, or perception of bias, so that potential suppliers and the public have confidence in the outcome.
- 5.2.3. Where applicable, the provisions of the *Competition & Consumer Act 2010* (Cth), must be complied with in the procurement process.

5.3. Accountability

- 5.3.1. Council Officers are responsible for the actions and decisions they take in relation to procurement and for the resulting outcomes. Council Officers are answerable for such activities through established lines of accountability and delegation, and ultimately to the Chief Executive Officer.
- 5.3.2. Council Officers must ensure they provide appropriate and reliable advice to Council to allow it to make sound decisions on procurement matters.

5.4. Risk Management

- 5.4.1. Strategies for managing risks associated with all procurement processes are in place and consistent.
- 5.4.2. The risk management policies adopted by Council comply with all legislative requirements, including Occupational Health and Safety laws.

¹ Section 3C(2)(b) and (c) of the *Local Government Act 1989*

² <http://www.procurement.vic.gov.au/About-the-VGPB/Glossary#V>

5.4.3. Risk management strategies and policies must be applied at all stages of procurement activities to ensure that such activities are planned and carried out in a manner that will:

5.4.3.1. protect Council from legal liability; and

5.4.3.2. enhance Council's capability to prevent, withstand and recover from, the interruption to the supply of goods, services and works.

5.5. **Probity and Transparency**

5.5.1. In all commercial dealings, the highest standards of probity, honesty and transparency must be observed.

5.5.2. Council and Council Officers must conduct their business in a fair, honest and open manner, demonstrating the highest levels of integrity, consistent with the public interest.

5.5.3. All Council activities must be conducted with integrity and in a manner able to withstand the closest possible scrutiny.

5.5.4. In addition, the following legislative obligations specified in the LG Act must be complied with:

Section 80C: Council Officers must disclose any direct or indirect interest (and the type of interest) before providing advice or reports (or any other matter).

Section 80B: Council Officers who have been delegated Council powers, duties or functions are prohibited from exercising those powers, duties or functions if they have a Conflict of Interest.

Section 76BA: A Councillor (as defined in the LG Act) must comply with the primary principle of Councillor conduct under section 76B of the LG Act and avoid conflicts between his or her public duties as a Councillor and his or her personal interests and obligations.

Section 79: Councillors (and members of Council audit committees) must disclose a Conflict of Interest.

Section 76C: Councillors must comply with the Councillor Code of Conduct.

Section 76E: Councillors must not improperly direct or improperly influence a member of Council Officers in the exercise of any power or in the performance of any duty or function.

Section 95AA: Council Officers must comply with Council's Employee Code of Conduct.

5.5.5. In addition, Council Officers must:

5.5.5.1. make their interests known in any situation where it could be **perceived** that an interest might unduly influence them;

5.5.5.2. declare to their direct supervisor any items delivered to Council which were not part of the requirements of the contract and which could be construed as gifts or new assets to Council. Such items must also be referenced on supplier invoices;

5.5.5.3. not tender for any contracts under their own or a company name.

5.6. Sustainable Procurement – Local Sourcing (within the municipality)

- 5.6.1. Council recognises that it is a major purchaser of goods, services and works and that its procurement practices have the potential to impact the local economy.
- 5.6.2. Council will endeavour to support businesses and industries within the municipality and maximise these opportunities by means that are consistent with this Policy so as to help generate local employment and promote social inclusion.
- 5.6.3. Council commits to having local content as a weighted criteria in all its tenders, weighted at a minimum of 10%.

5.7. Sustainable Procurement – Environmental

- 5.7.1. Council is committed to safeguarding environmental quality and wellbeing for its present and future communities.
- 5.7.2. Council recognises the potential impact procurement has on the environment and where possible will reduce its impact on the natural environment by attempting to:
 - 5.7.2.1. decrease waste;
 - 5.7.2.2. increase recycling;
 - 5.7.2.3. decrease greenhouse gas emissions;
 - 5.7.2.4. decrease water consumption;
 - 5.7.2.5. minimise the degradation and destruction of natural resources; and
 - 5.7.2.6. limit Council's impact on climate change.
- 5.7.3. Accordingly, in the procurement process, steps must be taken to:
 - 5.7.3.1. encourage and prefer the production and use of eco-friendly products which are more power efficient;
 - 5.7.3.2. select energy, fuel and water efficient products (ideally Energy and Water Star Ratings of 4 Star and above, and low Co₂ emission vehicles including electric and hybrid vehicles;
 - 5.7.3.3. where practicable, purchase from a source which is less polluting or uses clean technology;
 - 5.7.3.4. consider the provision of re-usable products and recycling as part of the project planning process, including the consideration of whole-life costs and disposal considerations;
 - 5.7.3.5. where practicable, buy recycled/part recycled products to optimise consumption and stimulate demand for recycled products, promoting the collection and reprocessing of waste and working towards zero discharge to landfill.

5.8. Sustainable Procurement – Social

- 5.8.1. Council recognises that its decisions have the ability to redress social disadvantage and improve social diversity including in relation to ethnicity, gender and disability.
- 5.8.2. Council will take into account the effect of its decisions on diversity and equal opportunity in all procurement decision making.
- 5.8.3. Council's procurement processes will support the generation of positive social outcomes where it can be justified on a value for money basis including but not limited to:

- 5.8.3.1. giving preference to businesses that employ local or socially disadvantaged residents or residents living with a disability in the City of Melton; and/or
- 5.8.3.2. giving preference to businesses that provide evidence of gender equality in leadership (organisational structure) or proscriptive measures to address gender imbalance (e.g. copy gender equality policy or policies).

5.9. Expressions of Interest

Council should seek Expressions of Interest when:

- 5.9.1. the requirement is complex, difficult to define or unknown;
- 5.9.2. the requirement is capable of several technical solutions;
- 5.9.3. it reasonably believes that a high number of tenders will be received;
- 5.9.4. the costs to tender will make the process of tendering uncommercial for tenderers;
- 5.9.5. uncertainty exists as to whether the vendor will offer the required procurement; or
- 5.9.6. Council requires external input before addressing the particular issue.

5.10. Disclosure of Information

- 5.10.1. As part of the process of procurement, Council and Council Officers may receive information that is confidential, sensitive in nature or that may prejudice the business of a tenderer if publicly released.
- 5.10.2. Council and Council Officers will act with discretion to ensure that, unless required by law, confidential and sensitive information is not revealed to any person other than Council or any Council Officers involved in the procurement process and then only for the purpose of the procurement process.
- 5.10.3. If required to release confidential or sensitive information, Council or Council Officers will do so in a commercially sensitive manner and in accordance with applicable privacy laws.
- 5.10.4. Council and Council Officers shall, at all times, comply with the *Privacy and Data Protection Act 2014* (Vic), the *Health Records Act 2001* (Vic), the Information Privacy Principles, the Health Privacy Principles and Council's Privacy Policy.

5.11. Tender Evaluation

Council and Council Officers must ensure that all tender processes comply and adhere to Council's Tender Process Guide and Tender Evaluation Plan.

5.12. Performance Measurement and Continuous Improvement

Council will ensure that appropriate performance measures are established and reporting systems are used to monitor performance and compliance with this Policy to support continuous improvement to improve this Policy.

5.13. Processes and Procedures

When purchasing goods, services and works, Council will adhere to the terms of the Purchasing Procedures Manual.

5.14. Other Council Policies

Further to complying with this Policy, Council and Council Officers must not engage in any activity during a procurement process that would breach any law or any other policy of Council. To the extent that the law and this Policy are inconsistent, the law will prevail.

6. Responsibility/Accountability**6.1. Executive and Managers**

It is the responsibility of all managers and the executives of Council to ensure this Policy is strictly adhered to.

6.2. All Staff

It is the responsibility of all employees of Council to ensure that they comply with this Policy.

7. References and links to legislation and other documents

Name	Location
<i>Local Government Act 1989 (Vic)</i>	http://www.legislation.vic.gov.au
<i>Competition & Consumer Act 2010 (Cth)</i>	http://www.comlaw.gov.au
Procurement Procedure Manual	Council Intranet
Contract Management Guidelines	http://www.mav.asn.au
Victorian Local Government Procurement Best Practice Guidelines 2013	http://www.dpdc.vic.gov.au
Australian Government Sustainable Procurement Guide	http://www.environment.gov.au/
Social Procurement: A Guide for Victorian Local Government	http://www.dpdc.vic.gov.au
Best Practice Guide for Gender equity in Local Government	https://www.localgovernment.vic.gov.au/_data/assets/pdf_file/0030/329277/Gender-Equity-in-Local-Government-Best-Practice-Guide.pdf

	<h2>PROCUREMENT PROCEDURE MANUAL</h2>
Version No	Draft V.1.0 April 2019
Endorsement	Executive, 5 September 2019 Policy Review Committee, 2 October 2019
Authorisation date	Council, <insert date>
Review date	30 September 2022
Responsible officer	Procurement Coordinator
Policy Owner	Manager Legal and Governance

PART A- INTRODUCTION

This Manual contains references to legislation and policy, and sets out procedures relating to the acquisition of goods, services and works by Council. It contains both standard and mandatory requirements and guidelines for Council Officers to follow. It establishes minimum standards and principles which are to be applied by Council in the procurement of goods, services and works.

It is the responsibility of all Senior Officers to ensure that these policies and procedures are understood by all Council Officers and that they are administered and applied uniformly in all instances involving procurement.

This Manual provides a framework for all competitive transactions. Whilst the procurement process will vary depending upon the value and nature of the goods, services or works being obtained, the consistent objective in the procurement process is to achieve best value on behalf of Council and the community.

Any proposed amendment to the procedures contained in this Manual must be approved by the Executive and Council.

To the extent that the law and this Policy are inconsistent, the law will prevail.

Note:

Council Officers who purchase any goods, services, construction or works, irrespective of whether a formal contract is entered into or not, must do so in conformance with CitySafe (formally known as ShireSafe), Council's OHS management system, and in particular Council's OHS Policy 12.0 Contractor Selection and Management.

For guidance and support in conforming to CitySafe please contact the Risk and Performance team.

PART B-DEFINITIONS	
TERM	DEFINITION
Act	Local Government Act 1989 (Vic).
Accounts Payable	A section under the Finance Unit within Council responsible for the issue of payments to Contractors for the provision of goods, services or works.
Authorised Signatory List	A list detailing financial delegation limits for Council Officer's involved in authorising Purchase Orders, Contracts and approving invoices for payment is maintained by the Procurement Coordinator and is updated annually. An abridged version of this list is set out under Part F, Financial Delegations.
Authority Financial Management System	The electronic system used by Council to manage financial aspects of Council.
Authority Online Requisition System	The electronic system used by Council to create and process purchases for goods, services or works.
CSR	Means the Construction Suppliers Register which is a pre-qualification scheme for the building and construction industry, which is administered by the Department of Treasury and Finance on behalf of the State Government (http://www.dtf.vic.gov.au/Infrastructure-Delivery/Construction-Supplier-Register).
Contract	Refers to the contract entered into between Council and the Contractor outlining the terms and conditions for the provision of the goods, services or works to Council.
Contractor	Means the third party provider, or potential provider, of goods, services or works to Council.
Council	Melton City Council.
Council Officers	Employees of Council.
Finance Business Unit, Legal and Governance Business Unit and Information Services Business Unit	Means the respective departments within Council.
Executive, General Manager, Manager, Procurement Coordinator, Manager Legal and Governance, Learning and Development Coordinator, Finance	Each means the person appointed in that position from time to time.

Manager and any other position title	
Expression of Interest	A pre-selective tender process inviting potential Contractors who are interested in and capable of delivering the required goods, services or works, to lodge a tender to provide the goods, services or works. Council has a template EOI document. The most up to date version is available from the <u>Procurement Coordinator</u>
Formal Instrument of Agreement	Means the agreement that the successful tenderer must enter into with Council.
Payment Requisition Form	An approved form that must be submitted when requesting payment of an invoice received from a Contractor.
Purchase Approval Officer	Means a Council Officer with authority to approve Purchase Orders.
Purchase Order	Means an order placed by Council for the provision of goods, services or works, which incorporates Council's purchase order terms and conditions. A purchase order must be raised prior to the goods and services being obtained – so that the purchase order <u>must</u> pre-date the invoice date.
Record of Quotations	Means a record of quotations received as a consequence of the issue of a Request for Quotation. <u>The most up to date version is available from the Procurement Coordinator.</u>
Register of EOIs	Means a register of submissions received as a consequence of the issue of an EOI. <u>The most up to date version is available from the Procurement Coordinator</u>
Request for Quotation	Mean a request for a quotation issued by Council to a Contractor for the provision of goods, services or works. <u>The most up to date version is available from the Procurement Coordinator.</u>
Requisitioning Officer	A Council Officer who has made a request to purchase goods, services or works, or who has made a request for payment of an invoice, as the context requires.
Request for Tender	Means the document issued by Council to tenderers. Council has a template RFT document. The most up to date version is available from the <u>Procurement Coordinator.</u>
Tender Evaluation Plan	Means the document used by Council setting out the guidelines and process for evaluating tenders.

PART C: GENERAL PURCHASING GUIDELINES

In purchasing goods, services or works, Council must **always** follow these principles:

1. Value for Money

Obtaining value for money does not mean Council is obliged to accept the lowest price. Section 186(4) of the Act specifically provides that Council does not have to accept the lowest price.

The concept of 'value for money' involves taking into account both costs and non-cost factors including:

- 1.1. advancing Council's priorities;
- 1.2. fitness for purpose;
- 1.3. quality;
- 1.4. service and support; and
- 1.5. whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of goods, services or works.

2. Best Value

In purchasing decisions, Council will take into account the best value principles set out in Part 9 Division 3 of the Act.

A summary of these is as follows;

- services must meet quality & cost standards;
- services must be responsive to the needs of its community;
- each service must be accessible to those members of the community for whom the service is intended;
- Council must achieve continuous improvement in the provision of services for its community;
- Council must develop a program of regular consultation with its community in relation to the services it provides; and
- Council must report regularly to its community on its achievements in relation to the principles set out above.

3. Sustainability – Local Sourcing, Environmental and Social (including ethnicity and gender)

Engaging in activities that meet the needs of the present without compromising the ability of future generations to meet their needs.

Achieving value on a whole life basis in terms of generating benefits to the organisation and the community, whilst minimising damage to the environment.

Promoting diversity, inclusion & gender equity.

In addition to these principles, Council must also comply with its Procurement Policy prepared in accordance with section 186A of the Act.

PART D: ACCOUNTABILITY, SEGREGATION OF DUTIES AND PROBITY

Council Officers:

1. are required to act within their delegation levels, and must not split expenditure over different purchases to avoid delegation limits;
2. must consider the total value of a procurement over a 12 month period/and or over a contract period, in order to determine the correct procurement method to be undertaken; and
3. must consider the whole of Council spend on the item in order to determine the correct procurement method to be undertaken in accordance with this Manual.

Adequate segregation of duties is an important part of the purchasing control procedure, for example the:

1. Requisitioning Officer cannot approve the Purchase Order;
2. Purchase Approval Officer cannot process the payment for the Purchase Order;
3. Requisitioning Officer or the Purchase Approval Officer cannot edit:
 - 3.1. the accounts payable file;
 - 3.2. the general ledger code master file; or
 - 3.3. an approved Purchase Order.;
 - 3.4. these rules apply even where someone is acting in a role temporarily, with higher duties and may, by reason of this have access to multiple email inboxes including their own. For example, the officer cannot create the requisition logged on in their substantive role and then approve the purchase order logged on as or acting in the role of their Manager.

Members of staff (and all persons engaged in procurement on Council's behalf) must exercise the highest standards of integrity in a manner able to withstand the closest possible scrutiny. All members of staff have an overriding responsibility to act impartially and with integrity, avoiding conflicts of interest (section 95 of the Act).

In all procurement matters:

- Council staff must disclose a direct or indirect interest (and the type of interest) before providing advice or reports (or any other matter) (section 80C of the Act).
- Council staff who have been delegated Council powers, duties or functions are prohibited from exercising those powers, duties or functions if they have a Conflict of Interest (section 80B of the Act).
- a Councillor must comply with the Primary principle of Councillor conduct (section 76B of the Act) and avoid conflicts between her or his public duties as a Councillor and her or his personal interests and obligations (section 76BA of the Act).
- Councillors (and members of Special Committees and Audit Committee) must disclose a Conflict of Interest (section 79 of the Act).
- Council staff engaged in the evaluation of quotations or tenders must complete and lodge a conflict of interest declaration.
- Council staff must make their interests known in any situation where it could be perceived that an interest might unduly influence them.
- Council staff must declare to their Manager any items delivered to Council which were not part of the requirements of the contract and which could be construed as gifts or new assets to Council. Such items must also be referenced on supplier invoices.

PART E: OVERVIEW OF PURCHASING METHODS

All purchases outside of existing Contracts should be made through a competitive process, unless expenditure is less than **\$2,500.00**, where competition is preferred but is not mandatory.

From a contractual context, every purchase results in Council entering into a Contract or a Purchase Order. Council's form of Contracts or Purchase Orders are to be used for each purchase except for one off minor purchases of less than \$1,000.00.

Purchase Orders cannot be split or issued in a way to specifically by-pass the expenditure authority levels. Any evidence of Purchase Order splitting is to be recorded and reported to the Manager Legal and Governance.

Authority Online Requisitioning System

Council utilises the Authority Online Requisition System to assist with Council purchases.

1. The Authority Online Requisition System is designed to ensure the Purchase Order is approved before the invoice is raised or paid.
2. The Authority Online Requisition System is designed to ensure that a Purchase Order cannot be created or have payment processed until it has been approved by a Purchase Approval Officer with the appropriate level of delegation.
3. Individual delegation and approval paths are set up in the Authority Online Requisition System to enable Requisitioning Officers to raise requisitions and receive approvals electronically. The workflow process on the Authority Online Requisition System will forward the requisition to the relevant Purchase Approval Officer.
4. Any Requisitioning Officer or Purchase Approval Officer, who plans to take leave, must advise the Procurement Coordinator of delegation arrangements prior to going on leave.
It is preferable to nominate a Council Officer that is familiar with the purchasing and order approval process.
5. In the event that a Purchase Order has to be approved urgently and the relevant Purchase Approval Officer is not available, the Purchase Order can be re-routed to another Council Officer by contacting the Procurement Coordinator.
6. Requests for access to and training of the Authority Online Requisition System for existing or new Council Officers must be submitted to the Learning & Development Coordinator.
7. The Learning & Development Coordinator will complete registry requirements and advise the Procurement Coordinator to set up access and arrange for a comprehensive training session.

Types of Purchase Orders

The Authority Online Requisition System can be used to raise;

1. One - off purchase orders.
2. Standing Order/Blanket Purchase Orders
 - are created for purchases which are repetitive, specified services, items from the same supplier which are purchased and paid for during a set time period, usually one (1) financial year.
 - reduce the administrative burden of raising multiple purchase orders for the delivery of repetitive works, e.g. cleaning, stationery, and security services and are also useful for contracts that will necessitate regular progress payments from the same supplier during the period of a contract.

Cancelling a Purchase Order

Occasionally a need may arise to completely delete a Purchase Order or cancel the outstanding balance. In either case, an email requesting the cancellation must be forwarded to the Procurement Coordinator detailing the order number and the reason for cancellation.

Variations to Purchase Orders

The allowed variance of a Purchase Order is 5%. Therefore, any invoice that has a variance of greater than 5% from the Purchase Order is to be investigated by the Requisitioning Officer, documented and attached to the invoice for approval by a Manager prior to payment.

PART F: FINANCIAL DELEGATION

Expenditure and authority limits which apply to purchases and payment approvals are governed by the financial delegation levels commensurate to the position description, role and responsibility of the Council Officer.

Financial delegations for positions below Coordinator level must be recommended by the responsible Manager and approved by the General Manager. Officers below Coordinator level must confirm the amount of their delegation with the Procurement Coordinator.

Should there be an operational requirement for delegations to be set at a higher level to that authorised for the position, then the Executive must undertake an individual assessment and approve any increase.

Financial delegation of authority to other Council Officers during periods of prolonged absence, must be in writing and be approved by the respective Manager. A copy of the delegation of authority or correspondence authorising delegation must be provided to Accounts Payable for record keeping.

A soft copy (Authority Spend Report) of the Authorised Signatory List detailing financial delegation limits for Council Officers involved in authorising and approving invoices for payment is maintained by the Procurement Coordinator and is updated annually.

Financial Delegation Limits for Council Officers:

POSITION	AUTHORITY
Chief Executive Officer	Up to \$500,000.00
General Manager	Up to \$180,000.00
Manager	Up to \$50,000.00
Coordinator	Up to \$10,000.00

*all figures are inclusive of GST.

PART G: SUMMARY OF PURCHASING METHODS				
The following table summarises the method of purchase that must be followed depending on the level and nature of expenditure for the goods, services or works involved:				
VALUE OF EXPENDITURE	MINIMUM REQUIREMENTS			
	Process Managed By	Market Engagement	Agreement Type	Main Documentation
Up to \$2,500.00	Business Unit	1 Written Quote	Purchase Order <u>OR</u>	Quotes must be registered in the Online Requisition System when raising a Purchase Order
\$2,501.00 to \$10,000.00		1 Written Quote	Corporate Card	
\$10,001.00 to less than \$150,000.00 (goods & services) or \$10,001.00 to less than \$200,000.00 (works)	Business Unit <u>OR</u> Legal & Governance	Issue formal Request for Quotation with pro forma contract attached Minimum of 3 Written Quotes required <u>OR</u> Accessing the Construction Suppliers Register (CSR)	Purchase Order <u>OR</u> Contract	Quotes must be registered in the Online Requisition System when raising a Purchase Order Evaluation Report
\$150,00.00 or over (goods & services) or \$200,00.00 or over (works)	Legal & Governance	Expression of Interest (if applicable) Tender with pro forma contract <u>OR</u> Accessing the CSR	Contract	Tender Submissions Evaluation Report Council Report incl. Evaluation Report/Memo to Delegate Contract

*all figures are inclusive of GST.

PART H: SPECIAL CONDITIONS AND EXCEPTIONS TO PURCHASING METHODS**Purchase Order Creation Exceptions**

Purchase Orders or Contracts should always be used for purchasing goods, services or works.

The exceptions to this requirement are:

1. work order system generated orders;
2. orders placed through the Library Management System;
3. purchases through a corporate credit card;
4. purchases through a fleet card; or
5. emergency works.

Corporate Purchases

All corporate purchases fall under the Legal and Governance Business Unit's control and must be referred to the Procurement Coordinator for order placement. Corporate purchasing includes expenditure relating to:

Stationery; Copy Paper; Printer Cartridges; Mobile Phone Handsets and Service Connections; Plant and Machinery including Motor Vehicles and Office Furniture.

Information Technology Equipment Purchases

All purchases of information technology related equipment must be referred to the Information Services Business Unit. This will apply to all information technology related purchases irrespective of whether the equipment is operated and supported within the Council IS environment.

Information technology equipment includes, but is not limited to:

Software, Hardware, USB disk drives and memory cards; Computers, Screens, Printers, Mouse & Keyboards; Scanners, Modems, Speakers, CD Burners, Digital Cameras; Software and Hardware Maintenance Agreements, including Printer Maintenance Agreements; Items that require connection to the Melton Network or requires Software Installation.

Panel Contracts for Purchases which arise out of internal services

Various departments within Council have contracts with a panel of suppliers for their service, for example Events, Operations, People and Culture. Staff should not be engaging a panel contractor directly but via the relevant department (usually via a CAR)

Competitive Quotes Exception

There are a number of exceptions to the process for obtaining competitive quotes for goods and services up to \$150,000 and for works up to \$200,000, that is, for good and services under the tender threshold:

1. Existing Contracts

If a Contract already exists for particular goods, services or works, only the Contractor under that Contract is to be engaged. Approval from the respective General Manager must be sought to purchase outside any existing Contract.

Legal advice may need to be obtained in relation to any potential breach of the existing contractor's contract.

2. Specialist or Specialist Skills

In instances where a Contractor has already undertaken work and holds relevant materials (for example artwork, research, etc.), specific knowledge or specialist equipment, it may be beneficial to continue with that Contractor for additional works without obtaining further competitive quotes.

In this case, the preferred course is to confirm the additional works in writing and emphasise that the additional works are to be provided on the same terms as previous work. The onus is on the Council Officer to submit evidence that the Contractor falls under this category. However, it is recommended that wherever practicable, Council Officers undertake a competitive process whilst engaging Contractors in this category.

To meet audit requirements, sign off from the relevant Manager must be obtained indicating that the transaction falls under this "Specialist Exemption" category prior to placing a Purchase Order to avoid the Purchase Order being queried on audit.

3. Sole Suppliers

If it can be demonstrated that there is only one supplier then Council is free to enter into a Contract or Purchase Order with that supplier (mindful of its obligation to obtain value for money).

Tender Exceptions

There are only a few exceptions to the requirement of a public tender process (including EOI, where appropriate), for goods and services at or above the tender threshold - \$150,000 and for works at or above \$200,000.

1. Legal Advice

The engagement of an external legal provider, including conveyancing, should only be by the Manager Legal and Governance. For all legal advice, please complete a Legal Services Request via ECM.

2. Ministerial exemption granted pursuant to s186(5)(c).

(a) The Minister has approved council access and usage of the State Government's Construction Supplier Register pre-qualification scheme under s186(5)(c).

The Register is the pre-qualification scheme for building contractors and consultants interested in tendering and quoting for works required by Victorian Government departments and agencies.

Staff may obtain quotes or directly tender entities from the CSR. Please contact the Procurement Coordinator to access.

(b) The Minister has approved for councils to enter into contract with or through Agency arrangements, for the provision of goods and services or works. For the purposes of the approval, the Agency will undertake a competitive tender process in relation to each of its proposed contracts for goods, services or works available to the council.

- On 7 May 2014, the Minister approved arrangement for councils to enter into a contract with or through MAV Procurement, a unit of the Municipal Association of Victoria, for the provision of goods and services or works.
- On 4 August 2014, the Minister approved arrangement for councils to enter into a contract with or through Procurement Australia, for the provision of goods and services or works.

These Ministerial exemptions do not affect the requirement to have the matter decided by Council.

3. Emergency Works.

4. A novation of a contract, where a public tender process applied to the contract when created.

If in doubt about whether these exemptions apply, please seek guidance from the Procurement Coordinator.

*all figures are inclusive of GST.

PART I: PROCEDURE FOR PURCHASES OF UP TO \$2,500.00 FOR GOODS, SERVICES OR WORKS**Step 1: Issue a Request for Quotation**

A Requisitioning Officer may issue a Request for Quotation with purchase terms to potential Contractors.

Step 2: Assess the quotations

The Requisitioning Officer must evaluate the quotations received against pre-determined criteria to enable the selection of a successful Contractor.

Importantly, it is not mandatory to select the cheapest quotation. Rather, consideration must be given to the overall maximum benefit to Council. This process must be transparent, consistent and documented.

Quotations received from Contractors are confidential and must not be divulged to other Contractors in order to achieve a better price.

Step 3: Place the order on the Authority Online Requisition System

The Requisitioning Officer must raise a Purchase Order on the Authority Online Requisition System and attach all quotations received from the Request for Quotation.

Once lodged, the Purchase Approval Officer responsible for approving the purchase will receive an automated email advising them of the Purchase Order that is awaiting action.

Step 4: Approval by Council Officer

Purchase Approval Officers are responsible for ensuring that:

1. all purchases are in accordance with Council's policies and procedures and the purchase falls within the approved Council budget;
2. the correct cost centre is used;
3. they have appropriate financial delegation authority to approve the Purchase Order;
4. all necessary procedures have been complied with, including the provisions outlined in the Act, Council resolutions and any other statutory or policy requirements; and
5. Purchase Orders are approved promptly.

Step 5: Issue Purchase Order

Once the Purchase Order has been approved, the Requisitioning Officer can proceed to send the Purchase Order to the Contractor.

Step 6: Archive documents

All quotations and file notes of the evaluation process must be archived by the Requisitioning Officer.

PART J: PROCEDURE FOR PURCHASES OF \$2,501.00 TO \$10,000.00 FOR GOODS, SERVICES OR WORKS**Step 1: Issue a Request for Quotation**

The Requisitioning Officer must obtain approval from a Manager or Coordinator before issuing a Request for Quotation. In obtaining this approval, the Requisitioning Officer must provide the following information to the Manager:

1. a description of the goods, services or works to be purchased by Council;
2. a detailed estimate of the cost of the goods, services or works to be purchased by Council; and
3. details of the organisation(s) that Council proposes to issue a Request for Quotation too.

Once the Requisitioning Officer has obtained approval, the Requisitioning Officer may issue the Request for Quotation with purchase terms.

Step 2: Assess the quotations

The Requisitioning Officer, in consultation with a Purchase Approval Officer, must evaluate the quotations received against pre-determined criteria to enable the selection of a successful Contractor.

Importantly, it is not mandatory to select the cheapest quotation. Rather, consideration must be given to the overall maximum benefit to Council. This process must be transparent, consistent and documented.

Quotations received from Contractors are confidential and must not be divulged to other Contractors in order to achieve a better price.

Step 3: Place the order on the Authority Online Requisition System

The Requisitioning Officer must raise a Purchase Order on the Authority Online Requisition System and attach all quotations received from the Request for Quotation.

Once lodged, the Purchase Approval Officer will receive an automated email advising them of the Purchase Order that is awaiting action.

Step 4: Approval by Council Officer

The Purchase Approval Officer is responsible for ensuring that:

1. all purchases are in accordance with Council's policies and procedures;
2. the purchase falls within the approved Council budget;
3. the correct cost centre is used;
4. they have appropriate financial delegation authority to approve the Purchase Order;
5. all necessary procedures have been complied with, including the provisions outlined in the Act, Council resolutions and any other statutory or policy requirements; and
6. Purchase Orders are approved promptly.

Step 5: Issue Purchase Order

Once the Purchase Order has been approved, the Requisitioning Officer can proceed to send the Purchase Order to the Contractor.

Step 6: Archive documents

All quotations and file notes relating to the evaluation process must be archived by the Requisitioning Officer.

PART K: PROCEDURE FOR PURCHASES OF \$10,001.00 TO LESS THAN \$150,000.00 FOR GOODS & SERVICES OR \$10,001.00 TO LESS THAN \$200,000.00 FOR WORKS**Step 1: Issue a Request for Quotation**

The Requisitioning Officer must obtain approval from a Manager before issuing a Request for Quotation. In obtaining this approval, the Requisitioning Officer must provide the following information to the Manager:

1. a description of the goods, services or works to be purchased by Council;
2. a detailed estimate of the cost of the goods, services or works to be purchased by Council; and
3. details of the organisations that Council proposes to issue a Request for Quotation too.

Once the Requisitioning Officer has obtained approval from a Manager, the Requisitioning Officer may issue a Request for Quotation with either purchase terms or draft contract attached.

Step 2: Record of Quotations

Issue a formal Request for Quotation with either purchase terms or pro forma contract attached.

A minimum of 3 written quotations is required.

If 3 quotations are not received, the Requisitioning Officer may request another quote from a different Contractor or decide to proceed with the initial quotes received. Before making the decision to proceed in the absence of 3 quotes, the Requisitioning Officer must document the reasons why it was decided to proceed with less than 3 quotes.

Step 3: Assess the quotations

Once the Requisitioning Officer has completed the Record of Quotations, the Requisitioning Officer, in consultation with the Purchase Approval Officer, must evaluate the quotations received against pre-determined criteria to enable the selection of a successful Contractor.

Importantly, it is not mandatory to select the cheapest quotation. Rather, consideration must be given to the overall maximum benefit to Council. This process must be transparent, consistent and documented.

Quotations received from Contractors are confidential and must not be divulged to other Contractors in order to achieve a better price.

If applicable, the Requisitioning Officer must also access the CSR to determine whether the potential Contractors are listed. Contractors that are listed on the CSR are more favourable than those who are not.

Once the Requisitioning Officer has evaluated the quotations and determined the most favourable Contractor, the Requisitioning Officer must retain a record of the evaluation process undertaken and the reason for choosing the Contractor. This must be signed by the Purchase Approval Officer.

Step 4: Place the order on the Authority Online Requisition System

The Requisitioning Officer must raise a Purchase Order on the Authority Online Requisition System and attach:

1. all quotations received from the Request for Quotation; and
2. the file note of the evaluation process that is signed by the Purchase Approval Officer.

Once lodged, the Purchase Approval Officer will receive an automated email advising them of the Purchase Order that is awaiting action.

Step 5: Approval by Council Officer

Purchase Approval Officers are responsible for ensuring that:

1. all purchases are in accordance with Council's policies and procedures;
2. the purchase falls within the approved Council budget;
3. the correct cost centre is used;
4. they have appropriate financial delegation authority to approve the Purchase Order;
5. all necessary procedures have been complied with, including the provisions outlined in the Act, Council resolutions and any other statutory or policy requirements; and
6. Purchase Orders are approved promptly.

Step 6: Preparation of Contract (if required)

Once the Purchase Order has been approved by a Purchase Approval Officer, the Requisitioning Officer must complete the draft contract, if a contract is to be used, in conjunction with the Procurement Coordinator and Senior Administration Officer (with advice from the Legal Officer as required).

The Manager Legal and Governance will arrange preparation of the Contract in conjunction with the Requisitioning Officer if a contract is required.

Step 7: Archive documents

All quotations and evaluation notes relating to the evaluation process must be archived by the Requisitioning Officer.

PART L: PROCEDURE FOR PURCHASES OF \$150,000.00 OR OVER FOR GOODS & SERVICES OR \$200,000.00 OR OVER FOR WORKS**Step 1: Obtain Council approval for the expenditure**

The relevant business unit seeking to procure the purchase must ensure it has approval for the expenditure.

Step 2: Obtain Relevant Templates and Contract Number if there is an EOI

The relevant Council officer must obtain a copy of the relevant and up-to-date templates from the Procurement Coordinator. These will usually include:

1. Draft advertisement;
2. EOI (if applicable);
3. Request for Tender including proposed contract; and

The relevant Council officer should follow the Tender Process and Contracts Guide in preparing documentation including the preparation of the specifications.

The relevant Council officer must redline all insertions into the document and provide the draft to the Procurement Coordinator for checking.

The Procurement Coordinator will obtain legal advice as required.

If there is to be an EOI and then a tender, a contract number will be provided by Procurement at this point.

Step 3: Issue the EOI (if applicable)

If there is no EOI and the procurement is only by tender, proceed directly to Step 6.

Once these documents have been finalised and approved the Procurement Coordinator (and Legal Officer if relevant), or Senior Administration Officer can issue the EOI (if applicable).

The EOI (if applicable) must be ready to issue before the advertisement is placed. The advertisement must be arranged with the Senior Administration Officer by no later than 3pm on the Thursday before a Saturday advertisement.

Step 4: Register of EOIs (if applicable)

After the closing date for receipt of EOIs, the Procurement Coordinator or Business Unit must open all EOIs and prepare a Register of EOIs.

Step 5: Assess the EOIs (if applicable) and proceed to Tender

The Procurement Coordinator or Business Unit must assess the EOIs in accordance with the evaluation criteria in the EOI and prepare an EOI evaluation report for each EOI received by Council.

Once an evaluation report has been completed for each EOI received, the Procurement Coordinator or Business Unit must prepare a summary of the evaluation reports which recommends the parties who should be provided with a Request for Tender.

This summary must be provided to the relevant Manager within Council for consideration and approval.

Once the Manager has considered and approved the parties that will and will not be provided with a Request for Tender, the Procurement Coordinator/Senior Administration Officer will issue a Request for Tender in conjunction with the relevant business unit.

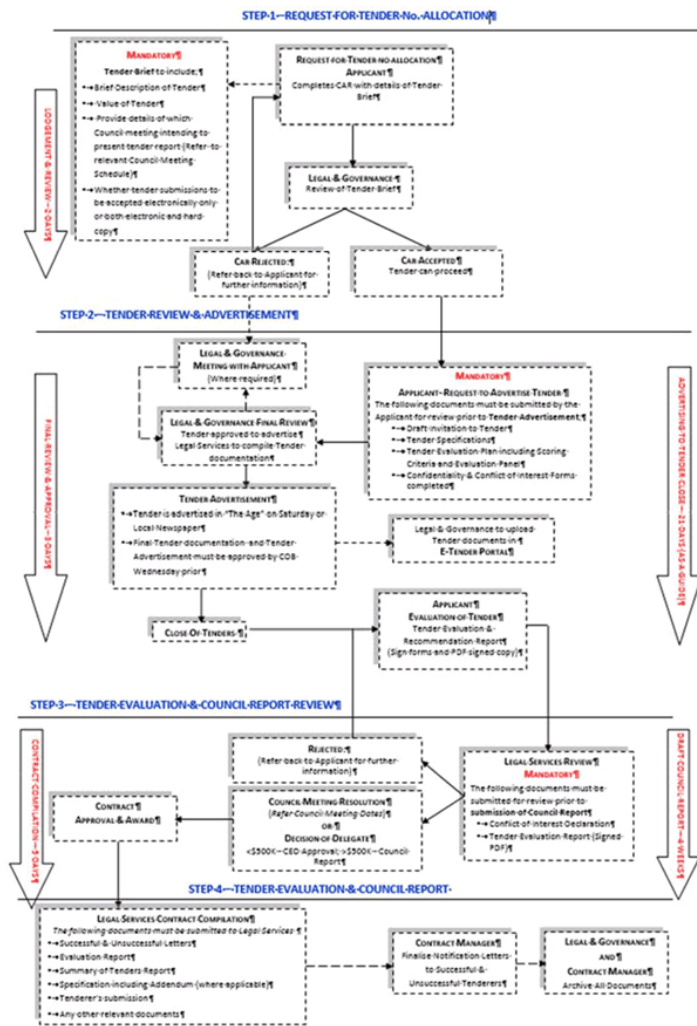
Once these documents have been finalised and approved by the Manager Legal and Governance, the Procurement Coordinator /Senior Administration Officer can issue the Tender.

If there has been an EOI process no advertising for tender is required.

Step 6: The Tender

The Tender process should be commenced by raising a CAR through ECM initiated by the council officer (the applicant).

The flowchart below outlines the process:



Evaluation of the Tender

The Tender should be assessed only against the criteria.

Council may conduct a shortlisting process. Shortlisted Tenderers may be invited by the Council to submit a best and final offer (BAFO) in relation to all or certain aspects of their respective Tenders provided it is done in order to determine the Tender based on the criteria and within the General Conditions of Tender.

A BAFO process is not specifically about achieving best price but rather about clarifying a deficiency – splitting the field that is otherwise unable to be separated –which may be done on price. It cannot be used to change the specification or the criteria to be used. It is about deficiency of the submission. It is not appropriate on all tenders.

It should only be done if:

- It is appropriate and
- The right question(s) is asked of the tenderer.

Getting it wrong risks an unfair process and/or non-compliance with s186 – which leaves Council exposed - to a claim from another non-successful tenderer or a complaint to Inspectorate, Ombudsman etc.

The Question of a Council Report

The CEO has delegation to award a contract up to \$500,000 where that amount is in the existing Council budget. That said, for reasons of transparency it may still be appropriate to have the Council decide the matter. Guidance should be sought from management.

Any contract over \$500,000 (including the aggregate of contracts which have been split but which are for the same good/service/capital works) or where the amount is not in the existing Council budget must be referred to Council to decide.

Contracts should be considered in the part of the meeting that is open to the public unless a General Manager or CEO directs otherwise. The attachments are declared confidential by the CEO and are not available to the public. There is a specific contract template in InfoCouncil for contracts.

Compilation of Contract

Once the contract is awarded by Council, the Business Unit should engage with the Procurement Coordinator and Senior Administration Officer Legal & Governance in order to send out letters to successful and unsuccessful tenders, compile the contract and send the contract out for execution.

Archive documents

All correspondence and reports relating to the EOI and tender process must be saved in ECM by the Business Unit.

In addition, a hard copy of the executed contract should be forwarded to the Senior Administration Officer Legal & Governance for archiving.

PART M: OTHER COUNCIL EXPENSES**1. Petty Cash**

The petty cash facility can be used to acquire and pay for small and urgent items of operational expenditure such as car parking, public transport fares, food and urgent operational supplies.

Petty cash floats are held by various departments within Council.

Petty cash may not be used for:

- 1.1. the cashing of cheques.
- 1.2. payment of salaries and wages.
- 1.3. expenses of a private nature.
- 1.4. fuel (except where authorised fuel cards are not yet available or Council Officer is not in possession of a Corporate Credit Card).
- 1.5. I.O.U's.

All claims for reimbursement are to be submitted on petty cash vouchers and must be approved by a Purchase Approval Officer. Claims must be supported by original receipts.

2. Online Transactions

Some suppliers to Council provide a web-based ordering system. Only Council Officers with delegated authority may place these orders.

An example of the web based ordering systems currently in place include:

- 2.1. WINC Stationery Ordering system – <https://welcome.winc.com.au>;

3. Corporate Credit Cards

Corporate Credit cards are available to staff as required for:

- 3.1. of high volume, low transaction value up to the designated card limit;
- 3.2. from "one off" suppliers (to reduce internal costs associated with the creation of suppliers on the Authority Financial Management System); and
- 3.3. when payment is required at point of sale, prior to despatch.

Council Officers who hold a corporate credit card may purchase goods and services in accordance with the Corporate Credit Card Policy.

Please refer to the "Corporate Credit Card Procedure" for further details.

4. Fleet Cards

Council has provided authorised users with fleet cards for the purchase of fuel, tyres, car wash, emergency repairs and servicing of Council owned vehicles.

Council Officers that have been allocated a Council vehicle are required to submit monthly fleet card transaction statements that are duly authorised by the user's Manager together with corresponding receipts to the Procurement Coordinator at the end of the monthly cycle for reconciliation.

Please refer to the "Motor Vehicle Policy" and "Motor Vehicle Procedure" for further details.

PART N: PAYMENT REQUISITIONS**1. Authority Online Requisitions**

Purchase requisitions initiated by a Council officer irrespective of their financial delegation are authorised via the Authority Online Requisition System by a Council officer with the appropriate financial delegation, as nominated in the predetermined workflow.

Council officers are required to raise a Purchase Order prior to engaging the Supplier. Suppliers are then required to quote the Purchase Order number on their invoices for payment.

2. Invoice Verification

Invoices for goods/services shall be approved by the Council officer receiving the goods. The Council officer will be responsible for verifying that the goods/services received are in good condition, quantity invoiced and meet standards specified in the Purchase Order.

PART O: OTHER POLICIES AND PROCEDURES

In following this Manual, Council Officers should have regard to the following policies and procedure manuals of Council:

1. Procurement Policy;
2. Tender Process and Contracts Guide;
3. Corporate Credit Card Policy including its reference to the Hospitality and Entertainment Policy;
4. Motor Vehicle Policy and Motor Vehicle Procedure;
5. Gifts (including benefits & Hospitality) procedure
6. Any other Council Policy or Procedure that may relate to this Procedure.

Attachments

Policy Review Panel Minutes, 2 October 2019

6.5 Credit Card Policy & Procedure (Councillors)

	<h2>Credit Card Policy & Procedure (Councillors)</h2>
Version No.	V1.0, 5 August 2019
Endorsement	Executive, 5 September 2019 Policy Review Committee, 2 October 2019
Authorisation	Council <insert date>
Review date:	30 September 2021
Responsible officer:	Manager Legal & Governance
Policy owner	Procurement Coordinator

1. Purpose

To provide a, more convenient, efficient recordable means of conducting minor purchasing transactions whilst adhering to acceptable internal control requirements.

The main objectives of the Card program are;

- to streamline the payments process for low value transactions;
- to reduce internal costs by streamlining internal purchasing, receipting and payment systems, and reducing the number of suppliers Council deals with;
- to improve reporting quality of low dollar value transactions.

2. Scope

These procedures apply to all Councillors issued with a Corporate Credit Card ("Card"). A Corporate Credit Card will be issued to a Councillor upon election as Mayor as of right and to a Councillor upon election as Deputy Mayor only upon request.

3. Definitions

Word/Term	Definition
Card	Refers to the Corporate Credit Card issued to a Council officer for the payment of creditors.
Card Administrator	Council Officer responsible for the administration of the Card program and supporting the electronic card management system (ECMS). Currently this is the Procurement Coordinator.
Cardholder	Councillor issued with a Card.
CBA	Refers to the Commonwealth Bank of Australia Limited.
Councillor	An elected representative of Council

Documentation	Refers to document/s, which provide all relevant details to enable a payment to be made. For example, a Tax Invoice where GST applies, a conference registration, or proof of payment in the case of a refund.
Electronic Card Management System (ECMS)	ProMaster web based application used for viewing, transaction reconciliation and reporting on all Council Corporate Purchasing Card transactions.
ExpenseMe	Mobile Application used for reconciling transactions.
PIN	Personal Identification Number used by the Cardholder to authorise card transactions.
ProMaster	Electronic Card Management System (ECMS).

4. Procedure

The Cards have been introduced with the aim of improving Melton City Council's purchasing and payment processes in terms of cost, control, efficiency and effectiveness.

4.1	Card Administration
4.1.1	The Card Program is administered by the Legal & Governance Unit.
4.1.2	The Card billing period runs to the 29th of each month with Card credit balances refreshed the next day.
4.1.3	All queries on transactions in monthly statements must be referred, in the first instance, by the Cardholder to the Supplier/Merchant in a timely manner.
4.2	Card Limits
4.2.1	A monthly Card total transaction value limit is set according to the purchasing requirements of each Cardholder. The default card limit is \$1000 .
4.2.2	A single Card transaction value limit is set according to the purchasing requirements of each Cardholder - the default limit is the card limit
4.2.3	The monthly Card total transaction value limits and single Card transaction value limit on the Card can be reviewed and approved from time to time by the Chief Executive Officer. (Refer Appendix E – Request for Credit Limit Increase Form).

4.3	Card Issuance & Cancellation
4.3.1	The Card will be issued to the Mayor upon election, as of right, and to a Deputy Mayor only upon request. Upon cessation of the Mayor and Deputy Mayor, all credit card transactions must be reconciled and the Card returned to the Card Administrator for cancellation. .
4.3.2	Applications for the issue of a Card are to be submitted to the Chief Executive Officer in a standard format (<i>Refer Appendix A - Corporate Credit Card Request Form</i>).
4.3.3	The Legal & Governance Unit will arrange for Council's Bankers to provide a Card in the name of the Mayor, subject to the provision of documents to satisfy the issuing bank's 100 points identification requirement.
4.3.4	The Mayor and Deputy Mayor must complete the Council Corporate Credit Card Declaration form after undertaking Cardholder training and before the use of the Card (<i>Refer Appendix B - Corporate Credit Card Declaration Form</i>).
4.4	Using the Card
4.4.1	Cardholders are in a position of trust with regards to the use of public funds. Expenditure for each Card will be reviewed on a regular basis for compliance with this policy.
4.4.2	The holder of the Card can purchase goods or services via <ul style="list-style-type: none"> ▪ Mail transactions. ▪ Telephone transactions. ▪ Facsimile transactions. ▪ Internet transactions. ▪ Point of Sale.
4.4.3	The Cardholder is solely responsible for their card, purchase transactions and completion of monthly reconciliation document.
4.4.4	The Card Administrator will report any breach on the use of the Card to the Manager, Legal & Governance, the Finance Manager and the Executive as soon as they become aware of such a breach.
4.5	Personal Expenses
4.5.1	Private expenses are not acceptable under any circumstance.
4.5.2	A Statutory Declaration (<i>Appendix D</i>) will need to be completed and attached together with the receipt(s) where a Cardholder inadvertently uses the Card to pay for personal expenses. This form must be appropriately witnessed.

4.6	Fraud & Security Concerns
	To mitigate escalation of credit card fraud, it is important that steps are taken to minimise the risk.
4.6.1	The Cardholder <u>must not</u> : <ul style="list-style-type: none"> a. give out the PIN to anyone and choose passwords that would be easy for others to work out. b. lose sight of the Card when making a transaction in store. c. lend or give the Card to another Officer to use.
4.6.2	When transacting via the Internet, the Cardholder must ensure that payment is only finalised via a secure web page, one that has a valid digital certificate. Look for the <u>https</u> at the beginning of the address bar and a locked padlock symbol in the browser.
4.6.3	The Cardholder must regularly check transactions online via the ECMS and if there are any purchases which cannot be accounted for report them to the CBA.
4.6.4	If the Card is lost, misplaced or stolen it is the responsibility of the Cardholder to immediately report the loss to the CBA, Lost/Stolen Cards Centre by calling 13 22 21 in the first instance and the Card Administrator.
4.6.5	Damaged Cards should be returned to the Card Administrator for re-ordering and replacement.
4.7	Limitations and Controls
	The following limitations and controls apply to the use of the Card:
4.7.1	The Card is to be used for official Council business <u>only</u> .
4.7.2	The Card <u>cannot</u> be used to withdraw cash from ATM or over the Counter.
4.7.3	The Card shall <u>only</u> be used for fuel purchases for Council vehicles where the fleet card provided is not available or accepted at the service station.
4.7.4	The Card cannot be used to pay for car wash for Council vehicles. The Fleet Card issued to Council vehicles may be used to pay for exterior car wash of the vehicle.
4.7.5	Where the Card is to be used to register for training courses/conferences, appropriate authority from the Chief Executive Officer <u>must</u> be obtained prior to the use of the Card.
4.7.6	The Card shall <u>not</u> be used to pay tips and gratuities.
4.7.7	Under no circumstance shall the Card be used for personal gain. <ul style="list-style-type: none"> ▪ Cardholders are not to use their own reward card (e.g. Flybuys, Everyday Rewards cards) to earn points whilst using Councils Corporate purchasing card. ▪ Cardholders are not allowed to use any "<i>Promotional Offers</i>" like discount fuel vouchers, 2 for the price of 1 liquor offer etc , resulting from the Council's Corporate credit card use, for their personal advantage.

	If the Card Administrator has concerns that a Card has been abused the Card will be cancelled on the authority of the Chief Executive Officer.
4.7.8	All Cardholder transactions and supporting documentation will be open to regular review by the Card Administrator to ensure accurate reconciliation of expenditure; to enable the preparation of Council's annual accounts and for Fringe Benefits Tax (FBT) reporting; and to ensure compliance with relevant Policies.
4.8	Tax Invoices and Transaction Receipts
4.8.1	Critical to the effective management of the Cards is that ALL claims are accompanied by adequate supporting documentation.
4.8.2	A relevant Tax Invoice relating to each transaction for the particular period must be uploaded as part of the transaction reconciliation process.
4.8.3	The <i>ExpenseMe</i> mobile application can be used to upload tax invoices by taking a photo, or using an existing photo or document on your mobile device. Alternatively, invoices are to be scanned and uploaded to the ECMS.
4.8.4	A Statutory Declaration must be completed and submitted where a tax invoice for amounts greater than \$80.00 has been misplaced (<i>Refer to Appendix C- Missing Tax Invoice Declaration Form</i>) This form must be appropriately witnessed. It should be not witnessed by the approver of the transaction.
4.9	Monthly Transaction Reconciliation & Reporting Requirements
4.9.1	All transactions must be reconciled within 5 working days after the 29th day of each month. Monthly transactions that have not been reconciled after this date will be escalated to the Cardholder's Supervisor for further action in order to ensure that prompt processing and reconciliation of transactions is undertaken.
4.9.2	Late submission of expenses is not acceptable, unless prior notice has been provided. <ul style="list-style-type: none"> ▪ Where transactions remain unreconciled after 45 days, the card account will be suspended. ▪ If the transactions still remain unreconciled after 75 days, the card account will be cancelled.
4.9.3	Card transactions must be reconciled using the appropriate General Ledger number either via the "ProMaster" ECMS or via the "ExpenseMe" Mobile Application.
4.9.4	For audit purposes, all transaction entries must detail the items purchased and include reasons for the purchase.
4.10	Card Transaction Authorisation
4.10.1	All transactions are to be approved online via the "ProMaster" ECMS by the Chief Executive Officer.

4.11	Cardholder Responsibilities
4.11.1	All Cardholders are individually responsible for the security and use of their Card in line with the written instructions (and training) provided upon issue. The card is to be used in accordance with the conditions of use issued by the bank, and this procedure.
4.11.2	The Card must be returned to the Legal & Governance unit where the term of appointment as the Mayor or Deputy Mayor comes to an end.
4.12	Lost, Stolen and Damaged Cards
4.12.1	The loss or theft of a Credit card must be immediately reported by the Cardholder to the Bank regardless of the time or day discovered. The Cardholder must also formally advise the Card Administrator of the loss or theft on the next working day. Advice of a damaged card is to be provided to the Card Administrator who will organise a replacement card.

5. Responsibility /Accountability

5.1	Chief Executive Officer
	<ul style="list-style-type: none"> responsible for approving the transactions of the Mayor and Deputy Mayor in accordance with this policy and procedure.
5.2	Manager, Legal & Governance
	<ul style="list-style-type: none"> responsible for administering this policy and procedure.
5.3	Card Administrator
	<ul style="list-style-type: none"> responsible for administration of the credit card program.
5.4	Cardholders
	<ul style="list-style-type: none"> are responsible for ensuring that this policy and procedure is adhered to.

6. References and links to legislation and other documents

Name	Location
Councillors and Special Committee Members Resource Support and Expense Policy	Council Intranet

APPENDIX A – Corporate Credit Card Nomination Form



REQUEST FOR CORPORATE CREDIT CARD

[Return completed form to Card Administrator]

Nominated Cardholder: _____

Full Name (please print)

Position: _____

Business Unit: _____

Program Area: _____

Contact Number: _____

Email: _____

Predominate Purpose for Requesting the Card:

Signature of Nominated Officer

Signature of Witness

Name:

(Manager)

Date:

Name:

Date:

General Manager Approval/Chief Executive Officer:

Name:

Date:-

Card Limit Requested: \$500 \$1000 \$2000 Other.

APPENDIX B – Corporate Credit Card Declaration Form



**CORPORATE CREDIT CARD DECLARATION
FORM**

[Acknowledgement and Undertaking]

Cardholder: _____

Full Name (please print)

Position: _____

Business Unit: _____

Program Area: _____

I acknowledge receipt of "Council Corporate Credit Card" (Card) number _____ in my name and accept all responsibility for the use of the card under the policies, which have been explained to me. I understand that any deliberate abuse will result in my employment with Melton City Council being terminated without any further warning.

I understand and agree that: [Please acknowledge by placing a cross (x) in the appropriate box]

- I will only use the Card for authorised business related expenses
- I acknowledge that I will abide by the total monthly credit limit as authorised by Executive.
- If I misuse the Card (i.e. use it otherwise than in accordance with the instructions given to me) I understand that proceedings may be instituted against me
- If the Card is lost or stolen I am to report it **IMMEDIATELY to the CBA, Lost/Stolen Cards Centre by calling 13 22 21 and advise the Card Administrator**
- The Card shall only be used for transactions within the program area to which the card holder belongs
- I will return the Card to my Manager on being transferred to another Business unit, Program Area or leave the employment of Council
- Under no circumstance shall Council's corporate credit card be used for personal gain.
 - Council employees are not to use their own reward cards (eg: Flybuys, Everyday Rewards cards) to earn points whilst using Councils Corporate purchasing card
 - Council employees are not allowed to use any "Promotional Offers" like discount fuel vouchers, 2 for the price of 1 liquor offer etc , resulting from the Council's Corporate purchasing card use, for their personal advantage.

If the Card Administrator has concerns that a Corporate purchasing card has been abused the Corporate purchasing card will be cancelled and the staff member may face disciplinary action in accordance with Council's Discipline Policy

- I must retain transactional evidence to support all charges and submit this together with the invoice at the end of the statement period to the Card Administrator
- Cash Advances are not permitted on the Card
- The Card is to be used in accordance with the "Conditions of use" issued to the Cardholder by the bank.

I have understood the conditions set out above which governs the issue of the Card in my name and acknowledge that I have read the Corporate Credit Card Procedures and agree to abide by the procedures and guidelines.

Signature of Card Holder

Name:


Date:

Signature of Witness
(Manager/Card Administrator)

Name:

Date:

APPENDIX C – Missing Tax Invoice - Statutory Declaration Form

	<p><u>CORPORATE CREDIT CARD MISSING TAX INVOICE</u></p> <p><u>STATUTORY DECLARATION</u></p>
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(For completion where Cardholder has misplaced or is unable to obtain a tax invoice for purchases greater than \$80.00)

I _____
 [Full Name]

Of _____
 [Address]

 [Occupation]

do solemnly and sincerely declare that the transaction(s) charged to my Corporate Credit Card as detailed below were for legitimate Council business.

Date of transaction(s)	Supplier	Description of Goods & Purpose	Ledger Code	Amount (\$)

I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury

Declared at _____
 this _____ day of _____ 20_____

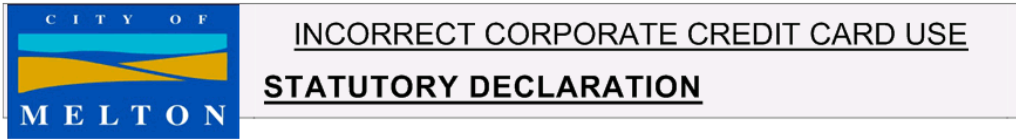
.....
Signature of Cardholder
 Before me,
 :.....
 Name

.....
Signature of Authorised Witness
 Date

(Council Executive and Business Unit Managers are authorised to witness the statutory declaration). Please see the link below for a list of Victorian state authorised witnesses.

Attach signed Declaration to relevant Credit Card Statement.
http://assets.justice.vic.gov.au/justice/resources/5096dc0c-bf78-4307-998b-0268a3480965/list_of_victorian_authorised_witnesses.pdf

APPENDIX D – Incorrect Card Use - Statutory Declaration Form



I _____
[Full Name]

Of _____
[Address]

[Occupation]

do solemnly and sincerely declare that the transaction(s) charged to my Corporate Purchase Card as detailed below are accurate and were charged in error.

Date of transaction(s)	Supplier	Description of Goods & Purpose	Ledger Code	Amount (\$)

I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury

Declared at _____

this _____ day of _____ 20_____

.....
Signature of Cardholder

Before me,

.....
Signature of Authorised Witness

.....
Date

(Council Executive and Business Unit Managers are authorised to witness the statutory declaration). Please see the link below for a list of Victorian state authorised witnesses.

Attach signed Declaration to relevant Credit Card Statement.

http://assets.justice.vic.gov.au/justice/resources/5096dc0c-bf78-4307-998b-0268a3480965/list_of_victorian_authorised_witnesses.pdf

APPENDIX E – Request for Credit Limit Increase Form



CORPORATE CREDIT CARD
REQUEST FOR CREDIT LIMIT INCREASE

[Return completed form to Card Administrator]

Nominated Card Holder: _____

Full Name (please print)

Position: _____

Business Unit: _____

Program Area: _____

Contact Number: _____

Email:- _____

Predominate Purpose for Requesting Credit Limit Increase:

Signature of Nominated Officer

Signature of Witness
(Manager)

Name:

Name:

Date:

Date:

General Manager Signature

Name:

Date:

Card Limit Requested: \$500 \$1000 \$2000 Other.

Attachments

Policy Review Panel Minutes, 2 October 2019

6.6 Councillors and Special Committee Members Resources, Support and Expenses Policy

	Councillors and Special Committee Members Resources, Support and Expenses Policy
Version No.	V 5.0, 5 August 2019
Endorsement	Executive, 5 September 2019 Policy Review Panel, 2 October 2019
Authorisation	Council, <insert date>
Review date	30 September 2022
Responsible officer	Chief Executive Officer
Policy owner	Manager Legal and Governance

1. Purpose

To provide guidelines for the provision of resources and support to Mayor and Councillors, and reimbursement of necessary out of pocket expenses of Councillors and members of Special Committees of Council.

2. Scope

This policy applies to the Mayor, Councillors and appointed members of Special Committees of Council.

3. Definitions

Word/Term	Definition
Hospitality	Provision of tea/coffee, drinks and/or a light meal.
Sitting Fee	A fixed amount paid to a Special Committee Member for attending a meeting of the Committee.

4. Policy

4.1 Resources

Council will provide the following resources/support as a minimum tool kit.

4.1.1 Mayor

- Full private use of a fully maintained motor vehicle of a standard of up to Holden Caprice or equivalent
- An office at each of Melton Civic Centre and Caroline Springs Library fitted with desktop PC, phone, dictaphone, copier/printer/scanner/fax machine, desk, office chair, 2 visitor chairs, tea and coffee facilities, bar fridge and filing cabinet
- Refreshments to be provided on direction of the Mayor and Deputy Mayor
- Council corporate purchase card for use in accordance with adopted guidelines and procedures
- A Personal Assistant and an Administrative Assistant to provide administrative and secretarial support to Mayor and Councillors

- Laptop or tablet computer with wireless internet service, or ability to connect to wireless internet, as required
- Printer at place of residence, if required
- Mobile Phone
- Business Cards
- Letterhead for Mayoral correspondence

4.1.2 Councillors

- Administrative support through the Personal Assistant to the Mayor and Councillors, and Administrative Assistant
- Access to Council "Pool" vehicle for Council related business
- Shared office for Councillors with desktop P.C. and printer/copier
- Laptop or tablet computer with wireless internet service, or ability to connect to wireless internet, as required
- Printer at Councillor's place of residence, if required
- Mobile Phone
- Business cards
- Personalised letterhead for Councillor correspondence

Note:

Mayor and Councillors must reimburse Council for personal call costs made on council provided mobile phone should the phone bill exceed the phone plan charges.

4.2 Travel Expenses

Councillors are entitled to be reimbursed for all travel expenses (including public transport costs) necessarily incurred in carrying out their duties as a Councillor, including travel to:

- a. A formal Council meeting
- b. Meetings and Civic or ceremonial functions held by the Council that a Councillor is reasonably required to attend
- c. Meetings of external agencies to which the Councillor has been appointed on behalf of Council
- d. Diarised meeting with a constituent or local community group
- e. Diarised meetings with Mayor/other Councillors/Council Officers held at Council offices
- f. Urgent non diarised meetings with constituents or others, subject to the approval of the Mayor
- g. Any exceptional circumstances that arise in the bona fide performance of the role of Councillor, subject to approval of the Mayor.

Private vehicle travel claims will be reimbursed at the rate applying to Council staff in accordance with Council's Enterprise Agreement (EA) as varied from time to time.

4.3 Postage

Postage requirements shall be processed by the Records Department via the Personal Assistant. Postage is restricted to responding to correspondence from the community, and Council will not reimburse the cost incurred in "bulk" mail outs.

4.4 Conferences and Seminars

Where Council has approved attendance by the Mayor or a Councillor at an event (as distinct from Councillor Development opportunities defined in 4.4a), all reasonable expenses incurred in attending the event will be reimbursed, including:

- Travel costs
- Registration Fee
- Meals and refreshments not provided within registration fee
- Accommodation
- Reasonable Mini-bar expenses
- In-house movies of a G, PG or M rating
- Where flights are required, the best value fare, flying economy should be booked. Regard should be given to the cheapest available airline, the time of day (eg breakfast lunch or dinner where a meal would otherwise need to be purchased anyway) and any other relevant factor (eg the need to arrive at a particular time). Council has no preference for any airline, and flights should generally be booked well in advance to take advantage of discount fares. For flights of 5 hours or more, premium economy can be booked.

(a) Councillor Development

Where Councillors wish to voluntarily register, enrol, participate or attend in activities, education, training or the like designed to improve the knowledge, skills, function and/or capacity of the Councillor in the discharge of their responsibilities to Council and service to the community more broadly, the following applies:

- i) Enrolment or attendance in a Councillor Development activity is subject to application and approval of the CEO.
- ii) Application by a Councillor to the CEO must be in the form of the defined application form attached (Form 2) supported by appropriate evidence to validate the proposal.
- iii) The CEO may only approve any application if satisfied that there is a genuine benefit in the development of skills, knowledge, expertise et cetera applicable to the role, duties and/or function of a Councillor.
- iv) Upon determination of any application by a Councillor to the CEO, the application must be reported to all Councillors via email or Council briefing as soon as practicable, inclusive of the outcome.
- v) The CEO may refer any application to a Council Meeting for consideration and determination at their sole discretion.
- vi) Attendance at international/overseas development opportunities must come before a Council Meeting for consideration.
- vii) Development activity must be completed within the elected term of the Councillor, or where it extends beyond the elected term, the Councillor must give a written undertaking to the CEO that they will reimburse Council for any uncompleted component at the time of their ceasing to be a Councillor.
- viii) Expenses incurred in the participation or attendance of a Councillor Development activity will be recorded and reimbursed as per standard expense procedures and obligations.

4.5 Hospitality

Council will reimburse the Mayor and Councillors for reasonable costs incurred in extending hospitality to visiting dignitaries, Members of Parliament, and business leaders.

The Mayor and Councillors must submit to a briefing meeting of Council quarterly summaries of hospitality extended and the costs incurred, for ratification.

4.6 Councillor Caring Allowance

Council will reimburse Councillors who incur expenses for the provision of care for any person with whom the Councillor resides and has caring responsibilities for including any person with a disability and any child up to 18 years of age, when he or she is required to attend:

- i) A Council or Forum meeting
- ii) An informal briefing session held by management or by other Councillors
- iii) A Civic or ceremonial occasion convened by the Council
- iv) A meeting, function or official role attended as a representative of the Council
- v) A meeting arising as a result of a Councillor being appointed by Council to an external body or committee
- vi) An 'assembly of Council' as defined in the *Local Government Act 1989*
- vii) A site inspection in the capacity as a Councillor
- viii) A conference, study tour/official visit or, training session in the capacity as a Councillor.
- ix) Any meeting relating to Council business

Council will reimburse the Councillor for carer expenses:

- i) A recognised care provider; or
- ii) To a person who does not:
 - Have an immediate family or like relationship with the Councillor
 - Reside permanently or temporarily with the Councillor
 - Have a relationship with the Councillor or his or her partner such that it would be inappropriate for Council to reimburse monies paid to the care provider.

Caring expenses consist of:

- i) Hourly fees
- ii) Agency booking fees
- iii) Reasonable travelling expenses.

Councillors need to provide:

- i) The date and title of the Council event/meeting for which reimbursement is being requested
- ii) Completed Australian Tax Office 'Statement by a Supplier' Form (required if not quoting an Australian business Number (ABN) for care provided)
- iii) Completed Expense/Entitlement Reimbursement Claim form
- iv) Copy of the receipt clearly outlining:
 - a. The provider of the service
 - b. The type of service provided
 - c. The date on which the service took place
 - d. The hourly rate of the provider and hours of service
 - e. Signature of the person who has provided the service and
 - f. Total received payment.

Fees are payable per hour or part of an hour, subject to any minimum period which is part of the providers usual terms. A receipt from the care provider shall be provided for the reimbursement of any expenses claimed.

A Councillor must certify that claims for care services relates to the business of Council Claims, together with invoices, are to be forwarded to the Chief Executive Officer.

Carer expenses should be reasonable in all the circumstances.

4.7 Members of Special Committees

Where members of special committees are paid a "sitting fee", no travel reimbursement will be made for attendance at such meetings for which the sitting fee is paid.

In all other instances, members of special committees are entitled to reimbursement of expenses for travel, conferences, seminars and training courses and childcare/family care as if they were a Councillor, provided that such expenses are incurred attending formal committee meetings or such other events as specifically approved by Council or the Special Committee under its Terms of Reference.

4.8 Procedure for Reimbursement of Out of Pocket Expenses

To claim reimbursement a written request (pro-forma attached as Form 1) detailing the nature of the expense, the amount claimed, and stating that the expenses claimed are "reasonable bona fide Councillor out of pocket expenses incurred while performing duties as Councillor". Requests for reimbursement must be lodged within a 3 month period from when the expense has been incurred and must be signed by the Councillor, and approved by the Chief Executive Officer or his nominee as complying with this policy.

In the event that a Councillor ceases to hold the office of Councillor including outgoing Councillors after an election, any eligible outstanding expense reimbursement should be submitted for consideration within 1 month from the date of them ceasing to hold the office of Councillor and must be signed by the individual and approved by the Chief Executive Officer or his nominee as complying with this policy.

4.9 Councillor Uniform

- i) Each Councillor may be provided with the following, as required:
 - one jacket
 - one winter jacket
 - one pair of pants or skirt
 - 2 shirts
 - 2 ties/scarves
 - one hat (to have a brim for sun protection)
- ii) At the mid-point of each Council term, each Councillor is to be provided with replacement jacket and pants or skirt, as required.
- iii) A further allocation of \$1,000 per Council term per Councillor is made for the purchase of additional or replacement items of Councillor uniform.

5. Responsibility/Accountability

5.1	Manager Legal and Governance
	<ul style="list-style-type: none"> • Policy owner and is responsible for updating and amending this policy and related documents. • Responsible for providing professional advice and guidance to Councillors regarding this policy.
5.2	Councillors
	<ul style="list-style-type: none"> • Familiarise themselves with the policy and understand their obligations.

6. References and links to legislation and other documents

Name	Location
Local Government Act 1989 (section 75)	http://www.legislation.vic.gov.au/
Melton City Council Enterprise Agreement No. 9 2019	Council intranet

7. Attachments

Form 1 – Councillor Expense Reimbursement Requests:

- 1A Carer
- 1B Miscellaneous
- 1C Car Parking
- 1D Travel

Form 2 – Councillor Development

FORM 1A – Carer

CR CARER EXPENSE

REIMBURSEMENT REQUEST

I, CR hereby request reimbursement of the following caring expenses which are reasonable bona fide out of pocket expenses incurred while performing duties as a Councillor.

Activity/Event

Description of Council work undertaken and details of caring required

Date

Amount

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

*Receipts, tax invoices and Statement of Supplier form (if applicable) to be attached

Signed

Approved as complying with Council Policy

Mayor

CEO / Nominee

FORM 1B – Miscellaneous

CR MISCELLANEOUS EXPENSE
REIMBURSEMENT REQUEST

I, CR hereby request reimbursement of the following reasonable bona fide out of pocket expenses incurred while performing duties as a Councillor.

Activity/Event

Type of Expense and details	Date	Amount
.....
.....
.....
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.....
.....
.....
.....
.....

*Receipts and tax invoices to be attached

Signed

Approved as complying with Council Policy

Mayor

CEO / Nominee

FORM 1C – Car Parking

CR CAR PARKING EXPENSE

REIMBURSEMENT REQUEST

I, CR hereby request reimbursement of the following car parking expenses which are reasonable bona fide out of pocket expenses incurred while performing duties as a Councillor.

Activity/Event

Type of Expense	Date	Amount
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

*Receipts and tax invoices to be attached

Signed

Approved as complying with Council Policy

Mayor

CEO / Nominee

FORM 1D – Travelling

CR TRAVELLING EXPENSE
REIMBURSEMENT REQUEST

I, CR hereby request reimbursement of the following travel expenses which are reasonable bona fide out of pocket expenses incurred while performing duties as a Councillor.

Activity/Event

Description of Council work undertaken and odometer readings

Date

Number of kms

Description of Council work undertaken and odometer readings	Date	Number of kms
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Approved as complying with Council Policy

Signed

Mayor

CEO / Nominee

FORM 2 – Councillor Development

Councillor Development Application Form

1. Your details

Name _____ Cr. _____

2. Development opportunity details

Event/Course name _____

Provider/Host etc. _____

Topic or theme _____

Date of training _____

Cost of training \$ _____

Additional estimated costs \$ _____

3. Links to professional development

How does the training link to your role and responsibilities as a Councillor? Attach any supporting evidence.

4. Travel details

Is interstate or overnight travel required? No Yes → If yes, complete details below

Destination _____

Travel cost \$ _____

Accommodation cost \$ _____

Estimated meal cost \$ _____

Estimated total cost \$ _____

5. Approval

CEO _____ Date _____

Office Use Only

Received by _____

Date received _____

Please return completed form to the CEO:

Mail:
PO Box 21,
Melton VIC 3337

Email:
kelvint@melton.vic.gov.au
(max. file size: 10MB)

In person:
232 High Street
Melton VIC 3337

