



Policy Impact Assessment Tool Purchasing Card Policy

Strathbogie
SHIRE COUNCIL

SCOPE

This assessment tool is used in review of ***Purchasing Card Policy***. Current policy is due for renewal in this year.

CONSIDERATION OF PRINCIPLES OUTLINED BY THE LOCAL GOVERNMENT ACT 2020

Principle	Comment
Governance and Strategic Principles (section 9)	
Council decisions are to be made and actions taken in accordance with the relevant law	Purchasing Card Policy is prepared with relevant consideration into Local Government Act 2020 and Local Government Act 1989 and other relevant legislations.
Priority is to be given to achieving the best outcomes for the municipal community, including future generations	This policy aims to achieve sustainable financial outcome for the council. Policy identifies various financial controls and procedures for the use of purchasing cards.
The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted	This policy has minimum impact into social, economic or sustainability. However, it will promote efficient purchasing practices that will maximise environmental sustainability.
The municipal community is to be engaged in strategic planning and strategic decision making	It is considered and there are no implications at the time of preparing this document.
Innovation and continuous improvement is to be pursued	This policy provides innovative solution to low value purchases, Low value purchases are highly inefficient to go through traditional purchases methods.
Collaboration with other Councils and Governments and statutory bodies is to be sought	This policy is only applicable to our council. We have collaborated with our main banker to source software tool to manage purchasing cards.
The ongoing financial viability of the Council is to be ensured	In order to minimise unnecessary credit exposure
Regional, state and national plans and policies are to be taken into account in strategic planning and decision making	It is considered and there are no implications at the time of preparing this document.
The transparency of Council decisions, actions and information is to be ensured	This internal policy will go to Audit Committee and Council as part of transparent decision making process.
Community Engagement Principles (section 56)	
A community engagement process must have a clearly defined objective and scope	Not applicable
Participants in community engagement must have access to objective, relevant and timely information to inform their participation	Not applicable

Participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement	Not applicable
Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement;	Not applicable
Principle	Comment
Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making	Not applicable
Public Transparency Principles (section 58)	
Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act	This internal policy will go to Audit Committee and Council as part of transparent decision making process.
Council information must be publicly available unless— (i) the information is confidential by virtue of this Act or any other Act; or (ii) public availability of the information would be contrary to the public interest	Refer above
Council information must be understandable and accessible to members of the municipal community	Details of policy is accessible to general public.
Public awareness of the availability of Council information must be facilitated	Details of policy is accessible to general public.
Strategic Planning Principles (section 89)	
A Council must undertake the preparation of its Council Plan and other strategic plans in accordance with the strategic planning principles	It is considered and there are no implications at the time of preparing this document.
An integrated approach to planning, monitoring and performance reporting is to be adopted	It is considered and there are no implications at the time of preparing this document.
Strategic planning must address the Community Vision	It is considered and there are no implications at the time of preparing this document.
Strategic planning must take into account the resources needed for effective implementation	It is considered and there are no implications at the time of preparing this document.
Strategic planning must identify and address the risks to effective implementation	It is considered and there are no implications at the time of preparing this document.

Strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances.	It is considered and there are no implications at the time of preparing this document.
Principle	Comment
Financial Management Principles (section 101)	
revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans	This policy is in line with current policies and strategic plan objectives.
<p>Financial risks must be monitored and managed prudently having regard to economic circumstances</p> <p>For the purposes of the financial management principles, financial risk includes any risk relating to the following—</p> <ul style="list-style-type: none"> (a) the financial viability of the Council (b) the management of current and future liabilities of the Council (c) the beneficial enterprises of the Council 	Financial risk management has been considered in preparation of this policy. Areas of risk mitigation strategies included in the policy.
Financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability and predictability in the financial impact on the municipal community	It is considered and there are no major implications at the time of preparing this document.
Accounts and records that explain the financial operations and financial position of the Council must be kept	This policy address specific record keeping requirements of transactions generated from purchasing cards.
Service Performance Principles (section 106)	
Services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community	Policy addresses efficient internal mechanism for service delivery and it ultimately provides benefits to wider community.
Services should be accessible to the members of the municipal community for whom the services are intended	Policy addresses efficient internal mechanism for service delivery and it ultimately provides benefits to wider community.
Quality and costs standards for services set by the Council should provide good value to the municipal community	Policy addresses efficient internal mechanism for service delivery and it ultimately provides benefits to wider community.
A Council should seek to continuously improve service delivery to the municipal community in response to performance monitoring	Policy addresses efficient internal mechanism for service delivery and it ultimately provides benefits to wider community.
Service delivery must include a fair and effective process for considering and responding to complaints about service provision	Policy addresses efficient internal mechanism for service delivery and it ultimately provides benefits to wider community.

CONSIDERATION OF CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006 IMPACTS

Council can limit human rights when those limitations can be justified. This means that Council can continue to make decisions on behalf of the community about how best to balance rights, ensure community safety, and use limited funding for competing public interest challenges.

Are there any human rights implications arising from this policy or directive in relation to the 20 substantive rights? Note: some rights have been excluded that do not apply to local government (eg deprivation of liberty)	Analysis
Recognition and equality before the law (section 8)	It is considered and there are no implications at the time of preparing this document.
Right to life (section 9)	It is considered and there are no implications at the time of preparing this document.
Protection from torture and cruel, inhuman or degrading treatment (section 10)	It is considered and there are no implications at the time of preparing this document.
Freedom from forced work (section 11)	It is considered and there are no implications at the time of preparing this document.
Freedom of movement (section 12)	It is considered and there are no implications at the time of preparing this document.
Privacy and reputation (section 13)	It is considered and there are no implications at the time of preparing this document.
Freedom of thought, conscience, religion and belief (section 14)	It is considered and there are no implications at the time of preparing this document.
Freedom of expression (section 15)	It is considered and there are no implications at the time of preparing this document.
Peaceful assembly and freedom of association (section 16)	It is considered and there are no implications at the time of preparing this document.
Protection of families and children (section 17)	It is considered and there are no implications at the time of preparing this document.
Right to take part in public life (section 18)	It is considered and there are no implications at the time of preparing this document.
Cultural rights (section 19)	It is considered and there are no implications at the time of preparing this document.

Property rights (section 20)	It is considered and there are no implications at the time of preparing this document.
Liberty and security of person (section 21)	It is considered and there are no implications at the time of preparing this document.
Fair hearing (section 24)	It is considered and there are no implications at the time of preparing this document.
Rights in criminal proceedings (section 25)	It is considered and there are no implications at the time of preparing this document.
Overall, does the policy, local law or decision raise human rights issues?	It is considered and there are no implications at the time of preparing this document.
Are there any human rights implications arising from this policy or directive in relation to the 20 substantive rights? Note: some rights have been excluded that do not apply to local government (eg deprivation of liberty)	Analysis
Overall, does the policy, local law or directive restrict or interfere with the scope of the human right/s identified? If yes, are the limitations or restrictions reasonably and demonstrably justified under Section 7 of the Human Rights Charter?	This policy does not restrict or interfere with the scope of the human right/s identified
Are there any less restrictive means reasonably available to achieve the purpose that the limitation seeks to achieve?	Not applicable

GENDER EQUITY IMPACT ASSESSMENT

Gender impact assessments (GIAs) are designed to help organisations think critically about how policies, programs and services will meet the different needs of women, men and gender diverse people. The purpose GIAs is to create better and fairer outcomes, and make sure all people have equal access to opportunities and resources.

Your gender can affect your needs and experiences. This means that policies, programs and services can affect people of different genders in different ways. If we don't think about how their work affects different people, they might unintentionally reinforce inequalities.

A gender impact assessment must:

- assess the effects that the policy, program or service may have on people of different genders
- explain how the policy, program or service will be changed to better support Victorians of all genders and promote gender equality
- where practical, apply an intersectional approach to consider how gender inequality can be compounded by disadvantage or discrimination that a person may experience on the basis of other factors such as age, disability or ethnicity.

Step 1 – Defining the issues and challenge your assumptions	
What is the issue the policy or directive is aiming to address (think about why it is needed)?	Review policy to meet current demands, risks and change in system and process environment.
Are the people who are targeted and impacted by the policy or directive included in the decision-making?	Yes
Do you think that people of different genders access this policy or directive at the same rate?	Yes
Do the different social roles and responsibilities that people take on affect the way people access and use this policy or directive?	It is considered and there are no implications at the time of preparing this document.
Do you think that everyone who accesses this policy or directive has the same needs from it?	Yes.
Do the different social roles and responsibilities that people take on affect the way people access and use this policy or directive?	It is considered and there are no implications at the time of preparing this document.
What additional needs might there be for people with disabilities, or from different cultural identities, ages, gender identities, sexual orientations or religions?	It is considered and there are no implications identified at the time of preparing this document.

Step 2 – Understanding the policy context	
What information is available to understand who is likely to be affected by the policy or directive?	Only card holders, approvers and authorisers will be impacted by the policy. List of those groups are available.
Do you already have this information?	Yes x No
How will you find the further information you need? Think about internal data, research, consultation.	Register is available in ProMaster system
What did the research and evidence tell you? List key points and references/evidence	Research shows that card expenses are very minor compared to total purchases from other means.
Have you consulted with affected stakeholders on this aspect? State if it was formal or informal consultation. What were the key issues/outcomes/views?	This is a policy update that formalise current process. Consultation is limited to the areas of change and related stakeholders.
What information is available to understand the lived experiences of the diverse groups who will be affected?	It is considered and there are no implications at the time of preparing this document.
Do you already have this information?	Yes No x
How will you find the further information you need? Think about internal data, research, consultation.	Not applicable
What did the research and evidence tell you? List key points and references/evidence	Not applicable
Have you consulted with affected stakeholders on this aspect? State if it was formal or informal consultation. What were the key issues/outcomes/views?	Not applicable
How is this policy or directive likely to have different impacts for different people?	Policy applies to all groups equally.
Do you already have this information?	Yes No x
How will you find the further information you need? Think about internal data, research, consultation.	Not applicable
What did the research and evidence tell you? List key points and references/evidence	Not applicable

<p>Have you consulted with affected stakeholders on this aspect? State if it was formal or informal consultation. What were the key issues/outcomes/views?</p>	Not applicable
Step 3 – Options analysis	
<p>What are the policy options? For each option describe the proposed policy solution. Provide a brief description of the proposed strategies, activities or service design elements and how they will meet the needs and create benefit for the target audience.</p>	This policy update has very minor administrative changes and process changes due to use of different software.
What are the potential policy options and what gendered impact might they have?	Not applicable
<p>What are the gendered costs and risks?</p> <ul style="list-style-type: none"> Who is likely to be negatively impacted by this? How are the most vulnerable groups likely to be impacted? Will this reduce a certain group's access to economic resources or opportunities? If so, are they already disadvantaged? Does it reinforce harmful gender stereotypes, for example, further promoting men in a male dominated industry? 	Not applicable
<p>What are the gendered benefits?</p> <ul style="list-style-type: none"> Will some people benefit more because they have greater access, or does this policy, program or service do everything it can to ensure resources are distributed and used equally? Will it contribute to transforming gender norms in a positive way? Eg will it contribute to a more balanced distribution of unpaid care labour and family responsibilities between women and men? Will it make women and children safer in public or private spaces? 	Not applicable
Will some people benefit more because they have greater access, or does this policy, program or service do everything it can to make sure resources are distributed and used equally?	Not applicable
Will it contribute to transforming gender norms in a positive way?	Not applicable
Does your policy, program or service potentially have negative unintended consequences for certain groups of people?	Not applicable

Overall, do the benefits outweigh the costs or vice versa?	
Step 4 Recommendations	
Provide the rationale for the proposed recommendation and include any mitigation strategies that could be used to avoid any harmful unintended outcome.	This policy is currently in place and proposed updates makes minor changes to administrative procedure of the policy. Policy is already tested for several years and haven't identified any harmful or unintended consequences.
Include here the rationale for your recommendation as well as any mitigation strategies needed. In line with the Gender Equality Act, explain: <ul style="list-style-type: none"> • how your recommendation meets the needs of persons of different genders • how it addresses gender inequality • how it promotes gender equality. 	Refer above.

CLIMATE CHANGE ADAPTATION/MITIGATION AND SUSTAINABILITY CONSIDERATIONS

The Local Government Act 2020 requires council to consider climate change mitigation and adaptation measures in all its key decision making, which includes policy development.

Council is also in the process of finalising a Climate Change Action Plan after declaring a Climate Emergency in 2021.

The Victorian Climate Change Adaptation Plan 2017-2020 sets out Council's responsibilities under the Act [Victorias-Climate-Change-Adaptation-Plan-2017-2020.pdf \(climatechange.vic.gov.au\)](https://climatechange.vic.gov.au/Victorias-Climate-Change-Adaptation-Plan-2017-2020.pdf). The following factors should inform your analysis statement:

- Provide leadership and good governance, represent the needs and values of local communities, and foster community cohesion
- Manage climate change risks to council community services and assets, with support from the State Government
- Identify the needs and priorities of the municipality and communicate these to State Government where needed
- Develop and deliver locally-appropriate adaptation responses
- Build the resilience of local assets and services
- Plan for emergency management at the municipal level, provide relief and recovery services, and support emergency response operations
- Help the State Government understand localised impacts and responses
- Work with the community to help people understand and get involved in climate change adaptation
- Help connect the State Government with the community.

Sustainable Strathbogie 2030 Strategy (to be updated to the Climate Change Action Plan once adopted)

Chapter 6 Climate Resilient Shire	Comment
Increasing heat	It is considered and there are no implications at the time of preparing this document.
Changing rainfall patterns, drought conditions, and extreme meteorological conditions	It is considered and there are no implications at the time of preparing this document.
Increased bushfire conditions and declining volunteer numbers	It is considered and there are no implications at the time of preparing this document.
Increased social impacts	It is considered and there are no implications at the time of preparing this document.
Chapter 7 A low carbon shire	Comment
Net Zero by 2025	It is considered and there are no implications at the time of preparing this document.
Energy Efficiency	It is considered and there are no implications at the time of preparing this document.
Energy Storage	It is considered and there are no implications at the time of preparing this document.
Renewable Energy	It is considered and there are no implications at the time of preparing this document.
Community Renewable Energy	It is considered and there are no implications at the time of preparing this document.
Chapter 8 A water sensitive shire	Comment
Conserving valuable potable water	It is considered and there are no implications at the time of preparing this document.
Stormwater management	It is considered and there are no implications at the time of preparing this document.
Adaptive and recycled water resources	It is considered and there are no implications at the time of preparing this document.

Keeping our shire green, cool and resilient	It is considered and there are no implications at the time of preparing this document.
Chapter 9 A zero waste shire	Comment
Environmental impacts of landfill	It is considered and there are no implications at the time of preparing this document.
Limited landfill capacity	It is considered and there are no implications at the time of preparing this document.
Increased illegal dumping	It is considered and there are no implications at the time of preparing this document.
Economic benefits from resource recovery	It is considered and there are no implications at the time of preparing this document.
Chapter 10 An ecologically rich shire	Comment
Deforestation	It is considered and there are no implications at the time of preparing this document.
Rural green infrastructure	It is considered and there are no implications at the time of preparing this document.
Increasing our urban canopy	It is considered and there are no implications at the time of preparing this document.
Rural roadsides	It is considered and there are no implications at the time of preparing this document.
Rivers & Wetlands	It is considered and there are no implications at the time of preparing this document.
Benefitting from our native forests	It is considered and there are no implications at the time of preparing this document.
Chapter 11 An active and connected shire	Comment
Security of fuel supply	It is considered and there are no implications at the time of preparing this document.
Transition to new fuel economy	It is considered and there are no implications at the time of preparing this document.

Enabling access to the outdoors	It is considered and there are no implications at the time of preparing this document.
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