

1 HEAD OF POWER

- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*
- *Human Rights Act 2019 (Qld)*
- *Public Records Act 2023 (Qld)*
- *Public Sector Ethics Act 1994 (Qld)*
- *Statutory Bodies Financial Arrangements Act 1982 (Qld)*

2 POLICY PURPOSE

This policy regulates and guides all Council procurement and contracting activities, ensuring compliance with the *Local Government Act 2009* and *Local Government Regulation 2012*.

3 POLICY OBJECTIVE

The objective of this policy is to ensure all procurement activities:

- Are conducted professionally, promoting probity, transparency and accountability
- Comply with legal and statutory obligations
- Achieve value for money
- Minimise operational costs
- Effectively manage risk
- Promote environmentally and socially responsible practices
- Maintain public confidence in Council's procurement activities
- Assist in achieving Council's goals as outlined in the Corporate Plan

4 POLICY SCOPE

This policy applies to Council officers with delegated authority to procure goods, services, equipment, consultancy services, construction contracts and service contracts.

5 POLICY STATEMENT

Under *Section 198* of the *Local Government Regulation 2012*, Council must prepare and adopt a procurement policy detailing the principles, including sound contracting principles, for purchasing goods and services in the financial year.

Council will operate under the *Default Contracting Procedures of Chapter 6, Part 3 of the Local Government Regulation 2012*, which outlines the requirements for medium sized contractual arrangements, large sized contractual arrangements, valuable non-current asset contracts and the tender process.

In accordance with *Section 104 of the Local Government Act 2009*, Council will ensure financial sustainability by establishing a financial management system that adheres to sound contracting principles when contracting for the supply of goods or services and the disposing of assets.

5.1 SOUND CONTRACTING PRINCIPALS

As stipulated in *Section 104 of the Local Government Act 2009*, Council must consider the following five (5) principles in all procurement and disposal activities:

5.1.1 Value for Money

The concept of value for money is not restricted to price alone. The value for money assessment must include consideration of Council's priorities, fitness for purpose, quality, services, support, whole of life costs, internal administration costs, technical compliance, risk exposure and community benefits.

5.1.2 Open & Effective Competition

Procurement must be open, transparent and competitive, giving fair consideration to all prospective suppliers who meet Council's requirements and evaluation criteria, which may include but not be limited to; demonstrated technical ability, environmental impact, company profile, professional references, quality assurances, insurances and total acquisition costs.

5.1.3 The Development of Competitive Local Business and Industry

Council will support local businesses that are competitive under Council's evaluation process.

5.1.4 Environmental Protection

Council will prioritise sustainable use of resources and minimise adverse environmental impacts through its procurement activities.

5.1.5 Ethical Behaviour & Fair Dealing

Council officers must act with impartiality, fairness, independence, openness, integrity and professionalism in their dealings with suppliers.

5.2 EVALUATION OF TENDERS AND QUOTES

All employees must ensure that sound contracting principles are applied when evaluating quotes and tenders. This includes considering other relevant criteria specific to the procurement activity.

5.3 PROCUREMENT GUIDELINES

Procurement Thresholds:

Value Threshold (excl GST)	Minimum Requirements
Less Than \$1,000	One Verbal or Written Quote or purchase via Corporate Purchase Cards
\$1,000 to less than \$10,000	One Written Quote
\$10,000 to less than \$21,000	Two Written Quotes* must be invited unless utilising a:- <ul style="list-style-type: none"> • Pre-qualified supplier, or • Preferred supplier, or • A Local Buy arrangement An amount for the purchase provided in an email is a valid written quote.
Medium-sized Contract \$21,000 to less than \$280,000	Three Written Quotes* must be invited unless an exception applies (see 5.5)
Large-sized contract \$280,000 or more	Public Tender Required unless an exemption applies (see 5.5)

*Council officers should invite the number of suppliers required for the value threshold of the purchase. Copies of the quotes must be attached to the requisition. An email received from a supplier that they cannot provide a quote is considered a response. If no response is received by the invited suppliers in 7 days a second request is to be made. After 14 days if a response has not been received the email trail can be attached to the requisition as evidence of invitation to quote.

Where Council officers have invited and received a number of quotes a quote analysis form should be completed and attached to the requisition.

Council officers should consider the likelihood of exceeding these thresholds within a financial year. If there is a risk of exceeding these limits, the appropriate number of quotes or a public tender should be sought. All thresholds are cumulative. If the anticipated value of goods or services from the same supplier is expected to exceed \$280,000 in a financial year or over the term of the contractual arrangement, a public tender is required unless the supplier falls under any of the exemptions as listed in Section 5.5 of this policy. Council will seek to invite these suppliers to Council’s pre-qualified supplier or preferred supplier arrangement/s through a public tender process.

Council will publish details of contractual arrangements worth \$200,000 or more in accordance with *Section 237 of the Local Government Regulation 2012*.

Prohibition on splitting orders or contracting activities - Council officers are prohibited from splitting orders for the purposes of acquiring goods or services above their delegated amounts or to avoid the necessity to obtain quotes or call for tenders.

5.4 EXPRESSION OF INTEREST (EOI)

A Council resolution is required for any EOI over \$280,000 (excluding GST). EOIs may be used to facilitate a closed tender process if Council decides by resolution that it is in the public interest and records its reasons

in the meeting minutes. EOI's under \$280,000 do not require a Council resolution but must comply with normal procurement threshold guidelines.

5.5 EXEMPTIONS TO PROCUREMENT GUIDELINES

Council must follow procurement guidelines unless utilising a legislative exemption. Exemptions are provided under *Sections 229 to 235* of the *Local Government Regulation 2012*, including:

- Quote or tender consideration plan;
- Contractor on an approved contractor list (ACL);
- Supplier on a register of pre-qualified suppliers (ROPS);
- Supplier on a preferred supplier arrangement (PSA);
- Supplier on another LGA arrangement, e.g., LGAQ (Local Buy).

Further exemptions exist if:

- Council resolves there is only one supplier reasonably available (sole suppliers);
- Council resolves that due to the specialised or confidential nature of the services, inviting quotes or tenders would be impractical or disadvantageous;
- A genuine emergency exists;
- The contract is for the purchase of goods by public auction;
- The contract is for the purchase of second-hand goods;
- The contract is made with or under an arrangement with a government agency.

Refer to *Sections 230 to 236* of the *Local Government Regulation 2012* for further details on exemptions.

5.5.1 Register of Pre-Qualified Suppliers (ROPS)

A pre-qualified supplier is a supplier who has been assessed by Council as having the technical, financial, and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.

Council may establish a ROPS for works, goods or services by inviting Pre-Qualified Supplier process which includes: -

- a) the preparation and evaluation of invitations every time the goods or services are needed would be costly; or
- b) the capability or financial capacity of the supplier of the goods or services is critical; or
- c) the supply of the goods or services involves significant security considerations; or
- d) a precondition of an offer to contract for the goods or services is compliance with particular standards or conditions set by the local government; or
- e) the ability of local business to supply the goods or services needs to be discovered or developed
Suppliers must submit a conforming tender response and if successful following the evaluation process, suppliers are appointed to the ROPS; or
- f) have been considered a sole supplier.

Successful suppliers are appointed to the ROPS for a term of two years with a one-year extension option. Further quotes or cost estimates from selected ROPS are required to ensure value for money.

5.5.2 Preferred Supplier Arrangement (PSA)

Council can establish a PSA to obtain better value for money by aggregating demand for goods and services. Public tenders are invited, and successful suppliers are appointed to the PSA with fixed prices or a schedule for the arrangement duration.

5.5.3 Sole Suppliers

Goods or services available only from one source or stockist can be applied for under a sole supplier arrangement via a Council resolution on the first purchase as identified as a sole supplier and they will be offered the opportunity to be added to the Council's Register Pre-Qualified Supplier (ROPS) arrangement once they have met the ROPS assessment process for further purchases.

Where a funding agreement has been approved by the funding body for supply for a service by a particular supplier, this supplier will be treated as a sole supplier and approved under this policy which has been adopted by the Council and can be signed off under the CEO's financial delegation.

5.5.4 Genuine Emergencies

An alternative procurement process may operate during critical or emergency incident to accommodate urgent Council needs while ensuring reasonable procurement principles. Emergency procurement must be authorised by the Chief Executive Officer and reported to Council once the incident has passed. Such incidents are:

- A state of disaster declared under the *Disaster Management Act 2003*, or any other emergency declaration made by the State's Premier under an enactment;
- Any incident declared by the Chief Executive Officer where the safety or security of any person or property associated with the Council is threatened, and
- An external incident to which the Chief Executive Officer has authorised the provision of urgent support.

5.6 FINANCIAL AND CONTRACTUAL DELEGATIONS

In accordance with the *Local Government Act 2009*, the Chief Executive Officer implements Council's policies and decisions, including spending in accordance with the adopted budget. All delegation amounts are GST exclusive.

Council officers may incur expenditure on behalf of Council if:

- The officer has been granted financial and contractual delegation by the CEO, recorded in the Register of Financial Authority Limit Delegations
- The expenditure is provided for in Council's budget
- The officer has received training in Council's procurement systems and procedures
- There is a disaster or genuine emergency

The CEO must approve all financial and contractual delegations by recording them in the Register of Financial Authority Limit Delegations (Appendix A) to enable Council officers to undertake procurement activities.

5.7 PURCHASE ORDERS

Purchase orders must be approved according to the delegated authority limits specified in the Register of Financial Authority Limit Delegations. All purchase requisitions must be authorised by a Council officer with

the required financial delegation. Supporting procurement documentation must be attached to the requisition when submitting for purchase order approval. Purchase orders are generated for all purchases except:

- Recurring Operational Expenditure
- Charge Card Purchases (Corporate Card, Fuel Card, CabCharge Card, Officeworks, etc)
- Direct Fees (Bank Charges, etc)
- Internal Transactions/Purchases
- Other Purchases where the CEO determines a purchase order is not required

5.7.1 Variations

For the purpose of this policy, variation refers solely to a financial deviation from the original contract value. The contract can be a Council purchase order, or an agreement signed by a delegated Council officer with an external service provider/organisation. Non-financial scope changes, extensions of time, etc. are managed by delegated Council Officers.

Variation procedures for contracts are as follows:

- Each variation can only be approved by a delegated officer up to their authorised financial and contractual delegation;
- All variations must be approved in writing by the delegated officer;
- Each variation requires an additional line item on the purchase order stating the change in scope and cost.

5.8 RECURRING OPERATIONAL EXPENDITURE

In some cases, it can be considered impractical to issue a requisition or purchase order where such purchasing activities are recurring and operational in nature

Examples of Recurring Operational Expenditure:

<u>Type of Supply</u>	<u>Usual Supplier</u>
<u>Utilities</u>	
Electricity	Ergon Energy
Rates & Water Usage	Cairns Regional Council
Telephones/Mobile/Internet/Satellite Services	Telstra, Pivotel, Vocus, Airbridge & TJ Microsystems
<u>Insurances</u>	
Insurance	Qld Local Govt Mutual (LGMS Assets) or Marsh Advantage Insurance
Workers Compensation	WorkCover QLD
Public Liability	LGMS Queensland
<u>Information Services</u>	
IT Support Services	TJ Microsystems
Printing Services	Brilliant Technologies

Software Annual License Renewals (Microsoft, etc)	Microsoft & IT Vision, Others (via TJ Microsystems)
Other	
Payroll Deductions	Superannuation, Child Support & Community Rent
Postage	Australia Post
Purchasing of Cash for Safe	Commonwealth Bank or Australia Post
Vehicle & Plant Registrations	Queensland Transport
Election Costs	Electoral Commission of Queensland
External Audit Fees	Queensland Audit Office (QAO)
Internal Audit Fees	Altius Advisors Chartered Accountants
Subscriptions & Memberships	LGAQ, LGMA, etc
Regular Freight	Tuxworth & Woods Carriers, Skytrans & Hinterland
Legal Advice & Support	Peak Services, Holding Redlich, Culturv8 or Preston Law
Tax Obligations	Australian Taxation Office
Chorine Business & Water Testing/Support Services	IXOM, Cairns Regional Council & Welcon
Fuel System Services	Compac Pty Ltd
Taxi Fares	Cabcharge Australia Pty Ltd
Reimbursements & Travel Allowances	Various (Usually Employees or Councillor)

5.9 CORPORATE PURCHASE CARDS (INCLUDING FUEL CARDS AND STORE CARDS)

Council’s corporate purchase cards are an alternative purchasing and payment system for transactions where a purchase order cannot be issued or for minor purchases under \$1,000. These transactions may include travel, accommodation, supermarket purchases, license renewals and small purchases where a credit account may not exist or one-off purchases.

5.10 STATE OR FEDERAL GOVERNMENT GRANTS

When Council expenditure is funded from Federal or State Government grants, compliance with *Sections 224 to 236* of the *Local Government Regulation 2012* is required unless specific grant conditions provide alternative arrangements (e.g.: nominated supplier).

5.11 SUSTAINABLE AND SOCIAL PROCUREMENT

Sustainable procurement involves purchasing goods and services that have a reduced negative impact on the environment compared to competing products or services. Priority areas include:

- Wood and paper products from sustainable sources
- Safe chemical-based products (e.g., cleaning products, pesticides or soil enhancers)
- Durable products, avoiding disposables where possible



- Energy-efficient products

Social procurement focuses on human aspects and social equity, considering diversity, ethics, acceptance, fairness, compassion, inclusiveness and access for people of diverse abilities. It aims to generate positive outcomes for people and build stronger, more resilient communities. Priority areas include:

- Products and services that improve the overall quality of life in the local community
- Products and services that enhance equity of access to services and opportunities

All sustainable and social procurement must align with sound contracting principles and legislative requirements.

6 HUMAN RIGHTS COMPATIBILITY STATEMENT

This policy has been assessed as compatible with Human Rights protected under *the Human Rights Act 2019*.

7 DEFINITIONS

Term	Definition
Council	Pormpuraaw Aboriginal Shire Council
Procurement	To purchase, hire, lease, rent, exchange or any other commercial transaction involving the outlay of funds in return for the provision of goods, services, equipment, consultancy services, construction contracts and service contracts (including maintenance)
Sound Contracting Principles	The principle that guides procurement and disposal activities, including value for money, open and effective competition, development of competitive local business and industry, environmental protection, ethical behaviour and fair dealing
Request for Quotation (RFQ)	A written request for a price to be supplied for the delivery of goods and services
Expression of Interest (ROI)	A process used to facilitate a closed tender process if Council decides by resolution that it is in the public interest
Preferred Supplier Arrangement (PSA)	An arrangement to obtain better value for money by aggregating demand for goods and services
Sole Suppliers	Goods or services available only from one source or supplier
Genuine Emergencies	An alternative procurement process that operates during critical or emergency incidents to accommodate urgent Council needs.

8 RELATED POLICIES AND OTHER DOCUMENTS

Policies

- Fraud & Corruption Policy
- Risk Management Policy
- Council Credit Card Policy
- Supplier Code of Conduct Policy
- LocalBuy (LGAQ) Contract Arrangements

Documents

- Employee Code of Conduct
- Adopted Budget
- Register of Financial Authority Limit Delegations
- Staff Handbook
- Register of Preferred Suppliers
- Requisition Form

9 MONITORING AND REVIEW

This policy is to be reviewed annually as per *Section 198* of the *Local Government Regulation 2012*.

10 RESPONSIBILITY

This Policy is to be implemented by the CEO; and reviewed and amended by the Executive Manager of Corporate Services in accordance with the monitoring and review requirements listed in the policy.

It is the responsibility of Council Employees to ensure that:

- They are familiar with the Procurement Policy and their responsibilities, and they follow the policy accordingly;
- They submit requisitions and quotations in accordance with the policy ensuring compliance with financial authority limit delegations;

It is the responsibility of Corporate Services to ensure that:

- Employees are given continuous support and guidance in relation to the Procurement Policy.
- This policy is maintained and updated in line with legislation.

11 VERSION CONTROL

Version	Details	Resolution No	Date
V1	Developed and adopted	2012/11	22 Nov 2012
V6	Amended and adopted	2024/07/12	31 Jul 2024
V7	Amended and adopted	2025/56	25 Jun 2025
V8	Amended and adopted	2025/	17 Dec 2025



12 APPENDIX A

Register of Financial Authority Limit Delegations



List of Delegated Users & Types of Financial Delegations

All employees have the delegation to requisition items within their budget responsibility. Requisitions by employees other than those authorised below are to be signed off by department manager or supervisor (based on purchase delegation). Financial Delegation does not negate compliance with procurement requirements. Refer to PASC Procurement Policy - POL-GOV-P001.

Types of Delegations:

Procurement - Level 1 - Authority to Sign Requisitions for Operational & Capital Expenditure or Invoices for Goods & Purchases within Delegated Limit

Procurement - Level 2 - Authority to Sign Requisitions for Admin Store Materials Only

Payment - Level 1 - Authority to Access Banking Platforms, Authorise Electronic Payments, Withdrawal & Transfer Requests (No limit on banking withdrawal or transfer requests)

Other - Access to Banking Platforms for Uploading of Payment Files and Reporting Function Only (No Authorisation for Payments)

Role	Current Incumbent			Location	Procurement	Payment	Function	Purchase Delegation **Limits Exclusive of GST**	Credit Card	Monthly C/C Limit
	Employee Reference	Surname	First Name							
MAYOR	KENRAJ	KENDALL	Ralph	Pormpuraaw	N/A	N/A	COUNCILLOR	N/A	Yes	\$1,000
CHIEF EXECUTIVE OFFICER	MENJAN	MENZIES	Janelle	Pormpuraaw	Level 1	Level 1	EXECUTIVE	\$300,000	Yes	\$8,000
EXECUTIVE MANAGER CORPORATE SERVICES	BRUTRA	GRAHAM	Tracey	Cairns	Level 1	Level 1	EXECUTIVE	\$100,000	Yes	\$8,000
EXECUTIVE MANAGER COMMUNITY SERVICES	BARSHÉ	BARTLETT	Shellina	Pormpuraaw	Level 1	Level 1	EXECUTIVE	\$50,000	Yes	\$5,000
EXECUTIVE MANAGER OPERATIONS	DENGRA	DENNIS	Grant	Pormpuraaw	Level 1	Nil	EXECUTIVE	\$50,000	Yes	\$5,000
FINANCE MANAGER	HALMEL	HALPERT	Melanie	Cairns	Level 1	Level 1	CORPORATE SERVICES	\$50,000	No	N/A
FINANCIAL ACCOUNTANT	HEYTIF	HEYCOX	Tiffany	Cairns	Level 1	Other	CORPORATE SERVICES	\$25,000	No	N/A
FINANCE OFFICER - WORKS	BOUANN	BOUNDY	Anne	Cairns	Level 1	Other	CORPORATE SERVICES	\$25,000	No	N/A
PROJECT MANAGER				Pormpuraaw	Level 1	Nil	EXECUTIVE SUPPORT	\$25,000	No	N/A
BUSINESS DEVELOPMENT MANAGER	DOUMEL	DOUTHAT	Melissa	Pormpuraaw	Level 1	Nil	EXECUTIVE SUPPORT	\$15,000	No	N/A
HUMAN RESOURCES ADVISOR - RECRUITMENT				Pormpuraaw	Level 1	Nil	EXECUTIVE SUPPORT	\$2,500	Yes	\$10,000
EXECUTIVE & HUMAN RESOURCES TEAM LEAD	WORLEO	WORRELL	Leona	Pormpuraaw	Level 1	Nil	EXECUTIVE SUPPORT	\$2,500	Yes	\$2,000
FINANCE OFFICER				Cairns	Level 1	Other	CORPORATE SERVICES	\$2,500	No	N/A
FINANCE OFFICER	TSAKIR	TSAO	Kira	Cairns	Level 1	Other	CORPORATE SERVICES	\$2,500	No	N/A
WHS & RISK MANAGER	MARSHA	MARSHALL	Sharon	Pormpuraaw	Level 1	Nil	OPERATIONS	\$2,500	No	N/A
POST OFFICE TEAM LEADER	MILGRA	MILLINDA	Grace	Pormpuraaw	Level 1	Nil	COMMUNITY SERVICES	\$2,500	Yes	\$1,000
ACCOMMODATION TEAM LEADER	RYAKRI	RYAN	Kristine	Pormpuraaw	Level 1	Nil	CORPORATE SERVICES	\$2,500	No	N/A
AGED CARE CO-ORDINATOR	PHUPHA	PHUANGPRASERT	Patti	Pormpuraaw	Level 1	Nil	COMMUNITY SERVICES	\$2,500	No	N/A
SENIOR PLUMBER				Pormpuraaw	Level 1	Nil	OPERATIONS	\$2,500	No	N/A
PLUMBER	VACANT			Pormpuraaw	Level 2	Nil	OPERATIONS	Admin Store Stock Only	No	N/A
BUILDER/OPERATIONS TEAM LEADER	MAUGRE	MAUGERI	Greg	Pormpuraaw	Level 1	Nil	OPERATIONS	\$2,500	No	N/A
LEADING HAND CARPENTER	SZIHÉI	SZILAGYI	Heinz	Pormpuraaw	Level 1	Nil	OPERATIONS	\$2,500	No	N/A
CARPENTER	TARRIC	TARPENCHA	Richard	Pormpuraaw	Level 2	Nil	OPERATIONS	Admin Store Stock Only	No	N/A
ADMIN STORE SUPERVISOR	HARGLE	HARRIS	Glen	Pormpuraaw	Level 1	Nil	CORPORATE SERVICES	\$2,500	No	N/A
RANGER CO-ORDINATOR	HOLCLI	WILLIAMS	Clinton	Pormpuraaw	Level 1	Nil	OPERATIONS	\$2,500	No	N/A
SENIOR RANGER	KENGAV	KENDALL	Gavin	Pormpuraaw	Level 2	Nil	OPERATIONS	Admin Store Stock Only	No	N/A
EH OFFICER + RANGER SUPPORT	SIMGLE	SIMPSON	Glen	Pormpuraaw	Level 1	Nil	OPERATIONS	\$2,500	No	N/A
WORKSHOP SUPERVISOR	WATCAM	WATTS	Cameron	Pormpuraaw	Level 1	Nil	OPERATIONS	\$2,500	No	N/A
AIRPORT SUPERVISOR	BARWIL	BARTLETT	William	Pormpuraaw	Level 1	Nil	OPERATIONS	\$2,500	No	N/A
PARKS & GARDENS TEAM LEADER	BALPAU	BALLIE	Paul	Pormpuraaw	Level 2	Nil	OPERATIONS	Admin Store Stock Only	No	N/A
COMMUNITY SERVICES TEAM LEADER	HARCANT	HARRIS	Coral	Pormpuraaw	Level 1	Nil	COMMUNITY SERVICES	\$2,500	No	N/A
BAKERY TEAM LEADER	VACANT			Pormpuraaw	Level 1	Nil	COMMUNITY SERVICES	\$2,500	No	N/A
JUSTICE GROUP CO-ORDINATOR	SZIUOS	SZILAGYI	Josephine	Pormpuraaw	Level 1	Nil	COMMUNITY SERVICES	\$2,500	No	N/A

THE CHIEF EXECUTIVE OFFICER, EXECUTIVE MANAGER CORPORATE SERVICES, EXECUTIVE MANAGER COMMUNITY SERVICES & ALL FINANCE OFFICERS (ALL LEVELS) ARE AUTHORISED TO ACCESS BANKING SYSTEMS.

ALL BANKING PAYMENTS TO BE JOINTLY AUTHORISED BY 2 AUTHORISED PERSONNEL. APPROVED BANKING PAYMENT AUTHORISERS ARE THE CHIEF EXECUTIVE OFFICER, EXECUTIVE MANAGER CORPORATE SERVICES, EXECUTIVE MANAGER COMMUNITY SERVICES & FINANCE MANAGER.

THE CEO, EXECUTIVE MANAGER CORPORATE SERVICES AND FINANCE MANAGER HAVE DELEGATED AUTHORITY TO AUTHORISE DEPOSIT & WITHDRAWAL TRANSACTIONS FOR BANKING PLATFORMS (NO LIMIT ON THESE TRANSACTION TYPES)

THE EXEC MANAGER CORPORATE SERVICES & FINANCE MANAGER MAY PROCESS PURCHASE ORDERS IN ACCOUNTING SYSTEM TO AN AMOUNT ABOVE THEIR DELEGATION PROVIDED THAT THE REQUISITION & SUPPORTING DOCUMENTS HAVE BEEN AUTHORISED BY THE CEO AND/OR COUNCIL RESOLUTION (AS APPLICABLE)

FINANCIAL AUTHORITY DELEGATION LIMITS ARE ASSIGNED TO THE SPECIFIC ROLES IN COUNCIL (NOT EMPLOYEE NAMES). EMPLOYEE NAMES ARE INCLUDED ON THE REGISTER FOR CLARITY AND ARE SUBJECT TO CHANGE.