



Agenda Attachments

Audit and Risk Management Committee

Tuesday, 12 February 2019, 5.30 pm

**ARMC1902-1 INFORMATION REPORT – PURCHASING POLICY
EXEMPTIONS
ATTACHMENT 1**

Confidential attachment under separate cover

**ARMC1902-2 ADOPTION OF THE 2018 COMPLIANCE AUDIT RETURN
ATTACHMENT 1**

CITY OF FREMANTLE: COMPLIANCE AUDIT RETURN (2018)

SUMMARY REPORT

Prepared by Peyton Consulting
January 2019

 **Peyton Consulting**
Professional Accountable Experienced

PO Box 5053
Canning Vale South
WA 6155

Summary Report

Western Australian local governments are required to complete an annual compliance audit return (CAR) and submit it to the Department of Local Government, Sport and Cultural Industries in accordance with the requirements of the *Local Government (Audit) Regulations 1996*.

The CAR is a checklist of a local government's compliance with the requirements of the *Local Government Act 1995* (the Act) and associated Regulations as approved by the Minister. The content and structure of the 2018 CAR has changed slightly from 2017 with the addition of two extra questions in the Finance section. The CAR addresses compliance via a series of questions relating to the following areas of activity under the Act:

1. Commercial Enterprises by Local Governments (*5 questions*);
2. Delegation of Power / Duty (*13 questions*);
3. Disclosures of Interest (*16 questions*);
4. Disposal of Property (*2 questions*);
5. Elections (Gift Register) (*1 question*);
6. Finance (*16 questions*);
7. Local Government Employees (*5 questions*);
8. Official Conduct (*6 questions*); and
9. Tenders for Providing Goods and Services (*25 questions*).

In all, the 2018 CAR contains a total of 89 questions.

The 2018 compliance audit has been conducted by Peyton Consulting, a consultancy firm specialising in independent reviews of governance practices and covers the period 1 January 2018 to 31 December 2018.

The audit examined documents and other records to assess the City's compliance with the questions posed in the Compliance Audit Return (CAR). Each question has been addressed either wholly or by sample, depending on the volume of activity and assessed risk factors. Where a sample has been examined, the audit findings are based only on that sample.

The purpose of this review is to provide the City with an independent assessment of its compliance with the questions contained in the CAR, and where it is considered appropriate, suggesting opportunities for improvement.

The City has achieved a 99% compliance rating for the period covered by the 2018 CAR, showing continuing improvement over previous years which is a commendable achievement for the City. This compares with 98% compliance in 2017 and 96.5% in 2016.

The City's completed CAR for 2018 is attached.

The audit identified a minor issue during the course of the review, which fell outside the scope provided for in the CAR. This is detailed in table 2 for the City's information.

Table 1: Non-Compliance Responses

Areas of Compliance 2017/18 CAR	Non-compliances Reported		Comments
	2017	2018	
Commercial Enterprises by Local Governments	Nil	Nil	
Delegation of Power / Duty	Nil	Nil	
Disclosure of Interest	8	Nil	
Disposal of Property	Nil	Nil	
Elections	Nil	Nil	
Finance	Nil	Nil	
Local Government Employees	Nil	Nil	
Official Conduct	Nil	Nil	
Tenders for Providing Goods and Services	Nil	1	A procurement was conducted in 2018 that was in excess of \$150,000 without a tender being called.

Table 2

Description	Audit comments	Objective
The City's current policy dealing with loss or disposal of sub-\$5000 assets required by regulation 17B of the <i>Local Government (Financial Management) Regulations 1996</i> does not appear to encompass items other than computer and ICT equipment.	The policy should be amended to account for the entire spectrum of 'attractive and portable' assets in use by City employees (for example, plant and equipment such as power tools).	Reduce risk of loss and misconduct by properly accounting for attractive and portable assets.



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Brendan Peyton
28 January 2019

ATTACHMENT 2

Confidential attachment under separate cover

ARMC1902-3 NEW PURCHASING POLICY ATTACHMENT 1

Council Policy



Purchasing Policy

Policy statement

This policy has been adopted to achieve the requirements of Regulation 11A of the Local Government (Functions and General) Regulations 1996.

Intent

The intent of the policy is to ensure the City of Fremantle achieves effective, efficient, economical and sustainable purchasing of all goods and services by:

- Ensuring a high level of transparency, probity and accountability in purchasing decisions, whilst allowing for flexibility in the City's operations;
- Adopting a "best value" approach to purchasing;
- Conducting competitive quotation and tendering processes in accordance with the *Local Government Act 1995* and the Local Government (Functions and General) Regulations 1996; and
- Incorporating the City's sustainability goals in all purchasing activities.

1. Legislative Requirements

(Summary only; refer to relevant legislation for further detail)

This policy is to be read in conjunction with Section 3.57 of the Local Government Act 1995 and Regulations 11A - 24AJ of the Local Government (Functions and General) Regulations 1996. These statutory requirements cover the following items:

- Section 3.57 of the Act requires the City to give state wide notice of public tenders;
- Regulation 11A sets out the requirement for local governments to have a purchasing policy, the number and type of quotations to be obtained for all purchases up to \$150 000 and the retention of written information relating to the quotations;
- Regulations 11 to 21A outline the method of and requirements for calling public tenders. Areas covered includes when tenders have to be publically invited, any exemptions for the requirement to tender, how long tenders need to be advertised for, how and when tenders are to be opened and how a local government is to assess and respond to tenders;
- Regulations 21 to 24 outline the procedure for limiting who may provide a tender. The regulations discuss Expressions of Interest (EOI) responding to EOI,

shortlisting of respondents to EOI and informing respondents of the outcome of EOI; and

- Regulations 24AA to 24AJ outline the methods and procedures for a local government to initiate and operate panels of pre-qualified suppliers of goods and services.

Statutory Exemptions from Tender Requirements

Regulation 11(2) specifies the criteria when public tenders do not have to be invited. The following list outlines the circumstances where the City is exempted from publically calling tenders:

- When the purchase is made from expenditure authorised in an emergency (Chief Executive Officer approval required); or
- When the purchase is made through a WALGA Preferred Supplier Program; or
- When the City has (in the last 6 months) publically invited submissions to tender or canvassed for expressions of interest and no suitable supplier was identified through the process; or
- When the contract is to be entered into by auction after being expressly authorised by a resolution of Council; or
- When the goods or services are to be supplied by the Commonwealth Government (or its agencies) or the State Government (or its agencies) or from a Local or Regional Government; or
- When the goods or services are believed to be unique in nature and it is unlikely there is another supplier (sole source – Chief Executive Officer and Director approval required); or
- The goods to be supplied are petrol or oil or any liquid or gas used in internal combustion engines; or
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money; or
- the purchase is acquired from an Australian Disability Enterprise and represents value for money; or
- The Contract is a renewal or extension of the term of the original contract, where the original contract contained an option to extend; and
- The goods or services are to be supplied by a pre-qualified supplier under Division 3 of the Regulations.

Note: These exemptions to tender do not exempt the purchaser from gaining the required number of quotations and from following the requirements of this policy.

Anti-avoidance

Regulations 12(1) and 12(2) state the City will not enter into two or more contracts, or create multiple purchase order transactions of a similar nature, to avoid the requirement to go to public tender or to take the value of a purchase below a purchasing threshold specified in the policy.

Other legislative requirements

Retention of documents related to purchasing activities is to be in accordance with the requirements of the *State Records Act 2000*. In particular:

- (i) Tender/quotation documentation.
- (ii) Internal documentation.
- (iii) Evaluation documentation.
- (iv) Enquiry and response documentation.
- (v) Notification, award and Contract documentation;

Is to retained and stored by the city for a period of 21 years.

2. Policy

Purchase thresholds

Amount of purchase	Quotations Required	Decision Making Process
Up to \$499	None	None
\$500 to \$4,999	Request 3 quotations and obtain <i>at least</i> one (1) quote. Can be verbal or written.	Lowest priced quote to be accepted or officer to document the best value offer
\$5,000 to \$19,999	Request 3 quotations and obtain <i>at least</i> two (2) written quotations	Lowest priced quote to be accepted or officer to document the best value offer
\$20,000 to \$149,999	Obtain <i>at least</i> three (3) formal written quotations (RFQ) in consultation with the procurement team.	A written evaluation is to be made of the offers by the requesting officer.
\$150 000 and above	Conduct a full public tender process in accordance with the Local Government Act 1995 and the Local Government (Functions & General) Regulations 1996.	Full written evaluation by an evaluation panel, approval from the Major Procurement Approval (MPA) panel and Chief Executive Officer. In some cases approval from Council will be required.

Exemptions from Purchasing Policy Thresholds

The following purchasing decisions are exempt from the purchasing thresholds of this policy:

- Purchases where costs are:
 - Fixed; (e.g. state wide advertising, memberships and subscriptions, taxis / cab charges and some industry based training) or
 - Available only through a sole source of supply (e.g. some utilities); and
 - From Original Equipment Manufacturers (OEMs) where warranty provisions may be void (e.g. plant and equipment supplies);
- Acts / Entertainers / Artists for festivals and events where it can be demonstrated that the act has appropriate artistic merit and the decision is consistent with the purpose and intent of the event and have no conflicts of interest, up to a value of \$9,999. The decision is to be approved by the relevant Director;
- Purchasing of specialist Legal services or specialist Consultancy services , as required and determined by a Director or the Chief Executive Officer, provided their approval is in writing, prior to the purchase, and the details are reported to the Audit and Risk Committee;
- Purchases made from a 'Panel of Pre-qualified Suppliers' (must follow the City of Fremantle panel purchasing conditions);
- Exemptions exercised by the Chief Executive Officer are to be reported to the Audit and Risk Committee; and
- In the circumstances of Sole Source providers, for purchases up to \$149 999:
 - (a) The procurement of goods and/or services available from only one private sector source of supply, (that is the manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there is reasonable evidence that there is genuinely only one source of supply. Every endeavour to find alternative sources must be made.
 - (b) Written confirmation of this must be kept on file for later audit.
 - (c) The application of provision 'sole source of supply' must only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.
 - (d) The decision to purchase goods or services from a sole supplier must be approved, in writing, by the Chief Executive Officer
 - (e) The decision to procure goods or services from a sole source provider must be reported to the Audit and Risk Committee

For purchases over \$150 000:

- (f) The decision to purchase goods or services from a sole supplier for a value exceeding \$150 000 must be approved, in writing, by the Chief Executive Officer;
- (g) The decision to purchase from a sole source must be reported to the Audit and Risk Committee for probity and transparency.

3. Panels of Pre-qualified suppliers

In accordance with Regulation 24AC of the Local Government (Functions and General) Regulations 1996, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- (i) The Chief Executive Officer determines that a range of similar goods and services are required to be purchased on a continuing and regular basis.
- (ii) There are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money'.
- (iii) The purchasing activity under the intended Panel is assessed as being of a low to medium risk.
- (iv) The Panel will streamline and will improve service delivery and procurement processes.
- (v) The Chief Executive Officer has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Chief Executive Officer will endeavour to ensure that panels will not be created unless most of the above factors are firmly and quantifiably established.

A separate policy will outline the operation of Panels of Pre-Qualified Suppliers.

4. Ethics and Integrity

All officers and employees of the City of Fremantle are to observe the highest standards of ethics and integrity in undertaking purchasing activities and act in an honest and professional manner that supports the standing of the City.

Further detail regarding the City's expectations can be found in the City's Code of Conduct.

An Independent Probity Auditor may be engaged by the City for projects assessed as high risk of reputational, financial or community risk, through the project risk assessment process.

5. Value for Money

When evaluating quotations and tenders value for money is an overarching principle governing the purchasing of goods and services for the City.

For purchases \$5 000 and above, where a higher priced conforming offer is recommended for purchase, there should be clear and demonstrable benefits to the City over and above the lowest priced, conforming offer. A written evaluation outlining the clear and demonstrable benefits should be approved by a Manager, before the purchase is made.

6. Sustainable Procurement

A preference will be provided to suppliers that demonstrate sustainable business practices and high levels of Corporate Social Responsibility (CSR). Where it is appropriate and practicable, an advantage will be provided to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations will be balanced against value for money outcomes in accordance with the City's sustainability objectives.

All Requests for Tender (RFT) will have a minimum weighted score of 10% for sustainable criteria.

Tender specifications will include a requirement for organisations to comply with the principles of No Business in Abuse and include sustainable specifications within the request.

Where practical, it is the City's preference to purchase goods with minimal or no single use plastic in its content or packaging.

Appendix A – Tender Evaluation Criteria

Construction Works

Definition: All infrastructure projects such as building, demolition, roads, car parks, footpaths, drainage, park and bridge construction.

Description of Criteria		Weighting													
Compliance Criteria															
<ul style="list-style-type: none"> - Tenders submitted by the due date and time prescribed in the tender documentation - Submitted mandatory requirements (as specified e.g. conditions of contract, OSH questionnaire, Insurances, Gantt Charts, Price Schedule, Financial information) 		Mandatory criteria must be addressed, no weighting applied. Failure to meet mandatory criteria will remove responses from consideration													
Qualitative Selection Criteria															
		Default	Range												
Relevant Experience / Service Delivery Plan Demonstrated relevant experience of the Company in providing the same or similar services to local government or private sectors for the last 5 years. Include the following		10%	10% – 15%												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Project</th> <th>Client</th> <th>Duration</th> <th>Value</th> <th>Deliverables</th> <th>Results</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Project	Client	Duration	Value	Deliverables	Results								
Project	Client	Duration	Value	Deliverables	Results										
Key Personnel, Skills and Resources Capacity to deliver the services including: Key personnel / Professional skills															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Qualifications</th> <th>Years in industry</th> <th>Roles and Responsibility</th> <th>Experience</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> Organisational / Project Team Structure Contingency Current utilisation Support facilities Plant & Equipment Financial Capacity (credit reference check may be applied)		Name	Qualifications	Years in industry	Roles and Responsibility	Experience						15%	10% - 20%		
Name	Qualifications	Years in industry	Roles and Responsibility	Experience											
Demonstrated Understanding Tenders should provide a detailed methodology detailing the process to achieve the Requirements of the Specification for this project. Include a detailed Risk / Environmental Management Plan to protect the environment which is appropriate to the size and nature of the project Provide a detailed GANTT Chart with the tasks required to undertake the project in a specified timeframe		20%	10% - 30%												
Sustainability Tenderers should outline the source of materials of construction and their environmental performance / impact Tenderers should provide methods for reducing the amount of construction material waste sent to landfill Tenderers should provide information on the environmental performance of their building/construction activities during project delivery.		10%	10%-20%												
Occupational Health & Safety (OH&S)		10%	10%												
Price		35%	2.5% - 50%												
Total		100%	100%												

Appendix B – Tender Evaluation Criteria

Professional and Consultant Services

Definition: Delivery of legal, accounting, auditing, governance or similar services. The services may be delivered as a one-off or on an ongoing basis.

Description of Criteria	Weighting													
Compliance Criteria														
<ul style="list-style-type: none"> - Tenders submitted by the due date and time prescribed in the tender documentation - Submitted mandatory requirements (as specified e.g. conditions of contract, OSH questionnaire, Insurances, Gantt Charts, Price Schedule, Financial information) 	Mandatory criteria must be addressed, no weighting applied. Failure to meet mandatory criteria will remove responses from consideration													
Qualitative Selection Criteria														
	Default	Range												
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Name	Qualifications	Years in industry	Roles and Responsibility	Experience										
Demonstrated Understanding Tenders should provide a detailed methodology detailing the process to achieve the Requirements of the Specification for this project. Include a detailed Risk / Environmental Management Plan to protect the environment which is appropriate to the size and nature of the project Provide a detailed GANTT Chart with the tasks required to undertake the project in a specified timeframe	25%	20% - 30%												
Occupational Health & Safety (OH&S)	10%	10%												
Price	35%	25% - 50%												
Total	100%	100%												

Note: Weightings may only be amended outside of these parameters by written consent of the relevant Director or CHIEF EXECUTIVE OFFICER. Weightings are to be established before going to tender.

Appendix C – Tender Evaluation Criteria

Architectural Services

Definition: Delivery of architectural design, heritage, planning or similar services. The services may be delivered as a one-off or on an ongoing basis.

Description of Criteria	Weighting													
Compliance Criteria														
<ul style="list-style-type: none"> - Tenders submitted by the due date and time prescribed in the tender documentation - Submitted mandatory requirements (as specified e.g. conditions of contract, OSH questionnaire, Insurances, Gantt Charts, Price Schedule, Financial information) 	Mandatory criteria must be addressed, no weighting applied. Failure to meet mandatory criteria will remove responses from consideration													
Qualitative Selection Criteria														
	Default	Range												
Relevant Experience / Service Delivery Plan Demonstrated relevant experience of the Company in providing the same or similar services to local government or private sectors for the last 5 years. Include the following <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Project</th> <th>Client</th> <th>Duration</th> <th>Value</th> <th>Deliverables</th> <th>Results</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Project	Client	Duration	Value	Deliverables	Results							10%	10% – 20%
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Name	Qualifications	Years in industry	Roles and Responsibility	Experience										
Demonstrated Understanding Tenders should provide a detailed methodology detailing the process to achieve the Requirements of the Specification for this project. Include a detailed Risk / Environmental Management Plan to protect the environment which is appropriate to the size and nature of the project Provide a detailed GANTT Chart with the tasks required to undertake the project in a specified timeframe	20%	10% - 30%												
Sustainability Tenderers should outline the source of materials of construction and their environmental performance / impact Tenderers should provide methods for reducing the amount of construction material waste sent to landfill Tenderers should provide information on the environmental performance of their building/construction activities during project delivery.	10%	10%-15%												
Occupational Health & Safety (OH&S)	10%	10%												
Price	35%	2.5% - 50%												
Total	100%	100%												

Appendix D – Tender Evaluation Criteria

Professional and Consultant Services

Definition: All services with the exception of Professional Services (see Appendix A) and Architectural Services (see Appendix C). For example traffic impact reports, environmental reports etc. The services may be delivered as a one-off or on an ongoing basis.

Description of Criteria	Weighting													
Compliance Criteria														
<ul style="list-style-type: none"> - Tenders submitted by the due date and time prescribed in the tender documentation - Submitted mandatory requirements (as specified e.g. conditions of contract, OSH questionnaire, Insurances, Gantt Charts, Price Schedule, Financial information) 	Mandatory criteria must be addressed, no weighting applied. Failure to meet mandatory criteria will remove responses from consideration													
Qualitative Selection Criteria														
	Default	Range												
<p>Relevant Experience / Service Delivery Plan</p> <p>Demonstrated relevant experience of the Company in providing the same or similar services to local government or private sectors for the last 5 years.</p> <p>Include the following</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Project</th> <th>Client</th> <th>Duration</th> <th>Value</th> <th>Deliverables</th> <th>Results</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Project	Client	Duration	Value	Deliverables	Results							15%	10% – 20%
Project	Client	Duration	Value	Deliverables	Results									
<p>Key Personnel, Skills and Resources</p> <p>Capacity to deliver the services including:</p> <p>Key personnel / Professional skills</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Qualifications</th> <th>Years in Industry</th> <th>Roles and Responsibility</th> <th>Experience</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Organisational / Project Team Structure Contingency Current utilisation Support facilities Plant & Equipment Financial Capacity (credit reference check may be applied)</p>	Name	Qualifications	Years in Industry	Roles and Responsibility	Experience						20%	10% - 30%		
Name	Qualifications	Years in Industry	Roles and Responsibility	Experience										
<p>Demonstrated Understanding</p> <p>Tenders should provide a detailed methodology detailing the process to achieve the Requirements of the Specification for this project.</p> <p>Include a detailed Risk / Environmental Management Plan to protect the environment which is appropriate to the size and nature of the project</p> <p>Provide a detailed GANTT Chart with the tasks required to undertake the project in a specified timeframe</p>	25%	15% - 25%												
Occupational Health & Safety (OH&S)	10%	10%												
Price	35%	25% - 55%												
Total	100%	100%												

Note: Weightings may only be amended outside of these parameters by written consent of the relevant Director or CHIEF EXECUTIVE OFFICER. Weightings are to be established before going to tender.

Appendix E – Tender Evaluation Criteria

Plant and Equipment

Definition: All light vehicles, fleet vehicles, heavy vehicles, earthmoving and ground care machinery plus ancillary equipment such as mechanical saws and static pumps.

Description of Criteria	Weighting
Compliance Criteria	
<ul style="list-style-type: none"> - Tenders submitted by the due date and time prescribed in the tender documentation - Submitted mandatory requirements (as specified e.g. conditions of contract, Insurances, Gantt Charts, Price Schedule, Financial information) 	Mandatory criteria must be addressed, no weighting applied. Failure to meet mandatory criteria will remove responses from consideration
Qualitative Selection Criteria	
Meets Technical Specification Tenderer to provide evidence that the piece of plant or equipment meets or exceeds the technical specification and functional requirements of the City.	40%
Meets the City's Delivery Timeframes Tenderer to provide a timeframe for delivery to the City, from Contract award	5%
Sustainability Tenders should provide alternative energy sourced plant or equipment to reduce emissions Tenderer to provide information regarding noise levels of plant and equipment when in use Tenderer to provide information regarding the amount of sustainably sourced components in the piece of plant or equipment	10%
Occupational Health & Safety (OH&S)	10%
Price	35%
Total	100%

Note: Weightings may only be amended outside of these parameters by written consent of the relevant Director or CHIEF EXECUTIVE OFFICER. Weightings are to be established before going to tender.

Appendix F – Tender Evaluation Criteria

General Goods and Merchandise

Definition: All other goods, stores and merchandise, not otherwise covered in previous appendices.

Description of Criteria	Weighting												
Compliance Criteria													
<ul style="list-style-type: none"> - Tenders submitted by the due date and time prescribed in the tender documentation - Submitted mandatory requirements (as specified e.g. conditions of contract, Insurances, Gantt Charts, Price Schedule, Financial information) 	<p>Mandatory criteria must be addressed, no weighting applied. Failure to meet mandatory criteria will remove responses from consideration</p>												
Qualitative Selection Criteria													
<p>Relevant Experience / Service Delivery Plan</p> <p>Demonstrated relevant experience of the Company in providing the same or similar services to local government or private sectors for the last 5 years.</p> <p>Include the following</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Project</th> <th>Client</th> <th>Duration</th> <th>Value</th> <th>Deliverables</th> <th>Results</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Project	Client	Duration	Value	Deliverables	Results							10%
Project	Client	Duration	Value	Deliverables	Results								
<p>Key Personnel, Skills and Resources</p> <p>Capacity to deliver the services including:</p> <p>Key personnel / Professional skills</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Qualifications</th> <th>Years in Industry</th> <th>Roles and Responsibility</th> <th>Experience</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Organisational / Project Team Structure Contingency Current utilisation Support facilities Financial Capacity (credit reference check may be applied)</p>	Name	Qualifications	Years in Industry	Roles and Responsibility	Experience						10%		
Name	Qualifications	Years in Industry	Roles and Responsibility	Experience									
<p>Demonstrated Understanding</p> <p>Tenders should provide a detailed process to achieve the Requirements of the Specification Tenderers should provide a process that will deliver the sustainable goals of the City Provide a detailed GANTT Chart with the tasks required to undertake the project in a specified timeframe</p>	10%												
<p>Sustainability</p> <p>Tenders should provide alternative energy sources to reduce carbon emissions Tenderer to provide information regarding the amount of sustainably sourced components in the goods Tenders to provide information on the approximate percentage of single-use plastic contained in the product Tenderer to confirm they deliver product without packaging or with 100% recyclable packaging (if answer is no – maximum score weighting possible in sustainability category is 4 out of 10)</p>	10%												
Occupational Health & Safety (OH&S)	10%												
Price	50%												
Total	100%												

Note: Weightings may only be amended outside of these parameters by written consent of the relevant Director or CHIEF EXECUTIVE OFFICER. Weightings are to be established before going to tender.

Reviewing officer:	Manager Finance
Policy adopted:	28 September 2016
Policy amended:	27 September 2017
Legislation:	Regulation 11A (within Part 4, Division 1) of the <i>Local Government (Functions and General) Regulations 1996</i>
Delegations:	2.11, 2.12
Related documents:	Purchasing Cards Procedure
Next review date:	28 September 2018

**ARMC1902-4 OVERDUE DEBTORS REPORT AS AT 30 SEPTEMBER 2017
ATTACHMENT 1**

Confidential attachment under separate cover