



WAVERLEY
COUNCIL

Interim Purchasing Procedure

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1. General

INTRODUCTION

This Procedure has been written in accordance with the LGSA Sustainable Choice program and aims to provide a frame work in which to consider the environmental, social and economic impacts of purchasing. This Procedure replaces the previous Waverly Council Purchasing Procedure dated February 2013 and will be reviewed annually.

SCOPE

This Procedure is applicable to all procurement activities carried out by staff, Councilors and volunteers of Waverley Council.

LEGISLATIVE FRAMEWORK

The procurement of all products and services is to be conducted in accordance with the following legislation and regulations:

Local Government Act 1993

Under section 8 of this Act, Council has an obligation to:

“Properly manage, develop, protect, restore, enhance and conserve the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development (ESD)”;

“to bear in mind that it is the custodian and trustee of public assets and to effectively plan for, account for and manage the assets for which it is responsible”; and

“to exercise its functions in a manner that is consistent with and promotes social justice principles of equity, access, participation and rights”.

http://www.austlii.edu.au/au/legis/nsw/consol_act/lga1993182/

Local Government (Tendering) Regulation 2005 Part 7

http://www.austlii.edu.au/au/legis/nsw/consol_reg/lgr2005328/

Environment Protection and Biodiversity Conservation Act 1999

<http://www.environment.gov.au/epbc/about/index.html>



GLOSSARY

Inventory Holdings: Council has a store located at the main Depot. Items held in stock – are items that are used regularly throughout Council, primarily in the works area. e.g. shovels, wheel barrows, cleaning products, protective clothing etc.

SSROC: SSROC is an association of eleven municipal and city councils in the southern area of Sydney. SSROC provides a forum for the councils to deal with common issues, particularly those that cross boundaries. Key issues include planning, environment, transport, sustainability, procurement and waste management.

Department of Finance, Services and Innovation: Is a State Government organisation that provides contracts for commonly purchased items throughout State Government agencies e.g. police, education, hospitals. Local Government is also able to purchase goods and services off these contracts.

LGP Contracts: LGP was established by the Local Government and Shires Associations of New South Wales on behalf of its members to create a procurement operation dedicated to meeting the specific needs of Local Government.

Procurement Australia Contracts: Is a Melbourne based organisation, that represents contracts for Local Government across Australia. The Department of Local Government has enabled NSW Councils to purchase off these contracts by offering an exemption to NSW Councils to purchase off these contracts without the need to go to tender.

Creditor: The term “creditor” in this context is another name for supplier.

Control Docs: Council document system for storing policies, guidelines & procedures.

Request for Information (RFI): An RFI generally initiates a series of requests intended to narrow down a list of candidates. RFIs are often used for major IT consulting and trade services purchases. Ideally, an



RFI identifies the requirements or expectations of the organisation and requests specific answers for how the vendor will meet them. An RFI is more preliminary than, and usually precedes, either a request for proposal (RFP) or a request for quotation (RFQ).

Request for Proposal (RFP): Is a document that an organisation posts to invite offers from potential vendors for a desired IT, consultancy or trade services solution. The RFP specifies what the customer is looking for and establishes evaluation criteria for assessing proposals. Council must clearly understand the business problem or need and is aware that there are potential options available in the market place, but is open to suggestions for solutions to their problem. An RFP ensures council has the most flexibility in purchasing, as although the requirements may be defined, the solution is not. An RFP may be issued for a number of reasons such as Complexity, risk or to identify integrated solutions. Council may release an RFP to boost competition to drive down the cost of a solution. That said, a proposal accepted on the basis of being the most responsive to an RFP's specifications may not always be the lowest-priced bid.

Request for Quotation (RFQ): Is a selective invitation process used to invite and obtain bids/prices from suppliers for goods & services

Request for Expression of Interest (EOI): Is an open invitation process advertised to the world at large and used as market sounding and/or to establish what the market has to offer and/or a pre-qualification process. This process is typically followed by a selective tender to one or more respondents to the EOI.

Request for Tender (RFT): Is an open invitation process advertised to the world at large used when the value of the procurement for a good or service exceeds \$150,000.00 (including GST). This is a requirement of the Local Government Act. An RFT is often used where the solutions to a problem are very specific, are well known and understood by industry, have typically been designed and/or specified with both technical and commercial requirements.



2. Procedure Objectives

PROBITY OF THE PROCESS

All purchases conform to the relevant NSW legislation, regulation and purchasing procedures. At all times purchasing process is transparent, visible and verifiable, and confirms the integrity of the purchasing process.

Purchasing activities such as inviting and obtaining quotations, tendering and the assessment and selection of suppliers be conducted in accordance with Council Procedure and be well documented. All persons invited to quote or tender for Council business

should be given equal information. The information they provide to Council be treated as confidential and restricted to persons involved in the purchase.

MINIMISED ENVIRONMENTAL IMPACT

Reduce impacts on the environment and human health through changing purchasing behaviour. For example, purchasing products:

- with less waste,
- that save energy and water,
- that minimise pollution,
- that are non-toxic,
- that reduce greenhouse emissions
- that encourage biodiversity and habitat protection

ENCOURAGE SUPPLIERS AND CONTRACTORS TO PERFORM WITH MINIMAL ENVIRONMENTAL IMPACT

By giving preference to sustainable products and services, Council aims to encourage suppliers and contractors to adopt cleaner technologies and practices and produce products with lower environmental impacts.



EFFICIENCY AND EFFECTIVENESS

The purchasing process must be undertaken in a consistent and business-like manner, leading to improved industry performance, business relationships and cost effective methods of doing business for Council.

VALUE FOR MONEY

Purchasing decisions will be made on the basis of value for money, rather than just the cheapest up-front procurement price. Value for money considerations include:

Immediate costs	Energy efficiency
Product reusability	Water efficiency
Procurement price Warranty	Servicing and maintenance
Transport costs	Spare parts costs
Installation	Occupational Health and Safety issues
Associated risks	Durability/life span
Insurance	After sales support
Performance	Reputation of the organisation, including demonstration of environmental leadership
Operational costs	
Environmental Impact	
Recyclability	
Waste	

FAIR WEAR

Waverley Council at its meeting in September 2008, resolved to endorse the Fair Wear campaign to help eliminate the exploitation in the textile and clothing outworker industry and further promote Australian clothing manufacturers.

As part of our commitment to this process, Council will only purchase clothing products from suppliers that are accredited with the Homeworkers Code of Practice or alternatively only purchasing Australian Made clothing.

(Further information: <http://www.fairwear.org.au>)



FAIR TRADE

Council is committed to principles relating to “Fair Trade”. When making a Purchasing decision, the below principles must be considered

The International Fair Trade Association (IFTA) defines fair trade as a ‘trading partnership based on dialogue, transparency and respect that seeks greater equity in international trade.’ It lists 9 standards of Fair Trade:

1. Creating opportunities for economically disadvantaged producers
2. Transparency and accountability
3. Capacity building
4. Promoting fair trade
5. Payment of a fair price
6. Gender equity
7. Working conditions
8. Child labour
9. The environment



3. Sustainability Guidelines

Wherever possible, Council employees and contractors will pursue the following goals and adhere to the specified principles when purchasing products and services of any value. Council employees should check with service providers how they incorporate these guidelines into their operations.

Look at the Sustainable Choice website data base for help selecting products and services that meet these guidelines.

<http://www.lgsa-plus.net.au/www/html/956-sustainable-choice.asp>

MINIMUM UNNECESSARY PURCHASING

Determine if procurement is really necessary.

MINIMUM WASTE

Ensure that minimum packaging is used and that packaging can be recycled or returned to distributor or manufacturer for reuse or recycling. Check that providers of services use effective waste procedures.

Purchasing decisions shall be made in the context of the waste hierarchy to avoid, reduce, reuse and recycle

Avoid

Identifying ways of carrying out a function or task without using materials that generate waste. An example is sending information electronically instead of on paper.

Reduce

Using less in the first place and avoiding waste. Examples of this include: purchasing in bulk to reduce packaging and the procurement of printing equipment that prints double sided.

Reuse

Using the same item more than once, and extending the useful life of products and equipment before replacing an item. Aim to reuse or repair an existing product.

Recycle

Purchasing products that contain recycled materials or those that have or can be remanufactured.

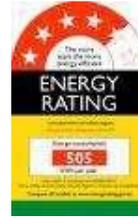


MINIMUM GREENHOUSE GAS EMISSIONS

Purchasing energy efficient products and materials by checking that the energy rating and efficiency features are the best available for the cost over the lifetime of the product.

For electrical equipment look for the Energy Star Rating, for more information go to Appendix A.

Purchasing goods that have not been transported long distances.



MAXIMUM WATER EFFICIENCY

Purchasing products that conserve water or use water in an efficient way.

Look for the star rating system (WELS), for more information go to Appendix A.



MINIMUM HABITAT DESTRUCTION

Procurement paper and wood products obtained from recycled, plantation, salvaged or renewable resources.

Look out for the Forest Stewardship Council logo, see Appendix A for more details.

Purchasing green cleaning products that don't result in discharges of toxic chemicals to waterways.



MINIMUM TOXICITY

Purchasing materials and products that are free of toxic or polluting materials.

Purchasing products and materials that will not release toxic substances that can affect human health and pollute water, land or air at any stage of the life cycle.

MINIMUM SOIL DEGRADATION

Purchasing products, materials and services that will not degrade or pollute the soil, or result in erosion through their use.



4. Application of the Procedure

The application of the Procedure will be staged according to expenditure levels. Determine which cost bracket your procurement will fall into then, follow the steps set out below for that cost range.

A Purchase Order is to be raised after inviting and obtaining the specified number of Offers, a source of supply has been identified and delegated approval to undertake a purchase with that Supplier(s) approved. The Purchase Order is the Supplier's authorisation to proceed. The Purchase Order number is required to be annotated on all Supplier Invoices presented to Council for payment. If no Purchase order number is provided on the Invoice/Tax Invoice Council will not make payment until a compliant Invoice/Tax Invoice is presented by the Supplier.

Due to a variety of business risks, business units must **NOT** individually purchase the following items.

The items listed below **MUST** be referred to the relevant Division

Item	Risk	Relevant Division
General Office Furniture	OH&S Requirements	Facilities
General Office Chairs	OH&S Requirements	Facilities
General Office Workstations	OH&S Requirements	Facilities
Mobile Phones, Photocopiers, Printers	Asset Management	Digital Waverley
Computer Equipment	Asset Management	Digital Waverley
Motor Vehicles, Marine Hulls, Plant & Equipment	Asset Management	Procurement & Fleet Management
Building / Trade Services	Contract Management	Facilities

Note # Specialist Furniture used in areas like Childcare Centre's can be purchased by individual Departments



PURCHASING PROCEDURE - LIST OF EXEMPTIONS

The following list of exemptions describe the goods and services that are not subject to the requirements for obtaining Quotations and/or raising Purchase Orders unless otherwise stated elsewhere in the table below:

Description of Services	Need to obtain Quotes	Need to raise a Purchase Order
Payment to Utilities – Sydney Water, Electricity, Gas, Telephone etc.	No	No
Cab Charge	No	No
Genuine Spare Parts – where only genuine parts can be fitted to vehicles & Plant	No	Yes
Insurance Excess Payments	No	No
Legal Services	No	Yes
Motor Vehicle/Plant Registrations	No	Yes
Office of State Revenue – Fine Processing Fees	No	No
Payment to Government Authorities (where no service typically involved e.g. companion animals, fire service levy etc.)	No	No
General Insurance, Insurance Premiums & Workers Compensation Premiums, Settlements and Related Expenses	No	No
Gift Cards for Recognition & reward e.g. Staff Awards (Westfield Gift cards)	No	No
Payments Related to Employment Costs (e.g. superannuation, workers compensation, confidential consultants, Employee Assistance Program, pre-employment checks and health checks)	No	No
Lease Payments (Vehicles, IT & Office Equipment)	No	Yes
Network/Data/Internet Fees and Charges	No	Yes
Courier (Tollfast Only)	Yes	No
Postage (Australia Post)	No	No
All Grants, Contributions and Subsidy Payments	No	No
Affordable Housing, rental expenses (Strata fees, Levies, management fees and running costs)	No	No
Software licences for established software requiring annual licences and maintenance fees	No	Yes
Employee/Travel Reimbursements	No	No
Stationery purchased via online ordering platform i.e. Winc (formerly Staples NetXpress)	No	No
Direct Purchase/Online Purchases via Bunnings/Coles Card or Bunnings/Coles Online	No	No
Roadside assistance (e.g. NRMA)	No	Yes
Emergency works	No	Yes

PURCHASING FROM APPROVED SUPPLIERS (SUPPLIERS ON SUPPLY AGREEMENTS)



Procurement of goods and services by Council should where suitable use Supply Agreements, Government Trading Enterprises or Government Contracts.

Existing supply agreements include Waverley Council contracts, SSROC Agreements, Department of Commerce Contracts and other pre-approved agreements provided by entities such as Local Government Procurement and Procurement Australia.

When a procurement is made from an approved agency it is important to recognise that many of these panel arrangements are primarily “pre-qualification”. The following table indicates when quotations are required when using approved agencies:



Table 1: Procurement Expenditure Thresholds

Level	\$ Range (incl GST)	Min Quotes Required (non-approved suppliers)	Min Quotes Required (approved suppliers - Council, SSROC, LGP, PA, etc)	Procurement Process	Procurement Involvement	Approval Required
1	< \$500	1x Verbal or Email Quote	1x Verbal or Email Quote	Supporting Documents stored in TRIM & attached to Tech 1 Requisition	No	Delegated Authority
2	\$501- \$5,000	2 x Written Quotes	1 x Written Quote	Quotes stored in TRIM & attached to Tech 1 Requisition	No	
3	\$5,001 - \$50,000	3 x Written Quotes	2 x Written Quotes	Quotes stored in TRIM & attached to Tech 1 Requisition	Yes	
4	\$50,001 - \$150,000	3 x Written Quotes (RFQ)	2 x Written Quotes (RFQ)	(RFQ) Request for Quotation process stored in TRIM & Referenced in Tech 1 Requisition	Yes	
5	\$150,000 >	Tender Process (RFT) *	3 x Written Quotes (RFQ)	> (RFT) Request for Tender process > Committee Evaluation panel > All Documents in TRIM > Risk Matrix	Yes	Council



The following table provides information on the activities to be undertaken for each level of purchasing:

<p>Level 1</p> <p>Minor Purchases</p> <p>Up to \$500</p> <p>Authority to Purchase</p>	<p>The Requisitioning Officer must:</p> <ul style="list-style-type: none"> • have a clear understanding of the requirement for the goods or services to be purchased; and • be satisfied that the need for the purchase is real, e.g., the goods or services are not already available from the Council’s stock holding, internally via skilled staff or under a current Supply Agreement. • utilise the various supply agreements available • consult with the Procurement team where the above requirement cannot be satisfied by the process of selecting known suppliers; • raise the TechnologyOne Purchase Requisition • have a person with Delegated Authority to approve the purchase requisition • be satisfied that any risks associated with the purchase are acceptable; • select and recommend to their Delegated Authority the suppliers offer that provides the best value for money to the Council; • ensure that the recommended supplier accepts the Council’s conditions of purchase; • scan any relevant documentation in Trim and provide link or TRIM reference number on the Requisition in TechnologyOne; • document the quotations and the reason for the selection of the supplier directly into the Requisition in TechnologyOne; and • Submit the requisition to the Delegated Authority for approval. <p>Approved by a person with the appropriate expenditure delegation (Delegated Authority) after recommendation by the Requisitioning Officer.</p>
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<p>Level 2</p> <p>Purchases</p> <p>More than \$500 and up to \$5,000</p> <p>(incl GST)</p> <p>Authority to Purchase</p>	<p>In addition to the requirements for Level 1 purchases, the Requisitioning Officer must:</p> <ul style="list-style-type: none"> • obtain from the suppliers two (2) written quotations. Ensure that the quotation attracts a sufficient number of suppliers with the demonstrated intention to provide a minimum of three (3) competitive and compliant quotations; • consult with the Purchasing and Contracts staff where the above requirement cannot be satisfied by the process of selecting known suppliers; • if not the lowest price prepare a brief written summary of the evaluation including the recommendation to purchase, to be referenced in the Purchase Requisition; • all quotes and documentation are to be scanned in Trim and linked to the Requisition in TechnologyOne; and • if a specification is to be issued with the Purchase Order, you may wish to use a Quotation template. <p>Approved by a person with the appropriate expenditure delegation (Delegated Authority) after recommendation by the Requisitioning Officer.</p>
<p>Level 3</p> <p>Purchases</p> <p>More than \$5,000 and up to \$50,000</p> <p>(incl GST)</p> <p>Authority to Purchase</p>	<p>In addition to the requirements for Level 2 purchases, the Requisitioning Officer must:</p> <ul style="list-style-type: none"> • obtain three (3) written quotations; • consult with the Procurement staff where the above requirement cannot be satisfied by the process of selecting panel suppliers; • if not the lowest price quote selected, prepare a brief written summary of the evaluation including the recommendation to purchase, to be attached to the Purchase Requisition; • all quotes and documentation are to be scanned in Trim and referenced or linked to the Requisition in TechnologyOne; and • if a specification is to be issued with the Purchase Order, you may wish to use a Quotation template. <p>Approved by a person with the appropriate expenditure delegation (Delegated Authority) after recommendation by the Requisitioning Officer.</p>



<p>Level 4</p> <p>Major Purchases</p> <p>More than \$50,000 and up to \$150,000 (incl GST)</p>	<p>Except as modified here, all the requirements for Level 3 purchases will apply.</p> <p>This Level requires a Request for Quotation process.</p> <p>Purchases within this expenditure group may require public advertisement seeking quotations for receipt and evaluation.</p> <p>The Requisitioning Officer must:</p> <ul style="list-style-type: none"> • ensure that the request for quotation attracts a sufficient number of suppliers with the demonstrated intention to provide a minimum of three (3) competitive and compliant quotations; • register the quotation request. This number will be assigned by the Procurement Team following the Requisitioning Officer submitting a completed Cover Sheet to the Procurement Team(see Intranet site). • consult with the Purchasing and Contracts staff where the above requirement cannot be satisfied by the process of selecting known suppliers; • Consider Sustainability Guidelines in this procedure; • ensure that the request for quotation includes all technical and commercial information reasonably necessary for suppliers to provide an accurate quotation for the goods or services requested. • ensure that any publicly advertised request for quotation, (if required) is prepared in accordance with the dot-points below: <ul style="list-style-type: none"> • ensure that the request for quotation is advertised on the date of issue, includes lodgment details and the closing time and date; • Conditions of quoting; • A detailed requirements specification; • Conditions of agreement; and • An indication of the criteria for selection. • appoint an Evaluation Committee to evaluate quotations received that consists of not less than three (3) members, including the Requisitioning Officer, a Purchasing representative, and one other. • prepare an Evaluation Plan, which outlines the process each response will be evaluated against. • prepare a register of the high risks and the proposed mitigating actions to eliminate or reduce those risks to an acceptable level. • prepare a Contract Management Plan (template available on Intranet). <p>On completion of the evaluation the Requisitioning Officer will</p>
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<p>Authority to Purchase</p>	<p>prepare a report detailing the evaluation process, its conclusions and recommendations for endorsement, filed in TRIM and attached to the TechnologyOne Purchase Requisition.</p> <p>Recommendation of the Evaluation Committee, approved by the Delegated Authority filed in TRIM and attached to the TechnologyOne Purchase Requisition</p>
<p>Level 5</p> <p>Tenders</p> <p>More than \$150,000</p> <p>or</p> <p>Instalment Contracts</p> <p>which require payment over a period of two or more years</p> <p>Authority to Purchase</p> <p>Execute Contract</p>	<p>Except as modified here, all the requirements for Level 4 purchases will apply.</p> <p>All purchases within this level:</p> <ul style="list-style-type: none"> • must comply with Section 55 of the Local Government Act, the Local Government Tendering Regulation and the Council's Tendering Policy and related Guidelines; • must have approval to go to tender; • require public or selective tenders to be invited before entering into any contract to purchase • Consider Sustainability Guidelines in this procedure <p>The Requisitioning Officer must prepare the tender specification using the tendering templates located on the Intranet. The main issues to be considered in the tendering process are:</p> <ul style="list-style-type: none"> • Tender Number & Trim Folder: These numbers will only be issued after the Purchasing and Contracts Coordinator receives evidence of the Council meeting resolution or written authority from the General Manager to go to tender; • planning of the tendering process; • analysis of project risks; • preparation of the tender specification; • section management approval of the tender specification; • evaluation team selection; • develop the Evaluation Plan; • advertisement and tender period; • tender closing; • evaluation; • report and recommendation; and • contract management plan. <p>These issues are explained in greater detail in the Tendering Guidelines.</p> <p>Recommendation of the evaluation team, submitted by the Departmental Director to Council for approval at the Council meeting. All relevant files must accompany the report to Council.</p> <p>The contract Agreement must be signed by the General Manager or person with appropriate Delegated Authority to execute the contract. Purchasing staff will assist as required.</p>



Approval with fewer than required quotes

The General Manager may authorise purchases with only one or two quotes for purchases less than \$150,000

Purchases of less than \$20,000 with only one or two quotes may be authorized by a Director in the following circumstances:

- Suppliers have declined to provide quotes; or
- Not enough suppliers of the particular good or service to provide quotes; or
- Genuinely urgent goods or services required; or
- Another genuine reason why it is not practical or does not provide value for money to obtain additional quotes.

Requests for Prompt Payment

Where Officers are asked for, or are considering agreeing to prompt payment terms i.e. payment terms less than Councils standard trading terms (28 days form invoice date).

The prompt payment term can only be approved when a clear and demonstrated financial or non-financial benefit is available to Council e.g. a discount (clearly shown on the Tax Invoice or more advantageous delivery terms, mitigation of operational downtime/cost that could not otherwise be avoided without that suppliers intervention i.e. no one else is available in the requested time frame etc).

Such requests must also be supported by a copy of the executed contract in writing and clearly showing the agreed terms. If the supplier does not already exist in Finance One a New Supplier Application form will also need to be completed and supplied when requesting their creation.

PRE-APPROVED AGREEMENTS

The Council has negotiated or has access to a number of supply agreements for various goods and services. In the first instance these agreements must be referred to and utilised wherever possible.

Products and services to be purchased that are included as part of supply agreements or government contracts are not subject to normal tendering and quotation procedures in this Procedure, unless it is deemed that doing so will provide significant financial benefit to Council.

CODE OF CONDUCT AND ETHICS

The community rightly expects Council to conduct its business with efficiency, impartiality and integrity. This requires that all officers perform their duties at the highest standard and that there not be or seem to be any conflict between private



interests and Council's responsibilities to the community.

Staff involved in undertaking any purchasing activity must:

- Perform their duties professionally, objectively and with integrity;
- Serve the Council efficiently and effectively;
- Maintain the confidentiality of information received from their client and suppliers;
- Observe the principal of equity in all activities; and
- Avoid real or apparent conflicts of interest.

Waverley Councils Code of Conduct is available at:

<http://www.waverley.nsw.gov.au>

STATEMENT OF BUSINESS ETHICS

How we do business at Waverley

Waverley Council is proud to be a professional, friendly and ethical organisation.

Council provides an enormous number of services, and our community expects high ethical standards in our provision of those services and in everything else we do.

How we manage our relationships with business is a key to maintaining the community's trust and confidence. We therefore need you to understand and support the ethical framework in which Council operates and what we expect from our staff.

Our Statement of Business Ethics provides clear guidelines on what to expect from Waverley Council and what your obligations are and the expected behaviours as someone doing business with Council. These standards comply with the NSW Government guidelines for procurement and contracting.

We expect you to respect our principles and policies and apply them in all your dealings with Council. They are an integral part of good business practice.

A comprehensive Statement of Business Ethics is available at:

<http://www.waverley.nsw.gov.au>

It is important for suppliers, contractors and staff to read these guidelines.

RISK MANAGEMENT



Risk may be defined as the probability of the occurrence of an incident or event that could cause a degree of harm to the organisation in terms of economic loss, property, people or the environment over a specified period of time.

When initiating a purchase, consideration must be given to the recognition of unacceptable risks and either the elimination of the risk or management of the risk to an acceptable level.

QUOTATIONS / TENDERS

The minimum requirement for quotations and tenders is set out in the **Purchasing Procedures**.

Requests for quotations and tenders should be structured to reflect the estimated cost of the purchase, the associated risk and level of information necessary to undertake an effective evaluation of the quotation or tender received. Only request information from suppliers that will be used to evaluate bids.

Standard contracting templates can be found on Controlled Documents. These templates must be employed for all requests for quotations and tenders. They may also be adapted for use in lower financial value requests for procurement where the requirement involves elements of risk or complexity.

QUOTATION / TENDER EVALUATION

All complying quotations and tenders received by Council must undergo a process of evaluation that:

- Is objective in the method;
- Is equitable to all parties;
- Maintains the confidentiality of information provided by parties; and
- Is visible and verifiable in the probity of the evaluation process.

These elements are critical in meeting the objectives of the Procedure and provide the due recognition to the respondent/tenderer of the efforts and resources employed in issuing and responding to the request for quotation/tender.

CONDITIONS OF PURCHASE

All purchases will be subject to the Council's standard conditions as displayed on Council's website. These Conditions of Purchase will set out the obligations of the parties and govern how the parties will work together to meet the purchasing objectives. Council officers shall not commit the Council to any new Conditions of Purchase without the approval of the Procurement Manager.

CREDITOR PAYMENT TERMS



All purchases will be subject to the Council's standard creditor payment terms as expressed on the Purchase Order – i.e. 30 days from date of invoice. Variations to these payment terms are subject to review through agreement with Council's Procurement Manager and must demonstrate a financial and/or non-financial benefit to Council before any approval. Individual Council officers do not have the authority to negotiate or agree payment terms with any suppliers/creditors as part of standard Procedure Management.

CONTROLLED DOCUMENTS

The Procurement Manager will maintain a site menu called "Purchasing" on Council's Staff Intranet which provides relevant and current purchasing information, systems, techniques and contacts.

DEVELOPMENT AND REVIEW

The Executive Leadership Team will approve the Purchasing Guideline/Procedure and any subsequent amendments to the Guideline/Procedure. If users of this Purchasing Procedure have any questions or suggestions they are to contact the Procurement Manager.

The Suppliers Sustainability Questionnaire can be customised to be more relevant to specific tenders in collaboration with Environmental Services and the Procurement Manger.



5. Suppliers Sustainability Assessment Questionnaire

(Required for all goods and services over \$50,000)

At Waverley Council, we are committed to environmental protection and ecologically sustainable development. As a potential supplier, your environmental performance will have an influence on our impact on the environment. Therefore, we have included this questionnaire in order to assess your performance in terms of environmental sustainability and biodiversity protection.

The Sustainability Assessment Questionnaire will form part of the tender evaluation process. It is composed of three parts.

Part A – Organisation’s Environmental Management

Part B – Supply of Goods

Part C – Supply of Service

All organisation’s are to complete Part A, Part B and Part C are to be completed where applicable. Please attach a separate sheet of paper if necessary.

All information is confidential and will only be used by Waverley Council for evaluating its suppliers.

Supplier name:	
Contact Name: Contact phone:	
Type of business:	



PART A - ENVIRONMENTAL MANAGEMENT

Question	Yes	No
Does your organisation have, or is in the process of implementing, an Environmental Management system?		
If Yes, Is it implemented and certified? Please specify:		
Does your organisation have or regularly carry out any of the following:		
(a) Environmental Procedure		
(c) Environmental risk management plan		
(d) Environmental correction actions		
Does your organisation conduct waste audits, environmental audits or monitoring programs to minimise environmental impacts? Please specify:		
Does your organisation evaluate its supplier's or sub-contractor's environmental performance? Please specify:		
<p>Does your organisation have a clean record with the EPA and other regulators - that is, no convictions or violations of EPA or other environmental regulations or licensing conditions? (If No, please provide explanation on a separate sheet of paper).</p> <p>Does your organisation take measures to reduce energy use and greenhouse gas emissions? Please specify:</p>		



PART B - SUPPLY OF GOODS

Question	Yes	No
Does product contain recycled content?		
Can product materials be reused or recycled at end of life? What % of product?		
Does your company provide a recycling or safe disposal service for the products supplied?		
Has an effort been made to reduce packaging? Please specify. Is the packaging designed for re-use or recycling? Please specify.		
If yes, will your company collect the packaging and pallets etc.? If no, do you know of a company who will?		
Is product water and/or energy efficient? Please specify.		
Please provide details of any other information regarding your products or your organisation which you feel have not been covered: (e.g. green power, water and energy efficiency, alternative fuels such as CNG or LPG utilised in delivery vehicles, support for community initiatives etc.)		



PART C - SUPPLY OF SERVICES

Question	Yes	No
<p>Does your company have current and documented procedures to be followed in the event of an environmental accident/incident?</p> <p>If yes, please provide details of these procedures.</p> <p>Are all staff trained in the application of the environmental management plan and environmental accident/incident procedures?</p> <p>If yes, please provide dates of the most recent training sessions and the frequency of training.</p>		
<p>Please provide details of information regarding products your organisation uses which benefit the environment - e.g. green power, water and energy efficiency, non-toxic cleaning products, alternative fuels such as CNG or LPG utilised in delivery vehicles, support for community initiatives etc.</p>		

“I declare that all information submitted on this form is true and correct”

Name:

Signed:

Position:

Date:



Appendix A

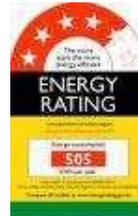
RESOURCES

Energy rating information

<http://www.energyrating.gov.au/>

This website contains various details including energy efficiency and star ratings for a range of electrical appliances that carry an energy label. It also lists products residential, commercial and industrial which have been registered for minimum energy performance standards (MEPS).

- Air-conditioners
- Clothes Dryers
- Clothes Washers
- Dishwashers
- Refrigerators / Freezers



Water efficiency labeling

<http://www.waterrating.gov.au/>

Contains product database where you can compare the water efficiency of products in the following categories

- Tap Equipment
- Lavatory Equipment
- Urinal Equipment
- Showers Flow Controllers
- Clothes Washing Machine



Corporate Express EarthSaver range

http://www.ce.com.au/Office_Product/Office_Products.aspx

When purchasing new office products explore the options in the EarthSaver range first.

In order for products to be categorised under the EarthSaver classification, suppliers need to have signed an Ethical Sourcing Procedure.



Local Government and Shires Association Sustainable

Choice (including product database) www.lgsa-plus.net.au/www/html/956-sustainable-choice.asp

The Sustainable Choice program aims to increase the level of sustainable purchasing within the local government sector by supporting individual councils with information and skills sharing between councils on sustainable products and services.

It contains a database of products and services that save energy or water, contain recycled content, are non-toxic, have greenhouse or biodiversity benefits, or advance council's social or environmental objectives in some way.

Forestry Stewardship Council

www.fsc.org

Responsibly managed timber and products



Fair Wear

www.fairwear.org.au

The FairWear campaign actively encourages Australians to think critically about where the clothes we wear are produced and under what conditions.

Fairtrade

www.fairtrade.com.au

Fair Trade contributes to sustainable development by offering better trading conditions to, and securing the rights of, marginalized producers and workers - especially in the South.



Good Environmental Choice Australia

www.geca.org.au

Credible sustainable product information and green procurement database.

Eco Buy

www.ecobuy.org.au/

ECO-Buy is an award winning not for profit Centre of Excellence in Environmental Purchasing, established to encourage the purchasing of environmentally preferable products and services

ECO-Buy exists to help you 'green' your purchasing and to embed sustainable purchasing practices and attitudes within your organisation.



Appendix B

WAVERLEY COUNCIL – STANDARD TERMS AND CONDITIONS

