

Occupational Health and Safety

Wodonga Council is committed to occupational health and safety (OHS) to ensure the safety of its employees, contractors, volunteers, ratepayers and visitors. All potential contractors must agree to abide by the safety policies, procedures and guidelines which have been adopted by Wodonga Council.

All Wodonga Council employees are expected to work within these safety guidelines and Wodonga Council expects its contractors and their employees to do the same.

It is a requirement that all contractors wishing to provide services to the council should be OHS pre-qualified. This is a process whereby all prospective contractors complete the OHS pre-qualification questionnaire for contractors which has been prepared to assist contractors to demonstrate their ability to manage OHS and have the appropriate insurance and WorkCover registration requirements.

For contractors who are not already OHS pre-qualified and wish to submit a quote or tender, it is a requirement that the OHS questionnaire found in the quote or tender documentation be completed. The successful tenderer must then be either OHS pre-qualified under the council's contractor management system or must provide documentary evidence against each of the criteria shown, prior to being awarded the contract.

Failure to have adequate OHS policies in place can make a quote or tender submission non-compliant, regardless of the quality of the rest of the submission.

Social Procurement

Wodonga Council is committed to community and business growth and will seek to incorporate social benefit into all council procurement within the context of purchasing on a value for money basis.

Social procurement refers to the generation of social value through purchasing and procurement processes and provides the opportunity to:

- Develop a broad and more flexible supplier market;
- Create a level playing field for all suppliers and ensures the council's supply market remains dynamic, diverse and more competitive in the long term;
- Improve competition in the supplier market;
- Provide for greater employment and training opportunities that can help to encourage residents to remain in the region and ensure their work readiness;
- Foster a new social economy that encourages local involvement;
- Provide for capacity building of local businesses for tendering and quoting practices and procedures; and
- Ensure fairness and equity in regard to social enterprises such as disadvantaged firms, social firms, Indigenous businesses, volunteer organisations and disability firms that will generate employment and deliver other local social impacts.

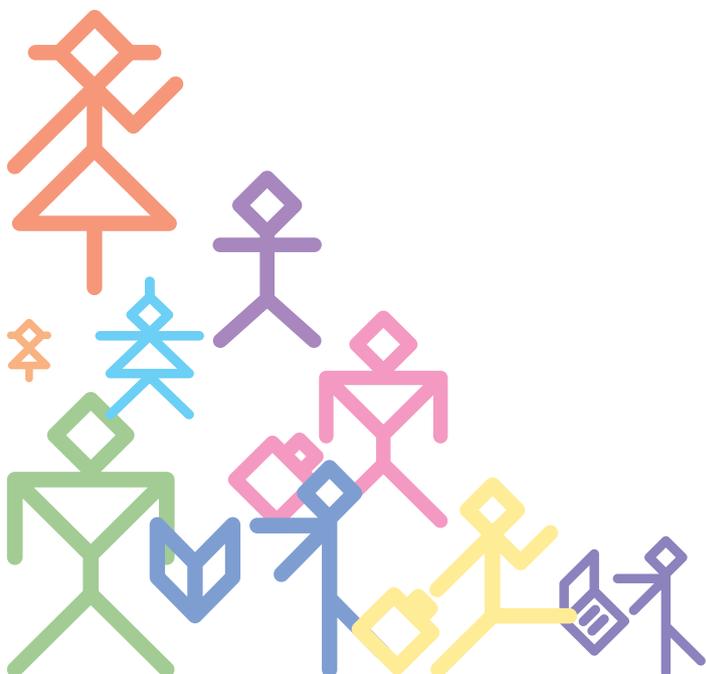
A standard set of questions under the criteria of benefit to the local region will appear in all Wodonga Council quotations and tender documents as follows:

- Does your business have a head office? If yes, where is it located and is this different from the depot/ operations office?
- What percentage of your company staff are based in the Albury-Wodonga region and percentage of staff based outside the region?
- What percentage of materials, plant and equipment will be sourced or manufactured in the Albury-Wodonga region and percentage from outside the region?
- What impact can your business offer to the local community? For example, sponsorships of sporting groups, youth services or community organisations, or employment and training opportunities for minority groups. How will this be implemented? Or are you a social enterprise, indigenous business, minority owned business, volunteer organisation or a disability firm? Please explain.

Other examples of key areas that could be targeted on a project by project basis could include:

- Skills and technology transfer - identify opportunities for increasing the skills of local businesses and individuals and the potential to undertake innovation, research and development of technology; and,
- Employment opportunities - employment and training opportunities to the unemployed or disadvantaged local residents.

The criteria weighting will be split 50/50 between local supply and community benefit with a combined weighted score of 10 per cent of the total evaluation. The local region for the purpose of procurement, tendering and contract management is to be interpreted as the Albury-Wodonga region.



Environmental Sustainability

Wodonga Council is committed to achieving sustainability and ensuring it monitors and reports on council activities and programs that have an impact on or contribute to the environment including, but not limited, to the following:

- Waste management;
- Recycling;
- Energy management;
- Emission management;
- Water conservation;
- Green building design; and
- Procurement.

Wodonga Council will adopt a green procurement approach by supporting the principles of sustainable procurement within the context of purchasing on a value for money basis.

Value for money purchasing decisions made by the council are made on the basis of whole of life cost and non-price factors including contribution to the council's sustainability objectives.

The council prefers to purchase environmentally preferred products whenever they achieve the same function and value for money outcomes.

A standard set of questions under the criteria of environmental sustainability will appear in all Wodonga Council quotations and tender documents as follows:

When evaluating offers, consideration needs to be given to the impact the goods and/or services have on the environment. Also, purchases are based on the principle of value for money and should therefore consider the total cost of ownership or whole of life costs (acquisition, operation, maintenance, use and disposal) of the product and/or service. The council will consider the following environmental sustainability criteria: reduce, reuse and recycle;

- Please provide details of environmental policies and plans with evidence of their application; and/or,
- Please provide examples of practices and products that demonstrate a commitment and capacity to deliver positive environment outcomes.

