



# City of Canning

A welcoming and thriving city

Annual Procurement Plan  
Financial Year 2019 – 2020

A Guide to the City's Forward  
Contracting Schedule

## Contents

|   |   |
|---|---|
| 1. Introduction   | 2 |
| 2. Procurement Principles   | 3 |
| 3. Procurement Policy and Guidelines  | 3 |
| 4. Strategic Procurement and Contracting Approach   | 3 |
| 5. Sustainable Procurement and Corporate Social Responsibility  | 4 |
| 6. Annual Forward Contracting Schedule  | 4 |
| 6.1 Annual Forward Contracting Schedule – Public Tenders  | 5 |
| 6.2 Annual Forward Contracting Schedule – Restricted Tenders via WALGA or CUA   | 7 |
| 6.3 Annual Forward Contracting Schedule - Reverse Tenders for Supply of an Item in Exchange for Sole Advertising Rights | 8 |

## 1. Introduction

Located around the beautiful Djarlgarro Beelieer (Canning River) the City of Canning has a diverse and rich history.

The river is of vital importance to the Whadjuk people of the Noongar nation, who are the traditional owners and custodians of the area in which Canning is situated - kura yeye boorda (in the past, today and in the future). At the time of colonisation, two Whadjuk clans - the Beeloo and the Beelieer – were (and still are) responsible for the ongoing custodianship of the areas along the Djarlgarro Beelieer.

The English name for the river (Canning) was given in 1827 by Captain James Stirling, during his expedition aboard HMS Success, naming it after George Canning, Prime Minister of Great Britain, at the time. The Djarlgarro or Canning River was important for the survival and growth of colonisers and played a pivotal role as the major highway to Perth from the outlying settlements.

The Western Australian Sikh community also hold spiritual ties to the Djarlgarro Beelieer with their heritage listed cremation site at Ardenia Park along the most southern banks of the river.

Local government in Canning officially started in 1871. The Mason Bird Timber Company brought timber down from the Darling Ranges, and then shipped it down the Canning River from Mason's Landing. They were the largest private employer in the colony apart from the colonial government. When a local government 'Roads Board' was established in 1871, Francis Bird, partner in the company and builder of Woodloes (now the City's folk museum) became one of the initial members of the board.

The Canning District area stretched from the Causeway in Perth to The Lakes on York Road, then south to Mount Dale (near Brookton Highway). It then extended to Bulls Creek and back to the Causeway via the river.

In 1907 the area was divided up and Queens Park Municipal Council was formed consisting of much of today's area of Canning (north of the Canning River). Due to expanding growth of the suburbs of Canning, the area grew from a semi-rural expanse to an important part of the greater Perth metropolitan area. In 1961 the Canning District became the Shire of Canning. 10 years later, it became a Town and by 1979 it expanded further to become today's City of Canning.

As we look towards the future, the City seeks to preserve the heritage of the area by acknowledging what had happened over the years to make Canning the vibrant and inclusive City it is today.

The City operates in a number of markets, through a variety of procurement processes to purchase a range of goods, services or works. The expenditure in these markets or on the required goods, services or works can vary according to organisational need, and year by year.

Under the *Local Government (Functions and General) Regulations 1996*, Part 4, Division 2, Regulation 11, the City is required to undertake a public tender if the consideration under the contract is, or is expected to be, more than \$150,000 (GST exc) over the contract term unless a legislated exemption exists and is to be utilised.

This Annual Procurement Plan is released in order to better demonstrate to the market what, when, and how the City is expecting to undertake these public tenders, and other legislated exemption methods of procurement, in order to meet the City's needs.

The forward contracting schedule is separated into two (2) sections, being those requiring a public tender and those which will utilise a Western Australian Local Government Association (WALGA) Preferred Supplier Panel, State of Western Australia Common Use Agreement (CUA) or other legislated exemption. These two (2) sections are further separated into three (3) sub-sections, based on expected contract value.

This document is not expected to encompass all of the City's requirements, with any requirement under \$150,000 being undertaken in line with the requirements of the City's Procurement Policy, with a relevant number of quotations sought.

## 2. Procurement Principles

In all of its procurement related processes, the City will take into account the following Procurement Principles:

- (a) Value for money;
- (b) Open and effective competition;
- (c) Local business and industry;
- (d) Environmental protection; and
- (e) Ethical behaviour and fair dealing.

The above principles will assist in determining the sourcing arrangement to be applied. Current arrangements are regularly reviewed for potential improvements and/or are meeting both organisational and performance requirements. Annual performance reviews will be undertaken to assess and inform the contractor as to their levels of performance, and will be referred to prior to exercising of any extension option.

Contracts which contain extension options will only be extended where they are considered to continue to provide value for money, satisfactory performance levels, and sound contracting principles.

## 3. Procurement Policy and Guidelines

In finalising decisions involving procurement, contracts or tendering, City officers will adopt the principles and requirements of the following:

- (a) AF 301 – Procurement of Goods and/or Services Policy;
- (b) FM.09 – Pre-Qualified Panels of Suppliers Policy;
- (c) Statement of Business Ethics;

<https://www.canning.wa.gov.au/about-us/working-with-us/suppliers-and-contractors/procurement-policy-and-guidelines>

These Policies and Guidelines are all designed to ensure the City's procurement processes align to the City's *Strategic Community Plan 2017 - 2027* stated goals of a thriving local economy, with an accountable, responsible and forward thinking administration.

Additionally, the following internal Frameworks ensure internal processes are undertaken in line with Policy requirements and under a 'best practice' methodology.

- (d) Procurement and Contract Management Framework; and
- (e) Risk Management Framework.

## 4. Strategic Procurement and Contracting Approach

The City believes in a strategic approach to its contract requirements, ensuring mutually beneficial arrangements for both the City and its commercial business partners. This involves appropriate levels of market research, management of procurement risks and leveraging of value to achieve the City's requirements.

The City aggregates its' expenditure into suitable categories where possible, to allow category planning and spend, appropriate market and risk management and analysis. This also ensures the City achieves City wide solutions, and not solutions which only satisfy the requirements of a single area within the organisation.

## 5. Sustainable Procurement and Corporate Social Responsibility

The City promotes sustainable and socially responsible procurement outcomes, whereby the City meets its needs for goods, services and capital projects in a manner that demonstrates value for money for ratepayers on a whole of life basis, but where the benefits realised are not limited to the City, but also to society in general, the economy and the natural environment.

The below table identifies the Procurement Principles identified in *1. Procurement Principles*, and demonstrates the key elements considered for each in a sustainability context.

| Procurement Principle              | Key Elements to be Demonstrated  |
|------------------------------------|--|
| Value for Money                    | <ul style="list-style-type: none"> <li>- Represents value throughout the life cycle of the good or service, including all associated costs for holding, using, maintenance and disposal.</li> <li>- Promotes benefits not only for the City, but for the economy, the environment and society as a whole.</li> </ul>                                       |
| Open and Effective Competition     | <ul style="list-style-type: none"> <li>- Fair and equitable access to City supply opportunities whilst maintaining transparency and integrity.</li> </ul>  |
| Local Business and Industry        | <ul style="list-style-type: none"> <li>- Ensure local suppliers are given ample opportunity to participate in the City's supply chain as a main contractor or sub-contractor.</li> <li>- Promote economic development within the City.</li> </ul>  |
| Environmental Protection           | <ul style="list-style-type: none"> <li>- Minimises environmental harm and contributes to environmental sustainability.</li> <li>- Avoids unnecessary consumption and reduces waste and packaging.</li> </ul>   |
| Ethical Behaviour and Fair Dealing | <ul style="list-style-type: none"> <li>- Activities for all parties involved are conducted ethically, honestly and fairly.</li> <li>- Parties are able to account for their decisions and take responsibility for the achievement of the required outcomes.</li> <li>- Promotes socially responsible practices, equitable access and Zero Harm.</li> </ul> |

## 6. Annual Forward Contracting Schedule

The Annual Forward Contracting Schedule is separated into two (2) sections, based on the planned approach to market. These contracts reflect the current planned major procurement activities for the City over the financial year 2019 – 2020. These are subject to change based on City operational requirements, budget approval and resourcing allocations.

This document will be updated regularly to demonstrate any changes to any of the forward contracts, including scheduling changes, delays or cancellations.

For smaller value requirements which do not meet the financial thresholds in the proceeding forward contract schedule, the City will seek quotations as per the Procurement of Goods and/or Services Policy via direct contact with identified suppliers.

## 6.1 Annual Forward Contracting Schedule – Public Tenders

### 6.1.1 Expected Contract Value \$1,000,000+

| Category                                 | Sub-Category                                      | Description   | Expected Month to Market | Expected Outcome                                      | Current Status   |
|--|---|---|--------------------------|---|------------------|
| Roads and Landscapes                     | Landscaping Construction and Maintenance Services | Construction of Wharf Street Basin Next Generation Community Park | November 2019            | Single Supplier Practical Completion                  | Under Evaluation |
| Roads and Landscapes                     | Landscaping Construction and Maintenance Services | Design and Construction of Lake Street Urban Stream               | February 2020            | Single Supplier Practical Completion                  | Planned          |
| Facility Maintenance and Repair Services | General Building Maintenance Services             | Minor Building Works and Repairs                                  | November 2019            | Pre-Qualified Panel of Suppliers 3 to 5 Year Contract | Advertised       |
| Vehicle and Plant and Building Hire      | Plant or Equipment Hire Services                  | Hire of Backhoe and Extended Skills Operator                      | March 2020               | Single Supplier 3 to 5 Year Contract                  | Planned          |
| Consultancy Services                     | Architectural Consultancy Services                | Architectural Consultancy Services                                | February 2020            | Pre-Qualified Panel of Suppliers 3 to 5 Year Contract | Planned          |

### 6.1.2 Expected Contract Value \$500,000 to \$1,000,000

| Category                      | Sub-Category                                     | Description                                       | Expected Month to Market | Expected Outcome                                      | Current Status   |
|-------------------------------|--|---|--------------------------|---|------------------|
| Roads and Landscapes          | Roads and Transport Assets Construction Services | Centenary Road Widening                           | April 2020               | Single Supplier Practical Completion                  | Planned          |
| Industrial Consumables Supply | Building and Constructions Material Supply       | Recycled Road Base and General Fill               | August 2019              | Pre-Qualified Panel of Suppliers 3 to 5 Year Contract | Under Evaluation |
| Horticulture                  | Turf Supply and Maintenance Services             | Turf Renovation and Maintenance Services          | July 2019                | Single Supplier 3 to 5 Year Contract                  | Awarded          |
| Horticulture                  | Turf Supply and Maintenance Services             | Mowing of Unkempt Verges                          | August 2019              | Single Supplier 3 to 5 Year Contract                  | Awarded          |
| Horticulture                  | Tree Maintenance Services                        | Mobile Tree Watering Services                     | December 2019            | Single Supplier 3 to 5 Year Contract                  | Planned          |
| Horticulture                  | Environmental Services                           | Tree Database Audit                               | October 2019             | Single Supplier 3 to 5 Year Contract                  | Under Evaluation |
| Horticulture                  | Fertiliser Supply                                | Fertilisers, Pesticides, Wetting Agents and Seeds | October 2019             | Pre-Qualified Panel of Suppliers 3 to 5 Year Contract | Under Evaluation |

| Category                                 | Sub-Category                            | Description                 | Expected Month to Market | Expected Outcome   | Current Status |
|--|---|-----------------------------|--------------------------|--|----------------|
| Apparel                                  | Corporate Uniforms and Work Wear Supply | Uniforms, Work Wear and PPE | April 2020               | Pre-Qualified Panel of Suppliers<br>3 to 5 Year Contract | Planned        |
| Horticulture                             | Wholesale Nursery Services              | Combined Greenstock         | June 2020                | Pre-Qualified Panel of Suppliers<br>3 to 5 Year Contract | Planned        |
| Facility Maintenance and Repair Services | Fencing and Gate Services               | Fencing and Gates           | March 2020               | Pre-Qualified Panel of Suppliers<br>3 to 5 Year Contract | Planned        |

### 6.1.3 Expected Contract Value \$150,000 to \$500,000

| Category                                 | Sub-Category   | Description  | Expected Month to Market | Expected Outcome                        | Current Status   |
|--|--|--|--------------------------|---|------------------|
| Facility Maintenance and Repair Services | Building Construction Services                       | Civic Centre Changing Places and Universal Access Toilet | November 2019            | Single Supplier<br>Practical Completion | Under Evaluation |
| Healthcare                               | Medical Equipment and Accessories Supply             | Aged Care Facility – Medical Equipment                   | June 2020                | Single Supplier<br>3 to 5 Year Contract | Planned          |
| Healthcare                               | Medical Equipment and Accessories Supply             | Aged Care Facility – Medical Supplies                    | June 2020                | Single Supplier<br>3 to 5 Year Contract | Planned          |
| Business Professional Services           | Temporary Personnel Services                         | Aged Care Facility – Temporary Labour Hire Staff         | October 2019             | Single Supplier<br>3 to 5 Year Contract | Under Evaluation |
| Roads and Landscapes                     | Road Pipe and Pipe Fittings Supply                   | Drainage Reclamation Chambers                            | March 2020               | Single Supplier<br>3 to 5 Year Contract | Planned          |
| Horticulture                             | Earth and Stone Supply<br>Sand Soil and Mulch Supply | Limestone and Structural Sand                            | May 2020                 | Single Supplier<br>3 to 5 Year Contract | Planned          |
| Chemical Supply                          | Pool Chemical Supply                                 | Liquid Chlorine and Pool Chemicals                       | June 2020                | Single Supplier<br>3 to 5 Year Contract | Planned          |
| Security and Safety                      | Locksmith Services                                   | Locksmith Services                                       | May 2020                 | Single Supplier<br>3 to 5 Year Contract | Planned          |

## 6.2 Annual Forward Contracting Schedule – Restricted Tenders via WALGA or CUA

### 6.2.1 Expected Contract Value \$1,000,000+

| Category         | Sub-Category                      | Description                               | Expected Month to Market | Expected Outcome                   | Current Status |
|------------------|-----------------------------------|---|--------------------------|------------------------------------|----------------|
| Public Utilities | Electricity Distribution Services | Contestable Electricity – 50MwH and Above | January 2020             | Single Supplier<br>3 Year Contract | Planned        |

### 6.2.2 Expected Contract Value \$500,000 to \$1,000,000

| Category                                     | Sub-Category  | Description                                    | Expected Month to Market | Expected Outcome                        | Current Status |
|--|---|--|--------------------------|---|----------------|
| Motor Vehicles                               | Material Transport Vehicles Supply                    | Side Loader Waste Trucks                       | February 2020            | Single Supplier<br>One Off Delivery     | Planned        |
| Motor Vehicles                               | Tyres, Tubes and Automotive Battery Supply            | Light and Heavy Vehicle Tyres                  | June 2020                | Single Supplier<br>3 to 5 Year Contract | Planned        |
| Financial and Insurance Services             | Operating Lease Services                              | PC and Laptop Leasing Arrangement              | January 2020             | Single Supplier<br>3 to 5 Year Contract | Planned        |
| Telecommunication and Information Technology | Personal Communication Devices and Accessories Supply | Mobile Telecommunications Devices and Services | February 2020            | Single Supplier<br>3 to 5 Year Contract | Planned        |
| Public Utilities                             | Natural Gas Distribution Services                     | Retail Natural Gas – Reticulated               | March 2020               | Single Supplier<br>3 Year Contract      | Planned        |

### 6.2.3 Expected Contract Value \$150,000 to \$500,000

| Category                         | Sub-Category                                | Description                 | Expected Month to Market | Expected Outcome                        | Current Status |
|----------------------------------|---|-----------------------------|--------------------------|---|----------------|
| Waste Management                 | Asbestos Monitoring and Management Services | Asbestos Removal            | June 2020                | Single Supplier<br>3 to 5 Year Contract | Planned        |
| Motor Vehicles                   | GPS Monitoring Services                     | GPS Vehicle Tracking        | May 2020                 | Single Supplier<br>3 to 5 Year Contract | Planned        |
| Office Equipment and Accessories | Office Stationery and Consumables Supply    | Office Stationery           | February 2020            | Single Supplier<br>3 to 5 Year Contract | Planned        |
| Horticulture                     | Wholesale Nursery Services                  | Conservation Area Tubestock | June 2020                | Single Supplier<br>One Off Delivery     | Planned        |



### 6.3 Annual Forward Contracting Schedule - Supply of an Item in Exchange for Sole Advertising Rights

| Category       | Sub-Category   | Description   | Expected Month to Market | Expected Outcome                          | Current Status |
|----------------|----------------|---|--------------------------|---|----------------|
| Not Applicable | Not Applicable | Bus Shelter Advertising Rights                                  | February 2020            | Single Supplier<br>10 to 20 Year Contract | Planned        |
| Not Applicable | Not Applicable | Street Furniture (Excluding Bus Shelters)<br>Advertising Rights | May 2020                 | Single Supplier<br>10 to 20 Year Contract | Planned        |