

Model Waste and Recycling Collection Contract Section F: Tender Return Schedules

© State of NSW, Environment Protection Authority.

The Environment Protection Authority (EPA) and the State of NSW are pleased to allow this material to be reproduced, for educational or non-commercial use, in whole or in part, provided the meaning is unchanged and its source, publisher and authorship are acknowledged. Specific permission is required for the reproduction of images.

Disclaimer:

The EPA has compiled this document in good faith, exercising all due care and attention. The EPA does not accept responsibility for any inaccurate or incomplete information supplied by third parties. No representation is made about the accuracy, completeness or suitability of the information in this publication for any particular purpose. The EPA shall not be liable for any damage which may occur to any person or organisation taking action or not on the basis of this publication. Readers should seek appropriate advice about the suitability of the information to their needs.

Published by:

NSW Environment Protection Authority (EPA)
59–61 Goulburn Street, Sydney
PO Box A290
Sydney South NSW 1232

Report pollution and environmental incidents

Environment Line: 131 555 (NSW only) or info@environment.nsw.gov.au

See also www.epa.nsw.gov.au/pollution

Phone: +61 2 9995 5000 (switchboard)

Phone: 131 555 (NSW only – environment information and publication requests)

Fax: +61 2 9995 5999

TTY users: phone 133 677, then ask for 131 555

Speak and listen users: phone 1300 555 727, then ask for 131 555

Email: info@environment.nsw.gov.au

Website: www.epa.nsw.gov.au

EPA 2015/0599

August 2015

[Click here and type Council name and/or logo]

Section F Tender Return Schedules

Contract number:

[Click here and type Contract number]

Contract for:

[Click here and type title]

Table of Contents

Schedule 1	Tender Form – Formal Offer	1
Schedule 2	Tender Prices.....	4
Schedule 3	Statement of Conformity	5
Schedule 4	Collusive Tendering – Statutory Declaration.....	6
Schedule 5	Financial Details	9
Schedule 6	Financial Capacity	10
Schedule 7	Insurances	12
Schedule 8	Management, Staff and Technical Resources	13
Schedule 9	Subcontractors	15
Schedule 10	Vehicles, Plant and Equipment.....	16
Schedule 11	Payment for Transport to Alternative Facility	17
Schedule 12	Percentages for Rise and Fall Calculation.....	18
Schedule 13	Depot Details	19
Schedule 14	Mobile Bins	20
Schedule 15	Contamination Management Strategy.....	21
Schedule 16	Contractor Nominated Facilities for Recyclables and Organics Processing.....	22
Schedule 17	Education Capacity, Experience and Proposal	23
Schedule 18	Customer Service and Experience	24
Schedule 19	Referees	25
Schedule 20	Previous Experience	26
Schedule 21	Current Commitments.....	29
Schedule 22	Quality Assurance	30
Schedule 23	Work Health and Safety.....	32
Schedule 24	Proposed Methods of Service Delivery.....	34
Schedule 25	Continuity of Employment	35
Schedule 26	Industrial Relations	37
Schedule 27	Additional Information/innovation.....	38
Schedule 28	Contract Program and Transition Plan	39
Schedule 29	Ecologically Sustainable Development and Environmental Management Systems.....	40

Schedule 1 Tender Form – Formal Offer

(Page 1 of 2)

Contract no.:	Project:
Tenderer: (full trading name)	
.....	
.....	
Registered office address:	Business address:
.....	
.....	
Telephone:	Facsimile:
Email:	

Legal status

All Tenderers are required to complete the following table:

Legal structure	Name	Australian Company Number (ACN)	Australian Business Number (ABN)
Company			
Trust *			
Individual			
Partnership			

** Include details of both the trust and its trustee, including a copy of the Trust Deed and all amendments to it.*

The Tenderer named above, hereby offers to provide Goods, Works and/or Services in accordance with the:

- (a) Conditions of Tendering;
- (b) Conditions of Contract;
- (c) The General Specification and:
 - [*The Garbage Specification](#)
 - [*The Recyclables Specification](#)
 - [*The Organics Specification;](#)
- [* Delete as appropriate](#)
- (d) Any addenda to the above;
- (e) This Tender including all its schedules relating to the above Contract.

The Tenderer also acknowledges that if it is the successful tenderer, the documents listed above shall form part of the contract and agrees to be bound by the contract conditions.

The Tenderer warrants and represents that:

- (a) It has fully acquainted itself with all of the documents referred to in the Tender and all matters relating there to;
- (b) Agrees to be bound by the *Conditions of Tendering*;
- (c) All of the information provided in its tender is true and correct;
- (d) It has made its own enquires and investigations and has obtained professional advice and all other relevant information so as to inform itself of all risks and contingencies which may affect its tendered price;
- (e) It has allowed for all such risks and contingencies in its tender price.

Amendments to tender documents

Tenderer to sign and return any amendments issued during the tender period in confirmation of their receipt.

Tenderer confirms amendments have been signed and returned: Signature:
--

Conflicts of interest

The Tenderer shall confirm whether there exists any interests, relationships (including those of family members and employees) or clients that may or do give rise to a conflict of interest:	<input type="checkbox"/> Yes ✓	<input type="checkbox"/> No ✓
---	-----------------------------------	----------------------------------

If 'Yes', as an attachment to this declaration the Tenderer shall detail the area in which that conflict or potential conflict does or may arise and provide details of strategies for preventing conflicts of interest.

Executed by Authorised Officer of Tenderer who has delegated authority to enter into a contract:

Signature:

Name and Title:

Date:

Signature of witness:

Name of witness:

Date:

Contact person for enquiries about this tender

Name:
Position:

Address:
Telephone:
Mobile:
Facsimile:
Email:

(Attach details, as required)

Schedule 2 Tender Prices

This Schedule shall be read in conjunction with all other parts of the contract.

No.	Description	A. Service Rates – Cost Unit Description	Service Rates – per unit cost excluding GST \$		
			B. If Awarded ONE service	C. If Awarded TWO services	D. If Awarded ALL services
	<i>Include description of services to be provided. For example:</i>	<i>Include description of cost unit. For example:</i>			
1.	Example only: Garbage – Single dwellings Weekly collection of base service level 120 litre mobile bin and transport to the Nominated Facility.	Per Garbage Service-Entitled Premise per week.			
2.	Example only: Garbage – Single dwellings Weekly collection of additional identical base service level 120 litre mobile bin and transport to the Nominated Facility.	Per Garbage Service-Entitled Premise per week.			
3.	Example only: Garbage – Multi-occupancy dwellings Weekly collection of 240 litre mobile bin and transport to the Nominated Facility.	Per Garbage Service-Entitled Premise per week (i.e. per premise not per mobile bin).			
4.	Example only: Recycling – Single dwellings Fortnightly collection of 240 litre mobile bin and transport to the Nominated Facility.	Per Recycling Service-Entitled Premise per fortnight.			
5.	Example only: Organics – Single dwellings Fortnightly collection of 240 litre mobile bin and transport to the Nominated Facility.	Per Organics Service-Entitled Premise per fortnight.			
6.	Example only: Special On-Property Collection as per Clause 4.5.3 of the General Specification for Recycling Services at Multi-occupancy Dwellings. Weekly collection of 240 litre mobile bins and transport to the Nominated Facility.	Cost in addition to the collection cost in X. Additional cost per Premise per week (i.e. not per mobile bin).			

(Attach extra page(s) if insufficient space)

Schedule 3 Statement of Conformity

The Tenderer is to signify whether or not its Tender conforms in all respects to the requirements of the Tender Documents by indicating below:

Does the Tender conform?	<input type="checkbox"/> <input type="checkbox"/> Yes
--------------------------	--

If the Tender does not conform to all the requirements of the Tender Documents, the Tenderer must list below all areas of non-conformity and the reasons therefore, and must value each area of non-conformity so that, in the event such non-conformity is deemed acceptable, the comparative tender price can be adjusted accordingly. If any non-conformity is not priced and/or is determined to be unacceptable, the Tender may not be further

Area of non-conformity and reason	Value of non-conformity (\$)

considered.

Schedule 4 Collusive Tendering – Statutory Declaration

I, (Full name),
(Position)

of
(Name of Tenderer)

.....
(Address of Tenderer)

do solemnly and sincerely declare that:

1. Definitions

In this Statutory Declaration:

‘**Bidders**’ means any tenderers for the Contract and includes the Tenderer;

‘**The Contract**’ means the Contract to which this Tender and Statutory Declaration pertains;

‘**Industry Association**’ means any organisation of which bidders are members;

‘**The Tenderer**’ means (*insert name of company, other body corporate, firm, or individual*);

‘**Tender Price**’ means the amount or amounts indicated by a Bidder as the lowest amount or amounts for which that Bidder is prepared to perform the Contract.

2. Introduction

2.1 I hold the position of (*insert title*)

of the Tenderer and am duly authorised to make this declaration on its behalf.

2.2 I make this declaration on behalf of the Tenderer and on behalf of myself.

3. No Knowledge of Tender Prices

Prior to the Tenderer submitting its tender for the Contract, neither the Tenderer, nor any of its employees or agents, had knowledge of the Tender Price, or proposed Tender Price, of any Bidder (other than the Tenderer) who submitted, or proposed to submit, a tender for the Contract.

4. Disclosure of Tender Price

Neither the Tenderer, nor any of its employees or agents has disclosed nor will they disclose prior to the Closing Date the Tenderer’s Tender Price to:

4.1 any other Bidder who has submitted or will submit a Tender for the Contract;

4.2 any other person, company, body corporate, or firm proposing to submit a Tender for the Contract;

4.3 any person or organisation connected or associated with a Bidder, person, company, body corporate, or firm of a kind referred to in Clauses 4.1 or 4.2.

5. Provision of Information

Except as stated herein, neither the Tenderer, nor any of its employees or agents, has provided or will provide information to:

5.1 any other Bidder who has submitted or will submit a Tender for the Contract;

5.2 any other person, company, body corporate, or firm proposing to submit a Tender for the Contract; or

5.3 any other person, company, body corporate, or firm for the purpose of assisting in the preparation of a tender for the Contract.

Exceptions:

.....
.....

6. Genuine Competition

The Tenderer is genuinely competing for the Contract.

7. Industry Association Agreements

Neither the Tenderer, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding, other than as disclosed to the Council in the Tenderer's Tender, that the successful Bidder for the Contract will pay any money to, or provide any other benefit or other financial advantage to, an Industry Association in respect of the Contract.

8. Unsuccessful Tenderers' Fees

Neither the Tenderer, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding that the successful Bidder for the Contract will pay any money to, or provide any other benefit or other financial advantage to, any other Bidder who unsuccessfully tendered for the Contract.

9. Qualifications to Tenders

Neither the Tenderer, nor any of its employees or agents, has entered into any contract, agreement, arrangement or understanding that Bidders for the Contract would include an identical or similar condition or qualification in their Tenders for the Contract if any such condition or qualification is included in the Tenderer's Tender.

10.

AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act, 1900*.

Declared at

in the State of

this **day of**20.....)

(Signature of person making the declaration)

in the presence of an authorised witness, who states:

I, _____, a Justice of the Peace, certify the following matters concerning the making of this statutory declaration by the person who made it: [** please cross out any text that does not apply*]

- 1. *I saw the face of the person OR *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person has a special justification for not removing the covering.
- 2. *I have known the person for at least 12 months OR *I have confirmed the person's identity using the following identification document:

[\[Click here and type Council name\]](#) [\[Click here and type Contract number and name\]](#)

..... *[describe identification document relied on]*

.....
[signature of authorised witness]

Schedule 5 Financial Details

1. Tenderer's bank:

Full Trading Name:

Branch:

Address:

Contact person: Title:

Telephone: Facsimile:

Bank Code (BSB): Account Number:

Title of Account:

2. Financial capacity reference

The Tenderer shall provide a letter from its Bankers verifying that it has the financial capacity to provide an irrevocable Bank Guarantee for the security amount stated in the contract.

(Attach Letter)

Schedule 6 Financial Capacity

(Page 1 of 2)

To provide evidence of financial viability, the Tenderer shall furnish copies of financial information covering the last three (3) financial years for itself. **If a member of a group of Companies, the same details are required for each member of the group.** In the column headed '*Supplied with Tender*' indicate whether the information accompanies the submission. If the Tenderer is a trust such information must be provided in respect of both the Trust and its Trustee.

Note: Financial Information should be submitted in a separate sealed envelope clearly endorsed;
 'Financial Information for attention of [Click here and type name and position]', together with the project title and Contract number.

If the tenderer would like clarification on the requirements of the following please call [Click here and type name] on [Click here and type telephone number].

Supplied with tender		Yes	No
1.	Financial Statements for the last three (3) years for the entity under consideration, including: Note: Consolidated accounts of a parent organisation or group to which the entity belongs are not acceptable unless the entity is covered by a Class Order (Deed of Cross Guarantee). Where a company is covered by a Class Order, in addition to the accounts of the parent, the entity under consideration will also be required to provide its own financial statements in the form of Trading Statements and Profit and Loss Accounts for the last three (3) years. i. Statements of Financial Position ii. Statements of Financial Performance iii. Statement of Cash Flows iv. Notes to and Forming Part of the Accounts v. Accountant's Report vi. Where existing, Auditor's Report		
2.	Where latest financial statements are more than six (6) months old, the latest management report showing: i. Statement of Financial Position ii. Statement of Financial Performance		
3.	Where the company is required to lodge audited financial statements with the ASIC, copies of these statements for the last three (3) years.		
4.	Where any financial statements supplied are not audited, copies of the entities income tax returns for the last three (3) years.		
5.	Current and projected cash flows for all work on hand.		
6.	Forecast budget for forthcoming financial year including Revenue and Profit/Loss.		
7.	Names and contact numbers of: i. Five (5) major suppliers ii. Five (5) major subcontractors		
8.	Details relating to the Tenderer's history and Directors Profiles.		

Accountant/auditor:

Name of
Practice:

.....

Business
Address:

.....

.....

Telephone:

.....

Facsimile:

.....

Schedule 7 Insurances

Tenderer to provide details of insurance currently held by it and any proposed subcontractor which would be extended to provide cover for work under the Contract.

Insurance Type	Policy No.	Extent Of Cover		Expiry Date	Name Of Insurer
		Per Incident \$A	In Aggregate \$A		
Public Liability					
Vehicles Plant and Equipment					
Workers Compensation					

(Attach Certificates of Currency or other verification of the above insurances)

Schedule 8 Management, Staff and Technical Resources

(Page 1 of 2)

Provide a management organisation chart plus indicate below key personnel who will have prime responsibility and accountability for the performance of the contract.

Note: *Attach a résumé (CV) for each key person nominated.*

Name 1: _____ **Position:** _____

Reporting to: _____ Years of relevant experience: _____

Line responsibilities: _____

Name 2: _____ **Position:** _____

Reporting to: _____ Years of relevant experience: _____

Line responsibilities: _____

Name 3: _____ **Position:** _____

Reporting to: _____ Years of relevant experience: _____

Line responsibilities: _____

Name 4: _____ **Position:** _____

Reporting to: _____ Years of relevant experience: _____

Line responsibilities: _____

(Attach extra page(s) if insufficient space together with the organisation chart and résumés)

Schedule 11 Payment for Transport to Alternative Facility

Tenderers are required to provide the Alternative Facility Payment Rate, for use in the calculation of payment, for transport to Alternative Facilities as detailed in the Specification.

Description Of Services	Vehicle Description	Alternative Facility Payment Rate \$ Per Tonne/Km (Excl. Gst)

Schedule 12 Percentages for Rise and Fall Calculation

(Only Relevant to Option 2 Quarterly Rise and fall.)

Tenderers are required to complete the following table for use in the calculation of Rise and Fall Adjustments as per the Contract.

	Expense percentage factor
Wages	
Fuels and Oils	
Other Materials	
Management Costs and Profit Return	
Total	100%

Schedule 19 Referees

Provide at least three (3) referees who can attest to the Tenderer's capabilities in undertaking the contract.

Note: *Council reserves the right to make its own independent enquiries.*

First referee

Company Name:

Address:

.....

Contact Person:

Telephone: Facsimile:

Second referee

Company Name:

Address:

.....

Contact Person:

Telephone: Facsimile:

Third referee

Company Name:

Address:

.....

Contact Person:

Telephone: Facsimile:

Fourth referee

Company Name:

Address:

.....

Contact Person:

Telephone: Facsimile:

Schedule 20 Previous Experience

(Page 1 of 2)

Describe the organisation's experience in projects of a similar nature to the contract COMPLETED in the last three (3) years.

Note: Council reserves the right to make its own independent enquiries.

Project 1

Name: _____

Client: _____

Contact: _____ Telephone: _____

Total Project Value per year: \$ _____ Duration: _____

Description of the project or task: _____

Project 2

Name: _____

Client: _____

Contact: _____ Telephone: _____

Total Project Value per year: \$ _____ Duration: _____

Description of the project or task: _____

[\[Click here and type Council name\]](#) [\[Click here and type Contract number and name\]](#)

Schedule 21 Current Commitments

Describe the organisation's current commitments in projects of a similar nature to the contract.

Project 1

Name: _____

Client: _____

Contact: _____ Telephone: _____

Total Project Value per year: \$ _____ Duration: _____

Description of the project or task: _____

Project 2

Name: _____

Client: _____

Contact: _____ Telephone: _____

Total Project Value per year: \$ _____ Duration: _____

Description of the project or task: _____

Project 3

Name: _____

Client: _____

Contact: _____ Telephone: _____

Total Project Value per year: \$ _____ Duration: _____

Description of the project or task: _____

Schedule 22 Quality Assurance

Demonstrate commitment to quality outcomes and understanding and acceptance of the principles of Quality Assurance ('QA').

Note: *Further information may be required to be submitted as substantiation.*

Subject		Yes	No
1.	Does the organisation have a Quality Assurance management system as part of its overall management system? (If yes, give details or include a copy of the Corporate QA Manual)		
2.	Is the QA System currently accredited to an ISO Standard? (If yes, give details)		

If answered 'yes' to Q1 and Q2 the organisation is **not** required to complete Questions 3 to 11.

3.	Does the organisation have a quality policy? If yes, then does it:		
	Have the documented support and commitment of the General Manager and senior management?		
	Demonstrate that it relates to the organisation's activities, products and services?		
	Demonstrate that it reflect the organisation's values and guiding principles?		
	Provide a guide to the setting of quality objectives and targets?		
	Include a guide towards the monitoring of appropriate management practices?		
4.	Is there a management representative responsible for ensuring that the quality principles are implemented and maintained?		
5.	Is the organisation able to provide documented evidence to demonstrate its understanding and acceptance of the philosophy of quality systems? If yes, is it by:		
	Minutes of management review?		
	Internal audit reports?		
	A typical Quality Plan?		
6.	Are details of the quality principles included in the organisation's training and induction program?		
7.	Are there documented procedures for control of quality from subcontractors and suppliers?		
8.	Are there documented procedures for corrective action that include investigation into the cause of quality non-conformances and determination of the corrective action needed?		
9.	Is there evidence that the General Manager and senior management have reviewed the quality principles of the organisation to ensure continuing applicability and effectiveness?		
10.	Are these reviews regular?		

11.	Is there any follow-up to the reviews?		
-----	--	--	--

(Attach details, as required)

Schedule 23 Work Health and Safety

Subject	Yes	No
1. Does the organisation have a WH&S Management Plan as part of its overall management system? (If yes, give details)		
2. Is the WH&S Management Plan accredited by a NSW Government agency or an accredited third party? (If yes, give details)		
3. Has the organisation prepared safe Work Method Statements (or Standard Operation Procedures) for all of its work activities? (If yes, give details)		
4. Does your organisation have and comply with a WH&S induction program for employees? (If yes, give details)		
5. Does your organisation assess the WH&S capabilities and performance of your subcontractors? (If yes, give details)		
6. Has WorkCover NSW issued the organisation with any Prohibition Notices, Improvement Notices or fines in the past two (2) years? (If yes, give details)		
7. Has the organisation been charged with or prosecuted for an offence under any Work Health and Safety Law in the last five (5) years? (If yes, please provide brief details)		
8. Is the organisation able to provide documented evidence that within its organisation, there are people or resources nominated to: Define WH&S management policies and objectives, priorities and targets? Define the responsibilities of personnel for WH&S matters? Identify system verification requirements and allocating human, technical and financial resources adequate to meet those requirements? Ensure compliance with WH&S legislation and regulations? Keep abreast of changes in WH&S legislation and regulations, codes, guidelines and standards? Acquire and disseminate WH&S management information? Plan and conduct training in WH&S management, including inducting new employees? Oversee the development and implementation of WH&S procedures? Assess subcontractors' and suppliers' abilities to comply with WH&S requirements? Ensure compliance with safe work practices and procedures, WH&S Management Plans, WH&S policies, WH&S legislation and regulations, codes, guidelines and standards by both employees and subcontractors?		

Demonstrate commitment to Work Health and Safety (WH&S) and understanding and acceptance of the principles of WH&S. Note: *Further information may be required to be submitted as substantiation*

(Attach details, as required)

[\[Click here and type Council name\]](#) [\[Click here and type Contract number and name\]](#)

Schedule 26 Industrial Relations

The Council shall seek to use Contractors who can demonstrate a commitment to maintaining sound industrial relations' principles and practices.

Note: *Further information may be required to be submitted as substantiation.*

Subject		Yes	No
1.	Are employees paid under an Industrial Instrument? (If yes, which Industrial Instrument?)		

If the organisation has not more than ten (10) employees the Tenderer is **not** required to complete Questions 2 to 10.

2.	Does the organisation have a workplace/industrial relations policy and procedures as part of its overall management system? (If yes, give details)		
3.	Does the organisation have appropriately qualified and experienced personnel to deal with workplace/industrial relations matters?		
4.	Does the organisation have work place Contracts or other arrangements to be used in the performance of the contract? (If yes, give details)		
5.	Does the organisation have contingency plans for maintaining the continuity of the contract in the event of industrial disruption or industrial action? (If yes, give details)		
6.	Can the organisation provide details of its workplace/industrial relations record in relation to the avoidance of and resolution of industrial disputation or industrial action?		
7.	Does the organisation have procedures for assessing subcontractors' compliance with workplace/industrial relations and employment obligations? (If yes, give details)		
8.	Does the organisation have effective measures to co-ordinate relationships between subcontractors, other contractors and unions or employee representatives? (If yes, give details)		
9.	Have you had a workplace or industrial dispute that has resulted in lost time in the last twelve (12) months? (If yes, give details)		
10.	Do you have a current workplace or industrial dispute that may affect this contract? (If yes, give details)		

(Attach details, as required)

Schedule 28 Contract Program and Transition Plan

Tenderer is to submit a 'Gantt Chart' comprising at least the information detailed in the table, for each of the following three (3) stages:

- Activities prior to the Services Commencement Date
- Service Implementation (Activities undertaken during the first six (6) months after the Services Commencement Date)
- Ongoing Activities (Using a scale with six (6) monthly units)

Parameter

1. Start and finishing dates.
2. Sequence of work for major activities.
3. Periods within which various stages or parts of the work are to be executed.
4. Critical Paths of activities related to the work.
5. Allowance for holidays.
6. Restraints imposed by the contract documents.
7. Significant milestones included separable portions, (if any).
8. Activity inter-relationships, including those activities to be undertaken by subcontractors and suppliers, both on and off site.
9. External dependencies including provision of access, document approvals and work by others.
10. The estimated value of work completed for each month.
11. (Other):

(Attach program)

Schedule 29 Ecologically Sustainable Development and Environmental Management Systems

(Page 1 of 2)

The Council is committed to the principles of Ecological Sustainable Development (ESD) as defined in the *Local Government Act 1993* and therefore competitiveness through environmental, as well as social and economic aspects.

An aim of the Contract is to fulfil the Council's obligations under the Council's charter in the *Local Government Act 1993* including to 'properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible in a manner which is consistent with and promotes the principles of Ecologically Sustainable Development' and 'have regard to the long term and cumulative effect of its decisions'.

Note: Further information may be required to be submitted as substantiation.

	Subject	Yes	No
1.	Does the organisation have an Environmental Management System (EMS) as part of its overall management system? (If yes, give details)		

If the answer to Question 1 was 'yes, the Tenderer is **not** required to complete Questions 2 to 15.

2.	Does the organisation have an ESD policy? If yes, then does it: <ul style="list-style-type: none"> • Have the documented support and commitment of the General Manager and senior management? • Demonstrate that it relates to the organisation's activities, products and services? • Link to a similar policy of the parent company? • Demonstrate that it reflect the organisation's environmental values and guiding principles? • Provide a guide to the setting of environmental objectives, targets and outcomes? • Include a guide towards the monitoring of appropriate technology and management practices? 		
3.	Is there a management representative responsible for ensuring that the ESD principles are implemented and maintained?		
4.	Is the organisation able to provide documented evidence that the environmental impacts of each of the activities, services or products that it offers have been considered?		
5.	Are details of the ESD principles included in the organisation's training and induction program?		
6.	Does the management representative have resources to: <ul style="list-style-type: none"> • Define environmental management policies and objectives, priorities and targets? 		

	<ul style="list-style-type: none"> • Ensure compliance with environmental legislation, regulations and licensing conditions and environmentally sound work practices? 		
	<ul style="list-style-type: none"> • Oversee the development and implementation of procedures? 		
	<ul style="list-style-type: none"> • Assess subcontractors' and suppliers' abilities to comply with organisation's principles? 		

	Subject	Yes	No
7.	Are there documented environmental procedures for: <ul style="list-style-type: none"> • Roles and responsibilities? • Purchasing? • Contracting? • Management of subcontractors? • Handling and storage of materials (hazardous or otherwise)? • Management of wastes? • Maintenance? • Reporting? • Emergency responses? 		
8.	Are there records for: <ul style="list-style-type: none"> • Legislative and regulatory requirements? • Permits? • Monitoring/inspection reports? • Reports of environmental incidents, complaints and follow-up action (if any)? • Minutes of environmental management meetings? • Evidence of action taken as a result of such meetings/events? • Induction and training records? • Supplier and subcontractor information? 		
9.	Are there documented procedures for corrective action? If yes, then does it cover: <ul style="list-style-type: none"> • An environmental management review? 		

	<ul style="list-style-type: none"> • Investigation into the causes of incidents and recording of the results? • Determination of the corrective action needed? • Analysis for evaluating further environmental risks? • Development and implementation of the corrective action? 		
10.	Is there evidence that the General Manager and senior management have reviewed the ESD principles to ensure continuing applicability and effectiveness?		
11.	Are these reviews regular?		
12.	Is there any follow-up to the reviews?		
13.	Has the organisation ever been prosecuted for environmental offences? If yes, give details		