

14 April 2021

Request for Quotation Audit Services

The South West Catchments Council (SWCC) wishes to hear from organisations interested in providing Audit Services for the years ended 30 June 2022, 2023 and 2024.

Please consider the following information and provide your submission as per template in Appendix 1. You may also attach additional documentation as you deem appropriate.

Background information about the organisation

The South West Catchments Council is an incorporated association and a registered charity with DGR status which is involved in natural resource management in the South West region of Western Australia. It is one of seven regional groups within Western Australia charged with the responsibility to organise projects to improve and preserve environmental assets.

Occupational Safety and Health

The South West Catchments Council (SWCC) recognises its moral and legal responsibilities under occupational safety and health (OSH) legislation to provide a safe and healthy work environment. This commitment relates to providing a safe and healthy workplace and working conditions for all persons, including contractors. In recognition of this moral and legal responsibility SWCC will require all potential contractors – and, if applicable, sub-contractors – to complete our Contractor Occupational Safety Health Checklist. Contracting (including any sub-contracting by the principal contractor) can only be undertaken where policies and processes, providing for worker safety and health, exist.

Background Information regarding the Contract (if applicable)

SWCC has secured contracts with the Australian Government for the funding of projects within the south west region of Western Australia on a fee-for-service basis. SWCC operates from a Bunbury office co-located with the Department of Primary Industries and Regional Development (DPIRD). The staffing profile is around 12 FTE, and a small number of casuals.

SWCC also receives small, short-term grants from time to time.

Contract objectives, tasks and deliverables

Objectives of the Contract

To provide cost effective and constructive Audit Services for the three years ending 30 June 2024, based on the special purpose financial reports provided by SWCC for those years, and including the acquittal of up to three grants each year. The scope of the audit to be in accordance with Australian Auditing Standards and Auditing Guidance Statements.

Components of the Contract

The tasks of the service provider will be to:

- Conduct a preliminary end of financial year checklist to inform completion of completion of the year end audit;
- Conduct a statutory final audit of the association's records and financial statements and report annually to the audit and risk committee or directly to the board on the accuracy of the financial statements;
- Report annually on any notable weaknesses in controls and systems with recommendations to ensure the association complies with generally accepted accounting principles, best business practices and the contractual requirements with both the state and Australian governments;
- Provide expert assistance in matters of reporting and disclosure to ensure SWCC adopts best practice in this respect including policies, monitoring, evaluation and reporting; and
- Test key financial controls for income, expenditure assets and liabilities and ensure these controls are operating effectively.

Contract detail requirements

The contract tender is to provide:

- Clear explanation of the process to be undertaken to address the specific components of this request for quotation;
- Cost for the work;
- Cost for additional work and the basis for these charges if envisaged with clear evidence of consideration of the details provided in this RFQ;
- Detailed breakdown of costs against key deliverables and each phase (if this is applicable);
- Requirements for any SWCC staff time and input required during the consultancy;
- Detailed project plan and timeframes.

Recommendations

This request for quotation has been developed using information available to SWCC at this time. Should your organisation be selected to deliver the activity we would welcome any suggestions or recommendations that may provide for a better or more efficient delivery of this activity.

Disclaimer

Acceptance of a quotation does not constitute a legal liability for SWCC to proceed further with this RFQ.

SWCC reserves the right to:

- not appoint any supplier;
- negotiate with any or all quoting suppliers after the closing date about any terms of the RFQ and accept a quotation that has been varied in negotiations;
- enter into such discussions and negotiations at its absolute discretion including corresponding with any supplier without the need to correspond with other suppliers;
- Appoint one or more suppliers to fulfil the requirements of the RFQ.

Due Date

Responses to this RFQ must be received by **4pm Friday 21st May 2021** and the preference is for the receipt to be electronic. Late responses cannot be accepted.

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