

## 3.14 Procurement and Tender Procedures Policy

### 1. Purpose

To ensure a best practice approach to procurement which promotes transparent, equitable and competitive purchasing practices for the Shire of East Pilbara (Shire) and is compliant with the *Local Government Act 1995* (Act) and the *Local Government (Functions and General) Regulations 1996* (Regulations).

### 2. Objectives

The objectives of this Policy are to ensure that all purchasing activities:

- Demonstrate that best value for money and outcomes are attained or the Shire;
- Are compliant with relevant legislations, including the Act and Regulations;
- Are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the Shire;
- Mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
- Ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
- Are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.

### 3. Ethics and Integrity

The highest standards of ethics and integrity are to be observed in undertaking all purchasing activities. Employees will act in an honest and professional manner that supports the standing of the Shire and promotes a proud and collaborative community.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties.

1. Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money.
2. All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with Council policies, values and Code of Conduct.
3. Purchasing is to be undertaken in a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.
4. All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, record keeping practices and audit requirements.
5. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.
6. Any information provided to the Shire by a supplier shall be treated as commercial-in-confidence

and should not be released unless authorized by the supplier or under relevant legislation.

## 4. Value for Money

Value for money is an overarching principle governing purchasing, that allows the best possible outcome to be achieved for the Shire.

Value for money is determined when the consideration of price, risk and quality factors that are assessed to determine the most advantageous outcome to be achieved for the Shire.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate quality and risk factors into the decision.

An assessment of the best value for money outcome for any purchasing process should consider:

- a. all relevant whole-of-life costs and benefits, whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as, but not limited to, holding costs, consumables, deployment, maintenance and disposal;
- b. the technical merits of the goods or services being offered in terms of compliance with specifications, user requirements, quality standards, sustainability, service benchmarks, contractual terms and conditions, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, and any relevant methods of assuring quality;
- c. financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- d. a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable; and
- e. supplier's capability, capacity, reliability, reputation and previous experience.

## 5. Buy Local/Regional Price Preference Policy

(Refer to Policy Manual Item 3.10):-

As much as practicable, the Shire must:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.

A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within the Shire's Regional Price Preference Policy.

## **6. Purchasing Requirements**

### **6.1 Legislative /Regulatory Requirements**

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the *Local Government (Functions and General) Regulations 1996* and this Policy.

### **6.2 Policy**

Purchasing that is \$250,000 or below in total value [excluding GST] must be in accordance with the purchasing requirements under the relevant threshold as defined under Section 6.4 of this Procurement Policy.

Purchasing that exceeds \$250,000 in total value [excluding GST] must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under Section 6.5 of this Procurement Policy is not deemed to be suitable.

The cumulative purchasing threshold for purchasing activity or category of supply is considered over a three year period.

### **6.3 Purchasing Value Definition**

Determining purchasing value is to be based on the following considerations:

#### Exclusive of GST

The actual or expected value of a contract over the full contract period, including all options to extend; or to the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is, or could be, reasonably expected to be purchased.

### **6.4 Variations**

Variations to executed contracts must not change the scope of the purchase (as put to the market) to comply with the *Local Government (Functions and General) Regulations 1996*. A 'minor variation' is defined as being within a 10% tolerance of the original purchasing value. Variations may be approved by the Chief Executive Officer (and sub-delegates) within their authorised financial limits (refer to 6.8 of this Policy).

### **6.5 Procurement Thresholds and Requirements**

The following procedures will be adhered to when purchasing items and other services and goods as per the adopted budget.

Note that purchase orders are not required to be raised for the following items:

- Fuels (BP Fuel Card) – bulk fuel purchases require a Purchase Order
- Credit Card Purchases
- Utilities
- Manual Cheque requests for reimbursements

Note that the following will not be subject to sourcing three quotes or undertaking a Formal RFX process.

- Pre employment medicals and medical treatment.
- Legal advice (if using a WALGA Preferred Supplier Agreement Arrangement)
- Training (if using a WALGA Preferred Supplier Agreement Arrangement)
- Travel and Accommodation (only when utilising the Corporate Travel Management System).
- Insurance premiums purchased through LGIS.

The suite of LGIS insurances are established in accordance with S.958(6)(b) of the *Local Government Act 1995* and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy. Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy is required (i.e a Tender process to be undertaken)

- Servicing and/or mechanical repairs to plant and/or machinery located remotely, where significant additional costs will be charged by Suppliers who need to travel to the remote area to view the plant and or machinery to be able to submit a quote, as this is not considered best value for the Shire.

All purchase orders are to be completed as set out below:

Range (excluding GST)	Requirements
\$0 - \$9,999	Under direction from the authorised Supervisor, a purchase order will be raised without verbal or written quotes necessarily being obtained.
\$10,000 - \$99,999	<p>A purchase order will be raised following three written quotes being obtained.</p> <p>Staff must retain electronic evidence of the suppliers invited to supply a written quote. Each supplier must receive the same detailed description (<i>Specification</i>) of what goods/services are being requested.</p> <p>A completed SoEP Declaration of Quotes form must be completed and attached to the Requisition/Purchase Order in Synergy.</p> <p><i>[Three quotes must be sourced, including if using WALGA Preferred Supplier Panel, State Government CUA, or a SoEP Local Panel]</i></p>

<p>\$100,000 - \$249,999</p>	<p>Obtain at least three written quotes from suppliers by formal invitation, by way of a <b>Formal Request for Quotation Process</b> which includes a detailed Scope of Works/Specification of Goods and Services required.</p> <p>The procurement decision is to be based on pre-determined evaluation criteria that assess all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from the Shire's Local Preferred Supplier Panels; the WALGA Preferred Supplier Programme or from the open market.</p> <p>A copy of the last page of the Recommendation Report – Endorsement by CEO to Award the RFQ to the recommended respondent must be attached to the Requisition/Purchase Order by the officer raising the Requisition.</p> <p>Under direction from the authorised Supervisor, and in consultation with the Chief Executive Officer, or a Director, a purchase order will be created following the RFQ process.</p> <p><i>[Three quotes must be sourced, including if using WALGA Preferred Supplier Panel, State Government CUA, or a SoEP Local Panel].</i></p>
<p>\$250,000 &amp; Greater</p>	<p>Tenders will be invited as follows.</p> <p>If work is allowed for in the budget, a Request to Invite Tenders form is to be submitted to the Chief Executive Officer for approval.</p> <p>If the work is not allowed for in the budget, permission to go to Tender must be obtained from Council.</p> <p>The Chief Executive Officer has delegated authority to award Tenders to the value of \$499,999 gst ex, with the following condition:</p> <ul style="list-style-type: none"> <li>• that all purchases of greater than or equal to \$250,000 (ex GST) and relevant to plant and fleet be referred to Council for decision.</li> </ul> <p>Council is required to award Tenders \$500,000 (ex GST) and above. A copy of the Council Resolution to award the Tender to the successful Tenderer must be attached to the Requisition/Purchase Order by the officer raising the Requisition.</p> <p><i>In lieu of a Tender, a formal Request for Quotation process, sourcing a minimum of three quotes may be undertaken by utilising the WALGA Panel, State Government CUA or a SoEP Local Panel, The procurement decision is to be based on pre-determined evaluation criteria that assess all value for money considerations in accordance with the definition stated within this Policy. Shire's compliance requirements will need to be addressed by the Supplier, except for compliance requirements that relate to insurance, financial risk, corporate information that have been addressed during the tender process undertaken by WALGA, State</i></p>

*Government or SoEP Local Panel to be awarded Preferred Supplier status by the respective agency.*

## 6.6 Unique/Sole Supply

Where an arrangement with a supplier is based on the unique nature of the goods or services required or for any other reason, where it is unlikely that there is more than one potential supplier may be approved where the:

- a. purchasing value is estimated to be under \$250,000;
- b. purchasing requirement has been documented in an appropriate specification;
- c. specification has been market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement; and
- d. rationale for why the supply is determined as unique and why quotations or tenders cannot be sourced through more than one potential supplier is documented and approved by the CEO and Director

## 6.7 Tender Exemptions

An exemption to publicly invite tenders may apply in the following instances:

- An emergency situation as defined by the Act;
- To source essential goods and services to respond to a State of Emergency as per Regulations 11(2)(aa) and 11(3);
- The purchase is under a Contract of WALGA (Preferred Supplier Arrangements\*), Department of Treasury and Finance (permitted Common Use Arrangements); Regional Council; or another Local Government;
- The purchase is under auction which has been authorized by Council;
- The Contract is for petrol, oil or other liquid or gas used for internal combustion engines;
- The purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money\*;
- The purchase is acquired from an Australian Disability Enterprise and represents value for money\*.
- The purchase is from a pre-qualified supplier under a Panel established by the Shire\*
- Any other exclusion under Regulation 11 of the *Local Government (Functions and General) Regulations 1996*.

\*Whilst exempt from the Tender process – three quotes are still required if purchase is to be made under this instance.

## 6.8 Purchase Order Authorisation

All staff that have purchase order authorisation must successfully complete the WALGA E-Learning Procurement Package or alternative procurement package as stipulated by the Procurement Section. Until such time as this has been completed successfully staff will not have access to authorize purchase orders.

Staff that are in positions that have authority to raise Purchase Orders of \$10,000 or over will be required to complete the six modules, the Foundation Knowledge and Practical Knowledge Quiz.

Staff that are in positions to raise Purchase Orders of less than \$10,000 are required to undertake the first three modules and Foundation Quiz only.

Purchase orders must be generated and signed by authorized persons for all goods and services ordered for the Shire at the time that the order is placed.

Amounts shown in this Procurement Policy are GST exclusive.

**Purchase Orders must not be raised retrospectively.**

Authorising Officer	Requirements
<ul style="list-style-type: none"> <li>Chief Executive Officer</li> </ul>	<p>May authorise a purchase order in accordance with the Procurement Thresholds and Requirements set out in 6.5 of this Policy, to the maximum value of \$499,999, with the following condition:</p> <ul style="list-style-type: none"> <li>that all purchases of greater than or equal to \$250,000 (ex GST) and relevant to plant and fleet be referred to Council for decision*.</li> </ul> <p>*Pursuant to Council Decision 2023/156 (SCM 27 October 2023)</p>
<ul style="list-style-type: none"> <li>Directors</li> </ul>	<p>May authorise a purchase order in accordance with the Procurement Thresholds and Requirements set out in 6.4 of this Procurement Policy to the maximum value of \$150,000. If the purchase is in excess of \$150,000 a Requisition is to be created and then authorised to a Purchase Order by the Chief Executive Officer.</p>
<ul style="list-style-type: none"> <li>Managers</li> </ul>	<p>May authorise a purchase order in accordance with the Procurement Thresholds and Requirements set out in 6.4 of this Procurement Policy to the maximum value of \$30,000. If the purchase is in excess of \$30,000</p>

	a Requisition is to be created and then authorised to a Purchase Order by their Supervisor.
<ul style="list-style-type: none"> <li>• Coordinators</li> <li>• Works Supervisor (Newman &amp; Marble Bar)</li> <li>• Senior Environmental Health Officer</li> </ul>	May authorise a purchase order in accordance with the Procurement Thresholds and Requirements set out in 6.4 of this Procurement Policy to the maximum value of \$10,000. If the purchase is in excess of \$10,000 a Requisition is to be created and then authorised to a Purchase Order by their Supervisor
Other Authorised Officers	May raise a purchase order in accordance with the Procurement Thresholds and Requirements set out in 6.4 of this Procurement Policy to the maximum value of \$5,000. If the purchase is in excess of \$5,000 a Requisition is to be created and then authorised to a Purchase Order by their Supervisor.

Splitting of purchases to keep below threshold levels is a breach of the Regulations and Shire's Code of Conduct and will be treated as such. Refer to Item 7 for further details.

## 6.9 6.9 Capital Expenditure

Definition of a Capital Item for the purpose of the Shire of East Pilbara:

Any item budgeted as a capital item in the adopted budget;

Any item to be purchased, which involves the replacement of an existing asset through the sale, trade-in, write-off or disposal of an item on the fixed asset register.

Refer to the Accounting Policy in the Council's Policy Manual for the further treatment of non-current assets.

No item of a capital nature may be purchased unless included in the adopted budget, or if unbudgeted, has been approved by "absolute majority" of Council prior to the purchase of the item. (Council has no retrospective right of approval of purchase of non-budgeted items of capital).

## 7. Anti-Avoidance

The Shire shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of 'splitting' the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a Public Tender.

Splitting of purchases to keep below any of the thresholds is a breach of the Regulations and the Shire's Code of Conduct and will be recorded in the Shire's Procurement Breach Register. Any such instances of

this occurring will be subject to internal investigation and where substantiated will be subject to internal disciplinary action and referred to the Public Sector Commission.

## 8. Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the *Local Government Act 1995*.

- 6.8. Expenditure from municipal fund not included in annual budget**
- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.
- \* Absolute majority required.

In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken, but has to be in accordance with 6.8(1)(c) of the *Local Government Act 1995*.

An emergency purchase does not relate to purchases not planned for due to time constraints.

Every effort must be made to anticipate purchases required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

## 9. State of Emergency - Purchases

As per Regulation 11(2)(aa), the formal tender process does not need to be undertaken when sourcing and securing essential goods and services to respond to a state of emergency. As outlined in Regulation 11(3), there must be a state of emergency declaration in force for the local government district or part of the district and the goods or services must be required to address needs arising from, or impacts or consequences of, the hazard to which the emergency relates.

## 10.State of Emergency - Contract Renewals

As per Regulation 11(2)(ja), gives a local government the discretion to renew or extend a contract that expires when a state of emergency declaration is in force, even though this option is not included in the original contract. This will overcome the practical difficulty of businesses responding to a formal tender process while they are shut down or in the transition period when normal business resumes. Limits on this apply: the original contract must have less than three months left to run, the renewal or extension cannot be for more than twelve months, and there must be a state of emergency declaration applying to the district or part of the district when the renewal or extension is entered into.

## 11. Records Management

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*, the Shire's Records Management Policy and associated procurement procedures.

For each procurement activity, such documents may include:

- The Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;
- Request for Quotation/Tender documentation;
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
- Copies of quotes/tenders received;
- Evaluation documentation, including individual evaluators notes and clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to respondents notifying of the outcome to award a contract;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

## 12. Purchasing from Disability Enterprises

Pursuant to Regulation 11(2)(i) of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on [www.ade.org.au](http://www.ade.org.au).

This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

## 13. Purchasing from Aboriginal Businesses

Pursuant to Regulation 11(2)(h) of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australian Limited, ABN 96 929 977 985; or a person registered with the Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), ABN 50 134 720 362, where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money.

Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses or businesses that demonstrate a high level of Aboriginal employment.

## **14. Payment for Goods and Services**

To process efficiently and effect timely payments for goods and services purchased, purchase orders and invoices will be returned to staff and suppliers until satisfying policy and ATO requirements. This includes clearly stating the correct Shire purchase order number on an invoice submitted for payment.

## **15. Considerations to Determine Correct Contract Documentation to be Used**

The type of contractual documentation to be utilised will depend on a number of factors including:

- a. Value of consideration
- b. Potential risk to local government in provision of goods and services
- c. Extent to which general procurement conditions adequately cover risk
- d. Nature of goods and services to be provided
- e. Special requirements that apply to the provision of the goods and services
- f. Duration of contract

Generally, the higher the value of consideration the higher the potential risk to local government (*in the event of default or unsatisfactory performance*) and the corresponding need for more comprehensive forms of contractual documentation in the case of higher value contracts to satisfactorily address that risk. However, the adoption of more detailed forms of procurement documentation (such as a formal contract) for relatively routine and low risk procurement transactions will generally be unnecessary from a risk management perspective and inefficient (*in terms of time and expense of preparing the documentation*).

The following stipulates the correct contract format to use and also what documents need to be included within the contract, based on contract value consideration:-

- a. \$0 – \$9,999 – purchase order (with clearly incorporated terms and conditions and clear description of goods/services required)
- b. \$10k - \$49,999 – standard form letter of engagement with purchase order (with clearly incorporated PO terms and conditions)
- c. \$50k - \$99,999 - standard short form contract for goods and services
- d. \$100k - \$249,999 – formal contract (comprising formal instrument of agreement; Rfx documentation, Rfx offer and Australian Standard General Conditions of Contract)
- e. \$250k+ - formal contract (comprising formal instrument of agreement; tender documentation, tender submission and Australian Standard General Conditions of Contract)

## Authorisation Details

<b>References:</b>	<i>Local Government Act 1995</i> <i>Local Government (Functions and General) Regulations 1996</i> (as amended)		
<b>Authorised by:</b>	Council		
<b>Date:</b>	5 May 2006	<b>Item No.</b>	9.4.2
<b>Review/Amendment Date</b>	5 May 2006	<b>Item No</b>	
<b>Review/Amendment Date</b>	27 April 2007	<b>Item No</b>	9.3.5
<b>Review/Amendment Date</b>	24 July 2009	<b>Item No</b>	9.4.1
<b>Review/Amendment Date</b>	29 January 2010	<b>Item No</b>	9.1.6
<b>Review/Amendment Date</b>	11 March 2011	<b>Item No</b>	9.2.5
<b>Review/Amendment Date</b>	3 February 2012	<b>Item No</b>	9.1.8
<b>Review/Amendment Date</b>	25 May 2012	<b>Item No</b>	9.2.4
<b>Review/Amendment Date</b>	28 July 2012	<b>Item No</b>	9.2.7
<b>Review/Amendment Date</b>	28 June 2013	<b>Item No</b>	9.2.6
<b>Review/Amendment Date</b>	27 September 2013	<b>Item No</b>	9.2.7
<b>Review/Amendment Date</b>	6 December 2013	<b>Item No</b>	9.2.9
<b>Review/Amendment Date</b>	24 April 2014	<b>Item No</b>	9.2.17
<b>Review/Amendment Date</b>	12 December 2014	<b>Item No</b>	9.2.2
<b>Review/Amendment Date</b>	30 January 2015	<b>Item No</b>	9.2.6
<b>Review/Amendment Date</b>	6 March 2015	<b>Item No</b>	9.2.11
<b>Review/Amendment Date</b>	26 June 2015	<b>Item No</b>	9.2.7
<b>Review/Amendment Date</b>	25 September 2015	<b>Item No</b>	9.2.4
<b>Review/Amendment Date</b>	23 October 2015	<b>Item No</b>	10.2.6
<b>Review/Amendment Date</b>	21 April 2017	<b>Item No</b>	9.2.5
<b>Review/Amendment Date</b>	26 May 2017	<b>Item No</b>	9.2.5
<b>Review/Amendment Date</b>	26 October 2018	<b>Item No.</b>	9.3.1
<b>Review/Amendment Date</b>	26 April 2019	<b>Item No.</b>	10.3.2
<b>Review/Amendment Date</b>	24 April 2020	<b>Item No.</b>	10.1.2
<b>Review/Amendment Date</b>	23 October 2020	<b>Item No.</b>	12.1.1
<b>Review/Amendment Date</b>	27 August 2021	<b>Item No.</b>	9.3.2
<b>Review/Amendment Date</b>	29 April 2022	<b>Item No.</b>	11.2.3
<b>Review/Amendment Date</b>	22 July 2022	<b>Item No.</b>	11.2.3
<b>Review/Amendment Date</b>	16 December 2022	<b>Item No.</b>	12.1.1
<b>Review/Amendment Date</b>	27 October 2023	<b>Item No.</b>	8.1
<b>Next Review</b>	Annually		
<b>Responsible Directorate</b>	Chief Executive Officer		
<b>Responsible Officer</b>	Manager Governance, Risk and Procurement		
<b>File No.</b>			