

Doing Business With Council

Warrumbungle Shire Council

2022



AN INTRODUCTION TO DOING BUSINESS WITH COUNCIL

Did you know that Warrumbungle Shire endeavours to support local businesses? To make doing business with Council easier to understand Warrumbungle Shire Council have put together a guide to take local businesses through the process of being a supplier of Council.

Procurement in local government has a unique set of requirements for both tendering and quotations. This guide has helpful information on the tender process and quotations. Council encourages local businesses to check out the handy checklist at the back of this handbook.

Warrumbungle Shire Council looks forward to doing business with you!

SOME OF THE BASICS YOU NEED TO KNOW

Goods and services are required to support the Council operations. These goods and services are sourced through:

Request for Quotations

Council requests quotes in a number of ways. Council may publicly advertise a Request for Quotation (RFQ) for goods or services below \$250,000.

Preferred Supplier Agreements

Council may also utilise preferred supplier agreements (PSA). PSA is a contractual agreement between the business and Council. It brings the business benefits of being an approved supplier whom have met specific criteria.

Tendering in Local Government

Tendering in Local Government is regulated under Section 55 of the Local Government (General) Regulations 2005 (NSW).

FOCUS ON LOCAL WITHIN OUR COMMUNITIES

Under 2.2.1 in Warrumbungle Shire Council's Procurement Policy, it states the Economic considerations and Local Support.

'Local Support' as distinct from 'Local Preference' provides good practice rather than preference. Council endeavours to support Local Suppliers by:

- ✓ Education/training sessions for local suppliers
- ✓ Working with local chambers of commerce
- ✓ Providing locals with opportunity to supply
- ✓ Providing good onboarding and induction for local suppliers
- ✓ Debrief meetings with unsuccessful tenderers, when requested, to help raise their capability for the next opportunity.

LET'S TALK TENDERS

Council will seek tenders where required by the Act and when deemed appropriate by the General Manager. An Open Tender process will be followed by Council unless otherwise resolved.

The tender assessment criteria and weighting are to be identified before the tendering process is commenced. This includes how the prices / rates are to be requested and evaluated, whether it be lump sum, by schedule of rates, price adjustments and whether other incentives or sanctions will be applied.

When does Council tender?

Tenders are to be called where it is anticipated that the expenditure will be greater than \$250,000 (including GST) for the life of the contract. Council may choose to formally tender for amounts below this value at their discretion, however for expenditure over \$250,000 formal tenders must be called for.

All formal tenders must be reported to Council for adoption and approval. There are circumstances where Council is not required to formally tender where expenditure is over \$250,000.

A helpful checklist is included in the Doing Business with Council Handbook

MORE ABOUT QUOTATIONS

Council requests quotes in a number of ways. Council may publicly advertise a Request for Quotation (RFQ) for goods or services below \$250,000. RFQ documents and schedules will generally be a shortened version of a tender document. The same level of care should be taken when completing the documentation. Which includes supplying all relevant Work Health and Safety (WHS) documentation based on the risks associated with that particular service. RFQ can be accepted by Council officers under delegation. They do not require a resolution of Council.

The cost of obtaining and providing goods and services must be determined by quotation where a tender process is not used. The quotation process must keep in mind the objectives of this policy.

The ordering of any goods or services as a result of quotation must be authorised by a staff member with the appropriate level of delegation.

A helpful checklist is included in the Doing Business with Council Handbook

SUB-CONTRACTING OPPORTUNITIES

A subcontractor is a person who is hired by the main contractor (another general contractor/project managers) to complete a specific job as part of the overall project and is normally paid for services provided to the project by the originating general contractor.

For small businesses not quite ready/capable of performing as a prime contractor, subcontracts can be an excellent way to break into the contracting market.

For example, a construction company can offer external staff/subcontractors and better handle temporary periods of high work volumes by subcontracting portions of their projects to other businesses/sole traders.

These are the opportunities our local small businesses should be looking to engage in.

THINGS TO REMEMBER

Applying to do business with Council can be daunting. Warrumbungle Shire Council has put together check lists for Quotations and Tenders, in the Doing Business with Council Handbook. This may assist in ensuring all aspects of the processes are covered. This checklist may not be comprehensive and it is your responsibility to ensure you have met all the quotation requirements.

More things to remember:

- Insurances
- Resume
- Copies of qualifications and tickets
- Identification
- Demonstration of stated works

HOW TO FIND OUT ABOUT COUNCIL OPPORTUNITIES

- ✓ **Contact local regional Councils:** Within each Council there are a number of different departments and individuals with responsibility for purchasing different products, goods and services.
- ✓ **Council's Website:** Check Council's website for current opportunities by visiting www.warrumbungle.nsw.gov.au and follow the business tab.
- ✓ **Check Newspapers:** Opportunities with Council will be published in the local weekly newspapers and with larger opportunities will be published in a Sydney daily newspaper.
- ✓ **Register with Tender Portals:** Warrumbungle Shire Council uses Tender Link to host and promote tenders. You can register with Tender Link at no cost and receive notifications about opportunities.
- ✓ **Apply to be on relevant supplier lists and panels:** Supplier lists and panels are run by organisations like Local Government Procurement and Procurement Australia.
- ✓ **Attend Local Council events:** Councils often run events to support local businesses. Attending Council events gives businesses the opportunity to learn about upcoming business opportunities, make contact with the right Council staff (such as the Economic Development Officer) and network with other business owners.

OTHER RESPONSIBILITIES

Code of Conduct

Performance of work for Council implies a unique obligation to the public interest and requires that we demonstrate standards of professional behaviour and ethics that will maintain public trust. Council's operations involve access to confidential and/or sensitive information. Council is bound by a Code of Conduct outlining the expectations and requirements for Council Officials, which includes contractors and consultants.

GIPA Act

The Government Information (Public Access) Act 2009 (NSW) (GIPA Act) replaced the Freedom of Information Act 1989 (NSW) on 1 July 2010.

The GIPA Act sets out the rules about how GIPA applicants can access government information from any NSW government agencies, including local councils. Government information means any information contained in a record held by a NSW government agency. Government information can include records and data about how a government agency works, or personal information that is held by a government agency. Government information also includes all of the information provided in your business dealings with Council.

LOCAL COMMUNITY GROUPS

Local community groups and organisations who do business with Council may be eligible to request reductions or waiver of a fee. It is important to understand which category your group or organisation falls under;

- **Hardship** – where there is evidence that the payment of the fee or charge will impose unreasonable financial hardship on the applicant given their particular circumstances.
- **Charity** – where the applicant is a registered charity and the fee is for a service that will enable the provision of charitable services to the community of the Warrumbungle LGA.
- **Not for Profit** – where the applicant is an organisation that holds ‘not for profit’ status and the fee is for a service that will enable the achievement of their objectives and betterment for the community of the Warrumbungle LGA and where the payment of standard fees or charges would cause financial hardship.

Coonabarabran Administration Office
14-22 John Street
Coonabarabran NSW 2357

Phone: (02) 6849 2000

Coolah Administration Office
59 Binnia Street
Coolah NSW 2843

Phone: (02) 6378 5000

Mailing Address:
PO Box 191
Coonabarabran NSW 2357

Email: info@warrumbungle.nsw.gov.au

