



Supplying to Council Information Session

17 March 2021



CITY OF
TEA TREE GULLY
Naturally Better

Acknowledgement of Country

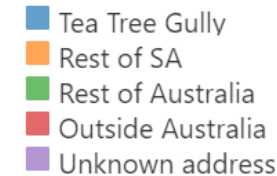
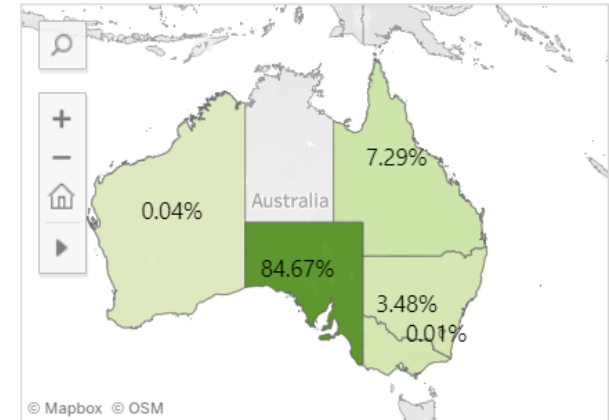
We would like to Acknowledge that the land we meet on today is the traditional land for the Kaurna people and that we respect their spiritual relationship with their Country. We also acknowledge the Kaurna people as the traditional custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kaurna people today.

Introduction

1. Introduction and background to Council and Procurement
2. Meet the Procurement and Contract Management Team
3. Our purpose and role

Procurement Statistics

- 137 Purchasing Delegates are authorised to procure via quotation for their relevant portfolio / team
- 37 request for tenders valued at over \$100,000 out to open market so far this financial year
- 13 contracts available for staff to use via a Standing Offer Panel tender process conducted by Council
- 11 Council Solutions Standing Offer Panel contracts available for staff to use
- In the 2019/2020 FY, 75.22% of spend was within SA
- In the 2019/2020 FY, 7.94% spend was in the Council area



Top Spend Categories

1.	Construction and Operations	16%
2.	Waste Management and Landfill	14%
3.	Parks and Gardens	11%
4.	Roads	8%
5.	Energy and Utilities	7%
6.	Plant and Vehicles	4%



What else do we buy?

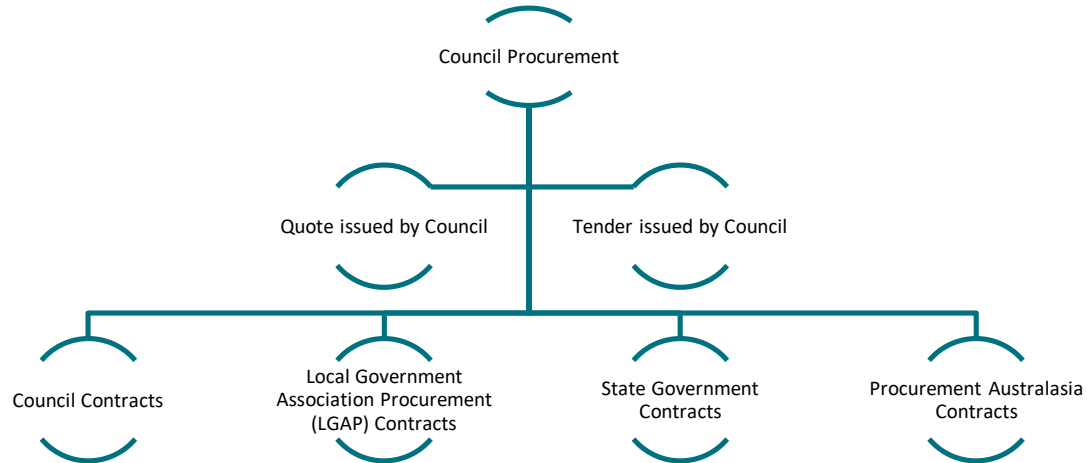
- Community related services, art and events
- Facilities Services – maintenance and services relating to Recreation Facilities, Sporting Facilities, Waterworld and Community Centres
- HR Services – labour hire, recruitment, training and safety
- Business & Professional Services – legal advice, asset services and consultants
- IT Services
- Library Services - including books and other printed materials



How we source

We source suppliers:

1. From approved pre-qualified Standing Offer Panels / Contracts
2. Via request for quotation directly to suppliers (under \$100,000)
3. Via request for tender released by the Procurement and Contract Management Team through the SA Tenders and Contracts website (over \$100,000)



Frequently asked questions (FAQs)

- Where do I find information about how to supply to Council?
cttg.sa.gov.au/tenders (Supplying to Council page on the Website)
- I want to tender how do I get updates / notifications?
Register with SA Tenders and Contracts (SATC) - tenders.sa.gov.au
- I'm a small business and haven't got all the documentation that large companies have – what help is available?
safework.sa.gov.au www.teatreegully.sa.gov.au
- Why don't I often see more tenders released by the Council (e.g. for Building Works / Maintenance Services)?
[LGA Procurement](#) [Standing Offer Panel Contracts](#) [Procurement Australasia](#)
- I am a business with some recycled and environmentally sustainable options, is Council interested?
[Councils Procurement Policy encourages environmentally sustainable options](#)

FAQs

- I don't want to tender, how do I get access to quotation opportunities with Council?

[*procurement@cttg.sa.gov.au*](mailto:procurement@cttg.sa.gov.au)

- I'm a local business, do you support local businesses?

For quotation, at least 1 quote is invited from a local City of Tea Tree Gully supplier where a suitable supplier is able to be identified, unless sourcing from an approved standing offer panel

Local suppliers still have to demonstrate capability, capacity and competitiveness

For Tenders, we include weighted criteria under 'Social Procurement'

- What is 'Social Procurement'?

Council encourages engagement with socially responsible organisations that employ or engage Aboriginal or Torres Strait Islander employees or subcontractors or that engage Australian Disability Enterprises.

- What is ICAC and how does it affect me if I am awarded work with the Council?

[*icac.sa.gov.au*](http://icac.sa.gov.au)

Independent Commissioner Against Corruption

How to become the Successful Respondent

- Be prepared for any tendering / quotation opportunity
- Target the most suitable / realistic opportunities
- Read all the RFT / RFQ documents
- Understand the requirements - ask questions of the Contact Person (in writing)
- Attend briefings / site visits if made available
- Answer all the questions. All parts of the RFT / RFQ are important, not just the price
- Be competitive

How to become the Successful Respondent

- Be prepared for the specialised questions (e.g. Social Procurement)
- Present a professional and capable image through your submission
- Submit your RFT / RFQ on time
- Submissions received late will not be accepted
- Be prepared to negotiate and add value to your submission
- Seek feedback – debriefs are available if requested
- Deliver on your commitments, past performance counts

Work Health and Safety for Contractors



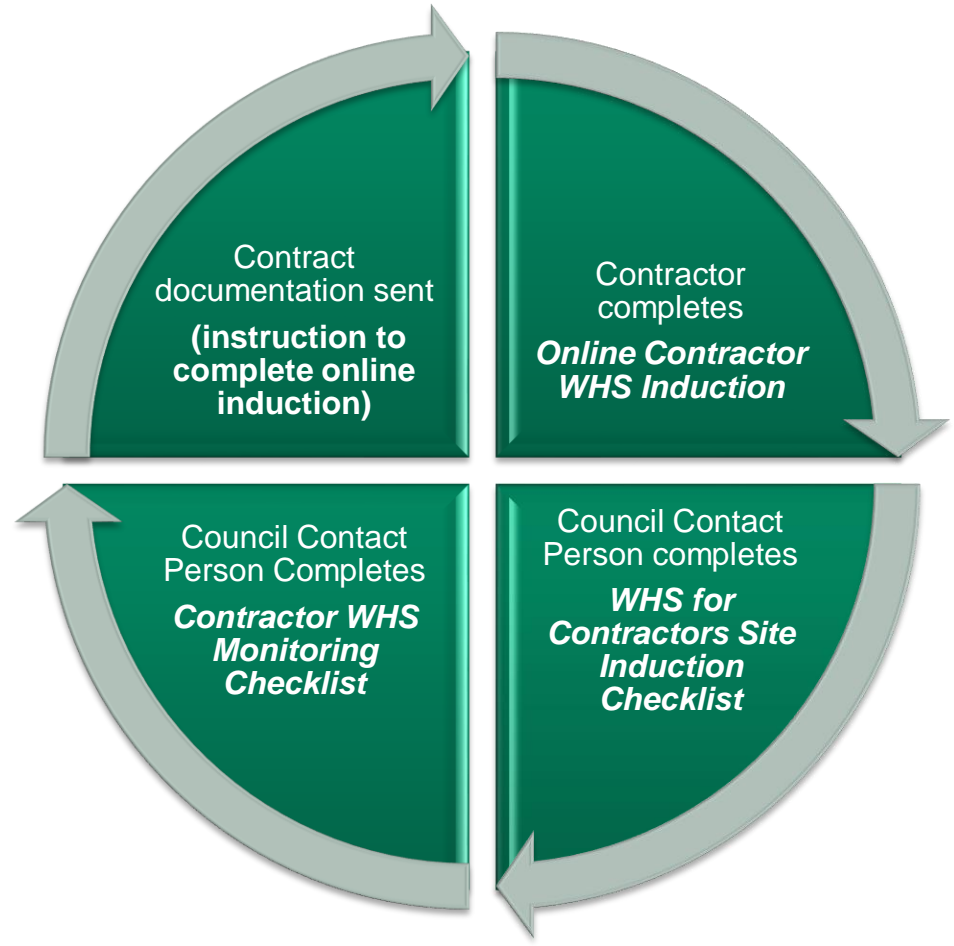
What Work Health and Safety (WHS) information will we ask for in tenders and quotes?

WHS Evidence Checklist

Contract Number	
Scope of Work	
Part A – General Requirements	
Requirement	Contractor to provide evidence of
Work Health Safety (WHS) Policy is authorised and current (last 3 years)	A signed, current WHS Policy exists which is relevant to the organisation
Work Health & Safety Management System (WHSMS) suitable to the organisation	A Management system is demonstrated by document mapping/listing, Safety Management Plan etc.
Hazard/Incident reporting and investigation process exists	A process exists for reporting & investigating hazards and incidents and includes informing CTTG
WHS Risk/Hazard Management is systematic	A process for managing WHS risks exists. Project risk register, signed risk assessment, job safety environmental analysis (JSEA) or safe work method statement (SWMS) similar/recent
Workers are consulted, and regular communication occurs	A process for communication and consultation exists i.e. toolbox talks/stand up meetings/project management workshops, hazard alerts etc.
Plant is managed systematically and takes safety into consideration (relevant to the project)	Plant register, plant inspection, pre-start checks, licences, maintenance schedule and records
Contractor/subcontractors are managed	Contractor management procedure/process
Emergency response is planned	Emergency Management Plan (EMP), first aid requirements and planning, SWMS include emergency response
Changes to project are planned and managed	Change management process to seek approval and inform key stakeholders in modifications/adjustments to process/specifications/requirements

Your Reference
(What is this called and where is it located in the Tender application)

WHS if I am
awarded work.



Contractor WHS Induction Page in the CTTG Web Page

***To be completed by all staff
and subcontractors engaged
to do the work – before work
commences (on any smart
device, any time, anywhere).***



Contractor WHS induction

Council requires contractors to complete an online WHS induction every two years, or more frequently based on project level risk, incident experience or audit outcomes. We have an obligation to ensure a safe workplace is provided as far as is reasonably practicable.

The Contractor WHS Induction is provided as a general guide and will assist in setting a standard for safe work and minimising risk

All contractors/suppliers must ensure that WHS legislative compliance is met through their own WHS management systems

Contractor induction instructions

1. Complete the [Contractor WHS induction module](#)
2. Print the certificate at the end of the induction or take a screen capture
3. Keep a copy of the certificate on you at all times when carrying out works for Council as you may be asked by a Council employee to produce this.

The online training will take approximately 30 minutes to complete.

If you have questions please contact Council's contact person for the procurement.

Contractor Induction Module



CITY OF
TEA TREE GULLY
Naturally Better

First Name:

Ann

Family Name:

Example

Company:

Example Construction

Phone:

0421 111 555

Enter the following details to start the module

Ensure your details are correct before continuing

Continue



CITY OF
TEA TREE GULLY
Naturally Better

What about refreshers?

- **Contractors will need to complete the induction every two years**
 - Make a note in your forward planning diary.
- **Contractors can be directed to do the course again when:**
 - Contractor WHS monitoring indicates that they are not meeting acceptable safety standards,
 - If there have been complaints about safety compliance,
 - If there is an incident, or
 - At the discretion of the contract contact person.

WHS resources you can use






WHS resources for contractors










These sample templates may assist contractors in building a work health and safety system. Work with Council is not guaranteed by using these templates.

Seek your own professional advice to ensure legislative compliance.

Sample policies and procedure

-  [Contractor template - Work Health Safety & Return to Work Policy](#) (docx,33kb)
-  [Contractor template - Management Policy](#) (docx,27kb)
-  [Contractor template - Management procedure](#) (docx,29kb)

Additional tools

-  [Contractor template - Confined space entry permit](#) (docx,109kb)
-  [Contractor template - Construction activities guidance checklist](#) (docx,100kb)
-  [Contractor template - Excavation permit](#) (docx,31kb)
-  [Contractor template - Hot work permit](#) (docx,52kb)
-  [Contractor template - Prevention of falls permit](#) (docx,41kb)
-  [Contractor template - Safe work method statement - SWMS](#) (docx,1mb)
-  [Contractor template - Safe work instruction](#) (docx,20kb)
-  [Contractor template - Selection induction and monitoring form](#) (docx,40kb)
-  [Contractor template - Workzone traffic management permit](#) (docx,29kb)

Additional support

For additional support in setting up work health and safety documents contact:

- The [Polaris Business and Innovation Centre](#) who offer free or low cost information and advice on starting a business, business development and e-business
- [SafeWorkSA](#) who have free advisors who visit your workplace to help you understand your work health and safety responsibilities as well as provide practical support to improve your systems, practices and general approach to safety.

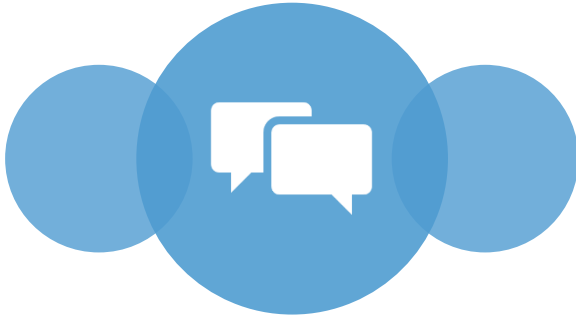
Supporting Small Business



Supporting Business 2020-23



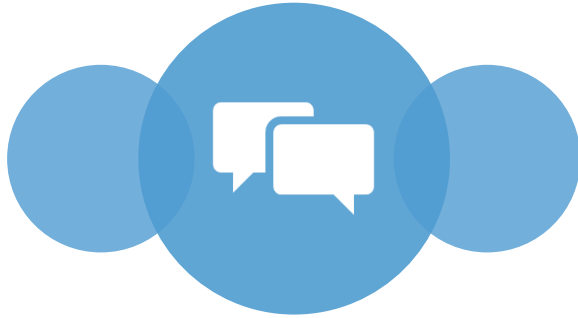
SMALL BUSINESS ADVISORY SERVICE



Overview

- Panel of businesses providing advice
- On an as needs basis
- Triaged through the City of Tea Tree Gully website
- Businesses and entrepreneurs will be able to access a broad range of services
- Flexible meeting arrangements, face to face, or remote meetings
- Negotiate times to meet with the service providers.

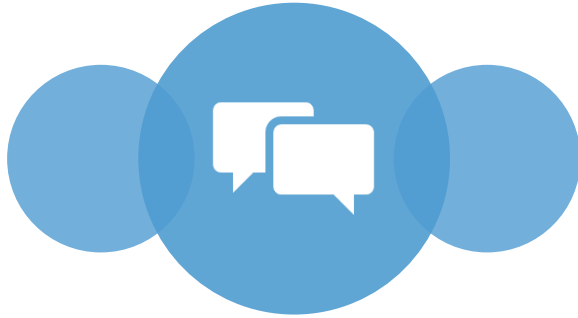
SMALL BUSINESS ADVISORY SERVICE



Expert Panel of Core Services

- General Business
- Digital
- Marketing
- Start-up and Entrepreneurship
- Grants
- Retail
- Innovation and Transformation
- Mentoring

SMALL BUSINESS ADVISORY SERVICE



Commencement of the Service

- Soft launch late March/early April
- Official Launch event in May 2021
 - networking event
 - guest speakers





PATHWAYS FOR YOUNG ENTREPRENEURS

Entrepreneurship Program for 16-25yrs

- Developing career pathways and empowering you emerging entrepreneurs and innovators
- End to end support and mentoring
- Connecting young entrepreneurs with the entrepreneurial ecosystem
- Focused on the creative industries



BUSINESS FRIENDLY COUNCIL



Business Friendly Council

- Piloting initiatives
- Case management for development opportunities, approvals and permits
- Ongoing engagement and advocacy with strategic businesses to grow and establish businesses within the City





EVENTS & NETWORKING

2021 Events

- Launch of the Small Business Advisory Service and Pathways for Young Entrepreneurs Programs
- Networking Events
- Small Themed/Targeted Events informed by feedback from the business community



Any Questions



Thank you for attending

