

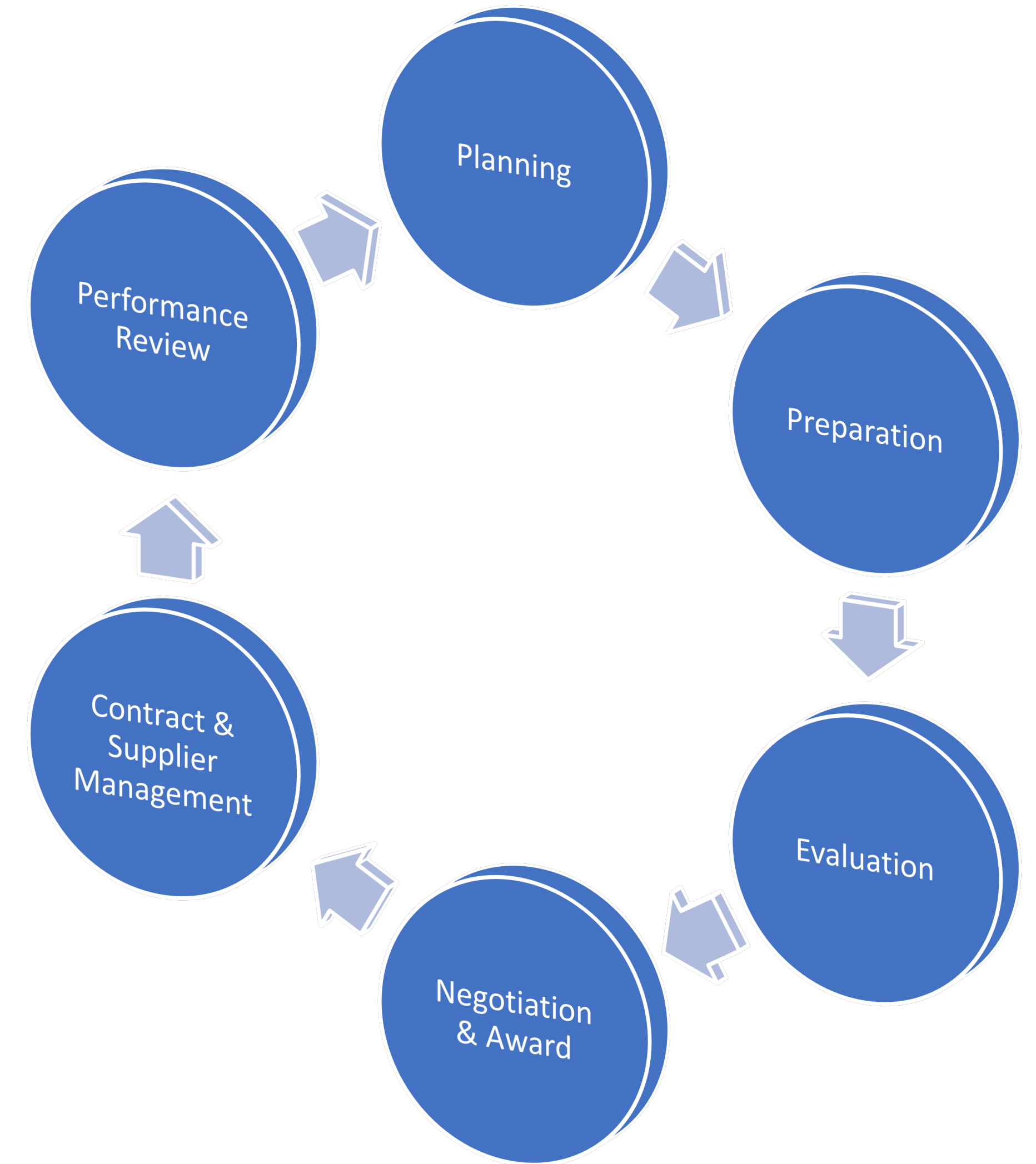
Doing Business with
your local Council

Procurement Fundamentals

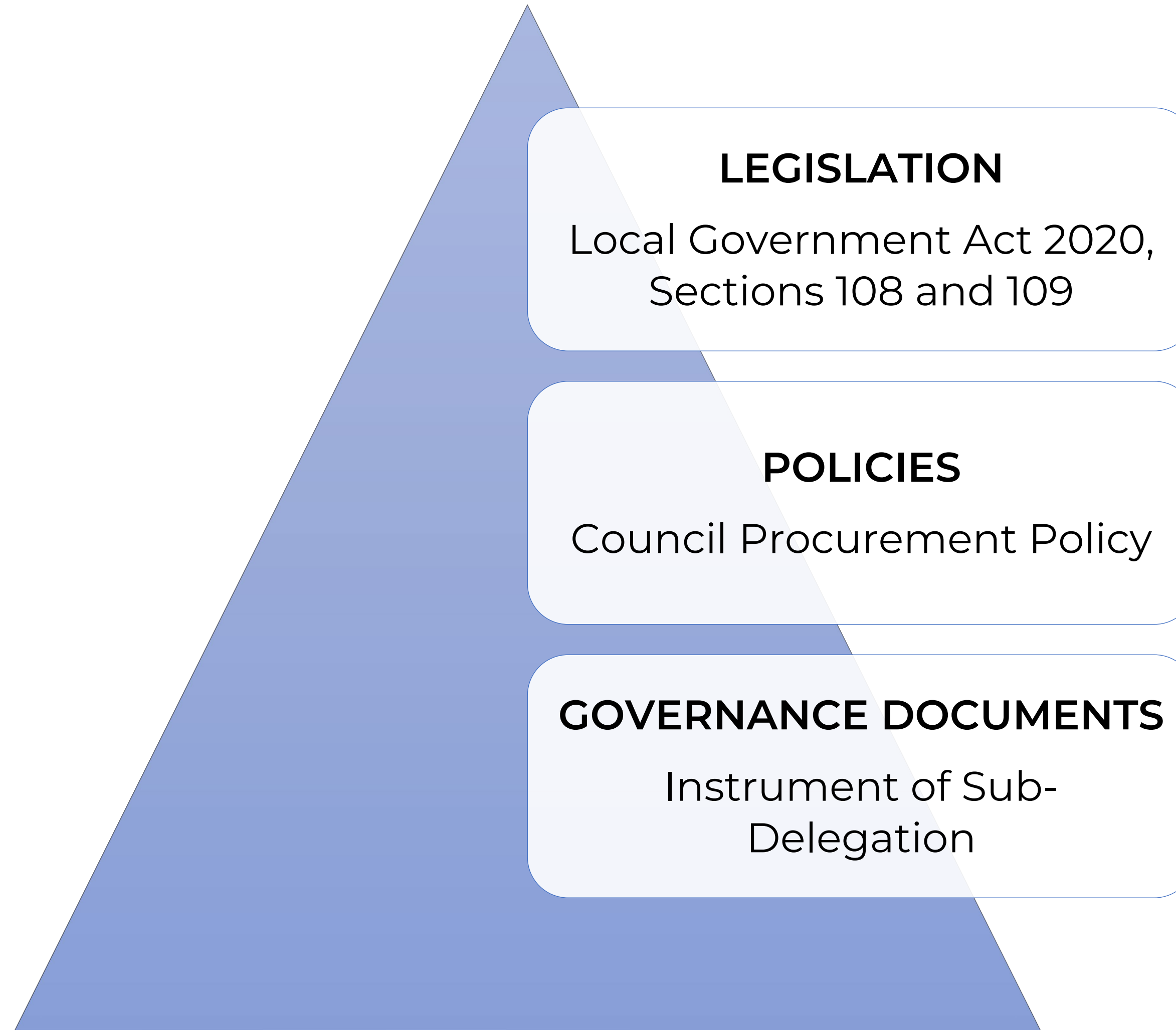
What is procurement?

The process of buying goods, services and works that:

- Enable Councils to operate and service the community with accountability
- Incorporates best value when spending public money
- Ensures fairness and transparency for everyone.



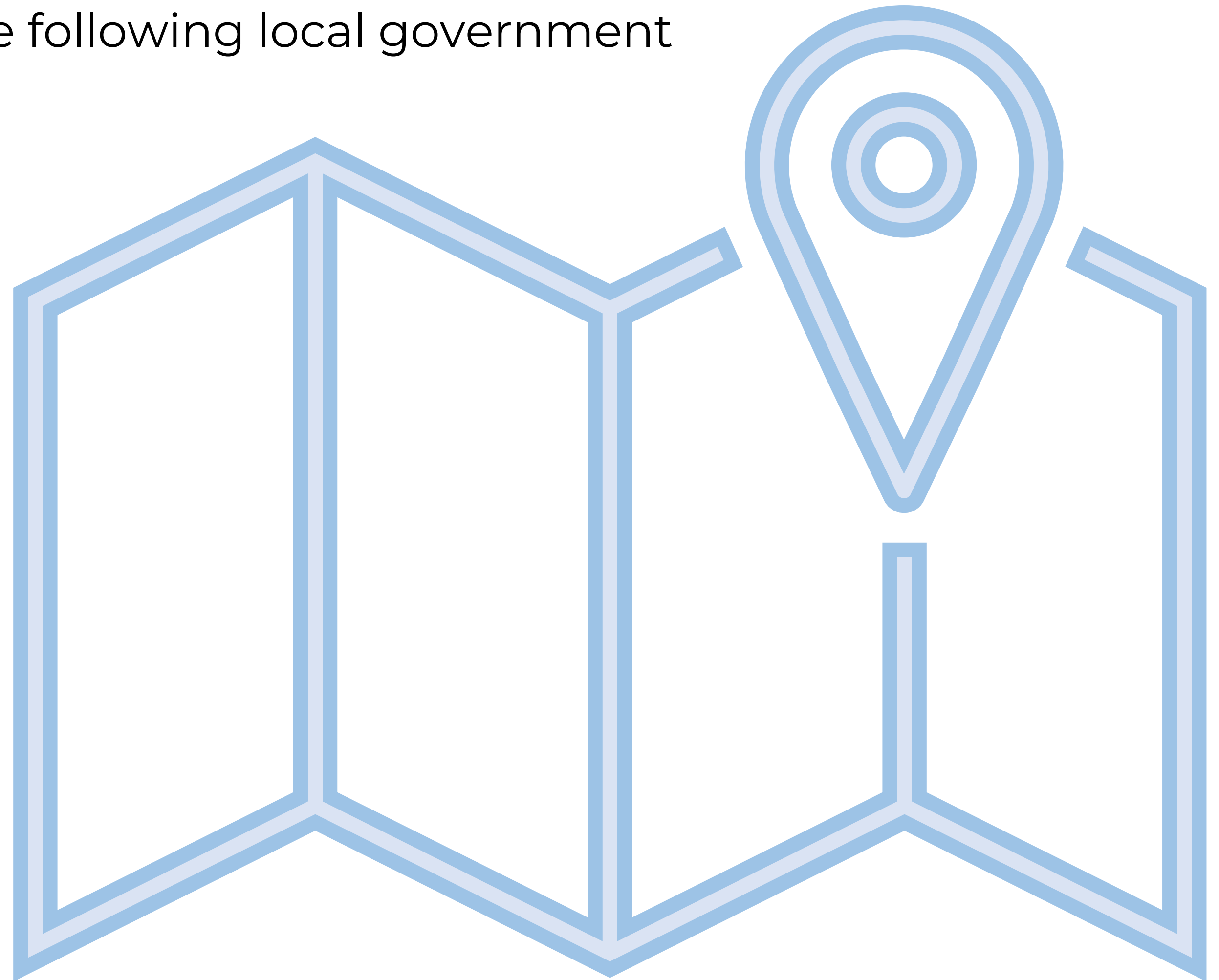
Governance, rules and regulations



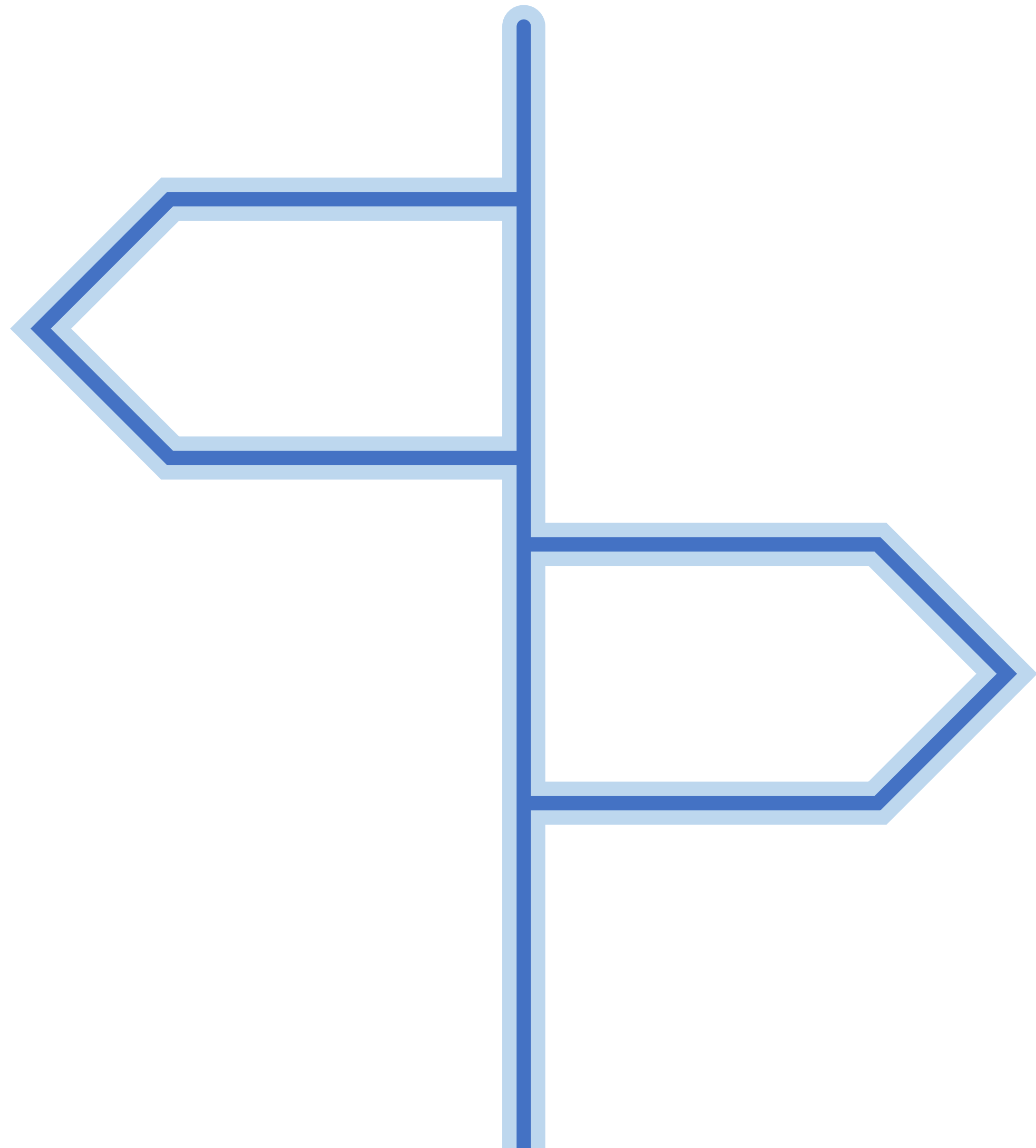
Northern Councils Alliance (NCA)

The Northern Councils Alliance consists of the following local government municipalities:

- ❖ Banyule City Council
- ❖ City of Whittlesea
- ❖ Darebin City Council
- ❖ Hume City Council
- ❖ Merri-bek City Council
- ❖ Mitchell Shire Council
- ❖ Nillumbik Shire Council



Methods of procurement



1. Quotes (<\$300,000)
2. Public Tendering (>\$300,000)
3. Expressions of Interest
4. Agency contracts (MAV, PA, SPC, CSR, WoVGs)

Where to find procurement opportunities

Channel	E-Tender Portal	Phone	Email
Banyule City Council	vendorpanel.com.au/PublicTenders.aspx?profileGroupId=5896	9490 4222	procurement.requests@banyule.vic.gov.au
City of Whittlesea	whittlesea.etenderbox.com.au	9217 2170	procurement@whittlesea.vic.gov.au
City of Darebin	darebin.etenderbox.com.au	8470 8888	ProcurementandContracts@darebin.vic.gov.au
Hume City Council	eprocure.com.au/hume	9205 2200	tenders@hume.vic.gov.au
Merri-bek City Council	merri-bek.etenderbox.com.au	9240 1111	procurement@merri-bek.vic.gov.au
Mitchell Shire Council	eprocure.com.au/mitchellshire	5734 6200	procurement@mitchellshire.vic.gov.au
Nillumbik Shire Council	vendorpanel.com.au/PublicTenders.aspx?emcc=2C7E05BB127E&mode=all	9433 3111	procurement@nillumbik.vic.gov.au

How to respond to a procurement opportunity

Some things councils expect from suppliers are not negotiable and must be provided to be considered for council work. If it's requested, you must provide it to avoid being disqualified from evaluation!

Do's

- ✓ Complete the returnable schedules in full, including:
 - ❑ Occupational Health and Safety
 - ❑ Insurance
 - ❑ Quality assurance
 - ❑ Tender schedules including pricing
- ✓ Declare any actual or potential conflicts of interest
- ✓ Seek clarification
- ✓ Attend mandatory site inspections

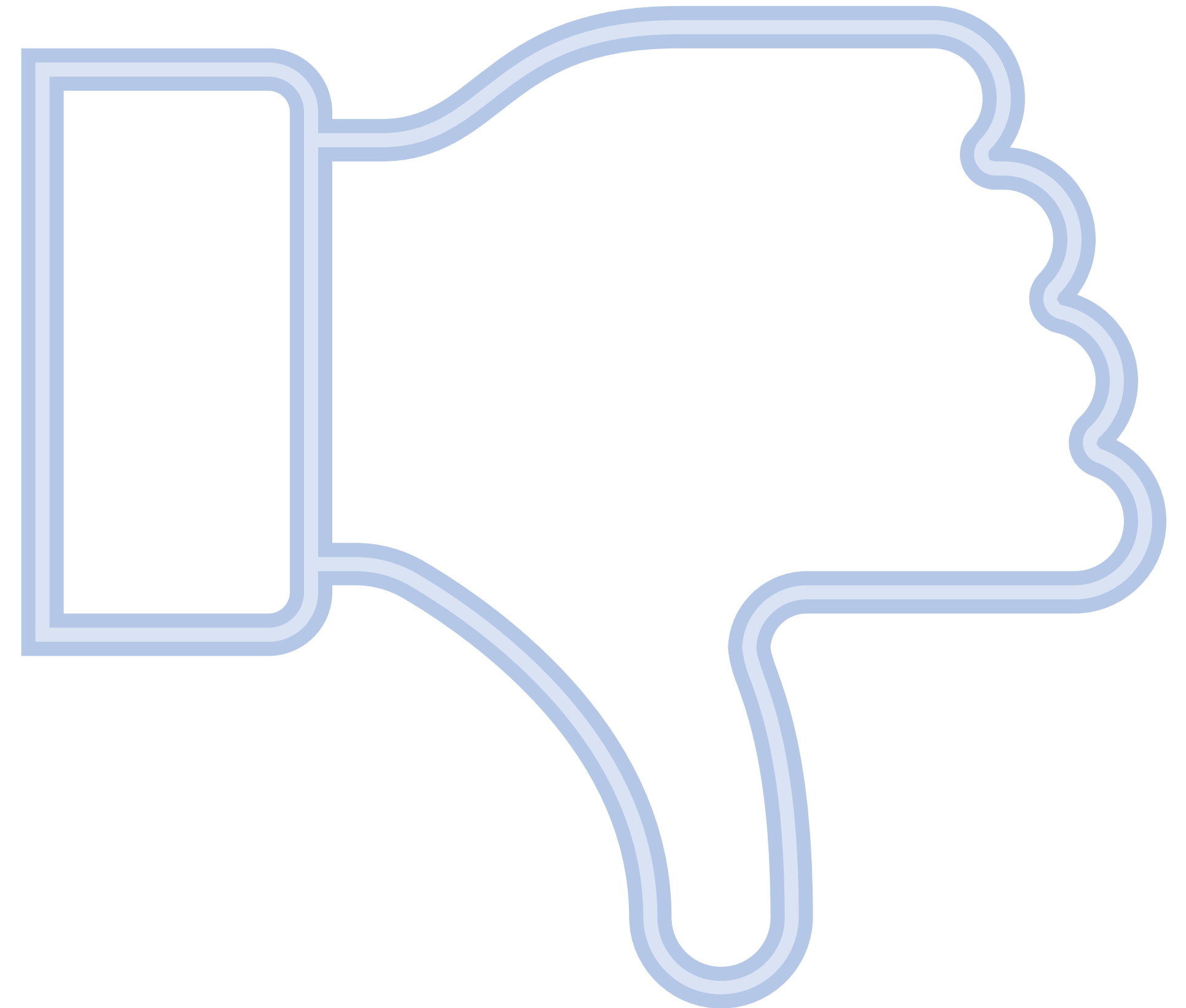
Don'ts

- ✗ Approach any member of the Council's staff or Councillors
- ✗ Offer any gifts or hospitality
- ✗ Seek to influence the outcome of the tender process
- ✗ Enter into discussions with other tenderers
- ✗ Wait until the closing date and time to submit a response

No Canvassing

Please do not contact any member of the Council's staff, Councillors or other tenderers.

Please be patient, await updates and let the process run its course.



Sustainable Procurement



What is sustainable procurement?

Sustainable procurement involves decision making that has the most positive

- Environmental;
- Social; and
- Economic

impacts possible across the entire lifecycle of goods, services and works.



Environmental Sustainability

Council's environmental sustainability approach aims to:

- Improve energy efficiency;
- Reduce greenhouse gas emissions and contribution towards Council's carbon footprint;
- Minimise waste production;
- Improve water efficiency;
- Reduce air, water and soil pollution;
- Reduce biodiversity impacts; and
- Increase the use of recycled materials to:
 - Reduce demand for raw materials and non-renewable resources; and
 - Close the loop on kerbside recycling.



Social Sustainability



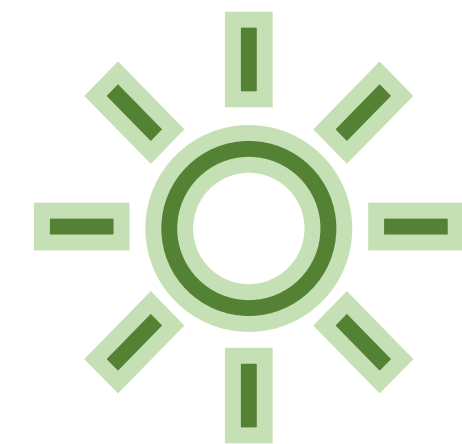
Council's social sustainability approach aims to:

- Ensure suppliers do not exploit workers and ensure they provide fair wages, including inclusive business practices;
- Maintain a social procurement program to increase social procurement spend across Local Business;
- Ensure sourced products are accessible by all segments of the community;
- Increase employment opportunities for indigenous people, people with a disability, disadvantaged people and long term unemployed;
- Improve gender equity; and
- Prevent, detect and remove modern slavery from Council's supply chain.

Economic Sustainability

Council's economic sustainability approach aims to:

- Increase local employment;
- Achieve Value for Money on a whole-of-life (including disposal) basis, rather than just initial cost;
- Consider broader life cycle impacts of products procured;
- Ensure probity and accountability in the procurement process;
- Commit to sourcing locally; and
- Build relationships with Local Businesses and encourage procurement from them to help build their capacity.



Thank you.

For more information visit
hume.vic.gov.au/Business/Tenders-and-Procurement

Doing Business with your local Council
August 2024



MA  V PROCUREMENT
Northern Councils Alliance
Doing Business with Council Forum

August 2024

Agenda

- MAV overview
- Why councils use MAV
- MAV contract portfolio
- How to engage with MAV contracts



The Municipal Association of Victoria (MAV) is a membership association and the legislated peak body for local government in Victoria.

- MAV Procurement is a not-for-profit unit focused on achieving better procurement outcomes for local government in Victoria.
- MAV primarily establishes and manages panel contracts, where councils can access a wide range of goods and services such as recruitment, digital infrastructure, roads and machinery.
- Currently MAV offers around 30 panel contracts with approximately 200 active suppliers between them.



Why MAV Procurement ?



**Time &
Resources**



**Risk &
Compliance**



**Economies of
scale**



Support



**Tools &
Training**

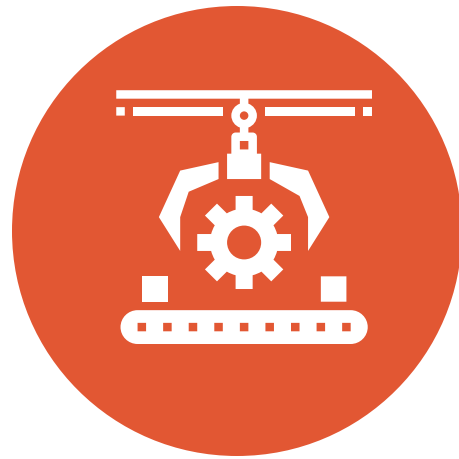
MAV Contracts



Roads



Gas & Electricity



Plant, machinery & Equipment



Recruitment Services



Trucks



ICT Services



Fuels & Lubricants



Microsoft Licensing



Parks & Playgrounds



Record Storage & Imaging



Telecommunications



Office Suppliers

How to engage with MAV contracts

- **Policy** - Councils address use of MAV contracts in their Procurement Policies
- **Tender** - MAV tenders advertised through Tenderlink including National Procurement Network (NPN) nationwide tenders
- **Contract** – MAV / Supplier head agreement
- **Council supplier engagement** – Councils issue RFX's to MAV suppliers through MAV VendorPanel platform and contract directly with them



ICN Victoria

Winning work in government procurement

NCA Procurement Info Session
07.08.2024

Stuart Smyth

About ICN Victoria



ICN Victoria, an independent organisation supported by the Victorian Government, has been working for local industry since 1984.

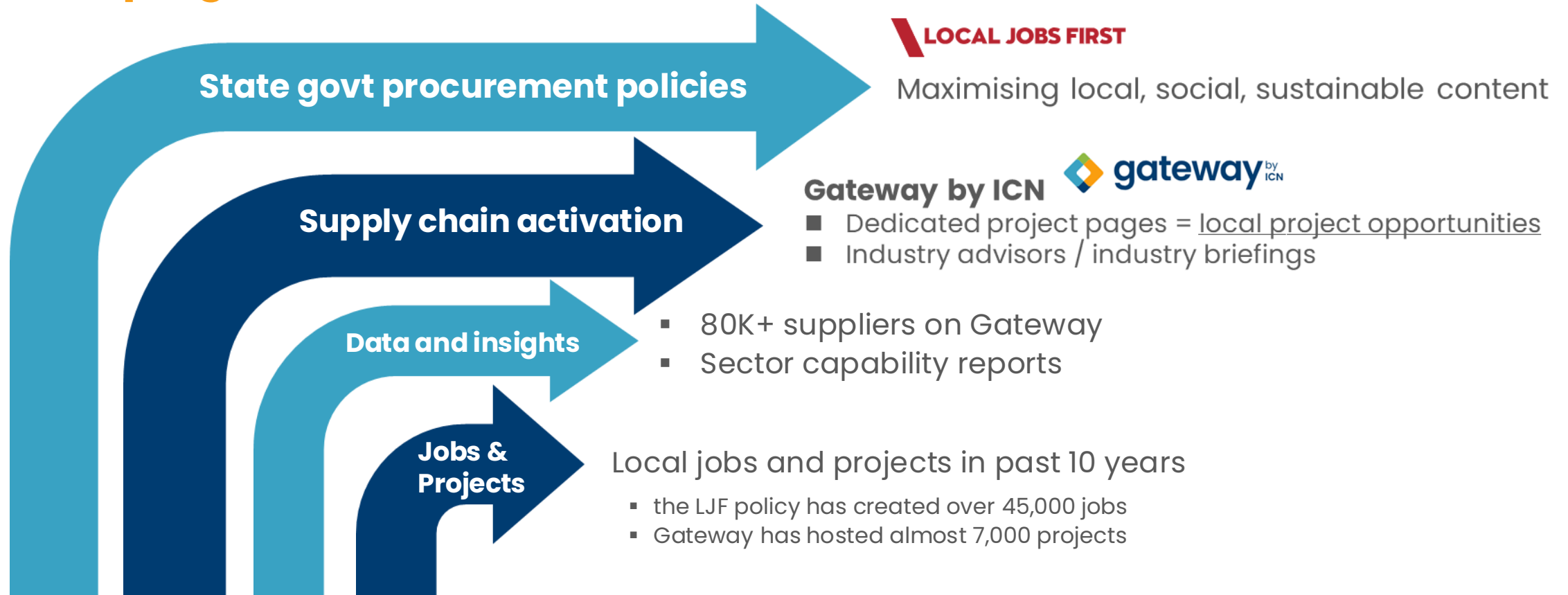


Help Local Win



We empower Victorian businesses to thrive by facilitating local procurement.

“Helping Local Win”



Our products and services



Policy Activation



Capability



Gateway by ICN



Advisory Services



Networking Events



Industry Briefings



VMC



Directories



Reports/Insights



Thank you

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Level 23, 370 Little Lonsdale Street
Melbourne Vic 3000
03 9864 6700
icnvic.org.au

ABN 20 007 058 120

Get in touch



HUME CITY COUNCIL

Capital Works Program

Adam McSwain, Director Infrastructure and Assets



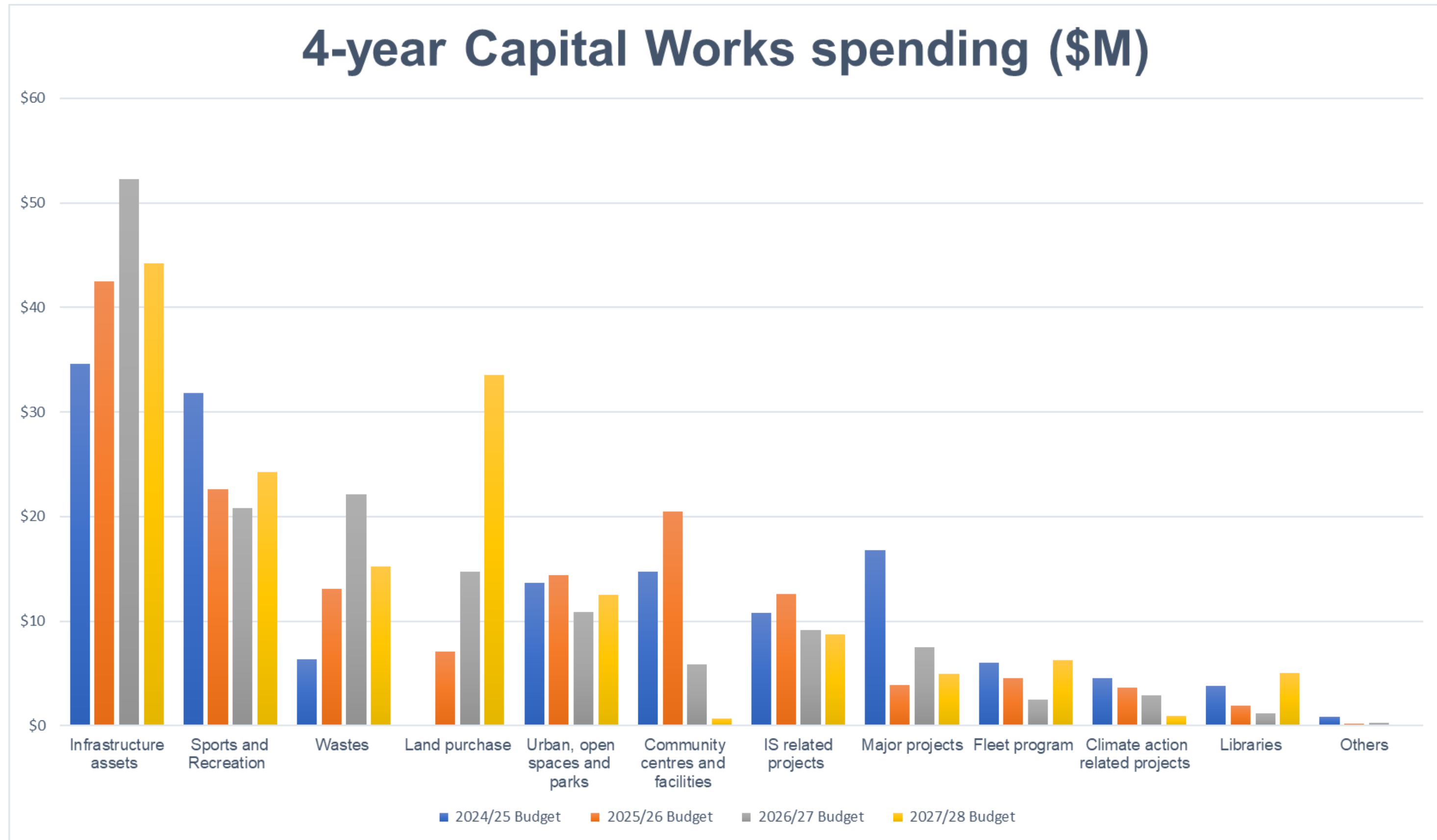
Overall Program

- All Councils will have an annual capital works program
- Its publicly accessible and can be viewed in each Councils annual budget document
- For the first time this year at Hume we have published a four year capital works program

Capital Program at Hume

- Across the four year program at Hume our annual capital works program is valued at \$153 million
- The program is made up of projects across a variety of categories and project types
- We use a variety of different approaches to procure Contractors to complete the work e.g. public tenders, selective tenders, request for quote, use of panels etc.

High Level Program - Four Year Program

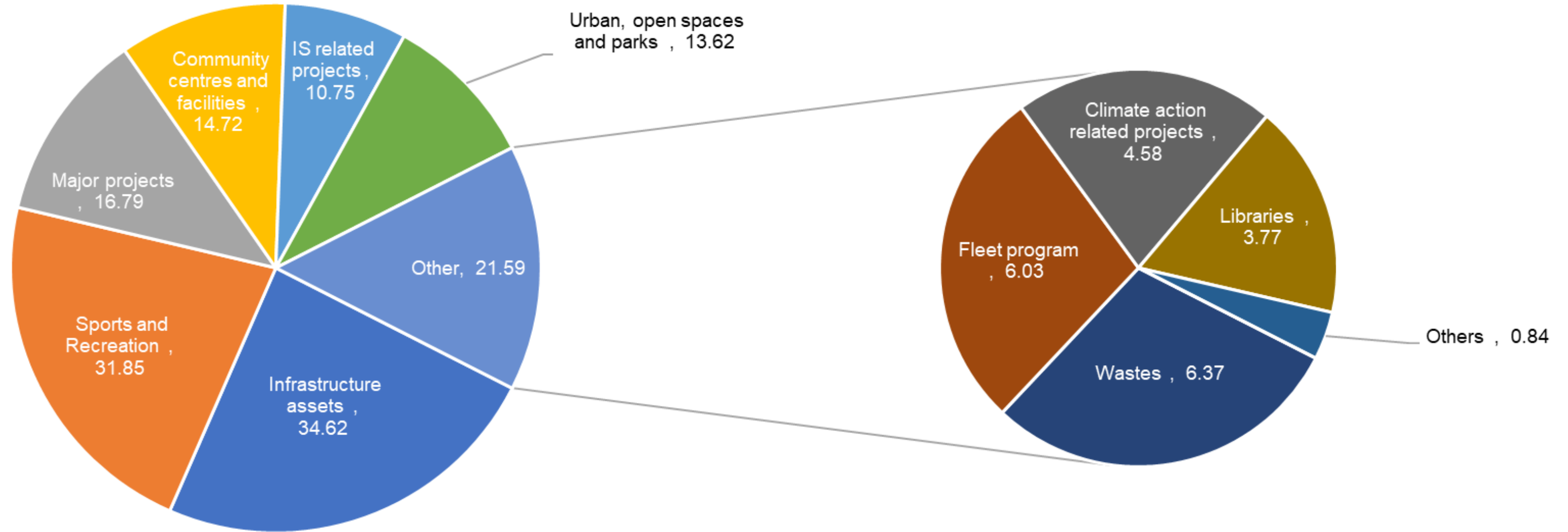


2024/25 Program

- For 24/25 our capital program is \$154 million
- Its made up of approximately 270 projects and programs
- Values range from projects less than \$500k to projects over \$10 million
- Most projects are spread over multiple years

High Level Program - 24/25

2024/25 Budget (\$M)



Summary

- Across all Councils everyone will have a capital works program you can access
- Programs and projects are varied and there are opportunities to undertake work across smaller projects through to larger
- Via Councils tender portals you can see projects that are being tendered