Alexandrina Council

Being a Council Supplier



About Council Suppliers

Alexandrina Council regularly purchases goods and services from suppliers for projects, works and experiences across the Council district. It is important that suppliers looking to do business with Council are accredited, appropriately licensed, insured and committed to relevant Work Health and Safety requirements to protect themselves and Council.

To find goods and services Council maintains a list of suppliers to select from. Council uses a software program called Vendor Panel to record this information.



Use of suppliers on these lists provides security that the supplier has the accreditations to provide the service requested. Suppliers on these lists are called 'pre-qualified' suppliers as they have provided all the information that Council needs to do business with them.

Being a pre-qualified supplier means;

- Its quicker and more efficient to do business with Alexandrina Council
- You expand your customer base
- You can gain easier access to other Councils across South Australia
- It ensures compliance with the necessary acts
- You can access expert support and assistance; and
- Importantly, you can manage your own compliances.

Please note: Prequalification does not constitute a guarantee of work with Alexandrina Council.

What type of supplier are you?

Councils lists of suppliers are categorised as below so staff can easily understand which supplier applies to the area of work required.



Infrastructure and Maintenance Suppliers

- Cemeteries
- Construction Services
- Consultancy Services
- Human Resources
- Information Technology (IT)
- Graphic Design & Printing
- Training
- Product Distribution (“Suppliers”)
- Maintenance & Trade Services
- Parks & Gardens Services
- Vehicle, Plant Servicing & Repairs (On or Off-site)
- Vehicles, Small Plant & Equipment Purchasing
- Wastewater Operations.

Arts and Engagement Suppliers

- Arts, culture or event services
- Wildlife Demonstrations
- Science Shows
- Art/Acting Workshops
- Live Performances
- Author Talks
- Ngarrindjeri Facilitation
- Library programs.

Council Expectations

What do I need to provide?

What you need to supply to become a pre-qualified supplier is dependent on the goods or services you are providing. The documents you will need, are provided below.

Once you are on Vendor Panel and have uploaded these documents, you will be notified of any additional compliances you may require for your supplier category.

Accreditations Required	Infrastructure & Maintenance Supplier	Arts & Engagement Supplier
Safety Management Certification Read, sign and scan the back page of the Alexandrina Council's Contractors WHS Induction Manual.	✓	✓
Proof of current Public Liability Insurance Cover (minimum $20,000,000 per claim) Upload cover note, details of who policy with, $ value, and Expiry Date. If $20million not in place, advise reason why a lesser amount has been deemed appropriate for your business. This will be assessed by Council against the risk of the service acquired.	✓	✓
Proof of Professional Indemnity Insurance Cover (minimum $10,000,000 per claim) Upload cover note, details of who policy with, $ value, and Expiry Date. If $10million not in place, advise reason why a lesser amount has been deemed appropriate. This will be assessed by Council against the risk of the service acquired.)	✓	✓

Legend: ✓- Accreditation required, ✕ - Accreditation not required

Accreditations Required	Infrastructure & Maintenance Supplier	Arts & Engagement Supplier
Proof of current Return to Work registration *(if applicable)* or **Personal Injury/Income Protection Insurance** If a sole trader, evidence of income protection insurance is acceptable. Ensure expiry date is added to Vendor Panel.	✓	✗
Proof of Plant Insurance (if applicable) Upload cover note of plant, vehicle or machinery insurance for the machines used as part of your work. Enter who the policy is with, value and expiry date to Vendor Panel.	✓	✗
Proof of current licences, trade registrations & accreditations Upload copy of current licences, trade registrations, ACN Summary or Trade registration via Consumer Business Services.	✓	✗
Construction Cards Copy of current white cards (if applicable). Upload scanned copy of any construction cards, white, blue etc.	✓	✗
Business or Professional Registration Upload an ACN Summary or Trade registration via Consumer Business Services or information obtained from abr.business.gov.au	✓	✓
Job Safety Analysis Proof of current safe systems of work: › Copies of Job Safety Analysis(es) › Safe Operating Procedures (SOP) › Risk Assessment(s) › Safe Work Method Statement(s) for the activities covered by the Contractor › Sample copy of Incident Report	✓	✗

Legend: ✓ - Accreditation required, ✗ - Accreditation not required

Accreditations Required	Infrastructure & Maintenance Supplier	Arts & Engagement Supplier
Workplace Health & Safety (OH&S) Policy Evidence of WHS Policies and Procedures that comply with Council's minimum WHS standards. Upload copy of current WHS policy, it must reference the applicable WHS legislation, be dated, and contain a revision date. The revision date is to be entered as the expiry date into Vendor Panel.	✓	✗
Proof of Working With Children Check	✗	✓

Legend: ✓ - Accreditation required, ✗ - Accreditation not required

I don't have public liability insurance. Will Council cover me?

Council's insurance doesn't cover third parties.

If you are a not-for-profit organisation, private individual or hobbyist, you may be eligible for Public & Product Liability Cover with Local Community Insurance Services.

For more information visit the Local Community Insurance Services website or call **1300 853 800**

How do I sign up?

1 Contact Us

Send an email to Council's Procurement Team: procurement.officers@alexandrina.sa.gov.au

Your email must include:

- Business/Company name
- Contact name
- Business email
- What your business provides, by selecting one or more categories from page 2.

2 Response from Council

You will then receive a reply email, detailing what the next steps are.

You will also receive an invitation to sign up to our pre-qualified supplier list via Vendor Panel.

3 Vendor Panel Invitation

Follow the link on the Vendor Panel email invite to either sign up or log in and link your profile to Alexandrina Council.

Conditions

The Alexandrina Council reserves the right to:

- Amend, vary, supplement or remove documents required on Vendor Panel at any time.
- Accept or reject any application to join Vendor Panel
- Include the Applicants name in public Council reports if required.
- Quotes are sought using Vendor Panel as goods or services are required.
- Being on Vendor Panel does not commit, obligate or otherwise create a legal requirement for Council to acquire any goods or services from a pre-qualified supplier on Vendor Panel.
- Suppliers of goods or services are required to be on Vendor Panel and upload all accreditations, insurance and documents required, before Council can do business with them.

Notes

How to contact us

11 Cadell Street, Goolwa
PO Box 21, Goolwa SA 5214
alexandrina.sa.gov.au
08 8555 7000
alex@alexandrina.sa.gov.au
procurement.officers@alexandrina.sa.gov.au

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