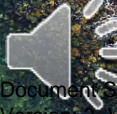




Doing business with Wollongong City Council

The webinar will commence at 12pm

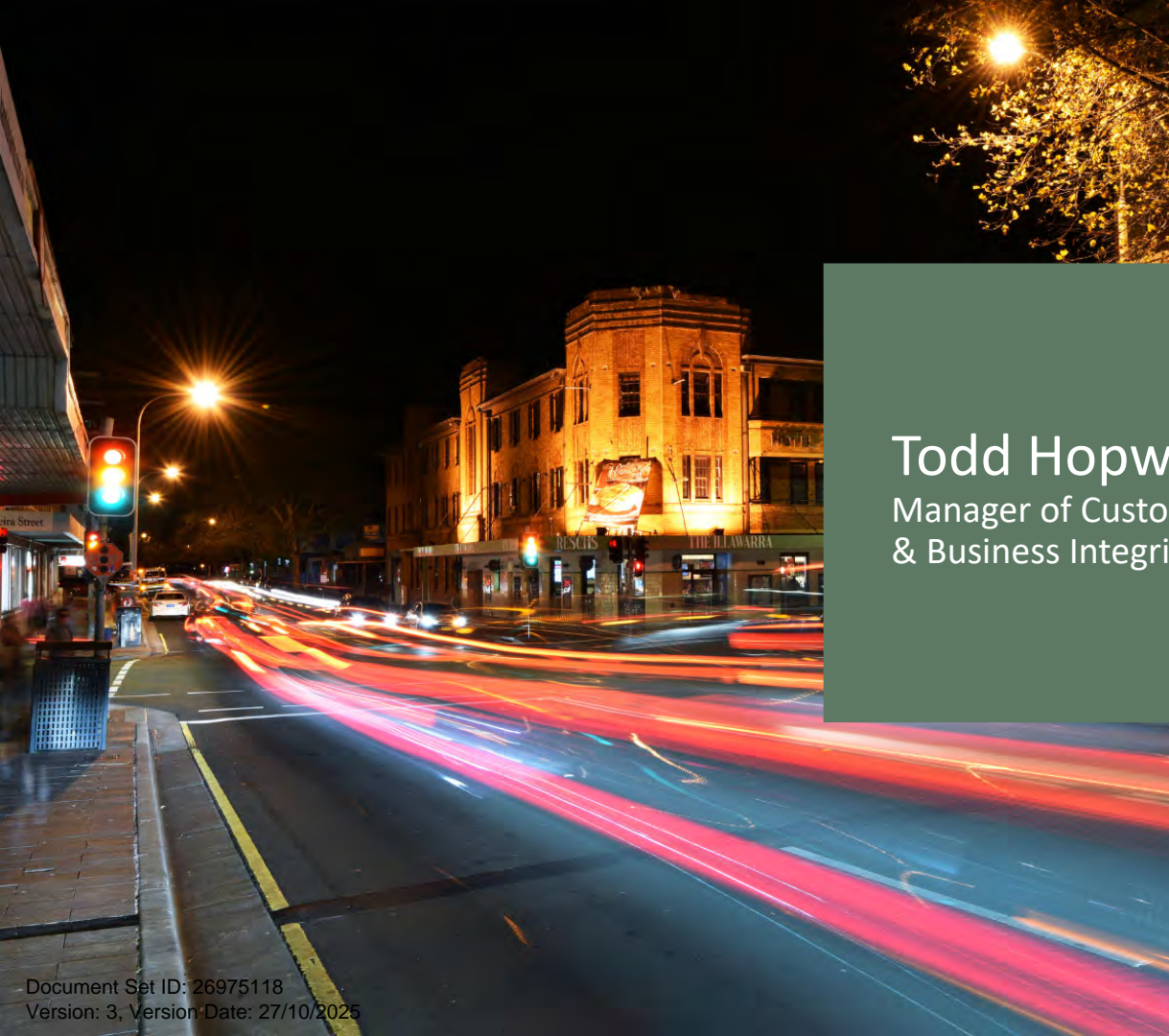




Webcast Statement

Participants are advised that this meeting is being recorded and broadcast live via the internet.

Council accepts no responsibility for defamatory, discriminatory or offensive statements made by any person during the meeting.



Todd Hopwood

Manager of Customer
& Business Integrity

Agenda

1. Introduction
2. Welcome
3. Council's Infrastructure Investment
4. Procurement at Wollongong City Council
5. Improving Your Tender Submissions
6. Overview of Local Government Procurement and Upcoming Workshops





Greg Doyle
General Manager



Council's Infrastructure Investment


Chris O'Connor
Infrastructure Governance Manager



 1200km roads

 700km footpaths + cycleways

 835km stormwater pipes

 760 buildings

 85 sports fields

\$7.3b
Assets
and
Land



Image: Australian Sunrise

Wollongong City Council

Attachment 2 Infrastructure Delivery Program 2025-2026 to 2028-2029

Adopted 30 June 2025



**\$7.3b
Assets**

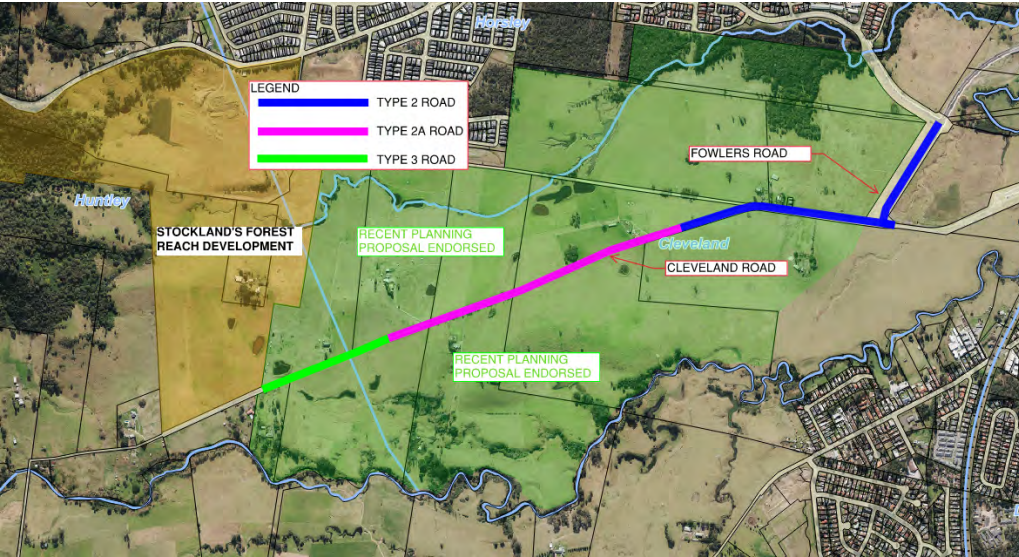
**An Extraordinary
Wollongong**

**Over
480
Projects**

**\$553.2m
Capital
Program**

**\$267.9m
Operations
and
Maintenance
Budget**

Transport Infrastructure



Cleveland Road Upgrade:

- Stages 2 and 3

Shared Path Infrastructure

- Grand Pacific Walk Upgrades – Austinmer to Coledale
- Murray Road Shared Path – Corrimal Train Station to Grand Pacific Walk





Open Space Infrastructure

- Darkes Sporting and Community Hub (Stage 1)
 - Sportsfield
 - Lighting
 - Accessible Amenities
 - Parking



Buildings Infrastructure

- Helensburgh Community Centre + Library
- Darkes Sporting And Community Hub (Stage 2)
- Dapto Ribbonwood Refurbishment / HVAC
- Amenities Upgrades (JJ Kelly Park, Judy Masters Oval, Figtree Oval)



Stormwater Infrastructure

- Alukea Rd Major Culvert
- Princes Hwy Major Culverts
- Old Port Rd Culvert



Indicative Tender Timing - Major Project

Project	Indicative Tender Timing
Buildings Assets	
Mount Kembla MTB Amenities	Mid 2026
Ribbonwood Air Conditioning	Early 2026
Figtree Oval Amenities Upgrade	Early 2026
Ribbonwood Refurbishment	Early 2026
Belmore Basin Amenities	Late 2026
Buildings / Open Space Infrastructure Assets	
Darkes Sporting and Community Hub – Stages 1 and 2	Early 2026
Bellambi Boat Ramp Jetty Maintenance	Late 2026
Stormwater	
Old Port Rd, Culvert Refurbishment	Early 2026
Princes Highway Major Culvert – Factory Rd and Victoria Rd	Late 2026 / Late 2027
Northcliffe Dr Major Culvert (Jackson Way & Kully Way)	Late 2026
Achillies Ave Road Embankment Scour Repair	Late 2026

More information

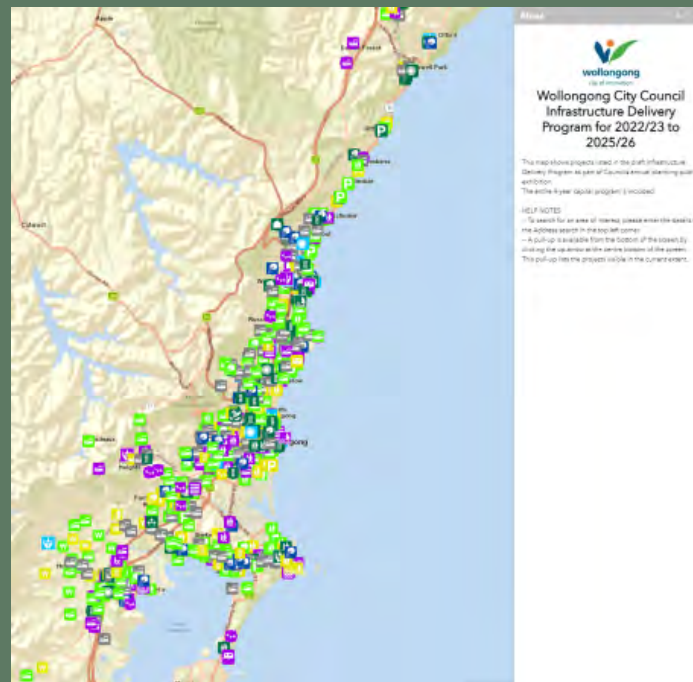
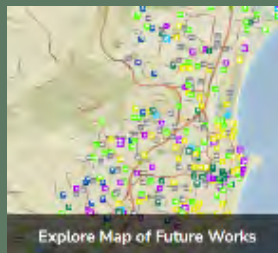


We plan ahead for works, projects and maintenance over the coming few years.

This information is updated each year when we prepare our [Delivery Program and Operational Plan](#).

Pick an option below to view our current Infrastructure Delivery Program, or download a PDF of our [Infrastructure Delivery Program 2022-2023 to 2025-2026](#)

You can also view our [Draft Future Works Program](#) which was publicly exhibited from 5 April to 2 May 2023.





Procurement at Wollongong City Council

Julie Matthews
Procurement and Fleet Coordinator

Procurement at Wollongong City Council

Councils spend money on a huge range of things - from

- roads,
- footpaths,
- recreational and community facilities,
- parks and trees;
- to heavy vehicles,
- waste
- office equipment,
- professional services,
- utilities and more.

How Council needs to approach the market:

- \$249,999 and under, we are governed by our internal Procurement Policy
- \$250,000 and over we are subject to the Local Government Act 1993

Purchasing thresholds



Over \$250,000 Tender in accordance with requirements of the Local Government Act 1993.



Low Value Procurement

When Council is seeking quote for goods or services estimated to be valued at under \$250,000, we will obtain quotes equal to the amount in the purchasing thresholds, either 1, 2, or 3 quotes.

These may be open to the public to quote on, but typically they are selective and directed to the business or through VendorPanel.

Where do we source lower value quotes?

- Councils Supplier Panel Contracts (preferred supplier list)
 - A Prescribed Entity – Local Government Procurement or Procurement Australia Contract
 - NSW State Government Contract or Scheme
 - Current Suppliers
 - New Supplier through RFQ

High Value Sourcing Tenders and Formal Quotes

For anything over \$150,000 inc GST estimated value, Council uses a Formal Quotation procedure.


For anything \$250,000 and over Council must follow Tendering legislation and regulations.

For **high value sourcing (over \$250,000)** Council will typically seek open competitive submissions through its tendering portal – TenderLink.

TenderLink

- Tenders
- Formal Quotations
- Expressions of Interest





TenderLink and VendorPanel

Using a tender portal enables Council to easily manage the process of publication, forum questions and addendums during the submission period, and the final submissions from Tenderers.

Tenders are published for at least 21 days after the date of publication.


LATE SUBMISSION ARE NOT ACCEPTED – ensure you taking into account time for uploading submissions.



Council also procures via established “Panel” Contracts. Our current panel portal is VendorPanel. If you are accepted on a supplier panel you will be invited to join.

- Wollongong Contracts
- LGP Contracts
- ISJO Contracts





What to expect in a Tender or Formal Quote

Invitation to quote/tender
Instructions for completing and submitting a quote/tender, includes how it will be assessed.

Specification


A detailed description of the requirements and contract performance

Form of quote/tender

Response Document – Put your answers to the assessment criteria in this document.

Contract/Agreement

The proposed contract including terms and conditions



Assessing Tenders and Quotes

In the Form of Quote / Tender you must complete the Mandatory Criteria in full and address all Assessable Criteria to a satisfactory level.

Mandatory criteria

- Must meet requirements
- Pass/fail assessments
- Eliminate responses that fail

Assessable criteria

- Evaluate commercial and technical criteria
- Weighted scoring assessment

Council can only approve tenders that are completed in full and submitted before the closing time of the Request for Tender (RFT) / Request for Quote (RFQ)



Strengthening of Local Economic Capacity

The inclusion of a mandatory evaluation criterion for demonstrated strengthening of local economic capacity, weighted at 10% is included in all formal quotations and tenders.

The following five sub-criteria must be applied to all procurements \geq \$150,000:

DEMONSTRATED STRENGTHENING OF LOCAL ECONOMIC CAPACITY

The Tenderer must describe how the engagement of the Tenderer would strengthen local economic capacity by including details of:

1. Is the Tenderer's registered business address or corporate headquarters located within the City of Wollongong LGA?

Yes Address: [Address]

➤ Go to Questions 3 and 4.

No

➤ Go to Questions 2, 3 and 4.

2. Does the Tenderer have a permanent office or work location within the City of Wollongong LGA but is headquartered elsewhere?

Yes Address: [Address]

No

➤ Go to Question 3.

3. Proposed locally sourced materials [grown, manufactured, assembled, or made within the Wollongong LGA] specific to the submission or project:

Materials and location: [Insert response here]

➤ Go to Question 4.

4. Proposed locally sourced services [maintenance, cleaning, consultancies, direct employment, sub-contracting or labour hire from within the Wollongong LGA] specific to the submission or project:

Services and location: [Insert response here]

Conserve Accreditation



Council request that service suppliers register with a third party:

Conserve Contractor Services Pty Ltd

- This is only required upon award of works – Council will contact you when to commence registration
- The fee and registration can enable you to “register” for multiple Councils
- Only identify those employees who will be working for Council



Upcoming supplier panels

Trade Services Panel

Project Management Panel

Supply of Construction Materials

Natural Areas Restoration/Bushfire Reduction

Recently closed supplier panels

Design and Technical Services

Project Waste Management



Tenders, EOIs and Quotations

<https://wollongong.nsw.gov.au/council-projects/tenders-eois-and-quotations>

- + Current tenders
- + Recently closed tenders
- + Recently determined tenders

More information

Doing Business with Council

Purchasing Terms and Conditions

Contracts Register

Opportunities for Artists and Performers



Helpful links

www.wollongong.nsw.gov.au

<https://illion.tenderlink.com/>

www.tenderlink.com.au/wollongong

www.lgp.org.au

www.procurementaustralia.com.au

(<https://paltd.com.au/>)

<https://conserve.com.au/>



Improving your Tender Submissions

Lance Hazell
Major Projects Manager

Tenders

- >\$250,000
- Advertised via Tenderlink
- A Tender Assessment Panel reviews the tender package, assesses tenders and makes recommendations to Council
- Tender package contains; an Invitation to Tender, Form of Tender including returnable schedules, proposed contract and technical documentation specifying the proposed works
- Clarifications during the tender period must be requested via the Tenderlink Forum



Tender Assessment

Two types of Assessment Criteria:


1. Mandatory Criteria

- Referees
- Financial capacity
- WHS accreditation
- Site inspection attendance

2. Assessable Criteria

Examples:

- Cost
- Previous similar experience
- Proposed subcontractors
- Project schedule
- WHS & Environmental
- Strengthening of Local Economic Capacity



Weightings on assessable criteria

Assessable criteria have weightings assigned

Cheapest cost does not necessarily win the tender

Take note on where the greater weightings are applied

Allocate corresponding resources and prioritise to address the requirements of criteria

Mandatory 10% weighting to local content for firms located in the LGA or source materials and labour locally



Quality of Information

Respond to the information being requested in the Returnable Schedules in the Form of Tender

Avoid generic statements without application to the tendered project works and be careful with cut and paste

Do not restate the scope of works to demonstrate appreciation of scope of works

Provide a description of the proposed methodology showing an understanding of the constraints – not just a listing of activities



Quality of Information

Previous experience of tenderer and proposed project team – similarity of projects offered will score more highly

Experience of proposed subcontractors – do not provide a description of experience from their website

Project schedule – ensure dates comply with information provided but are realistic

Schedule A

- All rows and columns to be completed
- “Included” not to be used under AMOUNT column
- Tender price submitted unable to be altered once received by Council

SCHEDULE A LUMP SUM TENDER PRICE SCHEDULE

Note: The information in this schedule, except for the Total Lump Sum Price, does not form part of the Contract. The information is used by Council for the purpose of valuing Variations or assessing Payment Claims.

NB: This information must be provided for your tender to be assessed as compliant.

ITEM	DETAILS	QTY	UNIT	RATE	AMOUNT
GENERAL REQUIREMENTS					
1	Preliminaries				
1a					\$
PROJECT-SPECIFIC REQUIREMENTS					
2	Outstanding Works				
2a					\$
3					
3a					\$
4	Miscellaneous Items not covered elsewhere				
4a					\$
SUB-TOTAL (ex GST)					\$
					GST
					\$
TOTAL LUMP SUM PRICE (inclusive of GST)					\$



Conforming and Non-Conforming Bids

A conforming bid is one where a tender price has been submitted to undertake construction works that covers all the requirements included in the tender documentation including drawings, specifications, proposed contract, etc

Not meeting of any one of the requirements of the tender documentation can make the tender submission non-conforming. E.g. a statement advising a change to a contract clause

An alternative tender submission can be submitted but to be considered as conforming, a conforming bid must be submitted as well.



Tender Debriefs

Feedback on tenders cannot be provided by the project officer

Opportunity is available to seek a debrief with the Tender Assessment Panel to seek feedback on any potential improvements to tenders

Recommended to seek this feedback as a way of becoming familiar with Council's requirements and any other improvements to your tenders



**LOCAL
GOVERNMENT
PROCUREMENT**



Local Government Procurement (LGP)

27th October 2025

John Pennock – *Business Development Manager, Southern Region*



Who is Local Government Procurement (LGP)

Council Procurement Obligations

Engaging Approved Contractors

LGP Contracts are available to:

Wollongong Council & LGP Contracts

Why Join a LGP Contract Panel

Council & Supplier Benefits

Tender Program

LGP First Nations Procurement Scheme (FNPS)

LGP Website – Useful Information

Who is Local Government Procurement (LGP)



Business arm of LGNSW



**Prescribed under Section 55
of Local Government Act.**

**Created to provide procurement services to
councils in NSW.**

Council Procurement Obligations

- ▶ Council procurement is bound by:
 - ◆ The Local Government Act 1993 (NSW)
 - ◆ The Local Government (General) Regulation 2005 (NSW)
 - ◆ The Local Government Tendering Guidelines
- ▶ A council must invite tenders before entering into contracts with an estimated expenditure or receipt of an amount of \$250,000+
- ▶ There are a range of exemptions, including the use of LGP Contracts.

Engaging Approved Contractors

Options for Engagement

Direct Engagement
- If permitted by
council's
Procurement Policy

Request for Quote
(RFx)



LGP contracts are available to:

- NSW Local Councils and County Councils.
- Regional Organisation of Councils and Joint Organisations.
- Aboriginal Land Councils.
- LGNSW and LGP, as the principal.

Contracts can also be available to the following bodies, where permitted by their procurement policies, guidelines, and approved by LGP:

- ACT Government.
- Non-profits, universities, and eligible bodies.
- NSW State Owned Corporations.
- NSW Government Sector Service.



Wollongong Council & LGP Contracts



- Approximately \$73M dollars reported spend over the last 3 years (FY23 – FY25)
- Top 4 spend areas:
 - Roads
 - Construction and Operations
 - IT & Telecom
 - Plant and Vehicles
- Other key areas include:
 - Playground and Open Spaces
 - Professional Consulting
 - HR

Why Join a LGP Contract Panel



Business Growth: Accelerate your business, join a high-performing trusted network, unlock opportunities, and secure long-term success.



Streamlined Connections: Connect with NSW local councils and buyers through streamlined contracts, delivering quality goods and services across diverse categories.



Efficient Procurement: Experience a simplified, compliant, and seamless procurement process that saves time and money - while boosting your market reach and credibility.

Council & Supplier Benefits

LGP Prescription
Status - no need to
tender, meets local
Government Act

Direct engagement
– In line with
council's
procurement policy

Save time and
money without
compromising risk
and governance

Preapproved
Suppliers

Repeat business
when it's an easy
process

Expanded
opportunities

Tender Program

Tender Number	Tender Name	Planned RFT Release Date	Planned Contract Commencement Date	Link to Current Contract
T1.13-3	Traffic Management Services	May 2025	September 2025	Traffic Management Services
NPN4.19	Plant, Machinery and Equipment	May 2025	October 2025	Plant, Machinery and Equipment
T12.08-5	Consulting Services	May 2025	May 2026	Professional Consultancy Services
T3.20-2	Legal Services	September 2025	February 2026	Legal Services
T3.19-2	Energy Services	November 2025	April 2026	Energy Services
T3.08-4	Playground, Open Spaces and Recreational Infrastructure	TBA	TBA	Playgrounds, Open Spaces and Recreational Infrastructure
NPN1.14-3	Supply, Fitting, Maintenance & Recycling of Tyres, Tubes and Automotive and Marine Batteries	TBA	TBA	

LGP First Nations Procurement Scheme (FNPS)



Working Together to Promote and Grow First Nations Businesses

The LGP First Nations Procurement Scheme (FNPS) gives NSW councils an easier way to identify, access, and engage with pre-qualified First Nations businesses. It streamlines procurement while fostering genuine partnerships with First Nations communities.

Plus, 100% of revenue from the scheme is reinvested into selected First Nations community programs.

If you're a First Nations business, join our FNPS scheme to connect with councils across NSW.



By making it easier for councils to work with First Nations suppliers, FNPS supports long-term economic inclusion and business growth.



Connecting councils with First Nations businesses.
Visit: lgp.org.au/first-nations

Artwork Commissioned by Local Government Procurement, Developed by Yarra Miya 2024.

LGP Website – Useful Information

- ▶ Contracts - [Current Contracts](#)
- ▶ Scheme - [LGP First Nations Procurement Scheme](#)
- ▶ Current Tenders & Tender Program [Current Tenders](#) + [Tender Program – Local Government Procurement](#)
- ▶ Apply to become a contractor - [Apply to become a contractor – Local Government Procurement](#)

LGP Website: www.lgp.org.au

Thank you.

LGP Supplier contacts.

E: suppliers@lgp.org.au

PH: 02 8270 8700

*“\$892 million of
spend or 2,358
RFQ through VP”*

*“Don’t miss the
opportunity”*





Any Questions?