



Walgett Shire Council

Local Preference Purchasing Policy

In this policy (unless the context indicates otherwise):

1. **Local Content means** – goods and services procured from a local supplier or employees living permanently in the Walgett Shire Council Local Government area.
2. **local supplier will be defined as:**
 - a. An organisation /individual that operates from permanently staffed premises within the boundaries of Walgett LGA, and has operated from the premises for a minimum period of three (3) months before submitting the quotation or tender; or
 - b. An organisation that is more than 49.9% owned by an individual (or individuals) who live/s within the boundaries of Walgett LGA, and has done so for a minimum period of three (3) months before the organisation submits the quotation or tender. It is assumed that the individual/s reside/s at their address on the electoral roll.
 - c. An organisation having submitted the appropriate documentation required to be considered a “Local Supplier” would include:
 - i. The address of the business premises within the Walgett Shire LGA
 - ii. The number of full time staff that operate from the premises
 - iii. The name of the owner (or owners) of the organisation (and how they legally own more than 49.9% of the organisation submitted a quotation) and their address/es within the Walgett Shire LGA
 - d. If subsequent investigations by Council prove that false declarations were made and this organisation should not be considered a “Local Supplier” then the “Local Preference” policy will not apply to this organisation.
2. **net cost means**, in relation to a quotation, tender or expression of interest, the total amount quoted or offered by a supplier for the supply of goods or services, including any freight or delivery charges and excluding GST, and any discounts or rebates offered by the supplier.
3. **Procurement request** means Tender under the Local Government Act 1993. Council at its meeting held on xxxxxxxxxxxxxx resolved to implement a local preference purchasing policy. This policy gives a price advantage to local suppliers, for the supply of goods, materials and/or services above an amount of \$5,000. In determining the successful supplier, an amount of 5% will be nominally deducted from the local suppliers price for the purpose of price comparison only.

“Local Suppliers” are required to complete an application form every twelve months following initial application when submitting their first quote/tender to Council. The onus of proof is on the supplier.

For further information please contact Council’s Accounts Payable Officer, Mr. Sean Thorne-Suey on 02 68286100.

Local Preference Purchasing Policy - Local Supplier Details

Company Name _____

Trading Name _____

Postal Address of Supplier:

Street Address of Supplier

Telephone No.: _____

ABN: _____ Email: _____

No. of fulltime staff: _____

I _____ being the owner/director of the above supplier hereby request that my firm be identified as a "local supplier" for the purposes of supplying _____ to Walgett Shire Council.
(Brief description of Goods or Services)

I hereby certify that:

- a). the abovementioned business has operated from permanently staffed premises located within the boundaries of Walgett Shire Local Government Area for a minimum period of three months before submitting this form
- b). the above mentioned business is 49.9% owned by an individual/individuals that reside within the Walgett Shire Local Government area. The names of the owner/owners of the business and their residential addresses follow:

Owners Name	Residential	Address	Ownership Details eg %
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Council reserves the right that if subsequent investigations by Council prove that false declarations were made and this organisation should not be considered a 'Local Supplier' then the 'Buy Local' policy will not apply and that supplier may not be able to supply goods, materials and/or services to Walgett Shire Council for a period of 12 months.

It will be the suppliers' responsibility to lodge this "Local Suppliers Details" form to Council on a 12 monthly basis.

I certify that above details to Council are correct.

Signed : _____ Date: _____

Office Use Only Creditor No:/.....

SUPPLIER DETAILS

Business

Company Name	
Trading Name	

ABN number	
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OR

Individual

Surname	
Given Names	

No ABN number	<p>Form “Statement by Supplier” Available from www.ato.gov.au ATO form NAT 3346 must be supplied otherwise provide ABN</p>
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Street Address			
City			
State		Post code	

Postal Address			
City			
State		Post code	

Email for payment advice	
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Phone	
Fax	

Bank Account details for payment of Invoices

BSB	-	Account number	
Bank		Branch	
Bank Account owners name			
Signature of authorised person			

Contact Name Signature.....

FAX COMPLETED FORM TO 02 68281608 OR EMAIL TO admin@walgett.nsw.gov.au