

Doing business with PSC

Within Council's policies and procedures, we have a preference to support and purchase locally sourced goods and services wherever possible.

Simple tips for doing business with Port Stephens Council:

Electronic payments

Port Stephens Council deals with purchasing via electronic facilities including EFT, credit card facilities and e-commerce systems. Although not essential, business can be streamlined with us if you offer these easy and connective methods of purchase.

New supplier forms

Port Stephens Council asks businesses to fill out a new supplier form to obtain business details for payment. This is done by requesting this through your Council representative, or our accounts payable team, who can be contacted via email at accounts.payable@portstephens.nsw.gov.au

Tenders and quotations

Doing business with Council may require businesses to follow the quotations and tender process. Current requests for quotations or tenders are [listed on the tenders page](#) on our website. At times, we also use an electronic online tendering service called [eProcure](#).

Contractor management

Register in our CIMS and Sitepass Systems

All contractors working for Council are required to register and maintain compliance in our online contractor management systems:

- Qualifications:** Have the relevant list of qualifications and licences on hand.
- Work Health and Safety:** To ensure Work Health and Safety, Council requires contractors to provide their safe work method statements, safety data sheets, WHS procedures/policies and to complete an online WHS induction training.
- Insurances:** You will need to show proof of the required insurance policies. Examples of relevant insurances; public liability, workers compensation, professional indemnity, motor vehicle and/or personal accident and illness.

For more information

Head to the contractors page on our website to [download a quick guide](#).

Our aim is to work smarter, streamline our processes, and to develop and strengthen our working relationship with all businesses. If you would like more information on doing business with Council, contact our procurement team on 02 4988 0255 or email procurement@portstephens.nsw.gov.au