



Contracting with the City of Gosnells

At these free Contracting workshops, the City's Procurement team will help you understand some important steps in the City's purchasing process.

Topics covered will include:

- Overview of the City's legislative requirements regarding procurement
- Overview of the City's purchasing policy and its obligations on staff and contractors
- Guidance on quotation requirements at different level of expenditure
- Details on how to find and submit a tender with the City
- How successful businesses will be onboarded into the City's systems, including:
 - Finance systems for electronic payment of contractors
 - Obligations to maintain insurance
 - Completion of Workplace Health and Safety online inductions and documents you need



All attending business owners and occupiers will have the opportunity to ask questions and seek assistance in registering with the City's online portals. There are two workshop sessions, please see below for details.

When: Wednesday 14 August 5.30pm to 7.30pm **or**
Thursday 15 August 12pm to 2pm

Where: Civic Centre Function Room, 2120 Albany Highway, Gosnells

Cost: No charge, but registrations are essential for catering purposes

Register: Call 9397 3191 or email economicdevelopment@gosnells.wa.gov.au

Light refreshments will be provided