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## Local Government (General) Regulations 2015

Version current from 14 November 2018 to date (accessed 1 March 2019 at 8:21)

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### 28. Code for tenders and contracts

The code adopted under section 333B of the Act is to –

- (a) promote the following principles:
  - (i) open and effective competition;
  - (ii) value for money;
  - (iii) enhancement of the capabilities of local business and industry;
  - (iv) ethical behaviour and fair dealing; and
- (b) establish and maintain procedures to ensure that all potential suppliers are provided with the same information relating to the requirements of a tender or contract and are given equal opportunity to meet the requirements; and
- (c) establish and maintain procedures to ensure that fair and equal consideration is given to all tenders or quotations received; and
- (d) establish and maintain procedures to deal honestly with, and be equitable in the treatment of, all potential or existing suppliers; and
- (e) establish and maintain procedures to ensure a prompt and courteous response to all reasonable requests for advice and information from potential or existing suppliers; and
- (f) seek to minimise the cost to suppliers of participating in the tendering process; and
- (g) protect commercial-in-confidence information; and
- (h) for contracts valued at under \$250 000 (excluding GST), specify when 3 written quotations are required; and
- (i) establish and maintain procedures for the use of multiple-use registers for contracts valued at under \$250 000 (excluding GST); and
- (j) establish and maintain procedures for reporting by the general manager to the council in relation to the purchase of goods or services in circumstances where a public tender or quotation process is not used; and
- (k) establish and maintain procedures for the review of each tender process to ensure that it is in accordance with these regulations and the code; and
- (l) establish and maintain procedures for the following:
  - (i) amending or extending a tender once it has been released;
  - (ii) opening tenders;
  - (iii) the consideration of tenders that do not fully conform with the tender requirements;
  - (iv) the debriefing of unsuccessful tenderers;
  - (v) handling complaints regarding processes related to the supply of goods or services.