

Public Quotation and Tendering Policy v1

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1. Legislation

Council is required to undertake its purchasing in accordance with Division 12 of the Local Government Regulations 2021 and in particular, the proper process for inviting and handling public quotations and tenders for procurement of supplies is of great importance.

2. Definitions

Council means the MacDonnell Regional Council's administration.

Employee is any person working for MacDonnell Regional Council.

The Council is the Councillors, President and Deputy President for MacDonnell Regional Council collectively.

Supplies means goods or services required by Council.

3. Statement

This policy provides the principles to:

- prepare documentation for the calling of public quotations and tenders;
- administer the receipt and assessment of public quotations and tenders;
- make decisions regarding public quotations and tenders; and
- execute contracts awarded following public quotations and tenders.

4. Policy

4.1 Principles

4.1.1 In accordance with section 33(1) of the Local Government Regulations 2021, all public quotation and tendering for provision of supplies will be conducted consistent with the following principles:

- ethical behaviour and fair dealings
- value for money
- open and effective competition
- environmental protection and sustainability
- the enhancement of the capabilities of local enterprises and industries;
- the employment of Aboriginal people.

4.2 Responsibilities regarding documentation of public quotations and tenders

4.2.1 The relevant Manager will ensure that all documentation is properly prepared in accordance with the Public Quotation and Tendering Procedure.

4.2.2 The Chief Executive Officer or relevant Director will approve such documentation.

4.3 Responsibilities regarding administration of receipt and assessment of public quotations and tenders

4.3.1 The Chief Executive Officer will appoint members of Tender Assessment Panels.

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- 4.3.2 The relevant Manager or Director will oversee the receipt and assessment processes to ensure that it is conducted in accordance with the Public Quotation and Tendering Procedure.

4.4 Responsibilities regarding decision-making for public quotations and tenders

- 4.4.1 The relevant Manager or Tender Assessment Panel will prepare reports in accordance with the Public Quotation and Tendering Procedure.
- 4.4.2 The Chief Executive Officer or relevant Director will approve such documentation.
- 4.4.3 Unless delegated to another officer, the Chief Executive Officer will make decisions about awarding public quotations.
- 4.4.4 The Council will make decisions about awarding Tenders.

4.5 Responsibilities regarding execution of contracts for public quotations and tenders

- 4.5.1 The relevant Manager will ensure that all contract documentation is properly prepared in accordance with the Public Quotation and Tendering Procedure.
- 4.5.2 The Chief Executive Officer or relevant Director will execute such documentation.

5. Breaches and Consequences of Non-compliance

Suspected non-compliance with this policy will be investigated and may be referred to other authorities where required.

Breaches determined following investigation may be subject to disciplinary action of any person responsible.

6. Authority

Council 15 July 2025

7. Owner

Chief Executive Officer

8. Review Date

15 July 2029

9. Related Information

Local Government Act 2019
Local Government Regulations 2021
Procurement Policy v6
Public Quotation and Tendering Procedure v1
Delegations Register v9.5
Employee Code of Conduct Policy v2
Members Code of Conduct Policy v2