

COUNCIL POLICY

Title: Tenders

Responsible Officer: Deputy Chief Executive Officer

Shire of
Kellerberrin

Version: Current

1. PURPOSE

The purpose of this policy is to ensure that Council has the opportunity to review the scope of works for tenders prior to advertising and that tenders are advertised and awarded prior to the current contract's expiration.

2. SCOPE

This policy is applied to the Shire of Kellerberrin and its elected members and employees.

3. DEFINITIONS

4. STRATEGIC CONTEXT

This policy links to core drivers:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

5. POLICY STATEMENT

Three (3) months prior to the expiration of a Contract a tender shall be listed under the responsible officer's report in the Ordinary Meeting of Council Agenda and the Specifications appended.

Any review shall be completed so that a tender can be advertised two (2) months prior to expiration of the contract.

A tender shall be awarded one (1) month prior to expiration of the current Contract.

6. RELATED LEGISLATION/ DOCUMENTATION

7. REVIEW DETAILS

Council Adoption	Date	February 2020	Resolution #	MIN009/20
Previous Adoption	Date	October 2016	Resolution #	MIN168/16