



Confidentiality of Tenders Policy

Date policy was adopted by Council:	26 April 2012
Resolution number:	086/12
Previous Policy review date:	November 2013
Next Policy review date:	May 2016
Reference number:	C1240347

1 OUTCOMES:

Compliance with the Personal Information Privacy Act, 1998 (NSW) in relation to tenders.

2 POLICY:

To ensure compliance with the Personal Information Privacy Act, 1998 (NSW) and the Local Government 1993 (NSW) in relation to confidentiality of corrected information.

3 DEFINITIONS

Nil

4 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- a. Personal Information and Privacy Act, 1998 (NSW)
- b. Section 10A, 1993 Local Government Act, 1993 (NSW)
- c. Part 7, Local Government (General) Regulation 2005 (NSW)
- d. Queanbeyan City Council Privacy Management Plan

5 CONTENT:


1. The acceptance of tenders shall be dealt with in open session of the Council and that where a tender is accepted, then the motion shall include both the name of the tenderer and the tender amount.
2. That Councillors be issued with a full list of tenderers including the amount of each tender and that this list be printed on purple paper to indicate the requirement for confidentiality.
3. That in the event that Council adopts a recommendation to accept a tender the amount of the tender accepted be announced at the time and included in the resolution adopting the tender.
4. In the event that the recommendation for acceptance for a tender is not adopted and Councillors desire to enter into discussion on the details of tenders received, then the discussion be referred to the closed session of the meeting for the purpose of maintaining confidentiality of the commercial information contained in the tender and to avoid prejudicing the commercial position of the persons who have submitted tenders.

6 PERFORMANCE INDICATOR

Commercial Tender Information is dealt with in accordance with legislative requirements of the Personal Information and Privacy Act, 1998 (NSW) and Local Government Act, 1993 (NSW) on all occasions.

POLICY:-	
Policy No:	
Policy Title:	Confidentiality of Tenders
Date Policy was adopted by Council:	26 April 2012
Resolution Number:	086/12
Previous Policy Review Date:	35 March 2009 (Minute no.106/09)
Next Policy Review Date:	Annually - May
PROCEDURES/GUIDELINES:-	
Date Procedure/Guideline (if any) was developed:	Nil
RECORDS:-	
Container Reference in TRIM: Policy	SF080616
Container Reference inTRIM: Procedure	Nil
Other locations of Policy:	Intranet (linked to TRIM Container)
Other locations of Procedures/Guidelines:	Nil
DELEGATION (if any):-	Nil
RESPONSIBILITY:-	
Draft Policy developed by:	General Manager
Committees (if any) consulted in the development of the Draft Policy:	Nil
Responsibility for Implementation:	General Manager
Responsibility for Review of Policy:	General Manager

INTEGRATED PLANNING FRAMEWORK:	
Community Strategic Plan:	Strategic Priority N/A
Delivery Program Title:	N/A
Operational Plan:	Program No. N/A

Senior Authorising Officer	Position General Manager	Signature/Date  26 April 2012
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ACTION	COUNCIL MEETING DATE	RESOLUTION NUMBER	REPORT ITEM NUMBER
NEW/RECONFIRMED/ AMENDED			
New	19 July 1995	553	
Amended	25 March 2009	106/09	Item 16/10
Amended	26 April 2012	086/12	Item 9

DATE REVIEWED	REVIEWER POSITION	REVIEWER NAME
1 July 2011	Executive Manager – Legal & Internal Services	Bill Warne
November 2013	General Manager	Gary Chapman