

**MULTIPLE-USE  
REGISTER  
REFERENCE No.: 910**

**TECHNICAL  
CONSULTANTS**

**CONDITIONS OF  
APPLICATION AND PRE-  
APPROVAL FOR THE PERIOD  
27 MARCH 2025 TO 27  
MARCH 2027**



**GLENORCHY  
CITY COUNCIL**



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**Documents**

Application documents must be downloaded from the tendering and contracts page of the Glenorchy City Council website (<https://www.gcc.tas.gov.au/business/tendering-and-contracts/>).

**Enquiries**

All enquires must be directed to Council in writing via [procurement.enquiries@gcc.tas.gov.au](mailto:procurement.enquiries@gcc.tas.gov.au)

**Place for lodgement:**

Applications must be sent to [gccmail@gcc.tas.gov.au](mailto:gccmail@gcc.tas.gov.au) marked to the attention of Council's Procurement and Contracts Coordinator.

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# Operation of multiple-use register and application lodgment

- (1) *Under the Local Government (General) Regulations 2015 (Tas)*, a council may establish a multiple-use register of suppliers who meet criteria established by the council in respect of the supply of particular categories of goods or services.
- (2) Through this multiple-use register, the Glenorchy City Council has established a list of consultants pre-approved to bid for services in the specified categories. The multiple-use register commenced on Monday, 27 March 2023.
- (3) Council will allow prospective providers to apply for inclusion of the multiple-use register at any time unless they have made an application within the previous 12 months and the application was not accepted.
- (4) Inclusion on the register is not a guarantee of work or that a registered consultant will necessarily be invited to bid on Council's requirements. Inclusion only determines a consultant's eligibility to bid as and when the need arises.
- (5) When services provided for need to be purchased, Council may require acceptance for inclusion on the multiple-use register as a condition for participation in an open tender process or as a means for selecting the participants in a direct or limited bidding process. As appropriate to Council's requirements, the following matters may be considered when selecting consultants:
  - Registration in a suitable category or categories.
  - Demonstrated ability and capability.
  - Value for money.
  - Appreciation / understanding of the task.
  - Current commitments and availability (against project time constraints).
  - Methodology and work plan.
  - Enhancing the capabilities of local business and industry.
  - Council's commercial requirements and objectives.
  - Council's economic policy and strategic objectives.
  - Work and other health and safety aspects and impacts / Consultants' health and safety management systems and capabilities.
- (6) At its option, Council may elect to seek priced offers from one or more of the registered consultants in a suitable category.
- (7) Council will seek at least three priced offers when the expected value of Council's requirements is \$100,000 or more (excluding GST). Where the expected value of Council's requirements is

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\$250,000 or more (excluding GST) Council will either invite public tenders or invite all suitably registered consultants to bid.

- (8) Council may review a provider's ongoing performance. A performance review may include consideration of any factors that Council (acting reasonably) considers are material to the decision to grant the consultant registration or continued registration.

## Categories

The categories of services covered by this multiple-use register are limited to the following:

### Project Management Services

- Optioneering
- Feasibility
- Project planning
- Project development
- Project documentation
- Project coordination and delivery
- Supervision and site management
- Contract administration / Superintendent services

### Design Services

- Architectural
- Civil
- Structural
- Mechanical
- Electrical
- Hydraulic
- Clean energy
- Energy efficiency
- Solar systems
- Ecologically sustainable
- Land surveying and survey drafting
- Road and bridge surveying and drafting
- General engineering surveying and drafting

### Heritage

- Assessment
- Conservation
- Planning

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- Design

## Quantity surveying

- Sub-categories do not apply

## Building Surveying and Certification

- Sub-categories do not apply

## Development Planning

- Sub-categories do not apply

## Geotechnical Engineering

- Soil mechanics
- Rock mechanics
- Foundation engineering
- Hydrology
- Climate

# Eligibility Criteria

In order for it to be included on the register, a consultant must hold any licenses, accreditations and certifications required by law for it to practice in the State of Tasmania.

Eligibility does not extend to related or subsidiary companies or entities of a registered consultant. Any such company or entity must apply in its own right. An incorporated joint venture must meet the criteria in its own right. Applications from unincorporated joint ventures and trusts will not be accepted.

Registration will be granted only if the legal entity of the party making the application is clear and Council determines that the prospective provider's legal entity represents acceptable risk.

Council may enquire as to the applicant's financial and commercial status with a third party provider. If Council considers that contracting with a prospective provider constitutes unacceptable financial or commercial risk it will not grant registration.

# Assessment Criteria

When making decisions whether or not to grant registration, Council will consider the following matters, which are of equal weight:

- Organisational structure and capability
- Relevance of past experience
- Technical and management capability
- Work health and safety capability

If an applicant is prequalified with the Department of Treasury and Finance Tasmania in an equivalent category or categories it will be deemed to have met the requirements for registration with Council.

## Assessment Method

The applicant's ability to satisfy the Assessment Criteria will be assessed on the basis of scores allocated by an evaluation team.

Scoring will be based on the information supplied.

The evaluation team will apply the following as the basis for scoring allocations:

Level	Score	Description	Full Description
Satisfactory	10	Superior	Full achievement of Council's Requirements. Demonstrated strengths, no errors, weaknesses or omissions.
	8 to 9	Good	Substantial achievement of Council's Requirements. Some minor errors, risks, weaknesses or omissions, which can be corrected/overcome with minimum effort.
	6 to 7	Adequate	Satisfactory achievement of Council's Requirements. Some errors, risks, weaknesses or omissions, which are possible to correct/overcome.
Unsatisfactory	3 to 5	Inadequate	Minimal achievement of Council's Requirements. Several errors, risks, weaknesses or omissions, which would be difficult to correct/overcome and make acceptable.
	1 to 2	Poor to deficient	No achievement of Council's Requirements. Numerous errors, risks, weaknesses or omissions, which are very difficult to and would require significant effort to correct/overcome and make acceptable.
	0	Unacceptable	Totally deficient.

Only applicants' which meet all of the Assessment Criteria to a satisfactory level will be accepted to the multiple-use register. Applicants will be notified in writing of the outcome of their application within 30 days of lodgement.



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Council may request additional information or clarification of an applications. Any additional information required by Council must be supplied within the specified timeframe, otherwise Council reserves the right to reject the application.

## Conditions of Application and Pre-approval

- (1) The applicant gives permission for Council to carry out such investigations as it considers necessary to determine whether the prospective provider meets the relevant criteria. This may include but are not limited to obtaining legal and financial advice, confirming the applicant's financial status, legal entity and obtaining risk and other trading history reports provided by third parties.
- (2) Council will not be liable for the cost of preparing and lodging an application, successful or otherwise, or in providing any additional information or clarification of its application.
- (3) Information submitted in an application will be treated as confidential and will not be disclosed to any party outside of the Council unless disclosure is required in order for Council to meet a legal obligation or requirement or necessary or advisable for Council to obtain legal, financial or other professional advice about the application or the prospective provider.
- (4) Council may refer the application and any related documentation to external assessors. The applicant agrees to provide Council with the necessary authorisation to enable searches and enquiries to be carried out.
- (5) Once it is accepted to the multiple-use register a consultant's details, including its performance on specific contracts, are no longer confidential and may, without reference to the consultant, be disclosed by Council as required for it to comply with any legal, governmental, transparency or reporting requirements.
- (6) The terms and conditions of any contracts awarded to a provider, including the final or estimated contract sum, are not confidential and may be disclosed and published as required by Council as required for it to comply with any legal, governmental, transparency or reporting requirements.
- (7) Upon lodgement of its application, the applicant is deemed to have accepted the Conditions of Participation and Registration and to have acknowledged and accepted that these conditions may be varied from time to time.
- (8) If included on the multiple-use register, the consultant agrees and acknowledges that Council may require at any time:
  - (a) attendance by the consultant and its personnel and any subconsultants at inductions or other safety related meetings;
  - (b) any information or evidence or about a safety-related incident, or the ongoing performance of the consultant's health and safety management system;



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- (c) active participation and cooperation in any safety audits or investigations; and
  - (d) compliance with Council's notified policies, or other special requirements in relation to health and safety.
- (9) Applicants must not provide reference or other pricing with their applications.
- (10) Applicants (and Council officers and officials) must adhere to the Glenorchy City Council Code for Tenders and Contracts. The Code can be obtained by downloading from the Business page of Council's internet site. If granted registration, the consultant:
- (a) warrants to Council that it will comply with all ethical requirements of the Code; and
  - (b) acknowledges and agrees that, if Council forms the legitimate judgment that the consultant has or may have failed in its duty to comply, Council may:
    - (i) suspend the consultant's registration for the period of any investigation; and
    - (ii) in the case of any adverse findings, terminate the consultant's registration and apply one or more of the sanctions provided for in the Code.
- (11) At the time of application lodgement, the applicant must declare any matters known to it that are, or which may be perceived as or become, conflicts with it being included on the multiple-use register or providing services to Council. Any declared matters must be accompanied by management strategies. This information should include, but not be limited to, any pecuniary, business, familial or close personal relationships with Council officers and officials who are likely to have responsibilities in respect of consultant selection and procurement of the covered services.
- (12) During any period of registration, the consultant agrees and warrants to Council that it will notify Council in writing immediately if it becomes aware of any matters that are, or which may be perceived as or become, conflicts with its continued inclusion on the multiple-use register or providing services to Council, and provide appropriate management strategies.

The applicant acknowledges and agrees that Council may, at its option, refuse registration or limit or reduce bidding opportunities provided to the consultant on the basis of any matters which in Council's determination represent an unacceptable risk due to actual or perceived conflicts of interest.