

DA	LOCAL GOVERNMENT ACT, 1995 – CONTRACT VARIATIONS (TENDER OR EQUIVALENT)
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DIVISION:	Governance and Strategy
BUSINESS UNIT:	Legal, Governance and Risk Management
SERVICE UNIT:	Legal, Governance and Risk Management
RESPONSIBLE OFFICER:	Executive Committee Members (Ex-Co)
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	10 December 2020
ATTACHMENTS:	N/A
VERSION NO.	10

Dates of Amendments / Reviews:		
DAP Meeting:	24 May 2012 23 May 2013 22 May 2014 2 June 2015 26 May 2016	18 May 2017 24 May 2018 23 May 2019 26 November 2020
OCM:	9 June 2011 14 June 2012 13 June 2013 12 June 2014 11 June 2015	9 June 2016 8 June 2017 14 June 2018 13 June 2019

FUNCTION DELEGATED:

The authority to approve variations for a specific Contract executed from tenders (or equivalent), expressions of interests or a panel of pre-qualified suppliers for the provision of goods and services to Council.

CONDITIONS/GUIDELINES:

- (1) The overall amount being within the Budgeted allocation.
- (2) Details of any variations to be listed in the Contracts System.
- (3) Any delegate has the authority to deal with such matters as relevant to this declaration.
- (4) All transactions utilising this delegation are to be recorded in the Contracts System by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.
- (5) Any variation to a specific Contract that exceeds \$750,000 (Ex GST) must be approved by Council.

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AUTONOMY OF DISCRETION:

As provided under Legislative requirements and conditions (1) to (3) above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Local Government Act 1995, Sections 3.57 and 3.58
Local Government (Functions and General) Regulations 1996, Part 4.

DELEGATE:

Chief Executive Officer

Note: The Chief Executive Officer will sub-delegate this authority to:-

SUB-DELEGATE/S:

Chief Financial Officer
Chief of Operations
Chief of Community Services
Chief of Built and Natural Environment
Executive Governance and Strategy
Executive Corporate Affairs
Executive People, Culture and Safety