

DA	Procurement Selection and Award"	
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DELEGATED AUTHORITY CODE:	LGA
DIRECTORATE:	Finance & Corporate Services
BUSINESS UNIT:	Corporate Services
SERVICE UNIT:	Procurement Services
RESPONSIBLE OFFICER:	Director, Finance & Corporate Services
FILE NO.:	086/003
DATE FIRST ADOPTED:	24 August 2009
DATE LAST REVIEWED:	13 December 2018
ATTACHMENTS:	N/A
VERSION NO.	6

Dates of Amendments / Reviews:		
DAPPS Meeting:	24 May 2012	24 November 2016
	31 January 2013	22 November 2018
	25 February 2016	
OCM:	9 April 2009	10 March 2016
	14 June 2012	8 December 2016
	14 February 2013	

FUNCTION DELEGATED

The authority to:

- (1) Determine the criteria for evaluating tenders (or equivalent), expression of interest and a panel of pre-qualified suppliers before inviting tenders (or equivalent), expressions of interest and a panel of pre-qualified suppliers;
- (2) Publicly invite tenders (or equivalent), expression of interest and panel of pre-qualified suppliers;
- (3) Accept or reject tenders (or equivalent), expression of interest and a panel of pre-qualified suppliers where the consideration under the contract is, or is expected to be \$750,000 (GST inclusive) or less; and
- (4) Determine minor variations (in accordance with the Procurement Management Practice) before entering into a contract with the successful tenderer.

CONDITIONS/GUIDELINES

- (1) The Tender (or equivalent) relating to the provision of goods and services to Council being within Budget;
- (2) Record of Tender (or equivalent) received to be maintained in the Tender Register;

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- (3) Details of all advertised Tenders (or equivalent) and all Tenders (or equivalent) accepted pursuant to this Authority will be notified via "Council Information" publication;
- (4) Any Tenders (or equivalent) accepted for a value exceeding \$375,000 require the authorisation of two Delegates;
- (5) Any requirements of the Local Government Act, 1995 (Functions and General) Regulations, 1996, must be complied with; and
- (6) All transactions utilising this delegation are to be recorded in the Recording of Delegations Decision Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION

- (1) Any Elected Member may request that acceptance of a Tender (or equivalent) be referred to Council.
- (2) Any Elected Member is entitled to a copy of submitted documentation, upon request in writing to the Chief Executive Officer.
- (3) As provided under Council Policy and conditions above.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY

Local Government Act s 3.57, 5.42(1) & 5.43(b) refers
Regulation: F&G14(2a) refers.

DELEGATE

Chief Executive Officer

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

DELEGATE/S AUTHORISED

Director, Finance & Corporate Services
Director, Engineering & Works
Director, Governance and Community Services
Director, Planning & Development