

<b>DA</b>	<b>PROCUREMENT</b>	<b>SC38</b>
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<b>DELEGATED AUTHORITY CODE:</b>	SC38
<b>DIRECTORATE:</b>	All Division
<b>BUSINESS UNIT:</b>	Finance & Corporate Services
<b>SERVICE UNIT:</b>	Procurement Services
<b>RESPONSIBLE OFFICER:</b>	Strategic Procurement Manager
<b>FILE NO.:</b>	086/003
<b>DATE FIRST ADOPTED:</b>	1997
<b>DATE LAST REVIEWED:</b>	14 December 2017
<b>ATTACHMENTS:</b>	N/A
<b>VERSION NO.</b>	7

<b>Dates of Amendments / Reviews:</b>		
DAPPS Meeting:	24 May 2012	26 May 2016
	28 November 2013	24 November 2016
	27 February 2014	23 November 2017
OCM:	9 April 2009	13 March 2014
	14 June 2012	9 June 20165
	12 December 2013	8 December 2016

**FUNCTION DELEGATED:**

The authority to select a supplier/service provider from a procurement process to meet the needs of the Council.

**CONDITIONS/GUIDELINES:**

- (1) Different procurement sourcing methods (Public Notice, Request for Tender, Expression of Interest, Request for Proposal, Request for Quotation) are to be called and evaluated for the appointment of a nominated supplier / service provider to Council for various goods and/or services. A panel of suppliers/service provider may be appointed if appropriate.
- (2) All transactions utilising this delegation are to be recorded in the Recording of Delegated Decisions Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

**AUTONOMY OF DISCRETION:**

As provided in the Conditions/Guidelines above.

**LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:**

Local Government (Functions and General) Regulations 1996 refer.  
Council Policy SC38 "Procurement" refers.

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**DELEGATE:**

Chief Executive Officer

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

**SUB-DELEGATE/S:**

Director, Governance & Community Services

Director, Finance & Corporate Services

Director, Engineering & Works

Director, Planning & Development