

DA	PROCUREMENT SELECTION & AWARD
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DIVISION:	Finance
BUSINESS UNIT:	N/A
SERVICE UNIT:	Procurement
RESPONSIBLE OFFICER:	Chief Financial Officer
FILE NO.:	086/003
DATE FIRST ADOPTED:	24 August 2009
DATE LAST REVIEWED:	10 December 2020
ATTACHMENTS:	N/A
VERSION NO.	9

Dates of Amendments / Reviews:		
DAP Meeting:	24 May 2012	28 February 2019
	31 January 2013	23 May 2019
	25 February 2016	28 May 2020
	24 November 2016	26 November 2020
	22 November 2018	
OCM:	9 April 2009	13 December 2018
	14 June 2012	14 March 2019
	14 February 2013	13 June 2019
	10 March 2016	11 June 2020
	8 December 2016	

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 less than \$1,000,000 (GST exclusive); 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;

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- (2) Record of Tender (or equivalent) received to be maintained in the Tender Register;
- (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 Tender (or equivalent) accepted for a value of \$500,000 or greater (GST exclusive) requires 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 City's Record Keeping system (ECM) by the delegated officer or by another officer directed by the delegated 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
 Local Government (Functions & General) Regulations 14(2a) refers
 Procurement Policy

DELEGATE

Chief Executive Officer

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

DELEGATE/S AUTHORISED

Chief Financial Officer
 Chief Operations Officer
 Executive Governance and Strategy
 Chief of Built and Natural Environment