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| DA | PROCUREMENT SELECTION & AWARD | LGAFCS11 |
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| DELEGATED AUTHORITY CODE: | LGAFCS11 |
| 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: | 11 June 2020 |
| ATTACHMENTS: | N/A |
| VERSION NO. | 8 |

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

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 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
 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

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