

DA	PROCUREMENT SELECTION & AWARD
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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:	10 December 2020
ATTACHMENTS:	N/A
VERSION NO.	9

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

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

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