

Procurement Delegations Framework

In accordance with section 2.3.2 and 2.4.2.1 of Council's Procurement Policy, the Procurement Delegations Framework has been developed. The Procurement Delegations Framework is modelled from the Best Practice Procurement Guidelines, while also taking into account Bass Coast Shire Council's requirements.

This Framework allows for efficient decision-making at the appropriate level of Council, while also ensuring the continuity of business.

Purchasing Decisions and Commitments

The following two (2) tables outline the Purchasing and Contract Award delegations. The delegated authorities ultimately make decisions and commitments for concerning Council expenditure.

1.1 Purchasing Delegations

Table 1

Expenditure (GST inclusive)	Delegated Authority
Up to \$25,000	Coordinator
\$25,000 to \$100,000	Manager
\$100,000 to \$150,000	General Manager
\$150,000 to \$250,000	Chief Executive Officer
> \$250,000	Council

1.2 Contract Award Delegations

Table 2

Expenditure (GST inclusive)	Delegated Authority
Up to \$250,000	CEO
> \$250,000	Council

Internal Controls

The following tables outline the internal controls Council has in place with regard to quotations and contracts that have been, or will be, authorised in accordance with that set out in Table 1 and Table 2.

2.1 Procurement Exemptions Delegations

Procurement Exemptions are utilised when Council's Procurement Requirements (as detailed in the Procurement Policy and Procurement Manual) cannot be met.

Table 3

Expenditure (GST inclusive)	Endorsed By	Delegated Authority
Up to \$100,000	Coordinator Procurement & Fleet or Manager Finance	General Manager
\$100,000 to \$150,000		CEO
> \$150,000 goods/services or > \$200,000 works		Council followed by Ministerial Exemption (Contact Procurement and Fleet Team)

2.2 Contract Extension Delegations

Contract Extensions are in accordance with the terms of the contract. A contract may only be extended in accordance with any extension options included within the terms of a contract as awarded by Council.

Table 4

Expenditure (GST inclusive)	Delegated Authority
Up to \$1M	GM
> \$1M	CEO
Outside annual adopted budget allocations	Council

2.3 Contract Variations Delegations

Contract Variations are unanticipated, additional costs that are within the scope of the Contract. The below table is to be applied to the total accumulated value of variations for any contract.

Table 5

Expenditure (GST inclusive)	Endorsed By	Delegated Authority
Up to 10% of contract value & within allocated budget	Contract Superintendent	Manager
> 10% of contract value & within allocated budget		General Manager
Outside annual adopted budget allocations		Council

2.4 Purchases under Annual Supply Contracts and/ or MAV and Procurement Australia Contracts

Purchases under Council Annual Supply Contracts are in accordance with the awarded schedule of rates and are utilised on an as needs basis. Purchases under MAV and Procurement Australia contracts are exempt from the Local Government Act 1989 (S. 186(5A)), as they are awarded as the result of a public tendering process. All purchasing under these Contracts are in accordance with the awarded schedule of rates. All expenditure is within the allocated budget.

Table 6

Expenditure (GST inclusive)	Delegated Authority
Up to \$25,000	Coordinator
\$25,000 to \$100,000	Manager
> \$100,000	Manager Finance

2.5 Contract Payment Delegations

Contract Payments are in accordance with the awarded contracts bill of quantities, schedule of rates or lump sum amounts.

Table 7

Expenditure (GST inclusive)	Delegated Authority
Within the allocated contract sum	Contract Supervisor & Manager
Outside the allocated contract sum	See 2.3 Contract Variations Delegations

2.6 Summary of Quotations

A Summary of Quotations describes the quotation process undertaken, the evaluation and the recommended supplier.

Table 8

Expenditure (GST inclusive)	Processes Approved By
Up to \$50,000	Coordinator Procurement & Fleet
\$50,000 to \$150,000	Manager Finance
> \$150,000 goods/services or > \$200,000 works	NA

2.7 Initiation to Tender/Quote (ITQ) Delegations

The Initiation to Tender / Quote process is an internal control to ensure that the tender or quote meets certain requirements (i.e. allocated budget) before proceeding to advertisement or issue of the tender or quote.

Table 9

Estimated Expenditure (GST inclusive)	Delegated Authority
Up to \$50,000	Manager
> \$50,000	General Manager

Approval

Approved by Council at its meeting held on Date 19/04/2017

Signed by the Mayor (Cr Pamela Rothfield)



Date 24/04/2017