

Estimates Committee 2008

Questions Taken On Notice

(17/6/2008 to 20/6/2008)

Date: 17/06/2008

Output: Planning and
Infrastructure

Sub Output: Non-output-specific
questions

Subject: Consultants - Terms of Engagement

From: Mr Terry Mills MLA to Hon Delia Lawrie MLA
Department of Planning and Infrastructure

2-14

Question: I request a list of consultants engaged in the course of the year. How many were more expensive than the initial costing owing to variations and who approved the variations.

Answer:

Answered On: 25/06/2008

**DEPARTMENT OF PLANNING & INFRASTRUCTURE INCLUDING GBD'S
CONSULTANTS**

| Description | Amount |
|--|---------------|
| A/S - ENG STUDY LAND AVAIL Total | 43,217.31 |
| ABORIGINAL EDUCATION - COMMUNITY DEVELOP Total | 34,340.04 |
| ADVERT WEEK END AUST WOG 15YR INFRA PLAN Total | 2,079.30 |
| AERIAL PHOTOGRAPHY Total | 1,176.62 |
| ALAWA PRIMARY SCHOOL - STAGE 2 - MAJOR REDEVELOPMENT Total | 8,640.00 |
| ALICE SPRINGS - EDUCATION CONSULTANCY 07/08 Total | 4,558.25 |
| ALICE SPRINGS - EDUCATION CONSULTANCY 06/07 Total | 107,582.73 |
| ALICE SPRINGS 08/09 BAMS DATA COLLECTION - ELECTRICAL Total | 5,000.00 |
| ALICE SPRINGS 08/09 BAMS DATA COLLECTION - MECHANICAL Total | 3,450.00 |
| ALICE SPRINGS FLOOD MAPPING Total | 3,104.91 |
| ALICE SPRINGS HOSPITAL - EMERGENCY DEPT SCHEMATIC DESIGN Total | 67,000.00 |
| ALICE SPRINGS TOWN CAMPS PRODUCE DES & DOC FOR SCOPE OF WORK Total | 111,810.00 |
| ANGURUGU SEWERAGE STUDY STAGES 1&2 Total | 18,534.29 |
| ANGURUGU SEWERAGE TREATMENT PONDS TOPOGRAPHICAL Total | 35,900.00 |
| ANULA SCHOOL-UPGRADE INFRA FACILITIES-CONSULTANCY Total | 48,600.00 |
| ARALUEN SOLAR AIR CONDITIONING DESIGN WORK Total | 900.00 |
| ARALUEN SOLAR AIRCONDITIONING ADVICE Total | 13,509.00 |
| ARCHITECTS STUDIO-CONSULTANTS M/P 638758 Total | 4,225.00 |
| ARCHITECTURAL SERVICES - 06/07 AS & WHEN Total | 10,011.39 |
| ARLPARRA & ALEKARENGE - HOMLEAND LEARNING CENTER AND CEC Total | 5,861.78 |
| AS & WHEN - CONSULTANT -DRAFTING -STRUCTURAL -BLDG APPRVLS Total | 14,215.00 |
| AS & WHEN - OCCUPANCY PERMIT - IRWINCONSULT Total | 5,600.00 |
| AS & WHEN ARCHITECTURAL- ZONE A PTY LTD 06/07 Total | 10,642.41 |
| AS & WHEN BUILDING CERTIFICATION 2007/2008 Total | 62,751.70 |
| AS & WHEN DRAFTING CONSULTANCY - KBR Total | 2,836.18 |
| AS & WHEN ENGINEERING - PACKAGES Total | 9,883.73 |
| AS & WHEN QUANTITY SURVEYING Total | 46,745.73 |
| ASH - CONSULTANT - FIRE SAFETY ENGINEERING REPORT Total | 5,825.00 |
| ASH - FIRE PROTECTION AND AIRCONDITIONING - 05/06 Total | 255,797.44 |
| ASSESSMENT OF 175 BEES CREEK RD - BEES CREEK Total | 21,300.00 |
| AUST TECHNICAL COLLEGE INFRASTRUCTURE WORKS- VARIOUS SCHOOLS Total | 114,855.90 |
| BAB QUAD MODELLING RESEARCH Total | 25,000.00 |
| BAL REFURBISH AIRCONDITIONING SYSTEM - DESIGN Total | 15,582.09 |
| BAMS GRAPHICS - 2007/2008 AND 2008/2009 Total | 257,967.05 |
| BAMS GRAPHICS 2005/06 & 2006/07 Total | 26,665.09 |
| BAMS WEB CONSULTANCIES 07/08 Total | 9,564.39 |
| BANYAN HOUSE - DESIGN AND DOCUMENT CONSULTANTS Total | 265,624.06 |
| BERRIMAH-BIODIVERSITY CONSERVATION COMPLEX-CONSULTANCY Total | 5,810.00 |
| BITING INSECT ASSESSMENT-BERRIMAH FARM Total | 12,039.56 |
| BORROLOOLA-NEW HOME ECONOMICS-CONSULTANTS Total | 63,170.90 |
| BRAITLING PRIMARY SCHOOL - UPGRADE A/CONS Total | 15,298.18 |
| BUILDING CERTIFICATION - 06/07 AS & WHEN Total | 7,677.91 |
| CASUARINA POLICE STATION - CONSULTANTS Total | 25,364.53 |
| CASUARINA SENIOR COLLEGE - CONSULTANTS - MOIL ENTRANCE Total | 20,130.00 |
| CAT-EVALUATION OF CALGON AT YUELAMU-T04-1420A Total | 14,672.00 |
| CD - CONSULTANTCIES - IPD31 Total | 72,885.95 |
| CD FEES - VARIOUS Total | 4,877.27 |
| CHINATOWN FITOUT DESIGN Total | 6,637.50 |
| CLIENT SURVEY-SBS ANALYSIS Total | 44,726.69 |
| CLOSING THE GAP-SITE SURVEYING & DRAFTING Total | 36,031.70 |
| CNR CONSULTANCY Total | 21,854.50 |
| COASTAL CATCHMENT INITIATIVE (CCI) PROGRAM Total | 94,000.00 |
| CONDUCTED INVESTIGATION Total | 22,909.09 |

**DEPARTMENT OF PLANNING & INFRASTRUCTURE INCLUDING GBD'S
CONSULTANTS**

| Description | Amount |
|--|---------------|
| CONNECTING NEIGHBOURS OVERALL PROGRAM MANAGEMENT Total | 18,222.55 |
| CONSULT FEE DPI STAFF SURVEY Total | 6,250.56 |
| CONSULT FEE SUPPLYING SURVEY Total | 5,276.25 |
| CONSULTANCIES - CIVIL - 2007/2008 Total | 91,685.45 |
| CONSULTANCIES - ROAD DEVELOPMENT - 2006/07 Total | 39,065.00 |
| CONSULTANCIES - ROADS PROJECTS Total | 45,427.18 |
| CONSULTANCY - CAVANAGH HOUSE - REDESIGN 3RD FLOOR CON RM Total | 15,250.00 |
| CONSULTANCY - DESERT KNOWLEDGE PRECINCT-ENGINEERING/DESIGN/ Total | 30,648.73 |
| CONSULTANCY - DESERT PEOPLES CENTRE Total | 232,308.94 |
| CONSULTANCY - MISCELLANEOUS BUILDING ITEMS 05/06 Total | 2,500.00 |
| CONSULTANCY - MISCELLANEOUS ROADS ITEMS Total | 2,100.00 |
| CONSULTANCY BUREAU INV 08-074 18 APR Total | 1,327.14 |
| CONSULTANCY CSAT AREYONGA WINTER POWER MONITORING A06-0169 Total | 3,969.77 |
| CONSULTANCY FOR TRANSPORTABLE RENAL UNITS Total | 73,200.00 |
| CONSULTANCY-CYCLONE RISK STUDY REMOTE ELECTRICITY GRIDS-GHD Total | 12,675.91 |
| CONSULTANT CO-ORDINATION GROUP Total | 34,785.33 |
| CONSULTANTS - GOVE DISTRICT HOSPITAL Total | 10,880.91 |
| CONSULTANTS - UPGRADING OF PALMERSTON HIGH CLASSROOMS Total | 23,467.00 |
| CORRECTIONAL CENTRE - PERIMETER FENCING Total | 35,208.18 |
| CORRECTIONAL FACILITY - NEW BUILDING IN COTTAGES AREA Total | 17,769.50 |
| DARWIN - EAST ARM PORT ACCESS ROUTE - CONSULTANCIES Total | 25,162.57 |
| DARWIN - ROAD PROJECTS - HH2 - CONSULTANCIES Total | 75,584.24 |
| DARWIN 08/09 BAMS DATA COLLECTION - MECHANICAL Total | 27,022.15 |
| Darwin City Waterfront Development Prep Works Total | 96,262.00 |
| DARWIN CITY WATERFRONT DEVELOPMENT PREP WORKS - OPERATIONAL Total | 28,286.50 |
| DARWIN HIGH SCHOOL - MIDDLE SCHOOL CONSULTANCIES Total | 275,631.59 |
| DARWIN PRISON MASTERPLAN Total | 105,594.94 |
| DATA COLLECTION 08/09 ALL REGIONS Total | 14,228.18 |
| DELFIN LEND LEASE - DELFIN ROAD Total | 75,000.00 |
| DESIGN & DOC Total | 5,336.12 |
| DESIGN & DOC - NITMILUK NATIONAL PARK GORGE CROSSOVERS Total | 1,790.50 |
| DESIGN & DOCUMENTATION - GALIWINKU Total | 101,575.73 |
| DESIGN & DOCUMENTATION MARRARA FIRE STATION Total | 7,411.32 |
| DESIGN & DOCUMENTATION OF WATERFRONT STAGE 4 CARPARK Total | 689,178.00 |
| DESIGN CONSULTANCY-ANGURUGU SEWERAGE STUDY STAGES 1&2 Total | 25,419.76 |
| DEVELOPMENT CONSENT APPLICATION - LOT 45 Total | 370.00 |
| DEVELOPMENT HOUSE FITOUT CONSULTANCY Total | 228,460.00 |
| DISRUPTION TO TRAFFIC ON KATHERINE TCE Total | 300.00 |
| DKP - PROVIDE ADVICE/INFO & DIAGRAMMATIC DETAILS FOR SIGNAGE Total | 1,530.00 |
| DKP/DPC VARIOUS CONSULTANTS - 05/06 Total | 35,020.83 |
| DPI STAFF SURVEY 2007 Total | 2,261.25 |
| DWN BUS REVIEW UP TO DEC19 FROM 358211 Total | 117,535.55 |
| ENERGY MANAGEMENT ADVICE - ELECTRICAL 06/07 AS & WHEN Total | 28,745.50 |
| ENERGY MANAGEMENT INVESTIGATIONS (ELECTRICAL) AS AND WHEN Total | 1,900.00 |
| ESB - AS AND WHEN GEOTECH PANEL CONTRACT - RMG Total | 1,947.40 |
| ESB - AS AND WHEN GEOTECH PANEL CONTRACT - STS Total | 12,434.77 |
| ESB CONSULTANCIES - CAPPED FEES Total | 1,002,189.19 |
| ESB CONSULTANCIES - CAPPED FEES Total | 7,556.36 |
| ESB CONSULTANCIES - LITTLE/BIG HORSE CREEK Total | 23,670.86 |
| ESB CONSULTANCIES - PROGRAM FEES Total | 41,291.82 |
| ESTABLISH MAINTAIN & SUPPORT SCHOOLS ENVIRONMENTAL TRACKING Total | 7,250.00 |
| FEE FOR PROFESSIONAL SERVICES Total | 1,963.64 |
| FEE PROBITY AUDIT OF BELLAMACK Total | 2,618.18 |

**DEPARTMENT OF PLANNING & INFRASTRUCTURE INCLUDING GBD'S
CONSULTANTS**

| Description | Amount |
|--|---------------|
| GLYDE POINT - RELATED STUDIES - CONSULTANTS PAYMENTS Total | 68,500.16 |
| HARBOURVIEW PLAZA L1 AND L4 MODIFICATIONS- CONSULTANCY Total | 6,475.00 |
| HEALTH - VARIOUS CONSULTANCIES Total | 12,208.18 |
| HEALTH CONSULTANCIES - RDH ONLY - IPD06 Total | 103,349.03 |
| HEALTH CONSULTANCIES (NOT RDH) - IPD04 (1ST FLOOR) Total | 20,600.00 |
| HEALTH CONSULTANCIES (NOT RDH) - IPD05 Total | 7,910.00 |
| HEALTH CONSULTANCIES 2006/2007 Total | 86,963.50 |
| HIRE OF GALLERY 23-24 MAY 07 Total | 440.91 |
| HOWARD PENINSULA Total | 23,286.25 |
| IES ASSET STUDY Total | 235,751.00 |
| IHANT CONSULTANCIES Total | 3,108.00 |
| INDEPENDENT ENVIRON AUDIT GHD Total | 176,371.53 |
| INDIGENOUS ESSENTIAL SERVICES OPERATIONAL EXPENSES Total | 149.09 |
| INFRASTRUCTURE - CIVIL -CONSULTANCIES 06/07 Total | 1,554,738.23 |
| KARAMA S/CENTRE DESIGN & DOC Total | 15,000.00 |
| KARAMA SHOPPING CENTRE - GRANT Total | 150,000.00 |
| KARAMA SHOPPING CENTRE DESIGN FEES Total | 15,000.00 |
| KATHERINE - MAIN STREET REDEVELOPMENT (URBAN ENHANCEMENT) Total | 59.00 |
| KATHERINE 08/09 BAMS DATA COLLECTION-MECHANICAL & ELECTRICAL Total | 8,863.12 |
| KATHERINE HIGH SCHOOL - MIDDLE SCHOOL- VARIOUS CONSULTANCIES Total | 19,009.16 |
| KATHERINE INFRASTRUCTURE - CONSULTANTS 07/08 Total | 97,754.98 |
| KULALUK DRAIN FORMALISATION Total | 2,363.64 |
| LAND DEVELOPMENT CORPORATION - OFFICE RELOCATION Total | 18,860.91 |
| LEANYER PRIMARY SCHOOL - STAGE 2 UPGRADE Total | 10,090.91 |
| LEANYER RECREATION PARK - STAGE 2 - DESIGN AND DOCUMENTATION Total | 214,738.63 |
| LEVEL CROSSING SAFETY COMMITTEE Total | 2,800.00 |
| MAJOR PROJECTS - ROADS Total | 509,611.33 |
| MARRARA COMMUNITY CENTRE-REPORT/INVEST Total | 7,645.45 |
| MICHEL'S WARREN MUNDAY Total | 700.00 |
| MILLNER PRIMARY SCHOOL - ENCLOSE & AIRCONDITON ASSEMBLY Total | 97,284.17 |
| MISC ENERGY MANAGEMENT CONSULTANCIES Total | 5,000.00 |
| MISC INFRASTRUCTURE PLAN Total | 93,977.10 |
| MISCELLANEOUS INFRASTRUCTURE DEVELOPMENT CONSULTANTS Total | 59,880.28 |
| MNW & SM - DEET VARIOUS CONSULTANTS - FIRST FLOOR Total | 26,410.00 |
| MOVING ALICE AHEAD - LIFESTYLE INITIATIVE Total | 7,195.19 |
| MVR QUICKPAY CAMPAIGN Total | 1,348.55 |
| N/CLIFF F/SHORE DESIGN & DOC Total | 20,000.00 |
| NAKARA PRIMARY SCHOOL - UPGRADE Total | 8,181.82 |
| NT COST BENEFIT ANALYSIS-BCA ENERGY EFFICIENCY REQUIREMENTS Total | 12,469.86 |
| OCCASIONAL CONSULTANT ADVICE VARIOUS PROJECTS 06/07 Total | 24,148.91 |
| OP CONSULT -CONS DIV.T07-207 Total | 33,800.00 |
| PALMERSTON HIGH SCHOOL - MIDDLE SCHOOL CONSULTANCY Total | 277,331.37 |
| PANEL CONSULTANCY - AS AND WHEN - MECHANICAL SUPERVISION Total | 32,887.28 |
| PANEL CONSULTANCY - AS AND WHEN - MECHANICAL SUPERVISION - Total | 10,694.62 |
| PANEL CONSULTANCY - MECHANICAL SUPERVISION AS AND WHEN Total | 110,407.20 |
| PARKS PROJECT 07/08 Total | 40,000.00 |
| PARLIAMENT HOUSE ICT REPLACEMENT Total | 159,640.03 |
| PARLIAMENT HOUSE ICT REPLACEMENT - PROJECT DIRECTOR Total | 159,640.03 |
| PARLIAMENT HOUSE UPGRADE CONSULTANCY Total | 23,840.00 |
| PLANNING FORUM AD WED 25/4/07 Total | 679.42 |
| PORT CORPORATION - CONSULTANCIES IPD07 Total | 291,873.27 |
| POST OCCUPANCY REVIEWS AND POST CONTRACT REVIEWS 2007/08 Total | 22,610.00 |
| PREPARATION - STRATEGIC PLAN Total | 38,545.45 |

**DEPARTMENT OF PLANNING & INFRASTRUCTURE INCLUDING GBD'S
CONSULTANTS**

| Description | Amount |
|--|----------------------|
| PROB AUDIT WARATAH EOI 180208 Total | 1,090.91 |
| PROBITY AUDIT BEOI 2012-180208 Total | 1,636.36 |
| PROBITY AUDIT OF BELLAMACK EXP Total | 1,963.64 |
| PROCUREMENT INVESTIGATION TENDER # T07-1002 Total | 7,040.29 |
| PROF FEES 07-110408 Total | 12,892.31 |
| PROF FEES 3/9/07-PROBITY AUDIT Total | 1,063.64 |
| PROFESSIONAL FEE TO 3 SEP 07 Total | 2,290.91 |
| PROJECT WORK JUNE07 Total | 338.00 |
| PUBLIC TRANSPORT CONSULTANTS | 23,930.84 |
| Q.I. SYSTEMS PTY LTD INV 6154 28 APR 08 Total | 1,343.00 |
| QUANTITY SURVEY SERVICE - AS AND WHEN Total | 58,362.50 |
| QUANTITY SURVEYING SERVICES HOUSING PROGRAM WORKS 12 MNTHS Total | 8,480.00 |
| REVIEW NATIONALLY SIGNIF.PROJ Total | 7,905.60 |
| ROAD NETWORK CONSULTANTS 07/08 Total | 230,121.51 |
| SCHOOL FACILITIES USED AS CYCLONE SHELTERS - DEET CWP Total | 98,164.55 |
| SIDRA ANALYSIS AT CASUARINA SENIOR COLLEGE Total | 2,400.00 |
| SITE SURVEY & DRAFTING SERVICES HOUSING PRGM WORKS 12 MNTHS Total | 50,080.24 |
| SKM LARAPINTA NORTH Total | 4,628.00 |
| STATE SQUARE MASTER PLAN Total | 96,230.19 |
| STRATEGIC ASSET PLANNING CONSULTANCY - 07/08 Total | 131,721.88 |
| STRUCTURAL BUILDING - 06/07 AS & WHEN Total | 7,380.00 |
| TAMINMIN HIGH SCHOOL - MIDDLE SCHOOL Total | 91,563.91 |
| TANGENTYERE DESIGN-D&D FOR INTERNAL GLASS DOORS-REPAIR&MAINT Total | 11,743.46 |
| TENNANT CK 08/09 BAMS DATA COLLECTION-MECH & ELECTRICAL Total | 32,656.00 |
| TENNANT CREEK - MAIN STREET DEVELOPMENT Total | 245,462.00 |
| TENNANT CREEK HOSPITAL STG 2 FIRE SAFETY UPGRADE CONSULTANCY Total | 39,900.00 |
| TRAVEL COSTS-AIRFARE & CAB Total | 5,540.15 |
| URBAN ENHANCEMENT 07/08 OPERATIONAL EXPENDITURE Total | 100,000.00 |
| VARIOUS CONSULTANCY WORKS Total | 42,240.93 |
| VARIOUS HOUSING CONSULTANCIES 06/07 Total | 500.00 |
| VARIOUS JUSTICE CONSULTANTS - IPD04 1ST FLOOR Total | 16,912.77 |
| VARIOUS NRETA CONSULTANTS - IPD04 1ST FLOOR Total | 4,305.25 |
| VARIOUS POLICE FIRE & EMERGENCY SERVICES CONSULTANTS Total | 27,204.34 |
| VARIOUS PROJECTS - CONSULTANCIES - PROGRAM FEE OFFERS 05/06 Total | 13,790.00 |
| VARIOUS PROJECTS - CONSULTANCIES - PROGRAM FEE OFFERS 07/08 Total | 29,100.86 |
| VARIOUS SPORT & REC CONSULTANTS 07/08 Total | 91,921.10 |
| WADEYE OLSH THAMARRUR CATHOLIC COLLEGE - DESIGN CONSULTANCY Total | 11,340.00 |
| WADEYE SECONDARY SCHOOL Total | 20,000.00 |
| WANGURI PRIMARY SCHOOL - CONCEPT DESIGN Total | 9,194.00 |
| WANGURI PRIMARY SCHOOL UPGRADE 07/08 CWP - CONSULTANTS Total | 98,671.82 |
| WOG 10YR INFRA PLAN Total | 54,545.45 |
| WOG 15YR INFRA PLAN Total | 2,079.30 |
| WORKFORCE PLANNING CONSULTNG Total | 4,775.47 |
| WWII MUSEUM Total | 104,706.17 |
| YIRRKALA HEALTH CLINIC - CONSULTANT Total | 2,520.00 |
| YUENDUMU - CEC UPGRADE - CLOSING THE GAP Total | 5,645.00 |
| Grand Total | 12,690,495.27 |

THE NORTHERN TERRITORY OF AUSTRALIA

PROCUREMENT ACT

INSTRUMENT OF DELEGATION

I, RICHARD WILLIAM HANCOCK, the Accountable Officer for the Department of Planning and Infrastructure, pursuant to Section 4 of the *Procurement Act* and with reference to Section 42 of the *Interpretation Act*:

1. Revoke all previous Instruments of Delegation relative to the *Procurement Act* for the Department of Planning and Infrastructure.
2. Delegate the employee holding, or for the time being, performing the duties and functions of the designation specified in Column 3 authorisation to exercise and perform the powers and functions specified in Column 1 subject to the conditions and limitations specified in the line notes and Column 4 as set out in the Procurement Delegations effective 22 February 2008.

For the purpose of this Instrument the delegated powers and functions shall only be exercised within the Division or Area where the delegated employee is deployed and shall be limited to the level of available funds within that area.

Dated this 29th day of February 2008


RICHARD HANCOCK
Accountable Officer

DEPARTMENT OF PLANNING AND INFRASTRUCTURE

Construction Division

Procurement Delegations

✉ dpiProcurementAdvice.dpi@nt.gov.au
As with all Procurement Processes,
Procurement Delegation limits are GST Inclusive

CONSTRUCTION DIVISION

PROCUREMENT DELEGATIONS

FUNCTION: 1. APPROVE A REQUISITION FOR SUPPLIES AND/OR SERVICES

This delegation approves the start of a procurement process to obtain quotations for goods, works or services. This delegation authorises the invitation to tender and approves the need for the goods, works or services, but does not include commitment.

In exercising this delegation, the delegated officer is stating that funds are available for the resultant purchase.

The delegated officer approving the requisition cannot approve the resultant purchase order; a segregation of duties is required to achieve an appropriate level of probity. Irrespective of delegation levels under function 1.1, any requisition for Information and Communications Technology equipment, software and services must also have the endorsement of the Director, Information and Business Systems (SBS) prior to any procurement activity being undertaken.

| 1. Function | 2. Delegated Authority (titles are a guide only – see position level) | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|---|---|---|--|-------------------|
| 1.1 Approve a requisition for goods / supplies funded from corporate budgets (stationery, mobile phones, photocopiers etc) | General Manager Project Manager / Director / Regional / Business Manager Regional Manager / Senior Project Officer Business Manager (Regional) | ECO2 ECO1/EO1/P4 AO8/P3/T6 AO6 | \$5M \$1M \$50,000 \$30,000 | Procurement Reg 3 |
| 1.2 Approve a requisition for capital works, minor new works, repairs and maintenance | General Manager Project Manager / Director / Regional / Business Manager Regional Manager / Senior Project Officer Project Officer Project Officer Project Officer | ECO2 ECO1/EO1/P4 AO8/P3/T6 P2/T5 T4 T3 | \$5M \$2M \$500,000 \$250,000 \$50,000 \$10,000 | Procurement Reg 3 |
| 1.3 Approve a requisition for consultancy services | General Manager Project Manager / Director / Regional / Business Manager Regional Manager / Senior Project Officer | ECO2 ECO1/EO1/P4 AO8/P3/T6 | \$50,000 \$50,000 \$50,000 | Procurement Reg 3 |
| 1.4 Approve a requisition for consultancy services against the "Panel Period Contract for Consultant Services" | General Manager Project Manager / Director / Regional / Business Manager Regional Manager / Senior Project Officer | ECO2 ECO1/EO1/P4 AO8/P3/T6 | \$100,000 \$100,000 \$100,000 | Procurement Reg 3 |

CONSTRUCTION DIVISION

PROCUREMENT DELEGATIONS

FUNCTION: 2. ACCEPTANCE / NEGOTIATION OF TENDERS

- The delegated officer recommending the acceptance of tenders cannot also approve the recommendation.
- Approval of the PRB is required to accept tenders valued over \$50,000, or where an interstate tenderer is preferred to an NT supplier, prior to the contract being awarded.
- Approval of the PRB is required to reject/decline/negotiate all tenders valued over \$50,000.

| 1. Function | 2. Delegated Authority (titles are a guide only – see position level) | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|---|---|--|---|
| 2.1 Approve the acceptance of a Tender / Quotation | General Manager Project Manager / Director / Regional / Business Manager Regional Manager / Senior Project Officer Project Officer Project Officer | ECO2 ECO1/EO1/P4 AO8/P3/T6 P2/T5 T4 | \$5M \$2M \$1M \$250,000 \$50,000 | Procurement Reg 5 |
| 2.2 Determine the admissibility of Tenders / Quotations received after the designated closing time and date | Procurement Review Board Function is the responsibility of Director Procurement or General Manager | ECO1 or ECO2 | Unlimited \$10,000 to \$50,000 | Procurement Direction PO6 |
| 2.3 Approve the negotiation of a Tender / Quotation | Procurement Review Board after endorsement by the Chief Executive Officer General Manager Project Manager / Director / Regional / Business Manager Regional Manager / Senior Project Officer Project Officer Project Officer | ECO2 ECO1/EO1/P4 AO8/P3/T6 P2/T5 T4 | Unlimited \$5M \$2M \$1M \$250,000 \$50,000 | Procurement Direction PO8 Prior approval of the PRB is required for all negotiations over \$50k |
| 2.4 Approve the rejection / decline of all Tenders / Quotations | Chief Executive Officer, followed by approval of the Procurement Review Board Chief Executive Officer | | Unlimited \$50,000 | Procurement Direction PO9 Declines are to be forwarded to the DPI Procurement Unit by COB Fridays. Procurement will liaise with the CEO's office and PRB |

CONSTRUCTION DIVISION

PROCUREMENT DELEGATIONS

FUNCTION: 3. ISSUE A CERTIFICATE OF EXEMPTION

A Certificate of Exemption is an exemption from the requirement to invite public tenders; all other procurement processes must be applied. The approval process for the issue of a Certificates of Exemption (CoE) are as follows:

- Tier three supplies (over \$10,000 to not more than \$50,000)
All actions within Tier 3 are reportable to the Procurement Review Board (via APRO). **Function 3.2 is not classified as a Certificate of Exemption.**
- Tier four supplies (over \$50,000 to not more than \$250,000)
The Accountable Officer may approve the use of select tendering through the issue of a Certificate of Exemption subject to endorsement by the Procurement Review Board and agreement by the Agency Minister.
- Tier five supplies (over \$250,000)
The Accountable Officer may approve the use of select tendering through the issue of a Certificate of Exemption subject to endorsement by the Procurement Review Board, agreement by the Agency Minister and endorsement of the Procurement Minister.

Where it is intended to seek select tenders for requirements over \$5 million, a list of prospective tenderers is to be endorsed by the Chief Executive Officer prior to any approach being made to prospective tenderers

| 1. Function | 2. Delegated Authority (titles are a guide only – see position level) | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|---|--|--------------------------------------|----------------------------------|---|
| 3.1 Issue a Certificate of Exemption to dispense with public tenders | Chief Executive Officer with endorsement of the Procurement Review Board, Departmental Minister and Minister for Procurement Chief Executive Officer with endorsement of the Procurement Review Board and Departmental Minister | | Unlimited \$250,000 | Procurement Reg 8 CoE's and Ministerials are to be forwarded to the DPI Procurement Unit by COB Fridays. Procurement will liaise with the CEO's office, PRB and the Minister's office. |
| 3.2 Exercise a delegation under Reg 4 (3) to acquire less than three quotations | General Manager Project Manager / Director / Regional / Business Manager Regional Manager / Senior Project Officer | ECO2 ECO1/EO1/P4 P3 / T6 / AO8 | \$50,000 \$50,000 \$50,000 | Procurement Reg 4.3 |

CONSTRUCTION DIVISION

PROCUREMENT DELEGATIONS

FUNCTION: 4. APPROVE A PURCHASE ORDER

In approving a purchase order the delegated officer is responsible for ensuring that all necessary procurement processes have been adhered to.

A delegated officer approving a variation to an order can only approve the variation if the revised value of the order falls within the delegated officer's level of delegation.

The delegated officer approving the purchase order must not have approved the originating requisition; a segregation of duties is required.

| 1. Function | 2. Delegated Authority (titles are a guide only – see position level) | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|--|--|--|---|
| 4.1 Approve the issue of a purchase / service order. | General Manager Project Manager / Director / Regional / Business Manager Regional Manager / Senior Project Officer Project Officer Project Officer Project officer Business Manager (Regional) | ECO2 ECO1/EO1/P4 AO8/P3/T6 P2/T5 T4 T3 AO6 | \$5M \$2M \$500,000 \$250,000 \$50,000 \$10,000 \$10,000 | Procurement Reg 9 |
| 4.2 Approve the issue of a purchase / service order on Panel / Period contracts | General Manager Project Manager / Director / Regional / Business Manager Regional Manager / Senior Project Officer Project Officer Project Officer Project Officer | ECO2 ECO1/EO1/P4 AO8/P3/T6 P2/T5 T4 T3 | \$5M \$2M \$500,000 \$250,000 \$50,000 \$10,000 | Procurement Reg 9 |
| 4.3 Approve the issue of a Local Purchase Order | LPO book holders | | \$1,000 | Procurement Reg 9 Treasurer's Direction Part 3, Section 7 |
| 4.4 Approve the purchase of fuel, lubricants and minor repairs for official vehicles using a fuel card or VMO | All employees | | \$500 | Procurement Reg 9 Treasurer's Direction Part 3, Section 7 |

CONSTRUCTION DIVISION

PROCUREMENT DELEGATIONS

FUNCTION: 5. EXECUTE CONTRACT DOCUMENTS

The execution of a contract is reliant on all procurement processes having been followed and approval by the Procurement Review Board for tender recommendation \$50,000 or greater.

Contract extensions must be in accordance with the original Conditions of Contract.

Variations to contracts must be in accordance with the original purpose/scope/conditions of contract and availability of funds.

Where a proposed variation, or the cumulative total of variations, exceeds 15% of the original contract value or \$50,000, whichever is the greater, the variation is to be reported to the Procurement Review Board.

Contracts are to be cancelled in accordance with the Conditions of Contract; all requests for cancellations regardless of value are to be submitted through the Director Procurement who will make a recommendation to the Chief Executive Officer.

| 1. Function | 2. Delegated Authority (titles are a guide only – see position level) | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|---|--|--|--|--|
| 5.1 Execute Contract Documents (Deed of Agreement) | Function is the responsibility of Contracts and Procurement Services | | Unlimited | Contracts Act |
| 5.2 Approve the option to extend the period of a contract | General Manager Project Manager / Director / Regional / Business Manager Regional Manager / Senior Project Officer | ECO2 ECO1/ EO1/P4 AO8/P3/T6 | \$5M \$2M \$500,000 | |
| 5.3 Approve a variation to the original contract. Where the value of the variation or the cumulative value of variations exceeds 15% of the original contract value, the Variation must be reported to the PRB | Chief Executive Officer General Manager Project Manager / Director / Regional / Business Manager Regional Manager / Senior Project Officer Project Officer | ECO2 ECO1/ EO1/P4 AO8 / P3 / T6 P2 / T5 | Unlimited \$750,000 \$300,000 \$150,000 \$35,000 | Procurement Direction PO12 Signed variations greater than \$50k to be forwarded to CD Business Support for Reporting to PRB |
| 5.4 Cancel contracts | Chief Executive Officer | | Unlimited | |

CONSTRUCTION DIVISION

PROCUREMENT DELEGATIONS

FUNCTION: 6. APPROVE PAYMENT

Corporate costs are costs that are charged to various cost centres on the one invoice. Examples include telecommunications, fuel accounts, utility costs etc.

In approving an invoice for payment the delegated officer is certifying that the goods and/or services claimed on the invoice have been supplied in accordance with the details included on the purchase order and/or under terms and conditions of the contract.

The use of a Corporate Credit Card requires compliance with Corporate Credit Card Guidelines and the conditions of issue applying to the card holder.

Officers who are delegated to approve petty cash may not approve their own petty cash expenditure.

| 1. Function | 2. Delegated Authority (titles are a guide only – see position level) | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|---|--|--|---|--|
| 6.1 Approve the payment of Corporate costs from Program budgets | General Manager Project Manager / Director / Regional / Business Manager Regional Manager / Senior Project Officer Business Manager (Regional) | ECO2 ECO1/EO1/P4 AO8/P3/T6 AO6 | \$5M \$1M \$50,000 \$30,000 | Treasurer's Direction Section C3.2 |
| 6.2 Approve the payment of invoice received for goods and/or services | General Manager Project Manager / Director / Regional / Business Manager Regional Manager / Senior Project Officer Project Officer Business Manager (Regional) | ECO2 ECO1/EO1/P4 AO8/P3/T6 P2/T5 T4 AO6 | \$5M \$2M \$1M \$250,000 \$50,000 \$30,000 | Treasurer's Direction Section C3.2 |
| 6.3 Approve payment by Corporate Credit Card | Authorised card holder | | In accordance with the conditions of issue to the card holder | Treasurer's Directions Sections 5.4.8 & 5.4.9 |
| 6.4 Approve payment of Government Grants in accordance with the Terms of Agreement | General Manager Project Manager / Director / Regional / Business Manager Regional Manager / Senior Project Officer | ECO2 ECO1/EO1/P4 AO8/P3/T6 | \$5M \$2M \$1M | Treasurer's Directions Sections A6.4 & C3.2 |

Darwin City Waterfront Redevelopment Project

Procurement Delegations

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As with all Procurement Processes,
Procurement Delegation limits are GST Inclusive

DARWIN CITY WATERFRONT REDEVELOPMENT PROJECT

PROCUREMENT DELEGATIONS

FUNCTION: 1. APPROVE A REQUISITION FOR SUPPLIES AND/OR SERVICES

This delegation approves the start of a procurement process to obtain quotations for goods, works or services. This delegation authorises the invitation to tender and approves the need for the goods, works or services, but does not include commitment.

In exercising this delegation, the delegated officer is stating that funds are available for the resultant purchase.

The delegated officer approving the requisition cannot approve the resultant purchase order; a segregation of duties is required to achieve an appropriate level of probity.

Irrespective of delegation levels under function 1.1, any requisition for Information and Communications Technology equipment, software and services must also have the endorsement of the Director, Information and Business Systems (SBS) prior to any procurement activity being undertaken.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|---|----------------------------------|-------------------------------------|-------------------|
| 1.1 Approve a requisition for goods / supplies funded from corporate budgets (stationery, mobile phones, photocopiers etc) | Project Administrator Chief Financial Officer Project Manager | ECO2 ECO1 P3 | \$5M \$1M \$50,000 | Procurement Reg 3 |
| 1.2 Approve a requisition for capital works, minor new works, repairs and maintenance | Project Administrator Chief Financial Officer Project Manager | ECO2 ECO1 P3 | \$5M \$2M \$500,000 | Procurement Reg 3 |
| 1.3 Approve a requisition for consultancy services | Project Administrator Chief Financial Officer Project Manager | ECO2 ECO1 P3 | \$50,000 \$50,000 \$50,000 | Procurement Reg 3 |
| 1.4 Approve a requisition for consultancy services against the "Panel Period Contract for Consultant Services" | Project Administrator Chief Financial Officer Project Manager | ECO2 ECO1 P3 | \$100,000 \$100,000 \$100,000 | Procurement Reg 3 |

DARWIN CITY WATERFRONT REDEVELOPMENT PROJECT**PROCUREMENT DELEGATIONS****FUNCTION: 2. ACCEPTANCE / NEGOTIATION OF TENDERS**

The delegated officer recommending the acceptance of tenders cannot also approve the recommendation.

Approval of the PRB is required to accept tenders valued over \$50,000, or where an interstate tenderer is preferred to an NT supplier, prior to the contract being awarded.

Approval of the PRB is required to reject/decline all tenders valued over \$50,000.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|--|----------------------------------|--|---|
| 2.1 Approve the acceptance of a Tender / Quotation | Project Administrator Chief Financial Officer Project Manager | ECO2 ECO1 P3 | \$5M \$2M \$1M | Procurement Reg 5 |
| 2.2 Determine the admissibility of Tenders / Quotations received after the designated closing time and date | Procurement Review Board Function is the responsibility of Director Procurement or Project Administrator | ECO1 or ECO2 | Unlimited \$10,000 to \$50,000 | Procurement Direction PO6 |
| 2.3 Approve the negotiation of a Tender / Quotation | Procurement Review Board after endorsement by the Chief Executive Officer Project Administrator Chief Financial Officer Project Manager | ECO2 ECO1 P3 | Unlimited \$5M \$2M \$1M | Procurement Direction PO8 Prior approval of the PRB is required for all negotiations over \$50k |
| 2.4 Approve the rejection / decline of all Tenders / Quotations | Chief Executive Officer, followed by approval of the Procurement Review Board Chief Executive Officer | | Unlimited \$50,000 | Procurement Direction PO9 Declines are to be forwarded to the DPI Procurement Unit by 3pm Fridays. Procurement will liaise with the CEO's office and PRB |

FUNCTION: 3. ISSUE A CERTIFICATE OF EXEMPTION

A Certificate of Exemption is an exemption from the requirement to invite public tenders; all other procurement processes must be applied. The approval process for the issue of a Certificates of Exemption are as follows:

- Tier three supplies (over \$10,000 to not more than \$50,000)
All actions within Tier 3 are reportable to the Procurement Review Board (via APRO). **Function 3.2 is not classified as a Certificate of Exemption.**
- Tier four supplies (over \$50,000 to not more than \$250,000)
The Accountable Officer may approve the use of select tendering through the issue of a Certificate of Exemption subject to endorsement by the Procurement Review Board and agreement by the Agency Minister.
- Tier five supplies (over \$250,000)
The Accountable Officer may approve the use of select tendering through the issue of a Certificate of Exemption subject to endorsement by the Procurement Review Board, agreement by the Agency Minister and endorsement of the Procurement Minister.

Where it is intended to seek select tenders for requirements over \$5 million, a list of prospective tenderers is to be endorsed by the Chief Executive Officer prior to any approach being made to prospective tenderers

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|---|--|----------------------------------|----------------------------------|---|
| 3.1 Issue a Certificate of Exemption to dispense with public tenders | Chief Executive Officer with endorsement of the Procurement Review Board, Departmental Minister and Minister for Procurement Chief Executive Officer with endorsement of the Procurement Review Board and Departmental Minister | | Unlimited \$250,000 | Procurement Reg 8 CoE's and Ministerials are to be forwarded to the DPI Procurement Unit by 3pm Fridays. Procurement will liaise with the CEO's office, PRB and the Minister's office. |
| 3.2 Exercise a delegation under Regulation 4 (3) to acquire less than three quotations | Project Administrator Chief Financial Officer Project Manager | ECO2 ECO1 P3 | \$50,000 \$50,000 \$50,000 | Procurement Reg 4.3 |

DARWIN CITY WATERFRONT REDEVELOPMENT PROJECT

PROCUREMENT DELEGATIONS

FUNCTION: 4. APPROVE A PURCHASE ORDER

In approving a purchase order the delegated officer is responsible for ensuring that all necessary procurement processes have been adhered to.

A delegated officer approving a variation to an order can only approve the variation if the revised value of the order falls within the delegated officer's level of delegation.

The delegated officer approving the purchase order must not have approved the originating requisition; a segregation of duties is required.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|---|---|----------------------------------|---------------------------|---|
| 4.1 Approve the issue of a purchase / service order | Project Administrator Chief Financial Officer Project Manager | ECO2 ECO1 P3 | \$5M \$2M \$500,000 | Procurement Reg 9 |
| 4.2 Approve the issue of a purchase / service order on Panel / Period contracts | Project Administrator Chief Financial Officer Project Manager | ECO2 ECO1 P3 | \$5M \$2M \$500,000 | Procurement Reg 9 |
| 4.3 Approve the issue of a Local Purchase Order | LPO book holders | | \$1,000 | Procurement Reg 9 Treasurer's Direction Part 3, Section 7 |
| 4.4 Approve the purchase of fuel, lubricants and minor repairs for official vehicles using a fuel card or VMO | All employees | | \$500 | Procurement Reg 9 Treasurer's Direction Part 3, Section 7 |

DARWIN CITY WATERFRONT REDEVELOPMENT PROJECT

PROCUREMENT DELEGATIONS

FUNCTION: 5. EXECUTE CONTRACT DOCUMENTS

The execution of a contract is reliant on all procurement processes having been followed and approval by the Procurement Review Board for tender recommendation \$50,000 or greater.

Contract extensions must be in accordance with the original Conditions of Contract.

Variations to contracts must be in accordance with the original purpose/scope/conditions of contract and availability of funds.

* Officers with a delegation under 5.3 to approve a variation to a contract can only approve the variation to a maximum of this delegation and where the cumulative value of the variations do not exceed 15% of the original contract value.

Where a proposed variation, or the cumulative total of variations, is to exceed 15% of the original contract value approval for the variation rests with the Project Administrator up to \$750k or the Chief Executive Officer \$ unlimited.

Where a proposed variation, or the cumulative total of variations, exceeds 15% of the original contract value or \$50,000, whichever is the greater, the variation is to be reported to the Procurement Review Board.

Contracts are to be cancelled in accordance with the Conditions of Contract; all requests for cancellations regardless of value are to be submitted through the Director Procurement who will make a recommendation to the Chief Executive Officer.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|--|----------------------------------|--|--|
| 5.1 Execute Contract Documents (Deed of Agreement) | Function is the responsibility of Contracts and Procurement Services | | Unlimited | Contacts Act |
| 5.2 Approve the option to extend the period of a contract | Project Administrator Chief Financial Officer Project Manager | ECO2 ECO1 P3 | \$5M \$2M \$500,000 | |
| 5.3 Approve a variation to the original contract. (Only ED & CEO can approve variations with a cumulative value greater than 15%). | Chief Executive Officer Project Administrator Chief Financial Officer Project Manager | ECO2 ECO1 P3 | Unlimited \$750,000 \$300,000 * \$150,000 * | Procurement Direction PO12 Signed variations greater than \$50k to be forwarded to DPI Procurement for Reporting to PRB |
| 5.4 Cancel contracts | Chief Executive Officer | | Unlimited | |

FUNCTION: 6. APPROVE PAYMENT

Corporate costs are costs that are charged to various cost centres on the one invoice. Examples include telecommunications, fuel accounts, utility costs etc.

In approving an invoice for payment the delegated officer is certifying that the goods and/or services claimed on the invoice have been supplied in accordance with the details included on the purchase order and/or under terms and conditions of the contract.

The use of a Corporate Credit Card requires compliance with Corporate Credit Card Guidelines and the conditions of issue applying to the card holder.

Officers who are delegated to approve petty cash may not approve their own petty cash expenditure.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|---|----------------------------------|---|--|
| 6.1 Approve the payment of Corporate costs from Program budgets | Project Administrator Chief Financial Officer Project Manager | ECO2 ECO1 P3 | \$5M \$1M \$50,000 | Treasurer's Directions Section C3.2 |
| 6.2 Approve the payment of invoice received for goods and/or services | Project Administrator Chief Financial Officer Project Manager | ECO2 ECO1 P3 | \$10M \$5M \$1M | Treasurer's Directions Section C3.2 |
| 6.3 Approve payment by Corporate Credit Card | Authorised card holder | | In accordance with the conditions of issue to the card holder | Treasurer's Directions Sections 5.4.8 & 5.4.9 |
| 6.4 Approve payment of Government Grants in accordance with the Terms of Agreement | Project Administrator Chief Financial Officer Project Manager | ECO2 ECO1 P3 | \$5M \$2M \$1M | Treasurer's Directions Sections A6.4 & C3.2 |

Infrastructure Services Division

Procurement Delegations

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INFRASTRUCTURE SERVICES DIVISION

PROCUREMENT DELEGATIONS

FUNCTION: 1. APPROVE A REQUISITION FOR SUPPLIES AND/OR SERVICES

This delegation approves the start of a procurement process to obtain quotations for goods, works or services. This delegation authorises the invitation to tender and approves the need for the goods, works or services, but does not include commitment.

In exercising this delegation, the delegated officer is stating that funds are available for the resultant purchase.

The delegated officer approving the requisition cannot approve the resultant purchase order; a segregation of duties is required to achieve an appropriate level of probity.

Irrespective of delegation levels under function 1.1, any requisition for Information and Communications Technology equipment, software and services must also have the endorsement of the Director, Information and Business Systems (SBS) prior to any procurement activity being undertaken.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|---|---|--|-------------------|
| 1.1 Approve a requisition for goods / supplies funded from corporate budgets (stationery, mobile phones, photocopiers etc) | Executive Director Director Procurement Director Assets & Program Management Director Asset Management System Replacement Director Infrastructure Development Senior Project Officer Manager Program Management Manager Building Sustainability Services | ECO2 ECO1 ECO1 EO1 ECO1 AO8 AO8 P3 | \$5M \$50,000 \$50,000 \$5,000 \$50,000 \$5,000 \$5,000 \$5,000 | Procurement Reg 3 |
| 1.2 Approve a requisition for capital works, minor new works, repairs and maintenance | Executive Director Director Assets & Program Management Manager Program Management | ECO2 ECO1 AO8 | \$5M \$1M \$300,000 | Procurement Reg 3 |
| 1.3 Approve a requisition for consultancy services | Executive Director | ECO2 | \$50,000 | Procurement Reg 3 |
| 1.4 Approve a requisition for consultancy services against the "Panel Period Contract for Consultant Services" | Executive Director | ECO2 | \$100,000 | Procurement Reg 3 |

INFRASTRUCTURE SERVICES DIVISION

PROCUREMENT DELEGATIONS

FUNCTION: 2. ACCEPTANCE / NEGOTIATION OF TENDERS

The delegated officer recommending the acceptance of tenders cannot also approve the recommendation.

Approval of the PRB is required to accept tenders valued over \$50,000, or where an interstate tenderer is preferred to an NT supplier, prior to the contract being awarded.

Approval of the PRB is required to reject/decline all tenders valued over \$50,000.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|--|----------------------------------|---|---|
| 2.1 Approve the acceptance of a Tender / Quotation | Executive Director Director Procurement Director Assets & Program Management Director Infrastructure Development | ECO2 ECO1 ECO1 ECO1 | \$5M \$50,000 \$50,000 \$250,000 | Procurement Reg 5 |
| 2.2 Determine the admissibility of Tenders / Quotations received after the designated closing time and date | Procurement Review Board Function is the responsibility of Director Procurement or Executive Director | ECO1 or ECO2 | Unlimited \$10,000 to \$50,000 | Procurement Direction PO6 |
| 2.3 Approve the negotiation of a Tender / Quotation | Procurement Review Board after endorsement by the Chief Executive Officer Executive Director Director Infrastructure Development Director Assets and Program Management | ECO2 ECO1 ECO1 | Unlimited \$5M \$250,000 \$250,000 | Procurement Direction PO8 Prior approval of the PRB is required for all negotiations over \$50k |
| 2.4 Approve the rejection / decline of all Tenders / Quotations | Chief Executive Officer, followed by approval of the Procurement Review Board Chief Executive Officer | | Unlimited \$50,000 | Procurement Direction PO9 Declines are to be forwarded to the DPI Procurement Unit by 3pm Fridays. Procurement will liaise with the CEO's office and PRB |

FUNCTION: 3. ISSUE A CERTIFICATE OF EXEMPTION

A Certificate of Exemption is an exemption from the requirement to invite public tenders; all other procurement processes must be applied. The approval process for the issue of a Certificates of Exemption are as follows:

- Tier three supplies (over \$10,000 to not more than \$50,000)
All actions within Tier 3 are reportable to the Procurement Review Board (via APRO). **Function 3.2 is not classified as a Certificate of Exemption.**
- Tier four supplies (over \$50,000 to not more than \$250,000)
The Accountable Officer may approve the use of select tendering through the issue of a Certificate of Exemption subject to endorsement by the Procurement Review Board and agreement by the Agency Minister.
- Tier five supplies (over \$250,000)
The Accountable Officer may approve the use of select tendering through the issue of a Certificate of Exemption subject to endorsement by the Procurement Review Board, agreement by the Agency Minister and endorsement of the Procurement Minister.

Where it is intended to seek select tenders for requirements over \$5 million, a list of prospective tenderers is to be endorsed by the Chief Executive Officer prior to any approach being made to prospective tenderers

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|--|----------------------------------|--|---|
| 3.1 Issue a Certificate of Exemption to dispense with public tenders | Chief Executive Officer with endorsement of the Procurement Review Board, Departmental Minister and Minister for Procurement Chief Executive Officer with endorsement of the Procurement Review Board and Departmental Minister | | Unlimited \$250,000 | Procurement Reg 8 CoE's and Ministerials are to be forwarded to the DPI Procurement Unit by 3pm Fridays. Procurement will liaise with the CEO's office, PRB and the Minister's office. |
| 3.2 Exercise a delegation under Reg 4 (3) to acquire less than three quotations | Executive Director Director Procurement Director Assets & Program Management Director Infrastructure Development | ECO2 ECO1 ECO1 ECO1 | \$50,000 \$50,000 \$50,000 \$50,000 | Procurement Reg 4.3 |

INFRASTRUCTURE SERVICES DIVISION

PROCUREMENT DELEGATIONS

FUNCTION: 4. APPROVE A PURCHASE ORDER

In approving a purchase order the delegated officer is responsible for ensuring that all necessary procurement processes have been adhered to.

A delegated officer approving a variation to an order can only approve the variation if the revised value of the order falls within the delegated officer's level of delegation.

The delegated officer approving the purchase order must not have approved the originating requisition; a segregation of duties is required.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|---|---|--|--|---|
| 4.1 Approve the issue of a purchase / service order | Executive Director Director Procurement Director Assets & Program Management Director Infrastructure Development Manager Building Sustainability Services | ECO2 ECO1 ECO1 ECO1 P3 | \$5M \$50,000 \$50,000 \$250,000 \$50,000 | Procurement Reg 9 |
| 4.2 Approve the issue of a purchase / service order on Panel / Period contracts | Executive Director Director Procurement Director Assets & Program Management Director Infrastructure Development Manager Building Sustainability Services | ECO2 ECO1 ECO1 ECO1 P3 | \$5M \$100,000 \$50,000 \$250,000 \$50,000 | Procurement Reg 9 |
| 4.3 Approve the issue of a Local Purchase Order | LPO book holders | | \$1,000 | Procurement Reg 9 Treasurer's Direction Part 3, Section 7 |
| 4.4 Approve the purchase of fuel, lubricants and minor repairs for official vehicles using a fuel card or VMO | All employees | | \$500 | Procurement Reg 9 Treasurer's Direction Part 3, Section 7 |

INFRASTRUCTURE SERVICES DIVISION

PROCUREMENT DELEGATIONS

FUNCTION: 5. EXECUTE CONTRACT DOCUMENTS

The execution of a contract is reliant on all procurement processes having been followed and approval by the Procurement Review Board for tender recommendation \$50,000 or greater.

Contract extensions must be in accordance with the original Conditions of Contract.

Variations to contracts must be in accordance with the original purpose/scope/conditions of contract and availability of funds.

*** Officers with a delegation under 5.3 to approve a variation to a contract can only approve the variation to a maximum of this delegation and where the cumulative value of the variations do not exceed 15% of the original contract value.**

Where a proposed variation, or the cumulative total of variations, is to exceed 15% of the original contract value approval for the variation rests with the Executive Director up to \$750k or the Chief Executive Officer \$ unlimited.

Where a proposed variation, or the cumulative total of variations, exceeds 15% of the original contract value or \$50,000, whichever is the greater, the variation is to be reported to the Procurement Review Board.

Contracts are to be cancelled in accordance with the Conditions of Contract; all requests for cancellations regardless of value are to be submitted through the Director Procurement who will make a recommendation to the Chief Executive Officer.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|--|----------------------------------|---|--|
| 5.1 Execute Contract Documents (Deed of Agreement) | Function is the responsibility of Contracts and Procurement Services | | Unlimited | Contracts Act |
| 5.2 Approve the option to extend the period of a contract | Executive Director Director Procurement Director Assets & Program Management Director Infrastructure Development | ECO2 ECO1 ECO1 ECO1 | \$5M \$50,000 \$50,000 \$150,000 | |
| 5.3 Approve a variation to the original contract. (Only ED & CEO can approve variations with a cumulative value greater than 15%) | Chief Executive Officer Executive Director Director Assets & Program Management Director Infrastructure Development | ECO2 ECO1 ECO1 | Unlimited \$750,000 \$150,000 * \$37,500 * | Procurement Direction PO12 Signed variations greater than \$50k to be forwarded to DPI Procurement for Reporting to PRB |
| 5.4 Cancel contracts | Chief Executive Officer | | Unlimited | |

INFRASTRUCTURE SERVICES DIVISION

PROCUREMENT DELEGATIONS

FUNCTION: 6. APPROVE PAYMENT

Corporate costs are costs that are charged to various cost centres on the one invoice. Examples include telecommunications, fuel accounts, utility costs etc.

In approving an invoice for payment the delegated officer is certifying that the goods and/or services claimed on the invoice have been supplied in accordance with the details included on the purchase order and/or under terms and conditions of the contract.

The use of a Corporate Credit Card requires compliance with Corporate Credit Card Guidelines and the conditions of issue applying to the card holder. Officers who are delegated to approve petty cash may not approve their own petty cash expenditure.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|---|---|--|---|--|
| 6.1 Approve the payment of Corporate costs from Program budgets | Executive Director Director Procurement Director Assets & Program Management Director Asset Management System Replacement Manager Program Management Director Infrastructure Development Senior Project Officer Manager Building Sustainability Services | ECO2 ECO1 ECO1 EO1 AO8 ECO1 AO8 P3 | \$5M \$50,000 \$50,000 \$50,000 \$50,000 \$50,000 \$5,000 \$50,000 | Treasurer's Directions Section C3.2 |
| 6.2 Approve the payment of invoice received for goods and/or services | Executive Director Director Procurement Director Assets & Program Management Director Asset Management System Replacement Manager Program Management Budget Finance Officer Director Infrastructure Development Manager Strategic Planning Senior Project Officer Manager Building Sustainability Services | ECO2 ECO1 ECO1 EO1 AO8 AO6 ECO1 ECO1 AO8 P3 | \$5M \$50,000 \$1M \$50,000 \$300,000 \$100,000 \$250,000 \$100,000 \$5,000 \$50,000 | Treasurer's Directions Section C3.2 |
| 6.3 Approve payment by Corporate Credit Card | Authorised card holder | | In accordance with the conditions of issue to the card holder | Treasurer's Directions Sections 5.4.8 & 5.4.9 |
| 6.4 Approve payment of Government Grants in accordance with the Terms of Agreement | Executive Director Director Procurement Director Assets & Program Management Director Infrastructure Development | ECO2 ECO1 ECO1 ECO1 | \$5M \$50,000 \$50,000 \$50,000 | Treasurer's Directions Sections A6.4 & C3.2 |

Lands Group

Procurement Delegations

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As with all Procurement Processes,
Procurement Delegation limits are GST Inclusive

LANDS GROUP

PROCUREMENT DELEGATIONS

FUNCTION: 1. APPROVE A REQUISITION FOR SUPPLIES AND/OR SERVICES

This delegation approves the start of a procurement process to obtain quotations for goods, works or services. This delegation authorises the invitation to tender and approves the need for the goods, works or services, but does not include commitment.

In exercising this delegation, the delegated officer is stating that funds are available for the resultant purchase.

The delegated officer approving the requisition cannot approve the resultant purchase order; a segregation of duties is required to achieve an appropriate level of probity.

Irrespective of delegation levels under function 1.1, any requisition for Information and Communications Technology equipment, software and services must also have the endorsement of the Director, Information and Business Systems (SBS) prior to any procurement activity being undertaken.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|--|---|--|-------------------|
| 1.1 Approve a requisition for goods / supplies funded from corporate budgets (stationery, mobile phones, photocopiers etc) | Executive Director Senior Director Development Assessment & Planning Director Strategic Planning Principal Strategic Planner Manager Indigenous Land Use Planning Manager Administration Executive Officer Development Assessment Manager Urban Planning Manager Rural Planning Senior Director Land Information Surveyor-General Director NT Land Information Systems Manager Land Information Services Manager Surveying Services Manager Products and Services Survey Contracts Manager Manager Land Information Centre Spatial Systems Manager Team Leader Aerial Survey Spatial Data Manager Team Leader Land Information Centre Administrative Officer Land Information Director Land Administration Assistant Director Land Administration Manager Crown Land Management Senior Director Building Advisory Services Director Building Advisory Services Manager Business Operations Director Major Projects (Infrastructure) Project Officer Major Projects (Infrastructure) | ECO3 ECO2 P4 P4 P3 AO4 AO6 P3 P3 ECO2 P4 EO1 AO8 P3 T5 P2 T5 AO7 T4 AO6 AO4 AO4 ECO1 AO8 AO6 ECO2 EO1 AO7 ECO1 AO7 | \$5M \$50,000 \$20,000 \$20,000 \$10,000 \$5,000 \$10,000 \$5,000 \$5,000 \$300,000 \$50,000 \$50,000 \$50,000 \$10,000 \$10,000 \$10,000 \$5,000 \$5,000 \$3,000 \$3,000 \$50,000 \$20,000 \$10,000 \$50,000 \$50,000 \$10,000 \$1M \$10,000 | Procurement Reg 3 |

FUNCTION: 1. APPROVE A REQUISITION FOR SUPPLIES AND/OR SERVICES (CONT)

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|---|---|-------------------------------------|---|-------------------|
| 1.1 Continued | Regions | | | |
| | Manager Land Information Manager Products and Services LIS/GIS Data Manager Manager Planning and Development | P3 T5 AO5 P3 | \$50,000 \$10,000 \$5,000 \$50,000 | |
| | Regional Manager Lands and Planning Alice Springs Manager Land Administration Alice Springs Manager Land Sales & Management Alice Springs Regional Manager Lands and Planning Katherine Land Administration Officer Katherine | ECO1 AO8 AO5 AO8 AO5 | \$50,000 \$50,000 \$5,000 \$50,000 \$5,000 | |
| | Manager Building Control Administration Officer Building Advisory | P3 AO4 | \$10,000 \$5,000 | |
| 1.2 Approve a requisition for capital works, minor new works, repairs and maintenance | Executive Director Manager Crown Land Management Director Major Projects (Infrastructure) Project Officer Major Projects (Infrastructure) | ECO3 AO6 ECO1 AO7 | \$1M \$10,000 \$1M \$50,000 | Procurement Reg 3 |
| 1.3 Approve a requisition for consultancy services | Executive Director Senior Director Development Assessment & Planning Senior Director Land Information Senior Director Building Advisory Services Director Building Advisory Services | ECO3 ECO2 ECO2 ECO2 EO1 | \$50,000 \$50,000 \$50,000 \$50,000 \$50,000 | Procurement Reg 3 |
| 1.4 Approve a requisition for consultancy services against the "Panel Period Contract for Consultant Services" | Executive Director Senior Director Development Assessment & Planning Senior Director Land Information Senior Director Building Advisory Services Director Building Advisory Services | ECO3 ECO2 ECO2 ECO2 EO1 | \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 | Procurement Reg 3 |

FUNCTION: 2. ACCEPTANCE / NEGOTIATION OF TENDERS

The delegated officer recommending the acceptance of tenders cannot also approve the recommendation.

Approval of the PRB is required to accept tenders valued over \$50,000, or where an interstate tenderer is preferred to an NT supplier, prior to the contract being awarded.

Approval of the PRB is required to reject/decline all tenders valued over \$50,000.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|--|--|---|-------------------|
| 2.1 Approve the acceptance of a Tender / Quotation | Executive Director Senior Director Development Assessment & Planning Director Strategic Planning Principal Strategic Planner Manager Indigenous Land Use Planning Executive Officer Development Assessment Manager Urban Planning Manager Rural Planning Senior Director Land Information Surveyor-General Director NT Land Information Systems Manager Land Information Services Manager Surveying Services Manager Products and Services Survey Contracts Manager Manager Land Information Centre Spatial Systems Manager Team Leader Aerial Survey Spatial Data Manager Team Leader Land Information Centre Administrative Officer Land Information Director Land Administration Assistant Director Land Administration Manager Crown Land Management Senior Director Building Advisory Services Director Building Advisory Services Manager Business Operations Director Major Projects (Infrastructure) Project Officer Major Projects (Infrastructure) | ECO3 ECO2 P4 P4 P3 AO6 P3 P3 ECO2 P4 EO1 AO8 P3 T5 P2 T5 AO7 T4 AO6 AO4 AO4 ECO1 AO8 AO6 ECO2 EO1 AO7 ECO1 AO7 | \$5M \$50,000 \$20,000 \$20,000 \$10,000 \$10,000 \$5,000 \$5,000 \$300,000 \$50,000 \$50,000 \$50,000 \$10,000 \$10,000 \$10,000 \$10,000 \$10,000 \$5,000 \$5,000 \$3,000 \$3,000 \$50,000 \$20,000 \$10,000 \$50,000 \$50,000 \$10,000 \$50,000 \$10,000 | Procurement Reg 5 |

FUNCTION: 2. ACCEPTANCE / NEGOTIATION OF TENDERS (CONT)

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|---|--|--|--|---|
| 2.1 Continued | Regions Manager Land Information Manager Products and Services LIS/GIS Data Manager Manager Planning and Development Regional Manager Lands and Planning Alice Springs Manager Land Administration Alice Springs Manager Land Sales & Management Alice Springs Regional Manager Lands and Planning Katherine Land Administration Officer Katherine Manager Building Control Administration Officer Building Advisory | P3 T5 AO5 P3 ECO1 AO5 AO8 AO8 AO5 P3 AO4 | \$50,000 \$10,000 \$5,000 \$50,000 \$50,000 \$5,000 \$50,000 \$50,000 \$5,000 \$10,000 \$5,000 | |
| 2.2 Determine the admissibility of Tenders / Quotations received after the designated closing time and date. | Procurement Review Board Function is the responsibility of Director Procurement or Executive Director | ECO1 or ECO3 | Unlimited \$10,000 to \$50,000 | Procurement Direction PO6 |
| 2.3 Approve the negotiation of a Tender / Quotation | Procurement Review Board after endorsement by the Chief Executive Officer Executive Director Senior Director Development Assessment & Planning Senior Director Land Information Director NT Land Information Systems Director Land Administration Senior Director Building Advisory Services Director Building Advisory Services Director Major Projects (Infrastructure) Regional Manager Lands and Planning Alice Springs | ECO3 ECO2 ECO2 ECO1 ECO1 ECO2 EO1 ECO1 ECO1 | Unlimited \$5M \$50,000 \$300,000 \$50,000 \$50,000 \$50,000 \$50,000 \$50,000 | Procurement Direction PO8 Prior approval of the PRB is required for all negotiations over \$50k |
| 2.4 Approve the rejection / decline of all Tenders / Quotations | Chief Executive Officer, followed by approval of the Procurement Review Board Chief Executive Officer | | Unlimited \$50,000 | Procurement Direction PO9 Declines are to be forwarded to the DPI Procurement Unit by 3pm Fridays. Procurement will liaise with the CEO's office and PRB |

FUNCTION: 3. ISSUE A CERTIFICATE OF EXEMPTION

A Certificate of Exemption is an exemption from the requirement to invite public tenders; all other procurement processes must be applied. The approval process for the issue of a Certificate of Exemption are as follows:

- Tier three supplies (over \$10,000 to not more than \$50,000)
All actions within Tier 3 are reportable to the Procurement Review Board (via APRO). **Function 3.2 is not classified as a Certificate of Exemption.**
- Tier four supplies (over \$50,000 to not more than \$250,000)
The Accountable Officer may approve the use of select tendering through the issue of a Certificate of Exemption subject to endorsement by the Procurement Review Board and agreement by the Agency Minister.
- Tier five supplies (over \$250,000)
The Accountable Officer may approve the use of select tendering through the issue of a Certificate of Exemption subject to endorsement by the Procurement Review Board, agreement by the Agency Minister and endorsement of the Procurement Minister.

Where it is intended to seek select tenders for requirements over \$5 million, a list of prospective tenderers is to be endorsed by the Chief Executive Officer prior to any approach being made to prospective tenderers

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|--|--|--|---|
| 3.1 Issue a Certificate of Exemption to dispense with public tenders | Chief Executive Officer with endorsement of the Procurement Review Board, Departmental Minister and Minister for Procurement Chief Executive Officer with endorsement of the Procurement Review Board and Departmental Minister | | Unlimited \$250,000 | Procurement Reg 8 CoE's and Ministerials are to be forwarded to the DPI Procurement Unit by 3pm Fridays. Procurement will liaise with the CEO's office, PRB and the Minister's office. |
| 3.2 Exercise a delegation under Reg 4 (3) to acquire less than three quotations | Executive Director Senior Director Development Assessment & Planning Senior Director Land Information Surveyor-General Director Strategic Planning Principal Strategic Planner Manager Indigenous Land Use Planning Director Land Administration Senior Director Building Advisory Services Director Building Advisory Services Manager Business Operations Director Major Projects (Infrastructure) Regional Manager Lands and Planning Alice Springs | ECO3 ECO2 ECO2 P4 P4 P4 P3 ECO1 ECO2 EO1 AO7 ECO1 ECO1 | \$50,000 \$50,000 \$50,000 \$50,000 \$10,000 \$10,000 \$10,000 \$50,000 \$50,000 \$10,000 \$10,000 \$50,000 \$10,000 | Procurement Reg 4.3 |

FUNCTION: 4. APPROVE A PURCHASE ORDER

In approving a purchase order the delegated officer is responsible for ensuring that all necessary procurement processes have been adhered to.

A delegated officer approving a variation to an order can only approve the variation if the revised value of the order falls within the delegated officer's level of delegation.

The delegated officer approving the purchase order must not have approved the originating requisition; a segregation of duties is required.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|---|---|---|--|-------------------|
| 4.1 Approve the issue of a purchase / service order | Executive Director Senior Director Development Assessment & Planning Director Strategic Planning Principal Strategic Planner Manager Indigenous Land Use Planning Manager Administration Executive Officer Development Assessment Manager Urban Planning Manager Rural Planning Senior Director Land Information Surveyor-General Director NT Land Information Systems Manager Land Information Services Manager Surveying Services Manager Products and Services Survey Contracts Manager Team Leader Land Information Centre Administrative Officer Land Information Director Land Administration Assistant Director Land Administration Manager Crown Land Management Senior Director Building Advisory Services Director Building Advisory Services Manager Business Operations Director Major Projects (Infrastructure) Project Officer Major Projects (Infrastructure) | ECO3 ECO2 P4 P4 P3 AO4 AO6 P3 P3 ECO2 P4 EO1 AO8 P3 T5 P2 AO4 AO4 ECO1 AO8 AO6 ECO2 EO1 AO7 ECO1 AO7 | \$5M \$50,000 \$20,000 \$20,000 \$10,000 \$5,000 \$10,000 \$5,000 \$5,000 \$300,000 \$50,000 \$50,000 \$50,000 \$10,000 \$10,000 \$10,000 \$3,000 \$3,000 \$50,000 \$20,000 \$10,000 \$50,000 \$50,000 \$10,000 \$1M \$10,000 | Procurement Reg 9 |

FUNCTION: 4. APPROVE A PURCHASE ORDER (CONT)

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|--|--|--|-------------------|
| 4.1 Continued | Regions | | | |
| | Manager Land Information Manager Products and Services LIS/GIS Data Manager Manager Planning and Development Regional Manager Lands and Planning Alice Springs Manager Land Administration Alice Springs Manager Land Sales & Management Regional Manager Lands and Planning Katherine Land Administration Officer Katherine Manager Building Control Administration Officer Building Advisory | P3 T5 AO5 P3 ECO1 AO8 AO5 AO8 AO5 P3 AO4 | \$50,000 \$10,000 \$5,000 \$50,000 \$50,000 \$50,000 \$5,000 \$50,000 \$5,000 \$10,000 \$5,000 | |
| 4.2 Approve the issue of a purchase / service order on Panel / Period contracts | Executive Director Senior Director Development Assessment & Planning Director Strategic Planning Principal Strategic Planner Manager Indigenous Land Use Planning Manager Administration Executive Officer Development Assessment Manager Urban Planning Manager Rural Planning Senior Director Land Information Surveyor-General Director NT Land Information Systems Manager Land Information Services Manager Surveying Services Manager Products and Services Survey Contracts Manager Team Leader Land Information Centre Administrative Officer Land Information Director Land Administration Assistant Director Land Administration Manager Crown Land Management | ECO3 ECO2 P4 P4 P3 AO4 AO6 P3 P3 ECO2 P4 EO1 AO8 P3 T5 P2 AO4 AO4 ECO1 AO8 AO6 | \$5M \$50,000 \$20,000 \$20,000 \$10,000 \$5,000 \$10,000 \$5,000 \$5,000 \$300,000 \$50,000 \$50,000 \$50,000 \$10,000 \$10,000 \$10,000 \$3,000 \$3,000 \$50,000 \$20,000 \$10,000 | Procurement Reg 9 |

FUNCTION: 4. APPROVE A PURCHASE ORDER (CONT)

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|--|--|---|---|
| 4.2 Continued | <p>Senior Director Building Advisory Services Director Building Advisory Services Manager Business Operations</p> <p>Director Major Projects (Infrastructure) Project Officer Major Projects (Infrastructure)</p> <p><u>Regions</u></p> <p>Manager Land Information Manager Products and Services LIS/GIS Data Manager Manager Planning and Development</p> <p>Regional Manager Lands and Planning Alice Springs Manager Land Administration Alice Springs</p> <p>Regional Manager Lands and Planning Katherine</p> <p>Manager Building Control Administration Officer Building Advisory</p> | <p>ECO2 EO1 AO7</p> <p>ECO1 AO7</p> <p>P3 T5 AO5 P3</p> <p>ECO1 AO8</p> <p>AO8</p> <p>P3 AO4</p> | <p>\$50,000 \$50,000 \$10,000</p> <p>\$1M \$10,000</p> <p>\$50,000 \$10,000 \$5,000 \$50,000</p> <p>\$50,000 \$50,000</p> <p>\$50,000</p> <p>\$10,000 \$5,000</p> | |
| 4.3 Approve the issue of a Local Purchase Order | LPO book holders | | \$1,000 | Procurement Reg 9 Treasurer's Direction Part 3, Section 7 |
| 4.4 Approve the purchase of fuel, lubricants and minor repairs for official vehicles using a fuel card or VMO | All employees | | \$500 | Procurement Reg 9 Treasurer's Direction Part 3, Section 7 |

LANDS GROUP

PROCUREMENT DELEGATIONS

FUNCTION: 5. EXECUTE CONTRACT DOCUMENTS

The execution of a contract is reliant on all procurement processes having been followed and approval by the Procurement Review Board for tender recommendation \$50,000 or greater.

Contract extensions must be in accordance with the original Conditions of Contract.

Variations to contracts must be in accordance with the original purpose/scope/conditions of contract and availability of funds.

*** Officers with a delegation under 5.3 to approve a variation to a contract can only approve the variation to a maximum of this delegation and where the cumulative value of the variations do not exceed 15% of the original contract value.**

Where a proposed variation, or the cumulative total of variations, is to exceed 15% of the original contract value approval for the variation rests with the Executive Director up to \$750k or the Chief Executive Officer \$ unlimited.

Where a proposed variation, or the cumulative total of variations, exceeds 15% of the original contract value or \$50,000, whichever is the greater, the variation is to be reported to the Procurement Review Board.

Contracts are to be cancelled in accordance with the Conditions of Contract; all requests for cancellations regardless of value are to be submitted through the Director Procurement who will make a recommendation to the Chief Executive Officer.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|---|---|--|---|--|
| 5.1 Execute Contract Documents (Deed of Agreement) | Function is the responsibility of Contracts and Procurement Services | | Unlimited | Contracts Act |
| 5.2 Approve the option to extend the period of a contract | Executive Director Senior Director Development Assessment & Planning Senior Director Land Information Director Land Administration Senior Director Building Advisory Services Director Major Projects (Infrastructure) | ECO3 ECO2 ECO2 ECO1 ECO2 ECO1 | \$5M \$50,000 \$1M \$100,000 \$50,000 \$1M | |
| 5.3 Approve a variation to the original contract. (Only ED & CEO can approve variations with a cumulative value greater than 15%). | Regions Regional Manager Lands and Planning Alice Springs Regional Manager Lands and Planning Katherine Chief Executive Office Executive Director Senior Director Development Assessment & Planning Senior Director Land Information Director Land Administration Senior Director Building Advisory Services Director Major Projects (Infrastructure) Regions Regional Manager Lands and Planning Alice Springs Regional Manager Lands and Planning Katherine | ECO1 AO8 ECO3 ECO2 ECO2 ECO1 ECO2 ECO1 ECO1 AO8 | \$100,000 \$50,000 Unlimited \$750,000 \$7,500 * \$45,000 * \$7,500 * \$7,500 * \$150,000 * \$7,500 * \$7,500 * | Procurement Direction PO12 Signed variations greater than \$50k to be forwarded to DPI Procurement for Reporting to PRB |
| 5.4 Cancel contracts | Chief Executive Officer | | Unlimited | |

LANDS GROUP

PROCUREMENT DELEGATIONS

FUNCTION: 6. APPROVE PAYMENT

Corporate costs are costs that are charged to various cost centres on the one invoice. Examples include telecommunications, fuel accounts, utility costs etc.

In approving an invoice for payment the delegated officer is certifying that the goods and/or services claimed on the invoice have been supplied in accordance with the details included on the purchase order and/or under terms and conditions of the contract.

The use of a Corporate Credit Card requires compliance with Corporate Credit Card Guidelines and the conditions of issue applying to the card holder.

Officers who are delegated to approve petty cash may not approve their own petty cash expenditure.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|---|--|--|---|--|
| 6.1 Approve the payment of Corporate costs from Program budgets | Executive Director Senior Director Development Assessment & Planning Director Strategic Planning Principal Strategic Planner Manager Indigenous Land Use Planning Manager Administration Executive Officer Development Assessment | ECO3 ECO2 P4 P4 P3 AO4 AO6 | \$5M \$50,000 \$20,000 \$20,000 \$10,000 \$5,000 \$10,000 | Treasurer's Directions Section C3.2 |
| | Senior Director Land Information Surveyor-General Director NT Land Information Systems Manager Land Information Services Manager Surveying Services Survey Contracts Manager Team Leader Land Information Centre Administrative Officer Land Information Director Land Administration Assistant Director Land Administration Senior Director Building Advisory Services Director Building Advisory Services Manager Business Operations Director Major Projects (Infrastructure) Project Officer Major Projects (Infrastructure) | ECO2 P4 EO1 AO8 P3 P2 AO4 AO4 ECO1 AO8 ECO2 EO1 AO7 ECO1 AO7 | \$300,000 \$50,000 \$50,000 \$50,000 \$10,000 \$10,000 \$3,000 \$3,000 \$50,000 \$20,000 \$50,000 \$50,000 \$10,000 \$50,000 \$10,000 | |

LANDS GROUP

PROCUREMENT DELEGATIONS

FUNCTION: 6. APPROVE PAYMENT (CONT)

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|--|--|--|--|
| 6.1 Continued | Regions Manager Land Information Manager Products and Services LIS/GIS Data Manager Manager Planning and Development Regional Manager Lands and Planning Alice Springs Manager Land Administration Alice Springs Regional Manager Lands and Planning Katherine Manager Building Control Administration Officer Building Advisory | P3 T5 AO5 P3 ECO1 AO8 AO8 P3 AO4 | \$50,000 \$10,000 \$5,000 \$50,000 \$50,000 \$50,000 \$50,000 \$10,000 \$5,000 | Treasurer's Directions Section C3.2 |
| 6.2 Approve the payment of invoice received for goods and/or services | Executive Director Senior Director Development Assessment & Planning Director Strategic Planning Principal Strategic Planner Manager Indigenous Land Use Planning Manager Administration Executive Officer Development Assessment Manager Urban Planning Manager Rural Planning Senior Director Land Information Surveyor-General Director NT Land Information Systems Manager Land Information Services Manager Surveying Services Manager Products and Services Survey Contracts Manager Manager Land Information Centre Spatial Systems Manager Team Leader Aerial Survey Spatial Data Manager Team Leader Land Information Centre Administrative Officer Land Information | ECO3 ECO2 P4 P4 P3 AO4 AO6 P3 P3 ECO2 P4 EO1 AO8 P3 T5 P2 T5 AO7 T4 AO6 AO4 AO4 | \$5M \$50,000 \$20,000 \$20,000 \$10,000 \$5,000 \$10,000 \$5,000 \$5,000 \$300,000 \$50,000 \$50,000 \$50,000 \$10,000 \$10,000 \$10,000 \$10,000 \$5,000 \$5,000 \$3,000 \$3,000 | |

LANDS GROUP

PROCUREMENT DELEGATIONS

FUNCTION: 6. APPROVE PAYMENT (CONT)

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|---|--|---|--|--|
| 6.2 Continued | <p>Director Land Administration Assistant Director Land Administration Manager Crown Land Management</p> <p>Senior Director Building Advisory Services Director Building Advisory Services Manager Business Operations</p> <p>Director Major Projects (Infrastructure) Project Officer Major Projects (Infrastructure)</p> <p><u>Regions</u></p> <p>Manager Land Information Manager Products and Services LIS/GIS Data Manager Manager Planning and Development Regional Manager Lands and Planning Alice Springs Manager Land Administration Alice Springs Regional Manager Lands and Planning Katherine Manager Building Control Administration Officer Building Advisory</p> | <p>ECO1 AO8 AO6</p> <p>ECO2 EO1 AO7</p> <p>ECO1 AO7</p> <p>P3 T5 AO5 P3 ECO1 AO8 AO8 P3 AO4</p> | <p>\$50,000 \$20,000 \$10,000</p> <p>\$50,000 \$50,000 \$10,000</p> <p>\$50,000 \$10,000</p> <p>\$50,000 \$10,000 \$5,000 \$50,000 \$50,000 \$50,000 \$50,000 \$10,000 \$5,000</p> | |
| 6.3 Approve payment by Corporate Credit Card | Authorised card holder | | In accordance with the conditions of issue to the card holder | Treasurer's Directions Sections 5.4.8 & 5.4.9 |
| 6.4 Approve payment of Government Grants in accordance with the Terms of Agreement | <p>Executive Director Senior Director Development Assessment & Planning Senior Director Land Information Director Land Administration Senior Director Building Advisory Services Director Building Advisory Services Director Major Projects (Infrastructure)</p> <p><u>Regions</u> Regional Manager Lands and Planning Alice Springs</p> | <p>ECO3 ECO2 ECO2 ECO1 ECO2 EO1 ECO1</p> <p>ECO1</p> | <p>\$5M \$50,000 \$300,000 \$50,000 \$50,000 \$50,000 \$50,000</p> <p>\$50,000</p> | <p>Treasurer's Directions Sections A6.4 & C3.2</p> |

Regions

Procurement Delegations

✉ dpiProcurementAdvice.dpi@nt.gov.au
As with all Procurement Processes,
Procurement Delegation limits are GST Inclusive

REGIONS

PROCUREMENT DELEGATIONS

FUNCTION: 1. APPROVE A REQUISITION FOR SUPPLIES AND/OR SERVICES

This delegation approves the start of a procurement process to obtain quotations for goods, works or services. This delegation authorises the invitation to tender and approves the need for the goods, works or services, but does not include commitment.

In exercising this delegation, the delegated officer is stating that funds are available for the resultant purchase.

The delegated officer approving the requisition cannot approve the resultant purchase order; a segregation of duties is required to achieve an appropriate level of probity.

Irrespective of delegation levels under function 1.1, any requisition for Information and Communications Technology equipment, software and services must also have the endorsement of the Director, Information and Business Systems (SBS) prior to any procurement activity being undertaken.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|---|----------------------------------|---------------------------------------|-------------------|
| 1.1 Approve a requisition for goods / supplies funded from corporate budgets (stationery, mobile phones, photocopiers etc) | Executive Director Regional Director Katherine Regional Manager SBS Regional Manager Tennant Creek | ECO4 ECO2 AO8 AO8 | \$5M \$5M \$10,000 \$100,000 | Procurement Reg 3 |
| 1.2 Approve a requisition for capital works, minor new works, repairs and maintenance | Executive Director Regional Director Katherine | ECO4 ECO2 | \$5M \$5M | Procurement Reg 3 |
| 1.3 Approve a requisition for consultancy services | Executive Director Regional Director Katherine | ECO4 ECO2 | \$50,000 \$50,000 | Procurement Reg 3 |
| 1.4 Approve a requisition for consultancy services against the "Panel Period Contract for Consultant Services" | Executive Director Regional Director Katherine | ECO4 ECO2 | \$100,000 \$100,000 | Procurement Reg 3 |

REGIONS

PROCUREMENT DELEGATIONS

FUNCTION: 2. ACCEPTANCE / NEGOTIATION OF TENDERS

The delegated officer recommending the acceptance of tenders cannot also approve the recommendation.

Approval of the PRB is required to accept tenders valued over \$50,000, or where an interstate tenderer is preferred to an NT supplier, prior to the contract being awarded.

Approval of the PRB is required to reject/decline all tenders valued over \$50,000.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|--|----------------------------------|---|---|
| 2.1 Approve the acceptance of a Tender / Quotation | Executive Director Regional Director Katherine Regional Manager SBS Regional Manager Tennant Creek | ECO4 ECO2 AO8 AO8 | \$5M \$5M \$10,000 \$75,000 | Procurement Reg 5 |
| 2.2 Determine the admissibility of Tenders / Quotations received after the designated closing time and date | Procurement Review Board Function is the responsibility of Director Procurement or Executive Director | ECO1 or ECO4 | Unlimited \$10,000 to \$50,000 | Procurement Direction PO6 |
| 2.3 Approve the negotiation of a Tender / Quotation | Procurement Review Board after endorsement by the Chief Executive Officer Executive Director Regional Director Katherine Regional Manager SBS Regional Manager Tennant Creek | ECO4 ECO2 AO8 AO8 | Unlimited \$5M \$5M \$10,000 \$75,000 | Procurement Direction PO8 Prior approval of the PRB is required for all negotiations over \$50k |
| 2.4 Approve the rejection / decline of all Tenders / Quotations | Chief Executive Officer, followed by approval of the Procurement Review Board Chief Executive Officer | | Unlimited \$50,000 | Procurement Direction PO9 Declines are to be forwarded to the DPI Procurement Unit by COB Fridays. Procurement will liaise with the CEO's office and PRB |

REGIONS

PROCUREMENT DELEGATIONS

FUNCTION: 3. ISSUE A CERTIFICATE OF EXEMPTION

A Certificate of Exemption is an exemption from the requirement to invite public tenders; all other procurement processes must be applied. The approval process for the issue of a Certificate of Exemption are as follows:

- Tier three supplies (over \$10,000 to not more than \$50,000)
All actions within Tier 3 are reportable to the Procurement Review Board (via APRO). **Function 3.2 is not classified as a Certificate of Exemption.**
- Tier four supplies (over \$50,000 to not more than \$250,000)
The Accountable Officer may approve the use of select tendering through the issue of a Certificate of Exemption subject to endorsement by the Procurement Review Board and agreement by the Agency Minister.
- Tier five supplies (over \$250,000)
The Accountable Officer may approve the use of select tendering through the issue of a Certificate of Exemption subject to endorsement by the Procurement Review Board, agreement by the Agency Minister and endorsement of the Procurement Minister.

Where it is intended to seek select tenders for requirements over \$5 million, a list of prospective tenderers is to be endorsed by the Chief Executive Officer prior to any approach being made to prospective tenderers

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|---|--|----------------------------------|----------------------------|---|
| 3.1 Issue a Certificate of Exemption to dispense with public tenders | Chief Executive Officer with endorsement of the Procurement Review Board, Departmental Minister and Minister for Procurement Chief Executive Officer with endorsement of the Procurement Review Board and Departmental Minister | | Unlimited \$250,000 | Procurement Reg 8 CoE's and Ministerials are to be forwarded to the DPI Procurement Unit by COB Fridays. Procurement will liaise with the CEO's office, PRB and the Minister's office. |
| 3.2 Exercise a delegation under Reg 4 (3) to acquire less than three quotations | Executive Director Regional Director Katherine | ECO4 ECO2 | \$50,000 \$50,000 | Procurement Reg 4.3 |

REGIONS

PROCUREMENT DELEGATIONS

FUNCTION: 4. APPROVE A PURCHASE ORDER

In approving a purchase order the delegated officer is responsible for ensuring that all necessary procurement processes have been adhered to.

A delegated officer approving a variation to an order can only approve the variation if the revised value of the order falls within the delegated officer's level of delegation.

The delegated officer approving the purchase order must not have approved the originating requisition; a segregation of duties is required.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|---|----------------------------------|--------------------------------------|---|
| 4.1 Approve the issue of a purchase / service order | Executive Director Regional Director Katherine Regional Manager SBS Regional Manager Tennant Creek | ECO4 ECO2 AO8 AO8 | \$5M \$2M \$10,000 \$75,000 | Procurement Reg 9 |
| 4.2 Approve the issue of a purchase / service order on Panel / Period contracts | Executive Director Regional Director Katherine Regional Manager SBS Regional Manager Tennant Creek | ECO4 ECO2 AO8 AO8 | \$5M \$2M \$10,000 \$75,000 | Procurement Reg 9 |
| 4.3 Approve the issue of a Local Purchase Order | LPO book holders | | \$1,000 | Procurement Reg 9 Treasurer's Direction Part 3, Section 7 |
| 4.4 Approve the purchase of fuel, lubricants and minor repairs for official vehicles using a fuel card or VMO | All employees | | \$500 | Procurement Reg 9 Treasurer's Direction Part 3, Section 7 |

REGIONS

PROCUREMENT DELEGATIONS

FUNCTION: 5. EXECUTE CONTRACT DOCUMENTS

The execution of a contract is reliant on all procurement processes having been followed and approval by the Procurement Review Board for tender recommendation \$50,000 or greater.

Contract extensions must be in accordance with the original Conditions of Contract.

Variations to contracts must be in accordance with the original purpose/scope/conditions of contract and availability of funds.

*** Officers with a delegation under 5.3 to approve a variation to a contract can only approve the variation to a maximum of this delegation and where the cumulative value of the variations do not exceed 15% of the original contract value.**

Where a proposed variation, or the cumulative total of variations, is to exceed 15% of the original contract value approval for the variation rests with the Executive Director up to \$750k or the Chief Executive Officer \$ unlimited.

Where a proposed variation, or the cumulative total of variations, exceeds 15% of the original contract value or \$50,000, whichever is the greater, the variation is to be reported to the Procurement Review Board.

Contracts are to be cancelled in accordance with the Conditions of Contract; all requests for cancellations regardless of value are to be submitted through the Director Procurement who will make a recommendation to the Chief Executive Officer.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|--|----------------------------------|---|---|
| 5.1 Execute Contract Documents (Deed of Agreement) | Function is the responsibility of Contracts and Procurement Services | | Unlimited | Contracts Act |
| 5.2 Approve the option to extend the period of a contract | Executive Director Regional Director Katherine Regional Manager Tennant Creek | ECO4 ECO2 AO8 | \$5M \$5M \$75,000 | |
| 5.3 Approve a variation to the original contract. (Only ED & CEO can approve variations with a cumulative value greater than 15%). | Chief Executive Officer Executive Director Regional Director Katherine Regional Manager Tennant Creek | ECO4 ECO2 AO8 | Unlimited \$750,000 \$750,000 * \$11,250 * | Procurement Direction PO12 Signed variations greater than \$50k to be forwarded to DPI Procurement for Reporting to PRB |
| 5.4 Cancel contracts | Chief Executive Officer | | Unlimited | |

REGIONS

PROCUREMENT DELEGATIONS

FUNCTION: 6. APPROVE PAYMENT

Corporate costs are costs that are charged to various cost centres on the one invoice. Examples include telecommunications, fuel accounts, utility costs etc.

In approving an invoice for payment the delegated officer is certifying that the goods and/or services claimed on the invoice have been supplied in accordance with the details included on the purchase order and/or under terms and conditions of the contract.

The use of a Corporate Credit Card requires compliance with Corporate Credit Card Guidelines and the conditions of issue applying to the card holder.

Officers who are delegated to approve petty cash may not approve their own petty cash expenditure.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|---|----------------------------------|---|--|
| 6.1 Approve the payment of Corporate costs from Program budgets | Executive Director Regional Director Katherine Regional Manager SBS Regional Manager Tennant Creek | ECO4 ECO2 AO8 AO8 | \$5M \$5M \$20,000 \$10,000 | Treasurer's Directions Section C3.2 |
| 6.2 Approve the payment of invoice received for goods and/or services | Executive Director Regional Director Katherine Regional Manager SBS Regional Manager Tennant Creek | ECO4 ECO2 AO8 AO8 | \$5M \$5M \$20,000 \$10,000 | Treasurer's Directions Section C3.2 |
| 6.3 Approve payment by Corporate Credit Card | Authorised card holder | | In accordance with the conditions of issue to the card holder | Treasurer's Directions Sections 5.4.8 & 5.4.9 |
| 6.4 Approve payment of Government Grants in accordance with the Terms of Agreement | Executive Director Regional Director Katherine | ECO4 ECO2 | \$5M \$5M | Treasurer's Directions Sections A6.4 & C3.2 |

Strategic and Business Services Group

Procurement Delegations

✉ dpiProcurementAdvice.dpi@nt.gov.au
As with all Procurement Processes,
Procurement Delegation limits are GST Inclusive

STRATEGIC AND BUSINESS SERVICES GROUP

PROCUREMENT DELEGATIONS

FUNCTION: 1. APPROVE A REQUISITION FOR SUPPLIES AND/OR SERVICES

This delegation approves the start of a procurement process to obtain quotations for goods, works or services. This delegation authorises the invitation to tender and approves the need for the goods, works or services, but does not include commitment.

In exercising this delegation, the delegated officer is stating that funds are available for the resultant purchase.

The delegated officer approving the requisition cannot approve the resultant purchase order; a segregation of duties is required to achieve an appropriate level of probity.

Irrespective of delegation levels under function 1.1, any requisition for Information and Communications Technology equipment, software and services must also have the endorsement of the Director, Information and Business Systems (SBS) prior to any procurement activity being undertaken.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|--|---|---|-------------------|
| 1.1 Approve a requisition for goods / supplies funded from corporate budgets (stationery, mobile phones, photocopiers etc) | Executive Director Chief Financial Officer Director HR Services Director Information & Business Systems Director Marketing & Communications Manager Secretariat Manager Security & Property Management Manager Internal Audit Manager Financial Services | ECO2 ECO1 EO1/ECO1 ECO1 EO1 AO7 AO8 AO8 AO8 | \$5M \$50,000 \$50,000 \$100,000 \$10,000 \$10,000 \$10,000 \$10,000 \$10,000 | Procurement Reg 3 |
| 1.2 Approve a requisition for capital works, minor new works, repairs and maintenance | | | | Procurement Reg 3 |
| 1.3 Approve a requisition for consultancy services | Executive Director | ECO2 | \$50,000 | Procurement Reg 3 |
| 1.4 Approve a requisition for consultancy services against the "Panel Period Contract for Consultant Services" | Executive Director | ECO2 | \$100,000 | Procurement Reg 3 |

FUNCTION: 2. ACCEPTANCE / NEGOTIATION OF TENDERS

The delegated officer recommending the acceptance of tenders cannot also approve the recommendation. Approval of the PRB is required to accept tenders valued over \$50,000, or where an interstate tenderer is preferred to an NT supplier, prior to the contract being awarded. Approval of the PRB is required to reject/decline all tenders valued over \$50,000.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|--|---|---|---|
| 2.1 Approve the acceptance of a Tender / Quotation | Executive Director Chief Financial Officer Director HR Services Director Information & Business Systems Director Marketing & Communications Manager Secretariat Manager Security & Property Management Manager Internal Audit Manager Financial Services | ECO2 ECO1 EO1/ECO1 ECO1 EO1 AO7 AO8 AO8 AO8 | \$5M \$50,000 \$50,000 \$250,000 \$10,000 \$10,000 \$10,000 \$10,000 | Procurement Reg 5 |
| 2.2 Determine the admissibility of Tenders / Quotations received after the designated closing time and date | Procurement Review Board Function is the responsibility of Director Procurement or Executive Director | ECO1 ECO2 | Unlimited \$10,000 to \$50,000 | Procurement Direction PO6 |
| 2.3 Approve the negotiation of a Tender / Quotation | Procurement Review Board after endorsement by the Chief Executive Officer Executive Director Chief Financial Officer Director HR Services Director Information & Business Systems | ECO2 ECO1 EO1/ECO1 ECO1 | Unlimited \$5M \$50,000 \$50,000 \$250,000 | Procurement Direction PO8 Prior approval of the PRB is required for all negotiations over \$50k |
| 2.4 Approve the rejection / decline of all Tenders / Quotations | Chief Executive Officer, followed by approval of the Procurement Review Board Chief Executive Officer | | Unlimited \$50,000 | Procurement Direction PO9 Declines are to be forwarded to the DPI Procurement Unit by 3pm Fridays. Procurement will liaise with the CEO's office and PRB |

FUNCTION: 3. ISSUE A CERTIFICATE OF EXEMPTION

A Certificate of Exemption is an exemption from the requirement to invite public tenders; all other procurement processes must be applied. The approval process for the issue of a Certificate of Exemption are as follows:

- Tier three supplies (over \$10,000 to not more than \$50,000)
All actions within Tier 3 are to be reported to the Procurement Review Board (via APRO). **Function 3.2 is not classified as a Certification of Exemption.**
- Tier four supplies (over \$50,000 to not more than \$250,000)
The Accountable Officer may approve the use of select tendering through the issue of a Certificate of Exemption subject to endorsement by the Procurement Review Board and agreement by the Agency Minister.
- Tier five supplies (over \$250,000)
The Accountable Officer may approve the use of select tendering through the issue of a Certificate of Exemption subject to endorsement by the Procurement Review Board, agreement by the Agency Minister and endorsement of the Procurement Minister.

Where it is intended to seek select tenders for requirements over \$5 million, a list of prospective tenderers is to be endorsed by the Chief Executive Officer prior to any approach being made to prospective tenderers

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|--|----------------------------------|----------------------------|---|
| 3.1 Issue a Certificate of Exemption to dispense with public tenders | Chief Executive Officer with endorsement of the Procurement Review Board, Departmental Minister and Minister for Procurement Chief Executive Officer with endorsement of the Procurement Review Board and Departmental Minister | | Unlimited \$250,000 | Procurement Reg 8 CoE's and Ministerials are to be forwarded to the DPI Procurement Unit by 3pm Fridays. Procurement will liaise with the CEO's office, PRB and the Minister's office. |
| 3.2 Exercise a delegation under Regulation 4 (3) to acquire less than three quotations | Executive Director Chief Financial Officer | ECO2 ECO1 | \$50,000 \$50,000 | Procurement Reg 4.3 |

FUNCTION: 4. APPROVE A PURCHASE ORDER

In approving a purchase order the delegated officer is responsible for ensuring that all necessary procurement processes have been adhered to.

A delegated officer approving a variation to an order can only approve the variation if the revised value of the order falls within the delegated officer's level of delegation.

The delegated officer approving the purchase order must not have approved the originating requisition; a segregation of duties is required.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|--|--|---|---|
| 4.1 Approve the issue of a purchase / service order | Executive Director Chief Financial Officer Director HR Services Director Information & Business Systems Director Marketing & Communications Manager Secretariat Manager Security & Property Management Manager Internal Audit Manager Financial Services | ECO2 ECO1 EO1/ECO1 ECO1 EO1 AO7 AO8 AO8 AO8 AO8 | \$5M \$50,000 \$50,000 \$50,000 \$10,000 \$10,000 \$10,000 \$10,000 \$10,000 | Procurement Reg 9 |
| 4.2 Approve the issue of a purchase / service order on Panel / Period contracts | Executive Director Chief Financial Officer Director HR Services Director Information & Business Systems Director Marketing & Communications Manager Secretariat Manager Security & Property Management Manager Internal Audit Manager Financial Services | ECO2 ECO1 EO1/ECO1 ECO1 EO1 AO7 AO8 AO8 AO8 | \$5M \$50,000 \$50,000 \$250,000 \$10,000 \$10,000 \$10,000 \$10,000 \$10,000 | Procurement Reg 9 |
| 4.3 Approve the issue of a Local Purchase Order | LPO book holders | | \$1,000 | Procurement Reg 9 Treasurer's Direction Part 3, Section 7 |
| 4.4 Approve the purchase of fuel, lubricants and minor repairs for official vehicles using a fuel card or VMO | All employees | | \$500 | Procurement Reg 9 Treasurer's Direction Part 3, Section 7 |

FUNCTION: 5. EXECUTE CONTRACT DOCUMENTS

The execution of a contract is reliant on all procurement processes having been followed and approval by the Procurement Review Board for tender recommendation \$50,000 or greater.

Contract extensions must be in accordance with the original Conditions of Contract.

Variations to contracts must be in accordance with the original purpose/scope/conditions of contract and availability of funds.

*** Officers with a delegation under 5.3 to approve a variation to a contract can only approve the variation to a maximum of this delegation and where the cumulative value of the variations do not exceed 15% of the original contract value.**

Where a proposed variation, or the cumulative total of variations, is to exceed 15% of the original contract value approval for the variation rests with the Executive Director up to \$750k or the Chief Executive Officer \$ unlimited.

Where a proposed variation, or the cumulative total of variations, exceeds 15% of the original contract value or \$50,000, whichever is the greater, the variation is to be reported to the Procurement Review Board.

Contracts are to be cancelled in accordance with the Conditions of Contract; all requests for cancellations regardless of value are to be submitted through the Director Procurement who will make a recommendation to the Chief Executive Officer.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|---|---|----------------------------------|---|--|
| 5.1 Execute Contract Documents (Deed of Agreement) | Function is the responsibility of Contracts and Procurement Services | | Unlimited | Contracts Act |
| 5.2 Approve the option to extend the period of a contract | Executive Director Chief Financial Officer Director Information & Business Systems | ECO2 ECO1 ECO1 | \$5M \$50,000 \$50,000 | |
| 5.3 Approve a variation to the original contract. (Only ED & CEO can approve variations with a cumulative value greater than 15%). | Chief Executive Officer Executive Director Chief Financial Officer Director Information & Business Systems | ECO2 ECO1 ECO1 | Unlimited \$750,000 \$7,500 * \$37,500 * | Procurement Direction PO12 Signed variations greater than \$50k to be forwarded to DPI Procurement for Reporting to PRB |
| 5.4 Cancel contracts | Chief Executive Officer | | Unlimited | |

STRATEGIC AND BUSINESS SERVICES GROUP

PROCUREMENT DELEGATIONS

FUNCTION: 6. APPROVE PAYMENT

Corporate costs are costs that are charged to various cost centres on the one invoice. Examples include telecommunications, fuel accounts, utility costs etc.

In approving an invoice for payment the delegated officer is certifying that the goods and/or services claimed on the invoice have been supplied in accordance with the details included on the purchase order and/or under terms and conditions of the contract.

The use of a Corporate Credit Card requires compliance with Corporate Credit Card Guidelines and the conditions of issue applying to the card holder. Officers who are delegated to approve petty cash may not approve their own petty cash expenditure.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|---|--|--|--|--|
| 6.1 Approve the payment of Corporate costs from Program budgets | Executive Director Chief Financial Officer Director HR Services Director Information & Business Systems Director Marketing & Communications Manager Secretariat Manager Security & Property Management Manager Internal Audit Manager Financial Services | ECO2 ECO1 EO1/ECO1 ECO1 EO1 AO7 AO8 AO8 AO8 AO8 | \$5M \$150,000 \$50,000 \$300,000 \$10,000 \$10,000 \$10,000 \$10,000 \$10,000 | Treasurer's Direction Section C3.2 |
| 6.2 Approve the payment of invoice received for goods and/or services | Executive Director Chief Financial Officer Director HR Services Director Information & Business Systems Director Marketing & Communications Manager Secretariat Manager Security & Property Management Manager Internal Audit Manager Financial Services | ECO2 ECO1 EO1/ECO1 ECO1 EO1 AO7 AO8 AO8 AO8 | \$5M \$150,000 \$50,000 \$300,000 \$10,000 \$10,000 \$10,000 \$10,000 \$10,000 | Treasurer's Direction Section C3.2 |
| 6.3 Approve payment by Corporate Credit Card | Authorised card holder | | In accordance with the conditions of issue to the card holder | Treasurer's Direction Section 5.4.8 & 5.4.9 |
| 6.4 Approve payment of Government Grants in accordance with the Terms of Agreement | Executive Director Chief Financial Officer Director HR Services | ECO2 ECO1 EO1/ECO1 | \$5M \$150,000 \$50,000 | Treasurer's Directions A6.4 & C3.2 |

Transport Group

Procurement Delegations

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As with all Procurement Processes,
Procurement Delegation limits are GST Inclusive

TRANSPORT GROUP

PROCUREMENT DELEGATIONS

FUNCTION: 1. APPROVE A REQUISITION FOR SUPPLIES AND/OR SERVICES

This delegation approves the start of a procurement process to obtain quotations for goods, works or services. This delegation authorises the invitation to tender and approves the need for the goods, works or services, but does not include commitment.

In exercising this delegation, the delegated officer is stating that funds are available for the resultant purchase.

The delegated officer approving the requisition cannot approve the resultant purchase order; a segregation of duties is required to achieve an appropriate level of probity.

Irrespective of delegation levels under function 1.1, any requisition for Information and Communications Technology equipment, software and services must also have the endorsement of the Director, Information and Business Systems (SBS) prior to any procurement activity being undertaken.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|--|----------------------------------|------------------------|-------------------|
| 1.1 Approve a requisition for goods / supplies funded from corporate budgets (stationery, mobile phones, photocopyers etc) | Executive Director | ECO3 | \$5M | Procurement Reg 3 |
| | Senior Director Road Network | ECO2 | \$1M | |
| | Director Network Development | ECO1 | \$100,000 | |
| | Manager Network Operations | P4 | \$100,000 | |
| | Manager Asset Planning | P4 | \$100,000 | |
| | Manager Transport Assets | AO8 | \$100,000 | |
| | Road Network Office Manager | AO6 | \$5,000 | |
| | Program Manager | AO6 | \$5,000 | |
| | Director Road Transport | ECO1 | \$100,000 | |
| | Manager Motor Vehicle Registry | AO8 | \$20,000 | |
| | Manager Vehicle Standards | AO8 | \$10,000 | |
| | Manager Commercial Passenger Vehicles | AO8 | \$10,000 | |
| | Manager Registration & Licensing | AO8 | \$10,000 | |
| | Manager Support Services | AO7 | \$100,000 | |
| | Manager Motor Vehicle Registry Alice Springs | AO6 | \$5,000 | |
| | Supervisor Motor Vehicle Registry Katherine | AO4 | \$1,000 | |
| | Manager Business Services | AO4 | \$5,000 | |
| | Business Services Officer | AO3 | \$3,000 | |
| | Director Public Transport Network Manager | ECO1 | \$150,000 | |
| | Budget and Contracts Manager | AO8 | \$150,000 | |
| | | AO7 | \$150,000 | |
| | Director Transport Safety | ECO1 | \$50,000 | |
| | Principal Marine Surveyor | P4 | \$10,000 | |
| | Manager Rail Safety | P4 | \$10,000 | |
| | Manager Road Safety | AO8 | \$20,000 | |
| | Manager Administration & Policy Coordination | AO8 | \$10,000 | |

TRANSPORT GROUP**PROCUREMENT DELEGATIONS****FUNCTION: 1. APPROVE A REQUISITION FOR SUPPLIES AND/OR SERVICES (CONT)**

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|---|--|--|-------------------|
| 1.1 Continued | Director Transport Planning & Policy Manager Aviation & Transport Security Manager National Reform Manager Darwin Bus Service DBS Workshop Manager DBS Training Officer DBS Finance Officer | ECO1 AO8 AO8 AO8 T4 AO5 AO5 | \$50,000 \$10,000 \$10,000 \$50,000 \$50,000 \$5,000 \$5,000 | |
| 1.2 Approve a requisition for capital works, minor new works, repairs and maintenance | Executive Director Senior Director Road Network Director Network Development Manager Network Operations Manager Asset Planning Manager Transport Assets Senior Project Engineer Program Manager Director Road Transport Manager Support Services Director Public Transport Network Manager Budget & Contracts Manager Director Transport Safety Manager Road Safety Manager Administration & Policy Coordination Manager Darwin Bus Service | ECO3 ECO2 ECO1 P4 P4 AO8 P3 AO6 ECO1 AO7 ECO1 AO8 AO7 ECO1 AO8 AO8 AO8 | \$5M \$5M \$2M \$1M \$1M \$500,000 \$500,000 \$500,000 \$150,000 \$100,000 \$150,000 \$150,000 \$150,000 \$50,000 \$20,000 \$10,000 \$50,000 | Procurement Reg 3 |

TRANSPORT GROUP**PROCUREMENT DELEGATIONS****FUNCTION: 1. APPROVE A REQUISITION FOR SUPPLIES AND/OR SERVICES (CONT)**

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|---|--|---|---|-------------------|
| 1.3 Approve a requisition for consultancy services | Executive Director Senior Director Road Network Director Network Development Manager Network Operations Manager Asset Planning Manager Transport Assets | ECO3 ECO2 ECO1 P4 P4 AO8 | \$50,000 \$50,000 \$50,000 \$50,000 \$50,000 \$50,000 | Procurement Reg 3 |
| 1.4 Approve a requisition for consultancy services against the "Panel Period Contract for Consultant Services" | Executive Director Senior Director Road Network Director Network Development Manager Network Operations Manager Asset Planning Manager Transport Assets | ECO3 ECO2 ECO1 P4 P4 AO8 | \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$50,000 | Procurement Reg 3 |

TRANSPORT GROUP

PROCUREMENT DELEGATIONS

FUNCTION: 2. ACCEPTANCE / NEGOTIATION OF TENDERS

The delegated officer recommending the acceptance of tenders cannot also approve the recommendation.

Approval of the PRB is required to accept tenders valued over \$50,000, or where an interstate tenderer is preferred to an NT supplier, prior to the contract being awarded.

Approval of the PRB is required to reject/decline all tenders valued over \$50,000.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|---|---|---|-------------------|
| 2.1 Approve the acceptance of a Tender / Quotation | Executive Director Senior Director Road Network Director Network Development Manager Transport Assets Manager Network Operations Manager Asset Planning Senior Project Engineer Road Network Office Manager Program Manager Director Road Transport Manager Motor Vehicle Registry Manager Vehicle Standards Manager Commercial Passenger Vehicles Manager Registration & Licensing Manager Support Services Manager Motor Vehicle Registry Alice Springs Supervisor Motor Vehicle Registry Katherine Director Public Transport Network Manager Budget & Contracts Manager Director Transport Safety Principal Marine Surveyor Manager Rail Safety Manager Road Safety Manager Administration & Policy Coordination Director Transport Planning & Policy Manager Aviation & Transport Security Manager National Reform Manager Darwin Bus Service | ECO3 ECO2 ECO1 AO8 P4 P4 P3 AO6 AO6 ECO1 AO8 AO8 AO8 AO8 AO7 AO6 AO4 ECO1 AO8 AO7 ECO1 P4 P4 AO8 AO8 ECO1 AO8 AO8 AO8 | \$5M \$2M \$100,000 \$100,000 \$100,000 \$100,000 \$50,000 \$5,000 \$5,000 \$100,000 \$50,000 \$20,000 \$20,000 \$20,000 \$100,000 \$5,000 \$1,000 \$150,000 \$150,000 \$150,000 \$50,000 \$10,000 \$10,000 \$20,000 \$20,000 \$50,000 \$10,000 \$20,000 \$50,000 | Procurement Reg 5 |

TRANSPORT GROUP

PROCUREMENT DELEGATIONS

FUNCTION: 2. ACCEPTANCE / NEGOTIATION OF TENDERS (CONT)

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|---|---|---|--|---|
| 2.2 Determine the admissibility of Tenders / Quotations received after the designated closing time and date | Procurement Review Board Function is the responsibility of Director Procurement or Executive Director | | Unlimited \$10,000 to \$50,000 | Procurement Direction PO6 |
| 2.3 Approve the negotiation of a Tender / Quotation | Procurement Review Board after endorsement by the Chief Executive Officer Executive Director Senior Director Road Network Director Network Development Manager Network Operations Manager Asset Planning Manager Transport Assets Director Road Transport Manager Motor Vehicle Registry Manager Support Services Director Public Transport Network Manager Budget & Contracts Manager Director Transport Safety Director Transport Planning & Policy | ECO3 ECO2 ECO1 P4 P4 AO8 ECO1 AO8 AO7 ECO1 AO8 AO7 ECO1 ECO1 | Unlimited \$5M \$2M \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$50,000 \$100,000 \$150,000 \$150,000 \$150,000 \$50,000 \$50,000 | Procurement Direction PO8 Prior approval of the PRB is required for all negotiations over \$50k |
| 2.4 Approve the rejection / decline of all Tenders / Quotations | Chief Executive Officer, followed by approval of the Procurement Review Board Chief Executive Officer | | Unlimited \$50,000 | Procurement Direction PO9 Declines are to be forwarded to the DPI Procurement Unit by 3pm Fridays. Procurement will liaise with the CEO's office and PRB |

FUNCTION: 3. ISSUE A CERTIFICATE OF EXEMPTION

A Certificate of Exemption is an exemption from the requirement to invite public tenders; all other procurement processes must be applied. The approval process for the issue of a Certificate of Exemption are as follows:

- Tier three supplies (over \$10,000 to not more than \$50,000)
All actions within Tier 3 are reportable to the Procurement Review Board (via APRO). **Function 3.2 is not classified as a Certificate of Exemption.**
- Tier four supplies (over \$50,000 to not more than \$250,000)
The Accountable Officer may approve the use of select tendering through the issue of a Certificate of Exemption subject to endorsement by the Procurement Review Board and agreement by the Agency Minister.
- Tier five supplies (over \$250,000)
The Accountable Officer may approve the use of select tendering through the issue of a Certificate of Exemption subject to endorsement by the Procurement Review Board, agreement by the Agency Minister and endorsement of the Procurement Minister.

Where it is intended to seek select tenders for requirements over \$5 million, a list of prospective tenderers is to be endorsed by the Chief Executive Officer prior to any approach being made to prospective tenderers

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|---|--|---|--|---|
| 3.1 Issue a Certificate of Exemption to dispense with public tenders | Chief Executive Officer with endorsement of the Procurement Review Board, Departmental Minister and Minister for Procurement Chief Executive Officer with endorsement of the Procurement Review Board and Departmental Minister | | Unlimited \$250,000 | Procurement Reg 8 CoE's and Ministerials are to be forwarded to the DPI Procurement Unit by 3pm Fridays. Procurement will liaise with the CEO's office, PRB and the Minister's office. |
| 3.2 Exercise a delegation under Reg 4 (3) to acquire less than three quotations | Executive Director Senior Director Road Network Director Road Transport Director Public Transport Director Transport Safety Director Transport Planning & Policy Manager Darwin Bus Service | ECO3 ECO2 ECO1 ECO1 ECO1 ECO1 AO8 | \$50,000 \$50,000 \$50,000 \$50,000 \$50,000 \$50,000 \$10,000 | Procurement Reg 4.3 |

TRANSPORT GROUP

PROCUREMENT DELEGATIONS

FUNCTION: 4. APPROVE A PURCHASE ORDER

In approving a purchase order the delegated officer is responsible for ensuring that all necessary procurement processes have been adhered to.

A delegated officer approving a variation to an order can only approve the variation if the revised value of the order falls within the delegated officer's level of delegation.

The delegated officer approving the purchase order must not have approved the originating requisition; a segregation of duties is required.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|---|--|--|---|-------------------|
| 4.1 Approve the issue of a purchase / service order | Executive Director Senior Director Road Network Director Network Development Manager Transport Assets Manager Network Operations Manager Asset Planning Senior Project Engineer Road Network Office Manager Program Manager Director Road Transport Manager Motor Vehicle Registry Manager Support Services Manager Motor Vehicle Registry Alice Springs Supervisor Motor Vehicle Registry Katherine Manager Business Services Director Public Transport Network Manager Budget and Contracts Manager Director Transport Safety Manager Administration & Policy Coordination Director Transport Planning & Policy Manager Aviation & Transport Security Manager National Reform Manager Darwin Bus Service DBS Workshop Manager DBS Training Officer DBS Finance Officer | ECO3 ECO2 ECO1 AO8 P4 P4 P3 AO6 AO6 ECO1 AO8 AO7 AO6 AO4 AO4 ECO1 AO8 AO7 ECO1 AO8 ECO1 AO8 AO8 AO8 T4 AO5 AO5 | \$5M \$51M \$50,000 \$50,000 \$50,000 \$50,000 \$10,000 \$5,000 \$5,000 \$50,000 \$10,000 \$10,000 \$5,000 \$1,000 \$10,000 \$50,000 \$50,000 \$50,000 \$50,000 \$10,000 \$10,000 \$50,000 \$10,000 \$5,000 \$5,000 | Procurement Reg 9 |

TRANSPORT GROUP**PROCUREMENT DELEGATIONS****FUNCTION: 4. APPROVE A PURCHASE ORDER (CONT)**

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|---|---|--|---|---|
| 4.2 Approve the issue of a purchase / service order on Panel / Period contracts | Executive Director Senior Director Road Network Director Network Development Manager Transport Assets Manager Network Operations Manager Asset Planning Senior Project Engineer Director Road Transport Manager Motor Vehicle Registry Manager Support Services Manager Motor Vehicle Registry Alice Springs Supervisor Motor Vehicle Registry Katherine Director Public Transport Director Transport Safety Director Transport Planning & Policy Manager Aviation & Transport Security Manager National Reform Manager Darwin Bus Service DBS Workshop Manager | ECO3 ECO2 ECO1 AO8 P4 P4 P3 ECO1 AO8 AO7 AO6 AO4 ECO1 ECO1 ECO1 AO8 AO8 AO8 T4 | \$5M \$2M \$100,000 \$50,000 \$50,000 \$50,000 \$50,000 \$50,000 \$50,000 \$50,000 \$5,000 \$1,000 \$50,000 \$50,000 \$50,000 \$10,000 \$10,000 \$50,000 \$10,000 | Procurement Reg 9 |
| 4.3 Approve the issue of a Local Purchase Order | LPO book holders | | \$1,000 | Procurement Reg 9 Treasurer's Direction Part 3, Section 7 |
| 4.4 Approve the purchase of fuel, lubricants and minor repairs for official vehicles using a fuel card or VMO | All employees | | \$500 | Procurement Reg 9 Treasurer's Direction Part 3, Section 7 |

TRANSPORT GROUP

PROCUREMENT DELEGATIONS

FUNCTION: 5. EXECUTE CONTRACT DOCUMENTS

The execution of a contract is reliant on all procurement processes having been followed and approval by the Procurement Review Board for tender recommendation \$50,000 or greater.

Contract extensions must be in accordance with the original Conditions of Contract.

Variations to contracts must be in accordance with the original purpose/scope/conditions of contract and availability of funds.

*** Officers with a delegation under 5.3 to approve a variation to a contract can only approve the variation to a maximum of this delegation and where the cumulative value of the variations do not exceed 15% of the original contract value.**

Where a proposed variation, or the cumulative total of variations, is to exceed 15% of the original contract value approval for the variation rests with the Executive Director up to \$750k or the Chief Executive Officer \$ unlimited.

Where a proposed variation, or the cumulative total of variations, exceeds 15% of the original contract value or \$50,000, whichever is the greater, the variation is to be reported to the Procurement Review Board.

Contracts are to be cancelled in accordance with the Conditions of Contract; all requests for cancellations regardless of value are to be submitted through the Director Procurement who will make a recommendation to the Chief Executive Officer.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|---|---|--|---|--|
| 5.1 Execute Contract Documents (Deed of Agreement) | Function is the responsibility of Director Procurement or Executive Director | | Unlimited | Contracts Act |
| 5.2 Approve the option to extend the period of a contract | Executive Director Senior Director Road Network Director Road Transport Director Public Transport Director Transport Safety | ECO3 ECO2 ECO1 ECO1 ECO1 | \$5M \$2M \$50,000 \$50,000 \$50,000 | |
| 5.3 Approve a variation to the original contract. (Only ED & CEO can approve variations with a cumulative value greater than 15%). | Chief Executive Officer Executive Director Senior Director Road Network Director Network Development Manager Transport Assets Manager Network Operations Manager Asset Planning Senior Project Engineer Director Road Transport Manager Motor Vehicle Registry Director Public Transport Director Transport Safety Director Transport Planning & Policy | ECO3 ECO2 ECO1 AO8 P4 P4 P3 ECO1 AO8 ECO1 ECO1 ECO1 | Unlimited \$750,000 \$750,000 * \$300,000 * \$75,000 * \$150,000 * \$150,000 * \$75,000 * \$22,500 * \$7,500 * \$22,500 * \$7,500 * \$7,500 * | Procurement Direction PO12 Signed variations greater than \$50k to be forwarded to DPI Procurement for Reporting to PRB |
| 5.4 Cancel contracts | Chief Executive Officer | | Unlimited | |

TRANSPORT GROUP

PROCUREMENT DELEGATIONS

FUNCTION: 6. APPROVE PAYMENT

Corporate costs are costs that are charged to various cost centres on the one invoice. Examples include telecommunications, fuel accounts, utility costs etc.

In approving an invoice for payment the delegated officer is certifying that the goods and/or services claimed on the invoice have been supplied in accordance with the details included on the purchase order and/or under terms and conditions of the contract.

The use of a Corporate Credit Card requires compliance with Corporate Credit Card Guidelines and the conditions of issue applying to the card holder. Officers who are delegated to approve petty cash may not approve their own petty cash expenditure.

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|---|--|--|---------------------------------------|
| 6.1 Approve the payment of Corporate costs from Program budgets | Executive Director Senior Director Road Network Road Network Office Manager Program Manager Director Road Transport Manager Support Services Director Public Transport Network Manager Budget and Contracts Manager Director Transport Safety Manager Road Safety Manager Administration & Policy Coordination Director Transport Planning & Policy Manager Aviation & Transport Security Manager National Reform Manager Darwin Bus Service | ECO3 ECO2 AO6 AO6 ECO1 AO7 ECO1 AO8 AO7 ECO1 AO8 AO8 ECO1 AO8 AO8 AO8 | \$5M \$1M \$5,000 \$5,000 \$100,000 \$100,000 \$50,000 \$50,000 \$50,000 \$50,000 \$20,000 \$10,000 \$50,000 \$10,000 \$20,000 \$50,000 | Treasurer's Direction Section C3.2 |
| 6.2 Approve the payment of invoice received for goods and/or services | Executive Director Senior Director Road Network Director Network Development Manager Transport Assets Manager Network Operations Manager Asset Planning Senior Project Engineer Road Network Office Manager Program Manager | ECO3 ECO2 ECO1 AO8 P4 P4 P3 AO6 AO6 | \$5M \$5M \$1M \$100,000 \$100,000 \$100,000 \$50,000 \$5,000 \$5,000 | Treasurer's Direction Section C3.2 |

TRANSPORT GROUP

PROCUREMENT DELEGATIONS

FUNCTION: 6. APPROVE PAYMENT (CONT)

| 1. Function | 2. Delegated Authority | 3. Position Level with Authority | 4. Level of Delegation | 5. Reference |
|--|---|---|---|---|
| 6.2 Continued | <p>Director Road Transport</p> <p>Manager Motor Vehicle Registry</p> <p>Manager Vehicle Standards</p> <p>Manager Commercial Passenger Vehicles</p> <p>Manager Registration & Licensing</p> <p>Manager Motor Vehicle Registry Alice Springs</p> <p>Supervisor Motor Vehicle Registry Katherine</p> <p>Manager Support Services</p> <p>Manager Business Services</p> <p>Director Public Transport Network Manager</p> <p>Budget and Contracts Manager</p> <p>Director Transport Safety</p> <p>Principal Marine Surveyor</p> <p>Manager Rail Safety</p> <p>Manager Road Safety</p> <p>Manager Administration & Policy Coordination</p> <p>Director Transport Planning & Policy</p> <p>Manager Aviation & Transport Security</p> <p>Manager National Reform</p> <p>Manager Darwin Bus Service</p> <p>DBS Workshop Manager</p> | <p>ECO1</p> <p>AO8</p> <p>AO8</p> <p>AO8</p> <p>AO8</p> <p>AO7</p> <p>AO6</p> <p>AO4</p> <p>AO4</p> <p>ECO1</p> <p>AO8</p> <p>AO7</p> <p>ECO1</p> <p>P4</p> <p>P4</p> <p>AO8</p> <p>AO8</p> <p>ECO1</p> <p>AO8</p> <p>AO8</p> <p>AO8</p> <p>AO8</p> <p>T4</p> | <p>\$100,000</p> <p>\$20,000</p> <p>\$10,000</p> <p>\$10,000</p> <p>\$10,000</p> <p>\$100,000</p> <p>\$10,000</p> <p>\$1,000</p> <p>\$10,000</p> <p>\$700,000</p> <p>\$700,000</p> <p>\$700,000</p> <p>\$50,000</p> <p>\$10,000</p> <p>\$10,000</p> <p>\$20,000</p> <p>\$10,000</p> <p>\$50,000</p> <p>\$10,000</p> <p>\$20,000</p> <p>\$50,000</p> <p>\$10,000</p> | <p>Treasurer's Direction Section 5.4.8 & 5.4.9</p> <p>Treasurer's Direction Section A6.4 & C3.2</p> |
| 6.3 Approve payment by Corporate Credit Card | Authorised card holder | | In accordance with the conditions of issue to the card holder | Treasurer's Direction Section 5.4.8 & 5.4.9 |
| 6.4 Approve payment of Government Grants in accordance with the Terms of Agreement | <p>Executive Director</p> <p>Senior Director Road Network</p> <p>Director Network Development</p> <p>Manager Network Operations</p> <p>Director Road Transport</p> <p>Director Public Transport</p> <p>Director Transport Safety</p> <p>Director Transport Planning & Policy</p> | <p>ECO3</p> <p>ECO2</p> <p>ECO1</p> <p>P4</p> <p>ECO1</p> <p>ECO1</p> <p>ECO1</p> <p>ECO1</p> <p>ECO1</p> | <p>\$5M</p> <p>\$2M</p> <p>\$100,000</p> <p>\$100,000</p> <p>\$100,000</p> <p>\$150,000</p> <p>\$50,000</p> <p>\$50,000</p> | Treasurer's Direction Section A6.4 & C3.2 |

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

QUESTIONS TAKEN ON NOTICE

Mr Terry Mills, Leader of the Opposition to the Minister for Planning and Lands

Consultants

2.14 *Can you please provide a list of consultants engaged in the course of the year and how many were more expensive than the initial costing due to variations, and who approved the variations?*

ANSWER

Attachment A provides a listing of consultancies for the Department of Planning and Infrastructure and its Government Business Divisions, Construction Division and Darwin Bus Service by review/project.

Attachment B provides the procurement delegations for the Department of Planning and Infrastructure and its Government Business Divisions, Construction Division and Darwin Bus Service. Variations were approved by the relevant authorised person under these delegations.

Attachment C provides a listing of variations in excess \$50,000 or 15% of the original contract price, reported to the Procurement Review Board, in accordance with the Department's procurement delegations.

| TOTAL CONSULTANCY VARIATIONS REPORTED TO THE PROCUREMENT REVIEW BOARD | | | |
|--|------------------------------------|--|---------------------|
| FOR THE PERIOD OF 1 JULY 07 - 31 MAY 08 | | | |
| Contract Description | Original Contract Value (GST Excl) | Current Total Varied Contract Value (GST Excl) | Variation |
| Bellemak subdivision - Concept design and estimates for headwork's as per T06-1148 Consultant services panel period contract | \$49,350.00 | \$71,450.00 | \$22,100.00 |
| Darwin NT - Consultancy For The Optimisation of NT Road Network Traffic Signals | \$77,727.27 | \$166,781.81 | \$89,054.54 |
| Consulting Services for the subdivision of 8 lots for section 5703 | \$43,181.82 | \$51,881.82 | \$8,700.00 |
| Darwin - Fort Hill Wharf - Roll on roll off wharf - R&M program review - July 06 | \$35,000.00 | \$95,321.78 | \$60,321.78 |
| Darwin - Traffic Engineering Management Consultancy | \$44,800.00 | \$64,960.00 | \$20,160.00 |
| Darwin Region - Landscape concept plan for Casuarina police Station | \$2,383.26 | \$3,343.57 | \$960.31 |
| EAP Access Monitoring and Testing of Underground WaterforWater flow monitoring | \$53,823.00 | \$108,677.81 | \$54,854.81 |
| | \$306,265.35 | \$562,416.79 | \$256,151.44 |