|                         | Estimates Committee<br>Questions Taken On No<br>(17/6/2008 to 20/6/2008)  |             |                                |
|-------------------------|---|-------------|--------------------------------|
| Date:                   | 17/06/2008  | Output:     | Planning and<br>Infrastructure |
|                         |   | Sub Output: | Non-output-specific questions  |
| Subject:                | Consultants - Terms of Engagement   |             |                                |
| From                    | Mr Terry Mills MLA to Hon Delia Law Department of Planning and Infrastruct  |             |                                |
| Question:               | <b>2-14</b><br>I request a list of consultants engaged in were more expensive than the initial cos approved the variations. |             | •                              |
| Answer:<br>Answered On: | 25/06/2008  |             |                                |

| 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             |
|  | 900.00                |
|  | 13,509.00             |
| ARCHITECTS STUDIO-CONSULTANTS M/P 638758 Total   | 4,225.00              |
| ARCHITECTURAL SERVICES - 06/07 AS & WHEN Total<br>ARLPARRA & ALEKARENGE - HOMLEAND LEARNING CENTER AND CEC Total     | 10,011.39             |
| AS & WHEN - CONSULTANT -DRAFTING -STRUCTURAL -BLDG APPRVLS Total   | 5,861.78<br>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             |
|  | 9,564.39              |
| BANYAN HOUSE - DESIGN AND DOCUMENT CONSULTANTS Total<br>BERRIMAH-BIODIVERSITY CONSERVATION COMPLEX-CONSULTANCY Total | 265,624.06            |
| BITING INSECT ASSESSMENT-BERRIMAH FARM Total   | 5,810.00<br>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<br>CD FEES - VARIOUS Total   | 72,885.95<br>4,877.27 |
| CHINATOWN FITOUT DESIGN Total<br>CLIENT SURVEY-SBS ANALYSIS Total  | 6,637.50<br>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             |
|  |                       |

| 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<br>CONSULTANCY BUREAU INV 08-074 18 APR Total                    | 2,100.00               |
| CONSULTANCY BUREAU INV 06-074 18 APR Total<br>CONSULTANCY CSAT AREYONGA WINTER POWER MONITORING A06-0169 Total | 1,327.14               |
| CONSULTANCY FOR TRANSPORTABLE RENAL UNITS Total  | 3,969.77               |
| CONSULTANCY-CYCLONE RISK STUDY REMOTE ELECTRICITY GRIDS-GHD Total  | 73,200.00<br>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 DATA COLLECTION 08/09 ALL REGIONS Total   | 105,594.94             |
| DELFIN LEND LEASE - DELFIN ROAD Total  | 14,228.18<br>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             |
|  | 300.00                 |
| DKP - PROVIDE ADVICE/INFO & DIAGRAMMATIC DETAILS FOR SIGNAGE Total   | 1,530.00               |
| DKP/DPC VARIOUS CONSULTANTS - 05/06 Total<br>DPI STAFF SURVEY 2007 Total                                       | 35,020.83              |
| DWN BUS REVIEW UP TO DEC19 FROM 358211 Total   | 2,261.25<br>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           |
|  | 7,556.36               |
|  | 23,670.86              |
| ESB CONSULTANCIES - PROGRAM FEES Total<br>ESTABLISH MAINTAIN & SUPPORT SCHOOLS ENVIRONMENTAL TRACKING Total    | 41,291.82<br>7,250.00  |
| FEE FOR PROFESSIONAL SERVICES Total  | 1,963.64               |
| FEE PROBITY AUDIT OF BELLAMACK Total   | 2,618.18               |
|  | _,0,0,70               |

| 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 (IST 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<br>HOWARD PENINSULA Total  | 440.91                   |
| IES ASSET STUDY Total   | 23,286.25<br>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<br>KARAMA S/CENTRE DESIGN & DOC Total                     | 1,554,738.23             |
| KARAMA SHOPPING CENTRE - GRANT Total  | 15,000.00<br>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<br>LEANYER PRIMARY SCHOOL - STAGE 2 UPGRADE Total    | 18,860.91<br>10,090.91   |
| LEANYER RECREATION PARK - STAGE 2 - DESIGN AND DOCUMENTATION Total<br>LEVEL CROSSING SAFETY COMMITTEE Total | 214,738.63<br>2,800.00   |
| MAJOR PROJECTS - ROADS Total  | 509,611.33               |
| MARRARA COMMUNITY CENTRE-REPORT/INVEST Total<br>MICHELS WARREN MUNDAY Total                                 | 7,645.45                 |
| MILLNER PRIMARY SCHOOL - ENCLOSE & AIRCONDTION ASSEMBLY Total   | 97,284.17                |
| MISC ENERGY MANAGEMENT CONSULTANCIES Total  | 5,000.00                 |
|   | 93,977.10                |
| MISCELLANOUS INFRASTRUCTURE DEVELOPMENT CONSULTANTS Total   | 59,880.28                |
| MNW & SM - DEET VARIOUS CONSULTANTS - FIRST FLOOR Total<br>MOVING ALICE AHEAD - LIFESTYLE INITIATIVE Total  | 26,410.00<br>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<br>OP CONSULT -CONS DIV.T07-207 Total             | 24,148.91<br>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<br>PARKS PROJECT 07/08 Total                   | 110,407.20<br>40,000.00  |
| PARLIAMENT HOUSE ICT REPLACEMENT Total<br>PARLIAMENT HOUSE ICT REPLACEMENT - PROJECT DIRECTOR Total         | 159,640.03<br>159,640.03 |
| PARLIAMENT HOUSE UPGRADE CONSULTANCY Total<br>PLANNING FORUM AD WED 25/4/07 Total                           | 23,840.00<br>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                |

| 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 PROF FEES 3/9/07-PROBITY AUDIT Total   | 12,892.31               |
| PROFESSIONAL FEE TO 3 SEP 07 Total   | 1,063.64                |
| PROJECT WORK JUNE07 Total  | 2,290.91<br>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<br>REVIEW NATIONALLY SIGNIF.PROJ Total                                | 8,480.00<br>7,905.60    |
| ROAD NETWORK CONSULTANTS 07/08 Total   | 230,121.51              |
| SCHOOL FACILITIES USED AS CYCLONE SHELTERS - DEET CWP Total<br>SIDRA ANALYSIS AT CASUARINA SENIOR COLLEGE Total                        | 98,164.55<br>2,400.00   |
| SITE SURVEY & DRAFTING SERVICES HOUSING PRGM WORKS 12 MNTHS Total<br>SKM LARAPINTA NORTH Total   | 50,080.24<br>4,628.00   |
| STATE SQUARE MASTER PLAN Total   | 96,230.19               |
| STRATEGIC ASSET PLANNING CONSULTANCY - 07/08 Total   | 131721.88               |
| 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<br>TENNANT CREEK - MAIN STREET DEVELOPMENT Total                         | 32,656.00<br>245,462.00 |
| TENNANT CREEK HOSPITAL STG 2 FIRE SAFETY UPGRADE CONSULTANCY Total<br>TRAVEL COSTS-AIRFARE & CAB Total                                 | 39,900.00<br>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<br>VARIOUS PROJECTS - CONSULTANCIES - PROGRAM FEE OFFERS 07/08 Total | 13,790.00               |
| VARIOUS PROJECTS - CONSULTANCIES - PROGRAM FEE OFFERS 07/08 Total  | 29,100.86<br>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<br>WOG 10YR INFRA PLAN Total  | 98,671.82<br>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

24 day of February

ary 2008

(ICHARD HANCOCK

Accountable Officer

#### DEPARTMENT OF PLANNING AND INFRASTRUCTURE



DEPARTMENT OF PLANNING AND INFRASTRUCTURE

#### **Construction Division**

### Procurement Delegations

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

Pg 1

www.nt.gov.au/dpi

| Ζ          |  |
|------------|--|
| ō          |  |
| Ľ          |  |
| ဟ          |  |
| 1          |  |
| 2          |  |
| ō          |  |
|            |  |
| Ζ          |  |
| ō          |  |
| $\simeq$   |  |
|            |  |
| Ö          |  |
| 5          |  |
| 1          |  |
| ų <b>r</b> |  |
| ⊢          |  |
| S          |  |
| Ż          |  |
| 5          |  |
| 2          |  |
| 0          |  |
|            |  |

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

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 new rescards, 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.

| 5. Reference   | Procurement Reg 3  | Procurement Reg 3  | Procurement Reg 3  | Procurement Reg 3  |
|--|--|--|--|--|
| 4. Level of<br>Delegation  | \$5M<br>\$1M<br>\$50,000<br>\$30,000   | \$5M<br>\$2M<br>\$500,000<br>\$20,000<br>\$20,000<br>\$50,000<br>\$10,000  | \$50,000<br>\$50,000<br>\$50,000   | \$100,000<br>\$100,000<br>\$100,000  |
| 3. Position Level<br>with Authority  | ECO2<br>ECO1/EO1/P4<br>A08/P3/T6<br>A06  | ECO2<br>ECO1/EO1/P4<br>A08/P3/T6<br>P2/T5<br>T4<br>T3  | ECO2<br>ECO1/EO1/P4<br>AO8/P3/T6   | ECO2<br>ECO1/EO1/P4<br>AO8/P3/T6   |
| <ol> <li>Delegated Authority<br/>(titles are a guide only – see position level)</li> </ol> | General Manager<br>Project Manager / Director / Regional / Business Manager<br>Regional Manager / Senior Project Officer<br>Business Manager (Regional)    | General Manager<br>Project Manager / Director / Regional / Business Manager<br>Regional Manager / Senior Project Officer<br>Project Officer<br>Project Officer | General Manager<br>Project Manager / Director / Regional / Business Manager<br>Regional Manager / Senior Project Officer | General Manager<br>Project Manager / Director / Regional / Business Manager<br>Regional Manager / Senior Project Officer |
| 1. Function  | <ol> <li>Approve a requisition for<br/>goods / supplies funded<br/>from corporate budgets<br/>(stationery, mobile phones,<br/>photocopiers etc)</li> </ol> | 1.2 Approve a requisition for<br>capital works, minor new<br>works, repairs and<br>maintenance   | 1.3 Approve a requisition for<br>consultancy services  | 1.4 Approve a requisition for<br>consultancy services against<br>the "Panel Period Contract<br>for Consultant Services"  |

CONSTRUCTION DIVISION

#### 2. ACCEPTANCE / NEGOTIATION OF TENDERS FUNCTION:

- 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. .

|  | 2. Delegated<br>(titles are a gu<br>General Manage   | 2. Delegated Authority<br>(titles are a guide only – see position level)<br>General Menador              | 3. Position Level<br>with Authority              | 4. Level of<br>Delegation                                  | 5. Reference  |
|--|--|--|--|--|---|
| Approve the acceptance of a General Manager<br>Tender / Quotation Project Manager / Director / Region<br>Regional Manager / Senior Project<br>Project Officer  | General Manager<br>Project Manager / Directo<br>Regional Manager / Seni<br>Project Officer<br>Project Officer  | or / Regional / Business Manager<br>or Project Officer   | EC012<br>EC01/E01/P4<br>A08/P3/T6<br>P2/T5<br>T4 | \$50,000<br>\$250,000<br>\$50,000                          | Produrement Keg 5   |
| Determine the admissibility of Procurement Review Board<br>Tenders / Quotations received<br>after the designated closing<br>time and date General Manager  | Procurement Review Bo<br>Function is the responsib<br>General Manager  | Procurement Review Board<br>Function is the responsibility of Director Procurement or<br>General Manager | ECO1 or<br>ECO2                                  | Unlimited<br>\$10,000 to<br>\$50,000                       | Procurement Direction PO6   |
| Approve the negotiation of a Procurement Review Board after endorsement by<br>Tender / Quotation the Chief Executive Officer<br>General Manager<br>Project Manager / Director / Regional / Business M<br>Regional Manager / Senior Project Officer<br>Project Officer<br>Project Officer | Procurement Review Boa<br>the Chief Executive Office<br>General Manager<br>Project Manager / Directo<br>Regional Manager / Senic<br>Project Officer<br>Project Officer | rd after endorsement by<br>r<br>r / Regional / Business Manager<br>r Project Officer                     | ECO2<br>ECO1/EO1/P4<br>AO8/P3/T6<br>P2/T5<br>T4  | Unlimited<br>\$5M<br>\$2M<br>\$1M<br>\$250,000<br>\$50,000 | Procurement Direction PO8<br>Prior approval of the PRB is<br>required for all negotiations<br>over \$50k  |
| Approve the rejection / decline Chief Executive Officer, followed by of all Tenders / Quotations Procurement Review Board Chief Executive Officer  | Chief Executive Officer, fo<br>Procurement Review Boar<br>Chief Executive Officer  | llowed by approval of the<br>d   |  | Unlimited<br>\$50,000                                      | Procurement Direction PO9<br>Declines are to be forwarded to<br>the DPI Procurement Unit by<br>COB Fridays. Procurement will<br>liaise with the CEO's office and<br>PRB |

| FUN   | FUNCTION: 3. ISSUE /   |  |                                      |                                  |  |
|---|--|--|--------------------------------------|----------------------------------|--|
|   |  | 3. 1330E A CERTIFICATE OF EAEMPTION  |                                      |                                  |  |
| A Certi<br>The ap                               | ificate of Exemption is an exer  | A Certificate of Exemption is an exemption from the requirement to invite public tenders; all other procurement processes must be applied.<br>The approval process for the issue of a Certificates of Exemption (CoE) are as follows:  | urement processes mu                 | ust be applied.                  |  |
| •   | Tier three supplies (over \$10<br>All actions within Tier 3 are r  | Tier three supplies (over \$10,000 to not more than \$50,000)<br>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.  | on 3.2 is not classifie              | d as a Certificate o             | f Exemption.   |
| •   | Tier four supplies (over \$50,000 to not more th<br>The Accountable Officer may approve the use<br>Board and agreement by the Agency Minister. | Tier four supplies (over \$50,000 to not more than \$250,000)<br>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<br>Board and agreement by the Agency Minister. | icate of Exemption sub               | iject to endorsemen              | t by the Procurement Review  |
| •   | Tier five supplies (over \$250,000)<br>The Accountable Officer may app<br>Board, agreement by the Agency                                       | rove the use of select tendering th<br>Minister and endorsement of the I   | cate of Exemption sub                | ject to endorsemen               | rrough the issue of a Certificate of Exemption subject to endorsement by the Procurement Review<br>Procurement Minister. |
| P.  | nction   |  | 3. Position Level<br>with Authority  | 4. Level of<br>Delegation        | 5. Reference   |
| -<br>•  | issue a Ceruicate or<br>Exemption to dispense with<br>public tenders   | Criter Executive Officer with endorsement of the<br>Procurement Review Board, Departmental Minister and<br>Minister for Procurement  |                                      | Uniimitea                        | Procurement κeg δ<br>CoE's and Ministerials are to<br>he forwarded to the DDI  |
|   |  | Chief Executive Officer with endorsement of the<br>Procurement Review Board and Departmental Minister  |                                      | \$250,000                        | Procurement Unit by COB<br>Fridays. Procurement will<br>liaise with the CEO's office,<br>PRB and the Minister's office.  |
| 3.2<br>Т. Т. Т | Exercise a delegation under<br>Reg 4 (3) to acquire less than<br>three quotations  | General Manager<br>Project Manager / Director / Regional / Business Manager<br>Regional Manager / Senior Project Officer   | ECO2<br>EC01/E01/P4<br>P3 / T6 / A08 | \$50,000<br>\$50,000<br>\$50,000 | Procurement Reg 4.3  |

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008

CONSTRUCTION DIVISION

### 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.

| 5. Reference<br>Procurement Reg 9   | Procurement Reg 9  | Procurement Reg 9<br>Treasurer's Direction<br>Part 3, Section 7 | Procurement Reg 9<br>Treasurer's Direction<br>Part 3, Section 7  |
|---|--|---|--|
| 4. Level of<br>Belegation<br>\$5M<br>\$2M<br>\$500,000<br>\$250,000<br>\$250,000<br>\$10,000<br>\$10,000<br>\$10,000  | \$5M<br>\$2M<br>\$500,000<br>\$250,000<br>\$250,000<br>\$10,000<br>\$10,000  | \$1,000   | \$500  |
| <ul> <li>3. Position Level with Authority ECO2 ECO1/EO1/P4 A08/P3/T6 P2/T5 T4 T3 T3 A06</li> </ul>  | ECO2<br>ECO1/EO1/P4<br>A08/P3/T6<br>P2/T5<br>T4<br>T3  |   |  |
| <ul> <li>2. Delegated Authority         <ul> <li>(fitles are a guide only – see position level)</li> <li>(fitles are a guide only – see position level)</li> <li>General Manager</li> <li>Project Manager / Director / Regional / Business Manager</li> <li>Regional Manager / Senior Project Officer</li> <li>Project Officer</li> <li>Project officer</li> <li>Project officer</li> <li>Project officer</li> <li>Business Manager (Regional)</li> </ul> </li> </ul> | General Manager<br>Project Manager / Director / Regional / Business Manager<br>Regional Manager / Senior Project Officer<br>Project Officer<br>Project Officer | LPO book holders  | All employees  |
| <ol> <li>Approve the issue of a purchase / service order.</li> </ol>  | Approve the issue of a purchase / service order on Panel / Period contracts  | Approve the issue of a Local<br>Purchase Order                  | Approve the purchase of fuel,<br>lubricants and minor repairs for<br>official vehicles using a fuel card<br>or VMO |
|   | 4.2  | 4.3   | 4.4  |

| <b>FUNC</b><br>The exe<br>greater. | CTION:<br>cution of a col  | 5. EXECUTE CONTRACT DOCUMENTS<br>Intract is reliant on all procurement processes having been followed and approval by the Procurement Review Board for tender recommendation \$50,000 or   | the Procurement Revie                           | sw Board for tender  | recommendation \$50,000 c   |
|------------------------------------|--|--|---|--|---|
| Cont                               | tract extensions must be in accordar   | Contract extensions must be in accordance with the original Conditions of Contract.  |   |  |   |
| Varić                              | ations to contracts must be in accord  | Variations to contracts must be in accordance with the original purpose/scope/conditions of contract and availability of funds.  | vailability of funds.                           |  |   |
| Whe<br>be r                        | Where a proposed variation, or the cumulative<br>be reported to the Procurement Review Board   | 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.                                  | act value or \$50,000,                          | whichever is the   | greater, the variation is to  |
| Cont<br>Proc                       | tracts are to be cancelled in accorda<br>urement who will make a recommer  | 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<br>Procurement who will make a recommendation to the Chief Executive Officer. | regardless of value are                         | e to be submitted th   | rough the Director  |
| 1. F                               | 1. Function  | 2. Delegated Authority<br>(titles are a guide only – see position level)   | 3. Position Level<br>with Authority             | 4. Level of<br>Delegation                                    | 5. Reference  |
| 5.1                                | Execute Contract Documents<br>(Deed of Agreement)  | Function is the responsibility of Contracts and Procurement<br>Services  |   | Unlimited  | Contracts Act   |
| 5.2                                | Approve the option to extend the period of a contract  | General Manager<br>Project Manager / Director / Regional / Business Manager<br>Regional Manager / Senior Project Officer   | ECO2<br>ECO1/ EO1/P4<br>AO8/P3/T6               | \$5M<br>\$2M<br>\$500,000                                    |   |
| 5.3                                | Approve a variation to the<br>original contract. Where the<br>value of the variation or the<br>cumulative value of variations<br>exceeds 15% of the original<br>contract value, the Variation<br>must be reported to the PRB | Chief Executive Officer<br>General Manager<br>Project Manager / Director / Regional / Business Manager<br>Regional Manager / Senior Project Officer<br>Project Officer   | ECO2<br>ECO1/EO1/P4<br>AO8 / P3 / T6<br>P2 / T5 | Unlimited<br>\$750,000<br>\$150,000<br>\$150,000<br>\$35,000 | Procurement Direction<br>PO12<br>Signed variations greater<br>than \$50k to be<br>forwarded to CD<br>Business Support for<br>Reporting to PRB |
| 5.4                                | Cancel contracts   | Chief Executive Officer  |   | Unlimited  |   |

Pg 6

| Corporate costs are costs that are charged to various cost centries on the one invoice. Examples include telecommunications, fuell accordance with the details included on the purchase order and/or various cost centries and conditions of the contract.         The use of a Corporate Credit Card requires compliance with the optimization of the contract.         The use of a Corporate Credit Card requires compliance with the conditions of the contract.         Officers who are delegated to approve their any compliance with corporate Credit Card Guidelines and the conditions of issue applying to the card holder.         Officers who are delegated to approve their any out approve their own petty cash may not approve their own petty cash may of the conditions of issue applying to the card holder.         Image: Complexent of Card requires compliance with Corporate Credit Card Guidelines and the conditions of issue applying to the card holder.       2.0.000 conditions of issue applying to the card holder.         Image: Complexent of Card Guidelines and the conditions of issue applying to the card holder.       3.0.000 conditions of issue applying to the card holder.         Image: Complexent of the complexent of the conditions of issue applying to the card holder.       3.0.000 conditions of issue applying to the card holder.         Image: Complexent of the complexent of the conditions of issue applying to the card holder.       3.0.000 conditions of issue card holder. <t< th=""><th>Ľ</th><th>FUNCTION: 6. APPRO</th><th>6. APPROVE PAYMENT</th><th></th><th></th><th></th></t<>   | Ľ            | FUNCTION: 6. APPRO  | 6. APPROVE PAYMENT  |  |   |  |
|---|--------------|---|---|--|---|--|
| In approving an involue for parment the delegated officer is certifying that the goods and/or services claimed on the involue have been supplied in accordance with the details included on the purvatase 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 the contract. Credit card prove the participant or are delegated on applying the terms and conditions of the contract. Credit Card Guidelines and the conditions of the contract Credit Card requires compliance with Corporate Credit Card Guidelines and the conditions of the contract. Credit Card Forder on the contract Credit Card requires compliance with composite of the contract Cardit Card Munotity of the card holder. Composite the payment of General Manager / Senior Project Chiffeer Across Project Across Project Chiffeer Across Project Chiffeer Across | ပိ           | rporate costs are costs that are ch                                     | arged to various cost centres on the one invoice. Examples inclu  | de telecommunication                                   | is, fuel accounts, utili  | ity costs etc.                                   |
| e use of a Corporate Credit Card Fequires compliance with Corporate Credit Card Guidelines and the conditions of issue applying to the card huce the same and the conditions of issue applying to the card huce is who are delegated to approve party cash may not approve their own petty cash expenditure.           Unction         2. Delegated Authority         3. Position Level         4. Level of           Approve the payment of budgets         2. Delegated Authority         2. Delegated Authority         2. Delegated Authority         3. Position Level         4. Level of           Approve the payment of budgets         Corporate costs from Program         2. Delegated Authority         5. Delegated Authority         5. Position Level         4. Level of           Approve the payment of budgets         Corporate costs from Program         Regional Manager / Director / Regional / Business Manager         5. Position Level         4. Level of         5. Sol,000           Approve the payment of control for and/or services         Regional Manager / Senior Project Officer         5. Sol,000         7. AOB         5. Sol,000           Approve prayment of more received for goods         Regional Manager / Senior Project Officer         7. Sol         5. Sol,000           Approve payment by         Corporate Credit Card         Authorise conditions of sol,000         7. Sol         5. Sol,000           Approve payment by         Corporate Credit Card         Authorise conditions of sol,000         7. Sol,000         7. Sol,000 </td <td>inc<br/>inc</td> <td>approving an invoice for payment i<br/>luded on the purchase order and/c</td> <td>he delegated officer is certifying that the goods and/or services of runder terms and conditions of the contract.</td> <td>aimed on the invoice h</td> <td>nave been supplied i</td> <td>n accordance with the details</td>  | inc<br>inc   | approving an invoice for payment i<br>luded on the purchase order and/c | he delegated officer is certifying that the goods and/or services of runder terms and conditions of the contract.   | aimed on the invoice h                                 | nave been supplied i  | n accordance with the details                    |
| Approve the payment of<br>address from Program       2. Delegated Authority<br>(Hibs are aguide only-see position level)       3. Position Level of<br>Mith Authority       4. Level of<br>Mith Authority         Approve the payment of<br>budgets       2. Delegated Authority       3. Position Level       4. Level of<br>Mith Authority         Approve the payment of<br>budgets       2. Delegated Authority       2. Delegated Authority       5. Mith Authority         Approve the payment of<br>budgets       Corporate costs from Program       2. Position Level       4. Level of<br>Manager / Delegation         Approve the payment of<br>budgets       Corporate costs from Program       2. Delegated Authority       5. Mith Authority         Approve the payment of<br>budgets       Corporate costs from Program       2. Delegated Authority       5. Mith Authority         Approve the payment of<br>budgets       Corporate costs from Program       2. Delegation<br>Control for services       5. Mith Authority         Approve the payment of<br>budgets       Approve payment of<br>Business Manager / Senior Project Officer       7. Mith Authority       5. Mith Authority         Approve payment by<br>Corporate Credit Card       Authorities card holder       2. Corporate Credit Card       Authorities Manager / Senior Project Officer       5. Mith Tele<br>Secondance         Approve payment of<br>Agreement       Project Manager / Senior Project Officer       AosiPayine       5. Mith Tele<br>Secondance       5. Mith Tele <t< td=""><td>Ĥ</td><td>e use of a Corporate Credit Card r</td><td>equires compliance with Corporate Credit Card Guidelines and th</td><td>e conditions of issue a</td><td>tpplying to the card h</td><td>nolder.</td></t<>   | Ĥ            | e use of a Corporate Credit Card r                                      | equires compliance with Corporate Credit Card Guidelines and th   | e conditions of issue a                                | tpplying to the card h  | nolder.  |
| Linction         2. Delegated Authority         3. Position Level         4. Lavel of<br>with Authority         Careal Manager           Approve the payment of<br>Corporate costs from Program<br>Budgets         Ceneral Manager         See ostition Level         4. Lavel of<br>budgets         5.0           Approve the payment of<br>budgets         Corporate costs from Program<br>Regional Manager / Senior Project Officer         Business Manager<br>Regional Manager / Senior Project Officer         5.0           Approve the payment of<br>budgets         General Manager / Senior Project Officer         Regional Manager / Senior Project Officer         5.0           Approve the payment of<br>invoice received for goods         Regional Manager / Senior Project Officer         8.0         5.00           Approve the payment of<br>invoice received for goods         Regional Manager / Senior Project Officer         8.0         5.00           Approve payment of<br>invoice received for goods         Regional Manager / Senior Project Officer         8.0         5.00           Approve payment by<br>Corporate Credit Card         Authorised card holder         7.4         5.00           Approve payment by<br>Corporate Credit Card         Authorised card holder         6.0         5.000           Approve payment by<br>Corporate Credit Card         Authorised card holder         6.0         5.000           Approve payment by<br>Authorised card holder         Authorised card holder         6.0 <td>Đ</td> <td>ficers who are delegated to approv</td> <td>e petty cash may not approve their own petty cash expenditure.</td> <td></td> <td></td> <td></td>  | Đ            | ficers who are delegated to approv                                      | e petty cash may not approve their own petty cash expenditure.  |  |   |  |
| Approve the payment of<br>Corporate costs from ProgramGeneral Manager<br>Project Manager / Director / Regional / Business Manager<br>Regional Manager / Senior Project Officer<br>Business Manager (Regional)ECO1 / EO1/P4<br>S50,000<br>AO6\$50,000<br>S30,000<br>S30,000Approve the payment of<br>Business Manager for goodsECO1 / EO1/P4<br>Regional Manager / Senior Project Officer<br>Business Manager / Senior Project Officer\$50,000<br>AO6\$50,000<br>S30,000Approve the payment of<br>Invoice received for goodsECO1 / EO1/P4<br>Regional Manager / Senior Project Officer\$50,000<br>AO6\$50,000<br>S20,000Approve the payment of<br>Project Officer<br>Project OfficerProject Officer<br>Project Officer\$50,000<br>AO6\$50,000<br>S20,000Approve payment by<br>Corporate Credit CardAnosiPayres<br>Authorised card holder\$50,000<br>AO6\$50,000<br>S20,000\$50,000<br>AO6Approve payment of<br>Corporate Credit CardAuthorised card holder\$50,000<br>AO6\$50,000<br>S20,000\$50,000<br>S20,000Approve payment of<br>General Manager / Senior Project OfficerAuthorised card holder\$50,000<br>AO6\$50,000<br>S20,000Approve payment of<br>General Manager / Senior Project OfficerAD60/Payres Manager / Senior Project Officer\$50,000<br>S20,000Approve payment of<br>General Manager / Senior Project OfficerAD8/Payres Manager / Senior Project Officer\$50,000<br>S20,000Approve payment of<br>General Manager / Senior Project OfficerAD8/Payres Manager / Senior Project Officer\$50,000<br>S20,000Approve payment of<br>Approve payment ofApprove payment of<br>Regional Manager / Senior Pro  | <del>,</del> | Function  | <ol> <li>Delegated Authority<br/>(titles are a guide only – see position level)</li> </ol>  | 3. Position Level<br>with Authority                    | 4. Level of<br>Delegation   | 5. Reference                                     |
| Approve the payment of<br>invoice received for goodsGeneral Manager<br>Project Manager / Director / Regional / Business Manager<br>Regional Manager / Senior Project OfficerECO2<br>S50,000<br>P2/T5\$50,000<br>S20,000<br>T4\$56,000<br>S50,000<br>S50,000Approve payment by<br>   |              |   | General Manager<br>Project Manager / Director / Regional / Business Manager<br>Regional Manager / Senior Project Officer<br>Business Manager (Regional)                                       | ECO2<br>ECO1/ EO1/P4<br>AO8/P3/T6<br>AO6               | \$5M<br>\$1M<br>\$50,000<br>\$30,000                                      | Treasurer's Direction<br>Section C3.2            |
| Approve payment by<br>Corporate Credit CardAuthorised card holderIn accordance<br>with the<br>conditions of<br>issue to the card<br>holderApprove payment of<br>Approve payment of<br>Government Grants in<br>accordance with the Terms of<br>AgreementECO2<br>FCO2\$5M<br>\$2M   | 9            |   | General Manager<br>Project Manager / Director / Regional / Business Manager<br>Regional Manager / Senior Project Officer<br>Project Officer<br>Project Officer<br>Business Manager (Regional) | ECO2<br>ECO1/E01/P4<br>AO8/P3/T6<br>P2/T5<br>T4<br>AO6 | \$5M<br>\$2M<br>\$1M<br>\$250,000<br>\$50,000<br>\$30,000                 | Treasurer's Direction<br>Section C3.2            |
| Approve payment of<br>Government Grants in<br>accordance with the Terms of<br>Agreement     General Manager     Business Manager     ECO2     \$5M       Approve payment of<br>Government Grants in<br>accordance with the Terms of<br>Agreement     Project Manager     Director / Regional / Business Manager     ECO1/EO1/P4     \$2M       Approve payment     Project Manager / Senior Project Officer     Ao8/P3/T6     \$1M  | 6.3          |   | Authorised card holder  |  | In accordance<br>with the<br>conditions of<br>issue to the card<br>holder | Treasurer's Directions<br>Sections 5.4.8 & 5.4.9 |
|   | 6.4          |   | General Manager<br>Project Manager / Director / Regional / Business Manager<br>Regional Manager / Senior Project Officer  | ECO2<br>ECO1/EO1/P4<br>A08/P3/T6                       | \$5M<br>\$2M<br>\$1M  | Treasurer's Directions<br>Sections A6.4 & C3.2   |

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008

CONSTRUCTION DIVISION



DEPARTMENT OF PLANNING AND INFRASTRUCTURE

# Darwin City Waterfront Redevelopment Project

### Procurement Delegations

www.nt.gov.au/dpi Pg 1

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

Main dpiProcurementAdvice.dpi@nt.gov.au

| s the invitation to tender and approves   | and services must also have the   | 5. Reference                        | Procurement Reg 3  | Procurement Reg 3  | Procurement Reg 3   | Procurement Reg 3   |
|---|---|-------------------------------------|--|--|---|---|
| elegation authorises  | r required to actined<br>quipment, software<br>iken.  | 4. Level of<br>Delegation           | \$5M<br>\$1M<br>\$50,000   | \$5M<br>\$2M<br>\$500,000  | \$50,000<br>\$50,000<br>\$50,000                                    | \$100,000<br>\$100,000<br>\$100,000   |
| SUPPLIES AND/OR SERVICES<br>tations for goods, works or services. This dele<br>it.<br>available for the resultant purchase.   | segregation of duties is<br>nications Technology e<br>nt activity being underta   | 3. Position Level<br>with Authority | EC02<br>F33<br>F33   | EC02<br>P3   | EC02<br>P3  | EC02<br>EC01<br>P3  |
| FUNCTION: 1. APPROVE A REQUISITION FOR SUPPLIES AND/OR SERVICES<br>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<br>the need for the goods, works or services, but does not include commitment.<br>In exercising this delegation, the delegated officer is stating that funds are available for the resultant purchase. | Incorportion approving the requiring the 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. | 2. Delegated Authority              | Project Administrator<br>Chief Financial Officer<br>Project Manager  | Project Administrator<br>Chief Financial Officer<br>Project Manager                        | Project Administrator<br>Chief Financial Officer<br>Project Manager | Project Administrator<br>Chief Financial Officer<br>Project Manager   |
| FUNCTION: 1. APPROV<br>This delegation approves the start of a<br>the need for the goods, works or servit<br>in exercising this delegation, the deleg<br>The delegated officer approving the re-  | spective of delegation levels under<br>lorsement of the Director, Information   | 1. Function                         | Approve a requisition for<br>goods / supplies funded<br>from corporate budgets<br>(stationery, mobile phones,<br>photocopiers etc) | Approve a requisition for<br>capital works, minor new<br>works, repairs and<br>maintenance | Approve a requisition for consultancy services                      | Approve a requisition for<br>consultancy services against<br>the "Panel Period Contract<br>for Consultant Services" |
| The the T   | lrre  | 1.1                                 |  | 4<br>V   | 1.3   | 1.4   |

PROCUREMENT DELEGATIONS

DARWIN CITY WATERFRONT REDEVELOPMENT PROJECT

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008

DARWIN CITY WATERFRONT REDEVELOPMENT PROJECT

## 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.

| 5. Reference                        | Procurement Reg 5   | Procurement Direction PO6  | Procurement Direction PO8<br>Prior approval of the PRB is<br>required for all negotiations over<br>\$50k  | Procurement Direction PO9<br>Declines are to be forwarded to<br>the DPI Procurement Unit by 3pm<br>Fridays. Procurement will liaise<br>with the CEO's office and PRB |
|-------------------------------------|---|--|---|--|
| 4. Level of<br>Delegation           | \$5M<br>\$2M<br>\$1M  | Unlimited<br>\$10,000 to<br>\$50,000   | Unlimited<br>\$5M<br>\$1M   | Unlimited<br>\$50,000  |
| 3. Position Level<br>with Authority | EC02<br>FC01<br>P3  | ECO1 or<br>ECO2  | EC02<br>EC02<br>P3  |  |
| 2. Delegated Authority              | Project Administrator<br>Chief Financial Officer<br>Project Manager | Procurement Review Board<br>Function is the responsibility of Director Procurement<br>or Project Administrator   | Procurement Review Board after endorsement by<br>the Chief Executive Officer<br>Project Administrator<br>Chief Financial Officer<br>Project Manager | Chief Executive Officer, followed by approval of the<br>Procurement Review Board<br>Chief Executive Officer  |
| 1. Function                         | Approve the acceptance of a<br>Tender / Quotation                   | Determine the admissibility of<br>Tenders / Quotations received<br>after the designated closing<br>time and date | Approve the negotiation of a<br>Tender / Quotation  | Approve the rejection / decline<br>of all Tenders / Quotations   |
| 1.15                                | 2.1   | 2.2  | 2.3   | 2.4  |

| E OF EXEMPTION<br>ement to invite public tenders; all other procurement processes must<br>mption are as follows:<br>\$50,000)<br>irement Review Board (via APRO). Function 3.2 is not classified a<br>\$250,000)<br>elect tendering through the issue of a Certificate of Exemption subjec<br>elect tendering through the issue of a Certificate of Exemption subjec<br>orsement of the Procurement Minister.<br>s over \$5 million, a list of prospective tenderers is to be endorsed by<br>a over \$5 million, a list of prospective tenderers is to be endorsed by<br>officer with endorsement of the<br>view Board, Departmental Minister<br>Procurement<br>Officer with endorsement of the<br>view Board and Departmental<br>Mither and Departmental<br>Mither and Departmental   | FUNCTION:<br>A Certificate of Ex<br>The approval proc                  | 3. ISSUE A  |  |                         |                                  |  |
|--|--|---|--|-------------------------|----------------------------------|--|
| of Exemption is an exemption from the requirement to invite pur<br>process for the issue of a Certificates of Exemption are as follon<br>three supplies (over \$10,000 to not more than \$50,000)<br>stions within Tier 3 are reportable to the Procurement Review B<br>our supplies (over \$50,000 to not more than \$250,000)<br>Accountable Officer may approve the use of select tendering th<br>d and agreement by the Agency Minister.<br>We supplies (over \$250,000)<br>Accountable Officer may approve the use of select tendering th<br>d, agreement by the Agency Minister.<br>We supplies (over \$250,000)<br>Accountable Officer may approve the use of select tendering th<br>d, agreement by the Agency Minister and endorsement of the F<br>d, agreement by the Executive Officer with endor<br>tended to seek select tenders for requirements over \$5 million,<br>o prospective tenderes<br>Certificate of Exemption<br>Procurement Review Board, Depa<br>and Minister for Procurement<br>Chief Executive Officer with endor<br>Procurement Review Board and D<br>Minister<br>e a delegation under<br>Project Administrator<br>fion 4 (3) to acquire less<br>Project Administrator   | A Certificate of Exe<br>The approval proc                              |   | CERTIFICATE OF EXEMPTION   |                         |                                  |  |
| hree supplies (over \$10,000 to not more than \$50,000)         tions within Tier 3 are reportable to the Procurement Review B         our supplies (over \$50,000 to not more than \$250,000)         Accountable Officer may approve the use of select tendering th         d and agreement by the Agency Minister.         Ve supplies (over \$250,000)         Accountable Officer may approve the use of select tendering th         d, agreement by the Agency Minister.         Accountable Officer may approve the use of select tendering th         d, agreement by the Agency Minister and endorsement of the F         d, agreement by the Agency Minister and endorsement of the F         d, agreement by the Agency Minister and endorsement of the F         d, agreement by the Agency Minister for Procurement of the F         d, agreement by the Agency Minister for Procurement         o prospective tenderers         D prospective tenderers         D redegation under         D ad Minister for Procurement         D ad elegation under         Project Administrator         D ad adelegation under         D ad adelegation under         D addition         e a delegation under         D acquire less         D addition         D addition |  | emption is an exempt<br>ess for the issue of a                          | ion from the requirement to invite public tenders; all other pr<br>Certificates of Exemption are as follows:                       | rocurement processes    | must be applied.                 |  |
| Our supplies (over \$50,000 to not more than \$250,000)         Accountable Officer may approve the use of select tendering th         d and agreement by the Agency Minister.         ive supplies (over \$250,000)         Accountable Officer may approve the use of select tendering th         d, agreement by the Agency Minister and endorsement of the F         d, agreement by the Agency Minister and endorsement of the F         d, agreement by the Agency Minister and endorsement of the F         d, agreement by the Agency Minister and endorsement of the F         d, agreement by the Agency Minister and endorsement of the F         d, agreement by the Agency Minister and endorsement of the F         d, agreement by the Agency Minister for Procurement Review Board, Depa         o prospective tenders         Delegated Authority         Certificate of Exemption         Chief Executive Officer with endor         Procurement Review Board, Depa         and Minister         delegation under         Project Administrator         e a delegation under         Project Administrator         denoted         Deriect Administrator   | Tier three     All actions   | supplies (over \$10,00<br>within Tier 3 are repo                        | 10 to not more than \$50,000)<br>artable to the Procurement Review Board (via APRO). Func  | ction 3.2 is not class  | ified as a Certificate           | of Exemption.  |
| ive supplies (over \$250,000)         Accountable Officer may approve the use of select tendering th         d, agreement by the Agency Minister and endorsement of the F         d: agreement by the Agency Minister and endorsement of the F         tended to seek select tenders for requirements over \$5 million,         o prospective tenderers <b>Z. Delegated Authority</b> Certificate of Exemption         Chief Executive Officer with endor         Procurement Review Board, Depa         and Minister for Procurement         Review Board, Depa         and Minister for Procurement         Broider       Project Administrator         e a delegation under       Project Administrator         fion 4 (3) to acquire less       Droider Manacer  | <ul> <li>Tier four s.</li> <li>The Accou</li> <li>Board and</li> </ul> | upplies (over \$50,000<br>intable Officer may at<br>agreement by the Ag | ) to not more than \$250,000)<br>pprove the use of select tendering through the issue of a Cel<br>lency Minister.                  | ertificate of Exemption | subject to endorsemen            | nt by the Procurement Review   |
| cended to seek select tenders for requirements over \$5 million, o prospective tenderers         o prospective tenderers         2. Delegated Authority         Certificate of Exemption         Certificate of Exemption         Chief Executive Officer with endor         Procurement Review Board, Depa         and Minister for Procurement         Review Board and D         Minister         e a delegation under         Project Administrator         chief Financial Officer  | <ul> <li>Tier five st<br/>The Accou<br/>Board, agr</li> </ul>          | upplies (over \$250,00<br>Intable Officer may at<br>eement by the Agenc | 0)<br>pprove the use of select tendering through the issue of a Cel<br>y Minister and endorsement of the Procurement Minister.     | srtificate of Exemption | subject to endorsemer            | t by the Procurement Review  |
| Certificate of Exemption       Chief Executive Officer with endorsement of the procurement Review Board, Departmental Minister       With Authority         Certificate of Exemption       Chief Executive Officer with endorsement of the and Minister for Procurement       Procurement Review Board, Departmental Minister         and Minister for Procurement       Chief Executive Officer with endorsement of the Procurement Review Board and Departmental Minister       Eco2         e a delegation under       Project Administrator       ECO2         e.e. or under       Project Administrator       ECO2         Data contine less       Droject Administrator       ECO1   | Where it is intende<br>being made to prov                              | d to seek select tend<br>spective tenderers                             |  | derers is to be endors  | ed by the Chief Execu            | tive Officer prior to any approac  |
| Issue a Certincate of Executive Officer with endorsement of the to dispense with public tenders       Chief Executive Officer with endorsement al Minister         and Minister for Procurement Review Board, Departmental Minister       Procurement Review Board, Departmental Minister         Regulation 4 (3) to acquire less       Chief Financial Officer         Minister       Project Administrator         Exercise a delegation under       Project Administrator         Frontine       Project Administrator         Brancer       Droider         Brancer       Droider   | :<br>(<br>-<br>,   |   |  | with Authority          | Delegation                       |  |
| Chief Executive Officer with endorsement of the         Procurement Review Board and Departmental         Minister         Minister         Exercise a delegation under         Regulation 4 (3) to acquire less         Chief Financial Officer         Administrator         Eco1         Project Administrator  |  | ificate of Exemption<br>with public tenders                             | Chief Executive Officer with endorsement of the<br>Procurement Review Board, Departmental Minister<br>and Minister for Procurement |                         | Unlimited                        | Procurement Reg 8<br>CoE's and Ministerials are to   |
| Exercise a delegation under Project Administrator<br>Regulation 4 (3) to acquire less Chief Financial Officer<br>than three quotations Project Manager   |  |   | Chief Executive Officer with endorsement of the<br>Procurement Review Board and Departmental<br>Minister                           |                         | \$250,000                        | Procurement Unit by 3pm<br>Fridays. Procurement will<br>liaise with the CEO's office,<br>PRB and the Minister's office |
|  |  | elegation under<br>(3) to acquire less<br>lotations                     | Project Administrator<br>Chief Financial Officer<br>Project Manager  | EC01<br>P3<br>P3        | \$50,000<br>\$50,000<br>\$50,000 | Procurement Reg 4.3  |

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008

Pg 4 <u>www.nt.gov.au/dpi</u>

DARWIN CITY WATERFRONT REDEVELOPMENT PROJECT

### 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   | <u>i</u>  | 1   |
|-------------------------------------|---|---|---|---|
| 5. Reference                        | Procurement Reg 9   | Procurement Reg 9   | Procurement Reg 9<br>Treasurer's Direction<br>Part 3, Section 7 | Procurement Reg 9<br>Treasurer's Direction<br>Part 3, Section 7   |
| 4. Level of<br>Delegation           | \$5M<br>\$2M<br>\$500,000   | \$5M<br>\$2M<br>\$500,000   | \$1,000   | \$500   |
| 3. Position Level<br>with Authority | ECO2<br>ECO1<br>P3  | EC02<br>EC01<br>P3  |   |   |
| 2. Delegated Authority              | Project Administrator<br>Chief Financial Officer<br>Project Manager | Project Administrator<br>Chief Financial Officer<br>Project Manager                 | LPO book holders  | All employees   |
| 1. Function                         | <ol> <li>Approve the issue of a purchase / service order</li> </ol> | 2 Approve the issue of a purchase<br>/ service order on Panel / Period<br>contracts | 3 Approve the issue of a Local<br>Purchase Order                | <ul> <li>Approve the purchase of fuel,<br/>lubricants and minor repairs for<br/>official vehicles using a fuel card<br/>or VMO</li> </ul> |
| <del>, 1</del>                      | 4.1   | 4.2   | 4.3   | 4.4   |

| DA         | DARWIN CITY WATERFRONT REDEVELOPMENT   | NT REDEVELOPMENT PROJECT   |                                     | PROCUREMENT                             | MENT DELEGATIONS   |
|------------|--|--|-------------------------------------|---|--|
| gre T      | FUNCTION: 5. EXECUTE CONTRACT DOCUME<br>The execution of a contract is reliant on all procurement processes having<br>greater.                         | <ol> <li>EXECUTE CONTRACT DOCUMENTS</li> <li>Tract is reliant on all procurement processes having been followed and approvement is reliant on all procurement processes having been followed and approvement is reliant on all procurement processes having been followed and approvement is reliant on all procurement processes having been followed and approvement is reliant on all procurement processes having been followed and approvement is reliant on all procurement processes having been followed and approvement is reliant on all procurement processes having been followed and approvement is reliant on all procurement processes having been followed and approvement is reliant on all procurement processes having been followed and approvement is reliant on all procurement processes having been followed and approvement is reliant on all procurement processes having been followed and approvement is reliant on all procurement processes having been followed and approvement processes having been followed and processes having been followed been follow</li></ol> | oval by the Procuremen              | t Review Board for te                   | . <b>NTS</b><br>been followed and approval by the Procurement Review Board for tender recommendation \$50,000 or |
| ပိ         | Contract extensions must be in accordance with the original Conditions of  | nce with the original Conditions of Contract.  |                                     |   |  |
| Va         | riations to contracts must be in accorc  | Variations to contracts must be in accordance with the original purpose/scope/conditions of contract and availability of funds.  | t and availability of func          | Is.                                     |  |
|            | * Officers with a delegation under 5.3 to approve a variation to a contra<br>value of the variations do not exceed 15% of the original contract value. | to approve a variation to a contract can only approve<br>15% of the original contract value.   | the variation to a ma               | ximum of this deleg                     | ntract can only approve the variation to a maximum of this delegation and where the cumulative<br>ue.            |
| Wr<br>to ( | Where a proposed variation, or the cumulative tota<br>to \$750k or the Chief Executive Officer \$ unlimited.   | 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.   | ontract value approval f            | or the variation rests v                | with the Project Administrator up  |
| Wr<br>the  | Where a proposed variation, or the cumulative total of variations, exceeds the Procurement Review Board.   |  | act value or \$50,000, w            | hichever is the greate                  | 15% of the original contract value or \$50,000, whichever is the greater, the variation is to be reported to     |
| Pro        | Contracts are to be cancelled in accordance with the Conditions of Contra<br>Procurement who will make a recommendation to the Chief Executive Offi    | 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<br>Procurement who will make a recommendation to the Chief Executive Officer.   | lations regardless of va            | lue are to be submitte                  | d through the Director   |
| Ţ          | 1. Function  | 2. Delegated Authority   | 3. Position Level<br>with Authority | 4. Level of<br>Delegation               | 5. Reference   |
| 5.1        | Execute Contract Documents<br>(Deed of Agreement)  | Function is the responsibility of Contracts and<br>Procurement Services  |                                     | Unlimited                               | Contacts Act   |
| 5.2        | Approve the option to extend the period of a contract  | Project Administrator<br>Chief Financial Officer<br>Project Manager  | EC02<br>EC01<br>P3                  | \$5M<br>\$2M<br>\$500,000               |  |
| 5.3        |  | Chief Executive Officer  |                                     | Unlimited                               | Procurement Direction PO12   |
|            | original contract. (Only EU & CEO can approve variations with a cumulative value greater than 15%).  | Project Administrator<br>Chief Financial Officer<br>Project Manager  | EC02<br>EC01<br>P3                  | \$750,000<br>\$300,000 *<br>\$150,000 * | Signed variations greater<br>than \$50k to be forwarded to<br>DPI Procurement for<br>Reporting to PRB            |
| 5.4        | Cancel contracts   | Chief Executive Officer  |                                     | Unlimited                               |  |
|            |  |  |                                     |   |  |

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008

Pg 6

| ŝ            | rporate costs are costs that are charg   | Corporate costs are costs that are charged to various cost centres on the one invoice. Examples include telecommunications, fuel accounts, utility costs etc.   | nclude telecommunicati              | ons, fuel accounts, utili  | ty costs etc.                                    |
|--------------|--|---|-------------------------------------|--|--|
| ln s<br>incl | approving an invoice for payment the<br>luded on the purchase order and/or u         | 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. | s claimed on the invoic             | e have been supplied i   | n accordance with the details                    |
| The          | e use of a Corporate Credit Card requ  | The use of a Corporate Credit Card requires compliance with Corporate Credit Card Guidelines and the conditions of issue applying to the card holder.   | d the conditions of issu            | e applying to the card h   | lolder.  |
| Offi         | Officers who are delegated to approve petty cash may not approve their own           | etty cash may not approve their own petty cash expenditure.   | ē                                   |  |  |
| 1.           | E .  | 2. Delegated Authority  | 3. Position Level<br>with Authority | 4. Level of<br>Delegation  | 5. Reference                                     |
| 6.1          | Approve the payment of<br>Corporate costs from Program<br>budgets                    | Project Administrator<br>Chief Financial Officer<br>Project Manager   | EC02<br>EC01<br>P3                  | \$5M<br>\$1M<br>\$50,000   | Treasurer's Directions<br>Section C3.2           |
| 6.2          | Approve the payment of invoice received for goods and/or services                    | Project Administrator<br>Chief Financial Officer<br>Project Manager   | ЕСО2<br>ЕСО1<br>Р3                  | \$10M<br>\$5M<br>\$1M  | Treasurer's Directions<br>Section C3.2           |
| 6.3          | Approve payment by Corporate<br>Credit Card  | Authorised card holder  |                                     | In accordance with<br>the conditions of<br>issue to the card<br>holder | Treasurer's Directions<br>Sections 5.4.8 & 5.4.9 |
| 6.4          | Approve payment of Government<br>Grants in accordance with the<br>Terms of Agreement | Project Administrator<br>Chief Financial Officer<br>Project Manager   | ECO2<br>ECO1<br>P3                  | \$5M<br>\$2M<br>\$1M   | Treasurer's Directions<br>Sections A6.4 & C3.2   |

**PROCUREMENT DELEGATIONS** 

DARWIN CITY WATERFRONT REDEVELOPMENT PROJECT

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008



DEPARTMENT OF PLANNING AND INFRASTRUCTURE

## Infrastructure Services Division

### Procurement Delegations

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

Pg 1

www.nt.gov.au/dpi

As with all Procurement Processes

| This delegation approves the start of a<br>the need for the goods, works or servi<br>In exercising this delegation, the deleg<br>The delegated officer approving the re<br>Irrespective of delegation levels under<br>endorsement of the Director, Informat | 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. This delegated to achieve an appropriate level of probity. 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 Busines Systems (SBS) prior to any procurement activity being undertaken. | ks or services. This d<br>tant purchase.<br>egregation of duties is<br>ications Technology e<br>i activity being underta | elegation authorises<br>required to achieve<br>quipment, software<br>ken. | the invitation to tender and approves<br>an appropriate level of probity.<br>and services must also have the |
|---|---|--|---|--|
|   | 2. Delegated Authority  | 3. Position Level<br>with Authority  | 4. Level of<br>Delegation   | 5. Reference   |
| Approve a requisition for<br>goods / supplies funded<br>from corporate budgets<br>(stationery, mobile phones,<br>photocopiers etc)  | Executive Director<br>Director Procurement<br>Director Assets & Program Management<br>Director Asset Management System Replacement<br>Director Infrastructure Development<br>Senior Project Officer<br>Manager Program Management<br>Manager Building Sustainability Services   | EC02<br>EC01<br>EC01<br>P3<br>A08<br>P3<br>A08<br>P3<br>A08<br>P3  | \$5M<br>\$50,000<br>\$50,000<br>\$50,000<br>\$5,000<br>\$5,000<br>\$5,000 | Procurement Reg 3  |
| Approve a requisition for<br>capital works, minor new<br>works, repairs and<br>maintenance  | Executive Director<br>Director Assets & Program Management<br>Manager Program Management  | ECO2<br>ECO1<br>AO8  | \$5M<br>\$1M<br>\$300,000   | Procurement Reg 3  |
| Approve a requisition for<br>consultancy services   | Executive Director  | ECO2   | \$50,000  | Procurement Reg 3  |
| Approve a requisition for<br>consultancy services against<br>the <b>"Panel Period Contract</b><br>for Consultant Services"  | Executive Director  | ECO2   | \$100,000   | Procurement Reg 3  |

PROCUREMENT DELEGATIONS

INFRASTRUCTURE SERVICES DIVISION

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008

#### INFRASTRUCTURE SERVICES DIVISION

## 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. F | 1. Function  | 2. Delegated Authority  | 3. Position Level<br>with Authority | 4. Level of<br>Delegation                   | 5. Reference   |
|------|--|---|-------------------------------------|---|--|
| 2.1  | Approve the acceptance of a<br>Tender / Quotation  | Executive Director<br>Director Procurement<br>Director Assets & Program Management<br>Director Infrastructure Development   | EC01<br>EC01<br>EC01                | \$5M<br>\$50,000<br>\$50,000<br>\$250,000   | Procurement Reg 5  |
| 5    | Determine the admissibility of<br>Tenders / Quotations received<br>after the designated closing<br>time and date | Procurement Review Board<br>Function is the responsibility of Director Procurement<br>or Executive Director   | eco1<br>or ECO2                     | Unlimited<br>\$10,000 to<br>\$50,000        | Procurement Direction PO6  |
| 2.3  | Approve the negotiation of a<br>Tender / Quotation   | Procurement Review Board after endorsement by<br>the Chief Executive Officer<br>Executive Director<br>Director Infrastructure Development<br>Director Assets and Program Management | EC02<br>EC01<br>EC01                | Unlimited<br>\$5M<br>\$250,000<br>\$250,000 | Procurement Direction PO8<br>Prior approval of the PRB is<br>required for all negotiations over<br>\$50k   |
| 2.4  | Approve the rejection / decline<br>of all Tenders / Quotations   | Chief Executive Officer, followed by approval of the<br>Procurement Review Board<br>Chief Executive Officer   |                                     | Unlimited<br>\$50,000                       | Procurement Direction PO9<br>Declines are to be forwarded to<br>the DPI Procurement Unit by 3pm<br>Fridays. Procurement will liaise<br>with the CEO's office and PRB |

| FUNCTION:<br>A Certificate of Ex<br>The approval proc<br>Tier three<br>All actions<br>The Acco<br>Board and<br>The Acco<br>Board and<br>The Acco               | TION: <b>3. ISSUE A CERTIFICATE OF E</b><br>cate of Exemption is an exemption from the requirement to i<br>roval process for the issue of a Certificates of Exemption are<br>Tier three supplies (over \$10,000 to not more than \$50,000)<br>All actions within Tier 3 are reportable to the Producement R |   |                                     |  |   |
|--|---|---|-------------------------------------|--|---|
| A Certifica<br>The appro<br>∎ 1 1 2 1<br>B 1 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 | ate of Exemption is an exemptio<br>aval process for the issue of a C<br>ier three supplies (over \$10,000<br>II actions within Tier 3 are renor   | 3. ISSUE A CERTIFICATE OF EXEMPTION   |                                     |  |   |
|  | ier three supplies (over \$10,000<br>Il actions within Tier 3 are repor   | A Certificate of Exemption is an exemption from the requirement to invite public tenders; all other procurement processes must be applied.<br>The approval process for the issue of a Certificates of Exemption are as follows:   | orocurement processes               | must be applied.                             |   |
|  | וו מסתסווס אוויוווי ויהו א מיא יאלאי  | Tier three supplies (over \$10,000 to not more than \$50,000)<br>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.   | iction 3.2 is not class             | ified as a Certificate c                     | of Exemption.   |
| ĕ<br>Ţ   | Tier four supplies (over \$50,000 to not more than \$250,000)<br>The Accountable Officer may approve the use of select tenc<br>Board and agreement by the Agency Minister.  | Tier four supplies (over \$50,000 to not more than \$250,000)<br>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<br>Board and agreement by the Agency Minister.                | ertificate of Exemption             | subject to endorsemer                        | t by the Procurement Review   |
|  | Tier five supplies (over \$250,000)<br>The Accountable Officer may app<br>Board, agreement by the Agency  | Tier five supplies (over \$250,000)<br>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<br>Board, agreement by the Agency Minister and endorsement of the Procurement Minister. | ertificate of Exemption             | subject to endorsemer                        | t by the Procurement Review   |
| being made t<br>1. Function  | being made to prospective tenderers<br>1. Function  | 2. Delegated Authority  | 3. Position Level<br>with Authority | 4. Level of<br>Delegation                    | 5. Reference  |
| <b>3.1</b> Issu<br>to di   | issue a Certificate of Exemption<br>to dispense with public tenders   | Chief Executive Officer with endorsement of the<br>Procurement Review Board, Departmental Minister<br>and Minister for Procurement  |                                     | Unlimited                                    | Procurement Reg 8<br>CoE's and Ministerials are to  |
|  |   | Chief Executive Officer with endorsement of the<br>Procurement Review Board and Departmental<br>Minister  |                                     | \$250,000                                    | Procurement Unit by 3pm<br>Fridays. Procurement will<br>liaise with the CEO's office,<br>PRB and the Minister's office. |
| <b>3.2</b> Exer<br>4 (3)<br>quot   | Exercise a delegation under Reg<br>4 (3) to acquire less than three<br>quotations   | Executive Director<br>Director Procurement<br>Director Assets & Program Management<br>Director Infrastructure Development   | EC01<br>EC01<br>EC01<br>EC01        | \$50,000<br>\$50,000<br>\$50,000<br>\$50,000 | Procurement Reg 4.3   |

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008

INFRASTRUCTURE SERVICES DIVISION

### 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.

| Ц<br>Ц | 1. Function  | 2. Delegated Authority  | 3. Position Level<br>with Authority | 4. Level of<br>Delegation | 5. Reference  |
|--------|--|---|-------------------------------------|---------------------------|---|
| 4.1    | Approve the issue of a purchase / service order  | Executive Director  | ECO2                                | \$5M                      | Procurement Reg 9   |
|        |  | Director Procurement<br>Director Assets & Program Management                    | ECO1<br>ECO1                        | \$50,000<br>\$50,000      |   |
|        |  | Director Infrastructure Development<br>Manager Building Sustainability Services | EC01<br>P3                          | \$250,000<br>\$50,000     |   |
| 4.2    | Approve the issue of a purchase / service order on Panel / Period  | Executive Director  | ECO2                                | \$5M                      | Procurement Reg 9   |
|        | contracts  | Director Procurement  | Eco1                                | \$100,000                 |   |
|        |  | Director Assets & Program Management  | ECO1                                | \$50,000                  |   |
|        |  | Director Infrastructure Development   | ECO1                                | \$250,000                 |   |
|        |  | Manager Building Sustainability Services  | Б                                   | \$50,000                  |   |
| 4.3    | Approve the issue of a Local<br>Purchase Order   | LPO book holders  |                                     | \$1,000                   | Procurement Reg 9<br>Treasurer's Direction<br>Part 3, Section 7 |
| 4.4    | Approve the purchase of fuel,<br>lubricants and minor repairs for<br>official vehicles using a fuel card<br>or VMO | All employees   |                                     | \$500                     | Procurement Reg 9<br>Treasurer's Direction<br>Part 3, Section 7 |

| FUN                  |  |   |  |   |  |
|----------------------|--|---|--|---|--|
| ı ne exe<br>greater. | FUNCTION: 5. EXECUTE<br>The execution of a contract is reliant on a<br>greater.  | <b>FUNCTION: 5. EXECUTE CONTRACT DOCUMENTS</b><br>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.  | al by the Procuremen   | t Review Board for ter  | nder recommendation \$50,000   |
| Contra               | ict extensions must be in accordai   | Contract extensions must be in accordance with the original Conditions of Contract.   |  |   |  |
| Variati              | ons to contracts must be in accord   | Variations to contracts must be in accordance with the original purpose/scope/conditions of contract and availability of funds.   | ind availability of func                                       | ls.   |  |
| * Offic<br>value     | * Officers with a delegation under 5.3 to app<br>value of the variations do not exceed 15% of<br>Where a proposed variation, or the cumulative to<br>\$750k or the Chief Executive Officer & unlimited | * 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 | <mark>ie variation to a ma</mark> .<br>tract value approval fi | <mark>ximum of this deleq.</mark><br>or the variation rests v | ation and where the cumul<br>vith the Executive Director up  |
| Where<br>the Pro     | Where a proposed variation, or the cum<br>the Procurement Review Board.  | otal of variations, exceeds   | t value or \$50,000, w   | hichever is the greate  | 15% of the original contract value or \$50,000, whichever is the greater, the variation is to be reported to |
| Contra<br>Procur     | icts are to be cancelled in accorda<br>ement who will make a recommer  | 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<br>Procurement who will make a recommendation to the Chief Executive Officer.  | ions regardless of val   | lue are to be submitte  | d through the Director   |
| 1, Fur               | 1. Function  | 2. Delegated Authority 3  | 3. Position Level<br>with Authority                            | 4. Level of<br>Delegation                                     | 5. Reference   |
| 5.1 E                | Execute Contract Documents<br>(Deed of Agreement)  | Function is the responsibility of Contracts and Procurement Services  |  | Unlimited   | Contracts Act  |
| 5.2 F                | Approve the option to extend the period of a contract  | Executive Director<br>Director Programment  | ECO2<br>FCO1   | \$5M<br>\$50 000  |  |
| £-                   |  | Director Infrastructure Development   | EC01   | \$50,000<br>\$150,000   |  |
| 5.3 A                | Approve a variation to the   | Chief Executive Officer   | C<br>U<br>U  | Unlimited   | Procurement Direction PO12   |
|                      | original contract. (Unly EU &<br>CEO can approve variations with   | Executive Director<br>Director Assets & Program Management  | ECO1<br>ECO1   | \$150,000 *   | than \$50k to be forwarded to  |
|                      | a cumulative value greater than<br>15%)  | Director Infrastructure Development   | ECO1   | \$37,500 *  | DPI Procurement for<br>Reporting to PRB  |
| 5.4 0                | Cancel contracts   | Chief Executive Officer   |  | Unlimited   |  |

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008

|                                     | Sec. 1         |
|-------------------------------------|----------------|
|                                     |                |
|                                     | 20             |
| Ž                                   | 5              |
| 0                                   |                |
| <u> </u>                            | 1              |
| ŝ                                   |                |
| 5                                   | 100            |
| >                                   |                |
| ~                                   |                |
|                                     | X              |
| 10                                  | <b>7</b> 2.X   |
|                                     |                |
| щ                                   |                |
| C                                   |                |
| Ē                                   |                |
| >                                   |                |
| 2                                   |                |
|                                     | 500 X C        |
| щ                                   | 9              |
| S                                   | and the second |
|                                     |                |
| щ                                   |                |
| <u>r</u>                            |                |
|                                     | No.            |
|                                     |                |
| 5                                   |                |
| 0                                   |                |
|                                     | House of       |
| ~~                                  | 6              |
|                                     |                |
|                                     |                |
| <b>ASTRUCTURE SERVICES DIVISION</b> |                |
| đ                                   |                |
| SAS                                 |                |
| NFR                                 |                |
| Ľ,                                  |                |
| Z                                   |                |
| INFRA                               | 2002           |
|                                     |                |

#### 6. APPROVE PAYMENT FUNCTION:

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.  | 1. Function  | 2. Delegated Authority   | 3. Position Level<br>with Authority | 4. Level of<br>Delegation   | 5. Reference                                     |
|-----|--|--|-------------------------------------|---|--|
| 6.1 |  | Executive Director<br>Director Procurement   | ECO2<br>ECO1                        | \$50,000<br>\$5M<br>\$50,000  | Treasurer's Directions<br>Section C3.2           |
|     | budgets  | Director Assets & Program Management<br>Director Asset Management System Replacement<br>Manager Program Management                           | EC01<br>E01<br>A08                  | \$50,000<br>\$50,000<br>\$50,000                                    |  |
|     |  | Director Infrastructure Development<br>Senior Project Officer<br>Manager Building Sustainability Services                                    | ECO1<br>P3<br>P3                    | \$50,000<br>\$5,000<br>\$50,000                                     |  |
| 6.2 |  | Executive Director<br>Director Procurement   | ECO2<br>ECO1                        | \$50,000  | Treasurer's Directions<br>Section C3.2           |
|     | services   | Director Assets & Program Management<br>Director Asset Management System Replacement<br>Manager Program Management<br>Budget Finance Officer | EC01<br>E01<br>A06                  | \$1M<br>\$50,000<br>\$300,000<br>\$100,000                          |  |
|     |  | Director Infrastructure Development<br>Manager Strategic Planning<br>Senior Project Officer<br>Manager Building Sustainability Services      | EC01<br>A08<br>P3                   | \$250,000<br>\$100,000<br>\$5,000<br>\$50,000                       |  |
| 6.3 | 3 Approve payment by Corporate<br>Credit Card  | Authorised card holder   |                                     | In accordance with the<br>conditions of issue to<br>the card holder | Treasurer's Directions<br>Sections 5.4.8 & 5.4.9 |
| 6.4 | 4 Approve payment of Government<br>Grants in accordance with the<br>Terms of Agreement | Executive Director<br>Director Procurement<br>Director Assets & Program Management<br>Director Infrastructure Development                    | EC02<br>EC01<br>EC01                | \$5M<br>\$50,000<br>\$50,000<br>\$50,000                            | Treasurer's Directions<br>Sections A6.4 & C3.2   |
| ] ₹ | Approved by Richard Hancock (unlimited Procurement Delegation),                        | nited Procurement Delegation), effective 22 February 2008  | y 2008                              |   | www.nt.gov.au/dpi Pg 7                           |



DEPARTMENT OF PLANNING AND INFRASTRUCTURE

#### Lands Group

### Procurement Delegations

<u>dpiProcurementAdvice.dpi@nt.gov.au</u>
 As with all Procurement Processes,
 Procurement Delegation limits are GST Inclusive

Pg 1

www.nt.gov.au/dpi

LANDS GROUP

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

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.

| 5. Reference                        | Procurement Reg 3                            |   |  |          |          |                        |  |                        |                        |                                  |                  |                                      |                                   |                            |                               |                          |                                 |                         |                           |                      |                                     |   |                              |  |                               |  |                                     |                             |  |   |
|-------------------------------------|--|---|--|----------|----------|------------------------|--|------------------------|------------------------|----------------------------------|------------------|--------------------------------------|-----------------------------------|----------------------------|-------------------------------|--------------------------|---------------------------------|-------------------------|---------------------------|----------------------|-------------------------------------|---|------------------------------|--|-------------------------------|--|-------------------------------------|-----------------------------|--|---|
| 4. Level of<br>Delegation           | \$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                        | \$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  |
| 3. Position Level<br>with Authority | ECO3   | ECO2  | P4   | P4       | P3       | A04                    | A06                                      | ЪЗ                     | P3                     | ECO2                             | P4               | E01                                  | A08                               | ЪЗ                         | T5                            | P2                       | T5                              | A07                     | Τ4                        | A06                  | A04                                 | A04                                     | ECO1                         | AO8                                    | AO6                           | EC02                                       | E01                                 | A07                         | ECO1                                     | A07   |
|                                     | Approve a requisition for Executive Director | goods / supplies funded   Senior Director Development Assessment & Planning | from corporate budgets Director Strategic Planning | <u>,</u> |          | 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) |

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008

Pg 2

LANDS GROUP

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

|  | 2. Delegated Authority<br><u>Regions</u><br>Manager Land Information<br>Manager Products and Services<br>LIS/GIS Data Manager<br>Manager Planning and Development<br>Regional Manager Lands and Planning Alice Springs<br>Manager Land Sales & Management Alice Springs<br>Manager Land Sales & Management Alice Springs<br>Regional Manager Lands and Planning Katherine<br>Land Administration Officer Katherine | 3. Position Level<br>with Authority<br>T5<br>A05<br>P3<br>A05<br>A05<br>A05<br>A05<br>A05    | 4. Level of<br>Belegation<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000 | 5. Reference      |
|--|--|--|---|-------------------|
| Approve a requisition for<br>capital works, minor new<br>works, repairs and  | Manager Building Control<br>Administration Officer Building Advisory<br>Executive Director<br>Manager Crown Land Management<br>Director Major Projects (Infrastructure)  | P3<br>A04<br>EC03<br>EC03<br>A06   | \$10,000<br>\$5,000<br>\$10,000<br>\$10,000   | Procurement Reg 3 |
| Approve a requisition for<br>consultancy services  | Executive Director<br>Executive Director<br>Senior Director Development Assessment & Planning<br>Senior Director Land Information<br>Senior Director Building Advisory Services<br>Director Building Advisory Services   | EC02<br>EC02<br>EC02<br>EC02<br>EC03<br>EC03<br>EC03<br>EC03<br>EC03<br>EC03<br>EC03<br>EC03 | \$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000  | Procurement Reg 3 |
| Approve a requisition for<br>consultancy services against<br>the <b>"Panel Period Contract</b><br>for Consultant Services" | Executive Director<br>Senior Director Development Assessment & Planning<br>Senior Director Land Information<br>Senior Director Building Advisory Services<br>Director Building Advisory Services   | ECO3<br>ECO2<br>ECO2<br>ECO2<br>ECO2   | \$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000<br>\$100,000                                    | Procurement Reg 3 |

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008

## 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.

| 5. Reference      | Procurement Reg 5   |   | www.nt.gov.au/dpi Pg 4   |
|-------------------|---|---|--|
| 4. Level of       | \$5M<br>\$50,000<br>\$20,000<br>\$20,000<br>\$10,000<br>\$5,000<br>\$5,000<br>\$5,000   | \$50,000<br>\$50,000<br>\$50,000<br>\$10,000<br>\$10,000<br>\$5,000<br>\$5,000<br>\$3,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$ | demonstrative and the second |
| 3. Position Level | Min Autonity<br>EC03<br>P4<br>P3<br>P3<br>P3<br>P3<br>P3<br>P3<br>P3  | EC02<br>EC01<br>EC02<br>EC01<br>EC02<br>EC03<br>EC04<br>EC04<br>EC02<br>EC04<br>EC02<br>EC04<br>EC04<br>EC04<br>EC04<br>EC04<br>EC04<br>EC04<br>EC04  |  |
| 1. Function       | Approve the acceptance of aExecutive DirectorTender / QuotationSenior Director Development Assessment & PlanningTender / QuotationSenior Director Strategic PlanningPrincipal Strategic PlannerManager Indigenous Land Use PlanningExecutive Officer Development AssessmentManager Urban PlanningManager Urban PlanningManager Rural Planning | Senior Director Land Information<br>Surveyor-General<br>Director NT Land Information Systems<br>Manager Land Information Services<br>Manager Surveying Services<br>Manager Products and Services<br>Survey Contracts Manager<br>Survey Contracts Manager<br>Manager Land Information Centre<br>Spatial Data Manager<br>Team Leader Aerial Survey<br>Spatial Data Manager<br>Team Leader Land Information<br>Administrative Officer Land Information<br>Administrative Officer Land Information<br>Assistant Director Land Administration<br>Assistant Director Land Administration<br>Manager Crown Land Administration<br>Manager Business Operations<br>Manager Business Operations<br>Director Major Projects (Infrastructure)<br>Project Officer Major Projects (Infrastructure)  | Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008                       |

|    | ĥ             |
|----|---------------|
| ם  | SYNC ST       |
|    | or set of the |
| ~  | ÷.            |
| U. | COLUMN A      |
| R  | 10000         |
| 0  | 120222        |
| -  | 200           |
| S  | NERGEN        |
| Ó  | COLUMN SE     |
|    | ŝ             |
| ~  | 27.75         |
| <  | NAVA:         |
| 1  |               |
|    |               |

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

| i 5. Reference                      |  | Procurement Direction PO6   | Procurement Direction PO8<br>Prior approval of the PRB is<br>required for all negotiations over<br>\$50k  | Procurement Direction PO9<br>Declines are to be forwarded to<br>the DPI Procurement Unit by 3pm<br>Fridays. Procurement will liaise<br>with the CEO's office and PRB |
|-------------------------------------|--|---|---|--|
| 4. Level of<br>Delegation           | \$50,000<br>\$10,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000   | Unlimited<br>\$10,000 to<br>\$50,000  | Unlimited<br>\$5M<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000   | Unlimited<br>\$50,000  |
| 3. Position Level<br>with Authority | 75<br>75<br>705<br>705<br>705<br>705<br>705<br>705<br>705<br>705<br>70   | ECO1 or<br>ECO3   | EC01<br>EC02<br>EC01<br>EC01<br>EC01<br>EC01<br>EC01<br>EC01<br>EC01<br>EC01  |  |
| 2. Delegated Authority<br>Regions   | Manager Land Information<br>Manager Products and Services<br>LIS/GIS Data Manager<br>Manager Planning and Development<br>Regional Manager Lands and Planning Alice Springs<br>Manager Land Administration Alice Springs<br>Manager Land Sales & Management Alice Springs<br>Regional Manager Lands and Planning Katherine<br>Land Administration Officer Katherine<br>Manager Building Control<br>Administration Officer Building Advisory | Procurement Review Board<br>Function is the responsibility of Director Procurement<br>or Executive Director           | Procurement Review Board after endorsement by<br>the Chief Executive Officer<br>Executive Director<br>Senior Director Development Assessment & Planning<br>Senior Director Land Information<br>Director NT Land Information<br>Director Land Administration<br>Senior Director Building Advisory Services<br>Director Building Advisory Services<br>Director Major Projects (Infrastructure)<br>Regional Manager Lands and Planning Alice Springs | Chief Executive Officer, followed by approval of the<br>Procurement Review Board<br>Chief Executive Officer  |
| 1. Function<br>2.1 Continued        |  | 2.2 Determine the admissibility of<br>Tenders / Quotations received<br>after the designated closing<br>time and date. | 2.3 Approve the negotiation of a Tender / Quotation   | 2.4 Approve the rejection / decline of all Tenders / Quotations  |

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008

| Δ |  |
|---|--|
| - |  |
|   |  |
| O |  |
| К |  |
| G |  |
| ပ |  |
| Ω |  |
| ~ |  |
| ~ |  |
| 4 |  |
|   |  |

#### 3. ISSUE A CERTIFICATE OF EXEMPTION FUNCTION:

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:

- 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 three supplies (over \$10,000 to not more than \$50,000) •
- 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

| 7   | 1. Function   | 2. Delegated Authority   | 3. Position Level<br>with Authority | 4. Level of<br>Delegation | 5. Reference  |
|-----|---|--|-------------------------------------|---------------------------|---|
| 3.1 | 1 Issue a Certificate of<br>Exemption to dispense with          | Chief Executive Officer with endorsement of the<br>Procurement Review Board. Departmental Minister and |                                     | Unlimited                 | Procurement Reg 8   |
|     | public tenders  | Minister for Procurement   |                                     |                           | CoE's and Ministerials are to be<br>forwarded to the DPI        |
|     |   | Chief Executive Officer with endorsement of the  |                                     |                           | Procurement Unit by 3pm   |
|     |   | Procurement Review Board and Departmental Minister   |                                     | \$250,000                 | Fridays. Procurement will liaise with the CEO's office, PRB and |
|     |   |  |                                     |                           | the Minister's office.  |
| 3.2 | 2 Exercise a delegation under                                   | Executive Director   | ECO3                                | \$50,000                  | Procurement Reg 4.3   |
|     | Reg 4 (3) to acquire less than                                  | Senior Director Development Assessment & Planning  | ECO2                                | \$50,000                  |   |
|     | three quotations  | Senior Director Land Information   | ECO2                                | \$50,000                  |   |
|     |   | Surveyor-General   | P4                                  | \$50,000                  |   |
|     |   | Director Strategic Planning  | P4                                  | \$10,000                  |   |
|     |   | Principal Strategic Planner  | P4                                  | \$10,000                  |   |
|     |   | Manager Indigenous Land Use Planning   | P3                                  | \$10,000                  |   |
|     |   | Dirrotor   and Administration  | 1001                                | \$50 000                  |   |
|     |   | Senior Director Building Advisory Services   | ECO2                                | \$50,000                  |   |
|     |   | Director Building Advisory Services  | E01                                 | \$10,000                  |   |
|     |   | Manager Business Operations  | A07                                 | \$10,000                  |   |
|     |   | Director Maior Projects (Infrastructure)   | ECO1                                | \$50,000                  |   |
|     |   | Regional Manager Lands and Planning Alice Springs  | ECO1                                | \$10,000                  |   |
|     |   | 11   |                                     |                           |   |
| Υp  | Approved by Richard Hancock (unlimited Procurement Delegation), | limited Procurement Delegation), effective 22 February 2008  | ry 2008                             |                           | www.nt.gov.au/dpi Pg 6  |

### 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.

| 5. Reference  |                      |   |                        |  |                        |  |                                      |                            |                               |                          |  |                              |  |             |  |                             |   |
|---|----------------------|---|------------------------|--|------------------------|--|--------------------------------------|----------------------------|-------------------------------|--------------------------|--|------------------------------|--|-------------|--|-----------------------------|---|
| 4. Level of<br>Delegation<br>SSM  | \$50,000<br>\$20,000 | \$20,000<br>\$10,000  | \$5,000                | \$10,000<br>\$5,000  | \$5,000                | \$300,000<br>\$50.000                                | \$50,000<br>\$50,000                 | \$10,000                   | \$10,000                      | \$10,000                 | \$3,000<br>\$3,000   | \$50,000                     | \$20,000<br>\$10,000   |             | \$50,000                                   | \$10,000                    | \$1M<br>\$10,000  |
| 3. Position Level<br>with Authority<br>FCO3   | EC02<br>P4           | P4<br>P3  | A04                    | A06<br>P3  | P3                     | ECO2<br>P4   | EO1                                  | 2<br>2<br>2<br>2           | T5                            | P2                       | A04<br>A04   | ECO1                         | A08<br>A06   | C<br>C<br>L | E01  | A07                         | ECO1<br>AO7   |
| 1. Function     2. Delegated Authority       4.1     Annove the issue of a nurchase | / service order      | Principal Strategic Planner<br>Manager Indigenous Land Use Planning | Manager Administration | Executive Officer Development Assessment<br>Manager Urban Planning | Manager Rural Planning | Senior Director Land Information<br>Survevor-General | Director NT Land Information Systems | Manager Surveying Services | Manager Products and Services | Survey Contracts Manager | Team Leader Land Information Centre<br>Administrative Officer Land Information | Director Land Administration | Assistant Director Land Administration Manager Crown Land Management |             | Senior Director Building Advisory Services | Manager Business Operations | Director Major Projects (Infrastructure)<br>Project Officer Major Projects (Infrastructure) |

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008

Pg 7

<u>www.nt.gov.au/dpi</u>

LANDS GROUP

## FUNCTION: 4. APPROVE A PURCHASE ORDER (CONT)

| 5. Reference   |   | Procurement Reg 9  | www.nt.gov.au/dpi Pg 8   |
|--|---|--|--|
| 4. Level of<br>Delegation<br>\$50,000<br>\$10,000  | \$5,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$5,000<br>\$5,000<br>\$5,000<br>\$5,000   | \$50,000<br>\$20,000<br>\$20,000<br>\$50,000<br>\$5,000<br>\$5,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000\$ |  |
| 3. Position Level<br>with Authority<br>P3<br>T5  | A05<br>A08<br>A08<br>A05<br>A05<br>A05<br>A05<br>A04<br>A05<br>A04  | EC03<br>A04<br>A04<br>A04<br>A04<br>A04<br>A04<br>A04<br>A04<br>A04<br>A04   |  |
| <ul> <li>2. Delegated Authority</li> <li>2. Delegated Authority</li> <li>A Begions</li> <li>Manager Land Information</li> <li>Manager Products and Services</li> </ul> | LIS/GIS Data Manager<br>Manager Planning and Development<br>Regional Manager Lands and Planning Alice Springs<br>Manager Land Administration Alice Springs<br>Manager Land Sales & Management<br>Regional Manager Lands and Planning Katherine<br>Land Administration Officer Katherine<br>Manager Building Control<br>Administration Officer Building Advisory | Executive Director<br>Senior Director Development Assessment & Planning<br>Director Strategic Planner<br>Manager Indigenous Land Use Planning<br>Manager Administration<br>Executive Officer Development Assessment<br>Manager Urban Planning<br>Manager Urban Planning<br>Senior Director Land Information<br>Senior Director Land Information<br>Surveyor-General<br>Director NT Land Information<br>Surveyor-General<br>Director NT Land Information<br>Survey Contracts Manager<br>Manager Products and Services<br>Manager Products and Services<br>Survey Contracts Manager<br>Team Leader Land Information<br>Director Land Administration<br>Director Land Administration<br>Manager Crown Land Management   | nited Procurement Delegation), effective 22 February 2008      |
| 1. Function<br>4.1 Continued   |   | <b>4.2</b> Approve the issue of a purchase / service order on Panel / Period contracts   | Approved by Richard Hancock (unlimited Procurement Delegation) |

LANDS GROUP

## FUNCTION: 4. APPROVE A PURCHASE ORDER (CONT)

|     | 1. Function  | 2. Delegated Authority  | 3. Position Level<br>with Authority | 4. Level of<br>Delegation                   | 5. Reference  |
|-----|--|---|-------------------------------------|---|---|
| 4.2 | 4.2 Continued  | Senior Director Building Advisory Services<br>Director Building Advisory Services<br>Manager Business Operations      | ECO2<br>EO1<br>AO7                  | \$50,000<br>\$50,000<br>\$10,000            |   |
|     |  | Director Major Projects (Infrastructure)<br>Project Officer Major Projects (Infrastructure)                           | ECO1<br>AO7                         | \$1M<br>\$10,000                            |   |
|     |  | Regions   |                                     |   |   |
|     |  | Manager Land Information<br>Manager Products and Services<br>LIS/GIS Data Manager<br>Manager Planning and Development | P3<br>T5<br>A05<br>P3               | \$50,000<br>\$10,000<br>\$5,000<br>\$50,000 |   |
|     |  | Regional Manager Lands and Planning Alice Springs<br>Manager Land Administration Alice Springs                        | ECO1<br>AO8                         | \$50,000<br>\$50,000                        |   |
|     |  | Regional Manager Lands and Planning Katherine   | AO8                                 | \$50,000                                    |   |
|     |  | Manager Building Control<br>Administration Officer Building Advisory  | P3<br>A04                           | \$10,000<br>\$5,000                         |   |
| 4.3 | Approve the issue of a Local<br>Purchase Order   | LPO book holders  |                                     | \$1,000                                     | Procurement Reg 9<br>Treasurer's Direction<br>Part 3, Section 7 |
| 4.4 | Approve the purchase of fuel,<br>lubricants and minor repairs for<br>official vehicles using a fuel card<br>or VMO | All employees   |                                     | \$500                                       | Procurement Reg 9<br>Treasurer's Direction<br>Part 3, Section 7 |

| The execution of  | execution of a contract is reliant on a  | The execution of a contract is reliant on all procurement processes having been followed and approval by the Procurement Keview Board for tender recommendation \$50,000 of   | oval by the Procurement  | LEVIEW DUALU IUI LEIIUEI             | r recommendation \$50,000 or   |
|---|--|---|--|--------------------------------------|--|
|   | greater.<br>Contract extensions must be in accordan<br>Variations to contracts must be in accord<br>* Officers with a delegation under 5.3                         | greater.<br>Contract extensions must be in accordance with the original Conditions of Contract.<br>Variations to contracts must be in accordance with the original purpose/scope/conditions of contract and availability of funds.<br>* 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 | t and availability of fund<br>the variation to a max   | s.<br>cimum of this delegatio        | on and where the cumulative  |
| <u>Vh</u>   | value of the variations do not exceed 15% of the original contract value.<br>Where a proposed variation, or the cumulative total of variations, is to exceed       | value of the variations do not exceed 15% of the original contract value.<br>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  | ontract value approval f   | or the variation rests with          | the Executive Director up to   |
| \$75<br>Wh<br>the   | \$750k or the Chief Executive Officer \$ unlimited.<br>Where a proposed variation, or the cumulative total of variations, exceeds<br>the Procurement Review Board. | lifmited.<br>lative total of variations, exceeds 15% of the original contra   | act value or \$50,000, wl  | nichever is the greater, th          | 15% of the original contract value or \$50,000, whichever is the greater, the variation is to be reported to |
| P Col   | Contracts are to be cancelled in accordance with the Conditions of Contract; a Procurement who will make a recommendation to the Chief Executive Officer.          | 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<br>Procurement who will make a recommendation to the Chief Executive Officer.  | lations regardless of val  | ue are to be submitted th            | irough the Director  |
| ÷   | 1. Function  | 2. Delegated Authority  | 3. Position Level<br>with Authority  | 4. Level of<br>Delecation            | 5. Reference   |
| 5.1   | Execute Contract Documents<br>(Deed of Agreement)  | Function is the responsibility of Contracts and<br>Procurement Services   |  | Unlimited                            | Contracts Act  |
| 5.2   | Approve the option to extend the period of a contract  | Executive Director<br>Senior Director Development Assessment & Planning<br>Senior Director Land Information   | CO2<br>CO2<br>CO2<br>ECO2<br>ECO2<br>CO2<br>CO2<br>CO2<br>CO2<br>CO2<br>CO2<br>CO2<br>CO2<br>CO2 | \$50,000<br>\$10,000                 |  |
|   |  | Director Lang Agministration<br>Senior Director Building Advisory Services<br>Director Major Projects (Infrastructure)  | EC02<br>EC02   | \$100,000<br>\$50,000<br>\$1M        |  |
|   |  | Regions<br>Regional Manager Lands and Planning Alice Springs<br>Regional Manager Lands and Planning Katherine   | ECO1<br>AO8  | \$100,000<br>\$50,000                |  |
| 5.3   | Approve a variation to the<br>original contract. (Only ED &<br>CEO can approve variations with   | Chief Executive Office<br>Executive Director<br>Senior Director Development Assessment & Planning   | ECO3<br>ECO2   | Unlimited<br>\$750,000<br>\$7,500 *  | Procurement Direction<br>PO12  |
|   | a cumulative value greater than<br>15%).   | Senior Director Land Information<br>Director Land Administration  | EC02<br>EC01   | \$45,000 *<br>\$7,500 *<br>\$7,500 * | Signed variations greater<br>than \$50k to be  |
|   |  | Senior Lirector Building Advisory Services<br>Director Major Projects (Infrastructure)<br>Perions   | EC01   | \$150,000 *                          | Procurement for<br>Reporting to PRB  |
| 2 amin 1 amin 2 amin |  | Regional Manager Lands and Planning Alice Springs<br>Regional Manager Lands and Planning Katherine  | ECO1<br>AO8  | \$7,500 *<br>\$7,500 *               |  |
| 5.4   | Cancel contracts   | Chief Executive Officer   |  | Unlimited                            |  |
|   | Approved by Richard Hancock (unlimited Procurement Delegation).  | ited Procurement Delegation), effective 22 February 2008  | 2008   |                                      | www.nt.gov.au/dpi Pg 10  |

PROCUREMENT DELEGATIONS

LANDS GROUP

| Δ                                       |  |
|---|--|
|   |  |
| ō                                       |  |
| Ř                                       |  |
| Ō                                       |  |
| ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ |  |
| လွ                                      |  |
|   |  |
| 4                                       |  |
| ج.                                      |  |
|   |  |

#### 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.

| 5. Reference                        | Treasurer's Directions<br>Section C3.2   |                             |                             |                                      |                        |  |                                  |                  |                                      |                                   |                            |                          |                                     |   |                              |  |  |                                     |                             |  |   |
|-------------------------------------|--|-----------------------------|-----------------------------|--------------------------------------|------------------------|--|----------------------------------|------------------|--------------------------------------|-----------------------------------|----------------------------|--------------------------|-------------------------------------|---|------------------------------|--|--|-------------------------------------|-----------------------------|--|---|
| 4. Level of<br>Delegation           | \$5M<br>\$50000  | \$20,000                    | \$20,000                    | \$10,000                             | \$5,000                | \$10,000                                 | \$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  |
| 3. Position Level<br>with Authority | ЕСО3<br>ЕСО3   | P4                          | P4                          | P3                                   | A04                    | AO6                                      | ECO2                             | P4               | E01                                  | A08                               | Р3                         | P2                       | A04                                 | A04                                     | ECO1                         | A08                                    | ECO2                                       | E01                                 | A07                         | ECO1                                     | AO7   |
| 2. Delegated Authority              | Approve the payment of<br>Corporate costs from Program Executive Director<br>buildrate | Director Strategic Planning | Principal Strategic Planner | Manager Indigenous Land Use Planning | Manager Administration | Executive Officer Development Assessment | 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) |

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008

Pg 11

www.nt.gov.au/dpi

LANDS GROUP

### FUNCTION: 6. APPROVE PAYMENT (CONT)

| Manager Land Information<br>Manager Products and Ser<br>LIS/GIS Data Manager<br>Manager Planning and Dev<br>Regional Manager Lands a<br>Manager Land Administrati<br>Regional Manager Lands a<br>Manager Building Control | Manager Land Information<br>Manager Products and Services<br>LIS/GIS Data Manager              |            |                       |  |
|---|--|------------|-----------------------|--|
| LIS/GIS Data M<br>Manager Planni<br>Regional Manaç<br>Manager Land /<br>Regional Manaç<br>Manager Buildir   | lanager  | Р3<br>Т5   | \$50,000<br>\$10,000  |  |
| Regional Manaç<br>Manager Land /<br>Regional Manaç<br>Manager Buildir   | Manager Planning and Development   | A05<br>P3  | \$50,000<br>\$50,000  |  |
| Regional Manaç<br>Manager Buildir   | Kegional Manager Lands and Planning Alice Springs<br>Manager Land Administration Alice Springs | AO8        | \$50,000              |  |
|   | Regional Manager Lands and Planning Katherine  | A08<br>53  | \$50,000<br>\$40,000  |  |
| Administration (  | Manager Building Control<br>Administration Officer Building Advisory                           | A04        | \$5,000               |  |
| 6.2 Approve the payment of invoice Executive Director received for goods and/or Senior Director De  | Executive Director<br>Senior Director Development Assessment & Planning                        | ECO3       | \$50 000<br>\$50 000  | Treasurer's Directions<br>Section C3 2 |
|   | jic Planning   | P4         | \$20,000              |  |
| Principal Strategic Planner   | -  | P4         | \$20,000              |  |
| Manager Indigenous La<br>Manager Administration   | Manager Intugerous Land Ose Maning<br>Manager Administration                                   | AO4        | \$5,000               |  |
| Executive Office  | Executive Officer Development Assessment   | AO6        | \$10,000              |  |
| Manager Urban Planning<br>Manager Ritral Planning   | n Planning<br>Dlanning   | 5 G        | \$5,000<br>\$5,000    |  |
|   |  | <u>-</u>   | \$00.0 <del>0</del>   |  |
| Senior Director La  | Senior Director Land Information   | ECO2<br>P4 | \$300,000<br>\$50.000 |  |
| Director NT Lan   | Director NT Land Information Systems   | E01        | \$50,000              |  |
| Manager Land  | Manager Land Information Services  | A08        | \$50,000<br>\$10,000  |  |
| Manager Surveying Services  | Manager Surveying Services<br>Manager Products and Services                                    | 5 5        | \$10,000<br>\$10,000  |  |
| Survey Contracts Manager  | ts Manager   | 22         | \$10,000              |  |
| Manager Land Information  | Information Centre   | T5         | \$10,000              |  |
| Spatial Systems Manager<br>Team Leader Aerial Survey  | s Manager<br>erial Sunvav  | A07<br>T4  | \$10,000<br>\$5 000   |  |
| Spatial Data Manager  | anader   | A06        | \$5,000               |  |
| Team Leader La  | Team Leader Land Information Centre  | A04        | \$3,000               |  |
| Administrative C  | Administrative Officer Land Information  | A04        | \$3,000               |  |

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008

Pg 12

www.nt.gov.au/dpi

| FUI     | FUNCTION:   | 6. APPROVE   | 6. APPROVE PAYMENT (CONT)  |  |  |  |
|---------|---|--|--|--|--|--|
| 1.<br>Н | 1. Function   |  | 2. Delegated Authority   | 3. Position Level<br>with Authority  | 4. Level of<br>Delegation  | 5. Reference                                     |
| 6.2 (   | 6.2 Continued   |  | Director Land Administration<br>Assistant Director Land Administration<br>Manager Crown Land Management  | ECO1<br>AO8<br>AO6   | \$50,000<br>\$20,000<br>\$10,000   |  |
|         |   |  | Senior Director Building Advisory Services<br>Director Building Advisory Services<br>Manager Business Operations   | ECO2<br>E01<br>A07   | \$50,000<br>\$50,000<br>\$10,000   |  |
|         |   |  | Director Major Projects (Infrastructure)<br>Project Officer Major Projects (Infrastructure)  | ECO1<br>AO7  | \$50,000<br>\$10,000   |  |
|         |   |  | Regions  |  |  |  |
|         |   |  | Manager Land Information<br>Manager Products and Services<br>LIS/GIS Data Manager<br>Manager Planning and Development<br>Regional Manager Lands and Planning Alice Springs<br>Manager Land Administration Alice Springs<br>Regional Manager Lands and Planning Katherine<br>Manager Building Control<br>Administration Officer Building Advisory | P3<br>F5<br>FC01<br>F08<br>F08<br>F08<br>F08<br>F08<br>F08<br>F08<br>F09<br>F009<br>F0 | \$50,000<br>\$10,000<br>\$5,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$10,000<br>\$5,000 |  |
| 6.3     | Approve payme<br>Credit Card  | Approve payment by Corporate<br>Credit Card  | Authorised card holder   |  | In accordance with the<br>conditions of issue to<br>the card holder                                    | Treasurer's Directions<br>Sections 5.4.8 & 5.4.9 |
| 6.4     | Approve payment of Governm<br>Grants in accordance with the<br>Terms of Agreement | Approve payment of Government<br>Grants in accordance with the<br>Terms of Agreement | Executive Director<br>Senior Director Development Assessment & Planning<br>Senior Director Land Information<br>Director Land Administration<br>Senior Director Building Advisory Services<br>Director Building Advisory Services<br>Director Major Projects (Infrastructure)   | EC03<br>EC02<br>EC01<br>EC01<br>EC01<br>EC01   | \$5M<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000                           | Treasurer's Directions<br>Sections A6.4 & C3.2   |
|         |   |  | <u>Regions</u><br>Regional Manager Lands and Planning Alice Springs  | ECO1   | \$50,000   |  |
| Appr    | roved by Richar   | d Hancock (unlimi  | Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008   | 2008   | 3  | www.nt.gov.au/dpi Pg 13                          |

PROCUREMENT DELEGATIONS

LANDS GROUP



www.nt.gov.au/dpi Pg 1

 ApiProcurementAdvice.dpi@nt.gov.au

 As with all Procurement Processes,

 Procurement Delegation limits are GST Inclusive

Regions

DEPARTMENT OF PLANNING AND INFRASTRUCTURE

# Procurement Delegations

| S |
|---|
| Ζ |
| 0 |
| _ |
| G |
| ш |
| R |

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

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.

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

REGIONS

# 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.

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

| R         | REGIONS  |   |                                     | PROCURE                   | PROCUREMENT DELEGATIONS  |
|-----------|--|---|-------------------------------------|---------------------------|--|
| Ľ         | FUNCTION: 3. ISSUE A (   | 3. ISSUE A CERTIFICATE OF EXEMPTION   |                                     |                           |  |
| ЧЧ<br>ЧЧ  | Certificate of Exemption is an exempti<br>e approval process for the issue of a (  | A Certificate of Exemption is an exemption from the requirement to invite public tenders; all other procurement processes must be applied.<br>The approval process for the issue of a Certificate of Exemption are as follows:  | ment processes mus                  | t be applied.             |  |
| •         | Tier three supplies (over \$10,000 to not more than \$50,000)<br>All actions within Tier 3 are reportable to the Procurement R   | Tier three supplies (over \$10,000 to not more than \$50,000)<br>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.   | 3.2 is not classified               | as a Certificate o        | f Exemption.   |
| •         | Tier four supplies (over \$50,000 to not more than \$250,000)<br>The Accountable Officer may approve the use of select tenc<br>Board and agreement by the Agency Minister. | Tier four supplies (over \$50,000 to not more than \$250,000)<br>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<br>Board and agreement by the Agency Minister.                | te of Exemption subje               | ect to endorsement        | by the Procurement Review  |
| •         | Tier five supplies (over \$250,000<br>The Accountable Officer may ap<br>Board, agreement by the Agency   | Tier five supplies (over \$250,000)<br>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<br>Board, agreement by the Agency Minister and endorsement of the Procurement Minister. | e of Exemption subje                | ect to endorsement        | by the Procurement Review  |
| Wr<br>bei | Where it is intended to seek select tende<br>being made to prospective tenderers   | 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   | s is to be endorsed b               | y the Chief Executi       | ve Officer prior to any approach   |
| 1         | 1. Function  | 2. Delegated Authority  | 3. Position Level<br>with Authority | 4. Level of<br>Delegation | 5. Reference   |
| 3.1       | Issue a Certificate of Exemption<br>to dispense with public tenders  | Chief Executive Officer with endorsement of the<br>Procurement Review Board, Departmental Minister and<br>Minister for Procurement<br>Chief Executive Officer with endorsement of the<br>Procurement Review Board and Departmental Minister   |                                     | Unlimited<br>\$250,000    | Procurement Reg 8<br>CoE's and Ministerials are to<br>be forwarded to the DPI<br>Procurement Unit by COB<br>Fridays. Procurement will<br>liaise with the CEO's office,<br>PRB and the Minister's office. |
| 3.2       | Exercise a delegation under Reg<br>4 (3) to acquire less than three<br>quotations  | Executive Director<br>Regional Director Katherine   | EC04<br>EC02                        | \$50,000<br>\$50,000      | Procurement Reg 4.3  |
|           |  |   |                                     |                           |  |
|           |  |   |                                     |                           |  |

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008

www.nt.gov.au/dpi Pg 4

REGIONS

## 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<br>with Authority | 4. Level of<br>Delegation | 5. Reference                               |
|-----|---|---|-------------------------------------|---------------------------|--|
| 4.1 | <ol> <li>Approve the issue of a purchase<br/>/ service order</li> </ol> | Executive Director                                  | ECO4                                | W5\$                      | Procurement Reg 9                          |
|     |   | Regional Director Katherine<br>Regional Manager SBS | ECU2<br>AO8                         | \$210,000                 |  |
|     |   | Regional Manager Tennant Creek                      | AO8                                 | \$75,000                  |  |
| 4.2 | .2 Approve the issue of a purchase<br>/ service order on Panel / Period | Executive Director                                  | ECO4                                | \$5M                      | Procurement Reg 9                          |
|     | contracts   | Regional Director Katherine                         | ECO2                                | \$2M<br>\$10,000          |  |
|     |   | Regional Manager Tennant Creek                      | AO8                                 | \$75,000                  |  |
| 4.  | <b>4.3</b> Approve the issue of a Local Purchase Order                  | LPO book holders                                    |                                     | \$1,000                   | Procurement Reg 9<br>Treasurer's Direction |
|     |   |   |                                     |                           |  |
| 4.4 |   | All employees                                       |                                     | \$500                     | Procurement Reg 9<br>Treasurer's Direction |
|     | official vehicles using a fuel card<br>or VMO                           |   |                                     |                           | Part 3, Section /                          |
| -   |   |   |                                     |                           | -  |

| Ēfš        | FUNCTION: 5. EXECUTE<br>The execution of a contract is reliant on a<br>greater.   | FUNCTION: 5. EXECUTE CONTRACT DOCUMENTS<br>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<br>greater.  | ne Procurement Revi                                 | ew Board for tend                                       | er recommendation \$50,000 o  |
|------------|---|---|---|---|---|
| ŏ          | wrtract extensions must be in accordar  | Contract extensions must be in accordance with the original Conditions of Contract.   |   |   |   |
| <5<br><    | iriations to contracts must be in accord  | Variations to contracts must be in accordance with the original purpose/scope/conditions of contract and availability of funds.   | ailability of funds.                                |   |   |
| \$ <u></u> | * Officers with a delegation under 5.3 to approve a variation to a contravalue of the variations do not exceed 15% of the original contract value.<br>Where a proposed variation, or the cumulative total of variations, is to exceed \$750k or the Chief Executive Officer \$ unlimited. | * 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. | <u>iation to a maximur</u><br>alue approval for the | <mark>n of this delegati</mark><br>variation rests witi | on and where the cumulati<br>n the Executive Director up to   |
| μ.<br>Κ    | Where a proposed variation, or the cumulative total of variations, exceeds the Procurement Review Board.  | ulative total of variations, exceeds 15% of the original contract value or \$50,000, whichever is the greater, the variation is to be reported to   | e or \$50,000, whiche                               | ver is the greater, t                                   | he variation is to be reported  |
| ŏĚ         | Contracts are to be cancelled in accordance with the Conditions of Contract; a<br>Procurement who will make a recommendation to the Chief Executive Officer.  | 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<br>Procurement who will make a recommendation to the Chief Executive Officer.  | egardless of value ar                               | e to be submitted t                                     | hrough the Director   |
| ÷          | 1. Function   | 2. Delegated Authority  | 3. Position Level<br>with Authority                 | 4. Level of<br>Delegation                               | 5. Reference  |
| 5.1        | I Execute Contract Documents<br>(Deed of Agreement)   | Function is the responsibility of Contracts and Procurement<br>Services   |   | Unlimited   | Contracts Act   |
| 5.2        | 2 Approve the option to extend the period of a contract   | Executive Director<br>Regional Director Katherine<br>Regional Manager Tennant Creek   | ECO4<br>ECO2<br>AO8                                 | \$5M<br>\$5M<br>\$75,000                                |   |
| 5.3        | 3 Approve a variation to the<br>original contract. (Only ED &   | Chief Executive Officer   |   | Unlimited   | Procurement Direction<br>PO12   |
|            | CEO can approve variations with<br>a cumulative value greater than<br>15%).   | Executive Director<br>Regional Director Katherine<br>Regional Manager Tennant Creek   | ECO4<br>ECO2<br>AO8                                 | \$750,000<br>\$750,000 *<br>\$11,250 *                  | Signed variations greater<br>than \$50k to be forwarded<br>to DPI Procurement for<br>Reporting to PRB |
| 5.4        | 4 Cancel contracts  | Chief Executive Officer   |   | Unlimited   |   |

<u>www.nt.gov.au/dpi</u>

Pg 6

| လ္ဆ                                     |   |
|---|---|
| Z                                       |   |
| <u>S</u>                                |   |
| С<br>Ш                                  |   |
| ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ |   |
| and and                                 | ļ |

#### 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.

| 4. Level of 5. Reference<br>Delegation        | \$5M Treasurer's Directions<br>\$5M Section C3.2<br>\$20,000<br>\$10,000                                    | \$5M Treasurer's Directions<br>\$5M Section C3.2<br>\$20,000<br>\$10,000                                    | In accordance with Treasurer's Directions<br>the conditions of Sections 5.4.8 & 5.4.9<br>issue to the card<br>holder | \$5M     Treasurer's Directions       \$5M     Sections A6.4 & C3.2                      |
|---|---|---|--|--|
| 3. Position Level 4. L<br>with Authority Dele | FC04<br>EC02<br>A08<br>A08<br>\$2<br>\$1  | ECO4<br>ECO4<br>AO8<br>AO8<br>\$1<br>\$1  | In acco<br>the co<br>issue t<br>h  | ECO4<br>ECO4   |
| 2. Delegated Authority                        | Executive Director<br>Regional Director Katherine<br>Regional Manager SBS<br>Regional Manager Tennant Creek | Executive Director<br>Regional Director Katherine<br>Regional Manager SBS<br>Regional Manager Tennant Creek | Authorised card holder   | Executive Director<br>Regional Director Katherine  |
| 1. Function                                   | Approve the payment of<br>Corporate costs from Program<br>budgets   | 6.2 Approve the payment of invoice<br>received for goods and/or<br>services                                 | 6.3 Approve payment by Corporate<br>Credit Card  | 6.4 Approve payment of Government<br>Grants in accordance with the<br>Terms of Agreement |



DEPARTMENT OF PLANNING AND INFRASTRUCTURE

# Strategic and Business Services Group

# Procurement Delegations

www.nt.gov.au/dpi Pg 1

Procurement Delegation limits are GST Inclusive

M dpiProcurementAdvice.dpi@nt.gov.au

As with all Procurement Processes,

|            | This delegation approves the start of a procurement process to obtain quo<br>he need for the goods, works or services, but does not include commitme | 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. This delegation authorises the invitation to tender and approves the need for the goods, works or services. This delegation authorises the invitation to tender and approves the need for the goods, works or services. | actions for goods, works or services. This deleted  | LC<br>delegation authorises      | the invitation to tender and approves |
|------------|--|--|---|----------------------------------|---------------------------------------|
| ≞ ⊢        | i exercising this delegation, the deleg  | In exercising this delegation, the delegated officer is stating that funds are available for the resultant purchase.<br>The delegated officer approving the requisition cannot approve the resultant purchase order: a sequenciation of duties is required to achieve an appropriate level of prohity.   | ultant purchase.<br>searedation of duties i         | s required to achieve            | an annronriate level of nrohitv       |
|            | respective of delegation levels under<br>ndorsement of the Director, Informatic  | Irrespective of delegation levels under function 1.1, any requisition for Information and Communications Technology equipment, software and services must also have the<br>endorsement of the Director, Information and Business Systems (SBS) prior to any procurement activity being undertaken.   | inications Technology (<br>nt activity being undert | equipment, software a            | nd services must also have the        |
| 5          | 1. Function  | 2. Delegated Authority   | 3. Position Level with Authority                    | 4. Level of<br>Delegation        | 5. Reference                          |
| -          | 1.1 Approve a requisition for<br>goods / supplies funded<br>from corporate budgets   | Executive Director<br>Chief Financial Officer<br>Director HR Services  | EC02<br>EC01<br>E01/EC01                            | \$50,000<br>\$50,000<br>\$50,000 | Procurement Reg 3                     |
|            | (stationery, mobile phones,<br>photocopiers etc)   | Director Information & Business Systems<br>Director Marketing & Communications<br>Manager Secretariat  | EC01<br>E01   | \$10,000<br>\$10,000<br>\$10,000 |                                       |
|            |  | Manager Security & Property Management<br>Manager Internal Audit<br>Manager Financial Services   | A 08<br>A 08<br>8 08                                | \$10,000<br>\$10,000<br>\$10,000 |                                       |
| <b>~</b>   | <ol> <li>Approve a requisition for<br/>capital works, minor new<br/>works, repairs and<br/>maintenance</li> </ol>                                    |  |   |                                  | Procurement Reg 3                     |
| <b> ~-</b> | <ol> <li>Approve a requisition for<br/>consultancy services</li> </ol>   | Executive Director   | EC02  | \$50,000                         | Procurement Reg 3                     |
| ~          | 1.4 Approve a requisition for<br>consultancy services against<br>the "Panel Period Contract<br>for Consultant Services"                              | Executive Director   | EC02  | \$100,000                        | Procurement Reg 3                     |
| ]          |  |  |   |                                  |                                       |

PROCUREMENT DELEGATIONS

# STRATEGIC AND BUSINESS SERVICES GROUP

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

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008

Pg 2 <u>www.nt.gov.au/dpi</u>

STRATEGIC AND BUSINESS SERVICES GROUP

#### 2. ACCEPTANCE / NEGOTIATION OF TENDERS FUNCTION:

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.

|  | 2. Delegated Authority 3. F wi   | 3. Position Level with Authority | 4. Level of<br>Delegation                  | 5. Reference   |
|--|--|----------------------------------|--|--|
| Executive Director<br>Chief Financial Officer<br>Director HR Services  | or<br>Officer<br>rices   | ECO2<br>ECO1<br>EO1/ECO1         | \$50,000<br>\$50,000<br>\$50,000           | Procurement Reg 5  |
| Director Information & Business S<br>Director Marketing & Communicati  | Director Information & Business Systems<br>Director Marketing & Communications   | ECO1<br>EO1                      | \$250,000<br>\$10,000                      |  |
| Manager Secretariat  | at   | A07                              | \$10,000                                   |  |
| Manager Security & Pri<br>Manager Internal Audit   | Manager Security & Property Management<br>Manager Internal Audit                 | A08<br>A08                       | \$10,000<br>\$10,000                       |  |
| Manager Financial Services   | l Services   | AO8                              | \$10,000                                   |  |
| Procurement Review Board   | ew Board   |                                  | Unlimited                                  | Procurement Direction PO6  |
| Function is the respo<br>or Executive Director   | Function is the responsibility of Director Procurement<br>or Executive Director  | ECO1<br>ECO2                     | \$10,000 to<br>\$50,000                    |  |
| Procurement Review Board after (<br>the Chief Executive Officer  | Board after endorsement by<br>Officer  |                                  | Unlimited                                  | Procurement Direction PO8<br>Prior approval of the PRB is<br>required for all negotiations over      |
| Executive Director<br>Chief Financial Officer<br>Director HR Services<br>Director Information & Business Systems | Business Systems   | ECO2<br>ECO1<br>ECO1<br>ECO1     | \$5M<br>\$50,000<br>\$250,000<br>\$250,000 | \$50k  |
| Chief Executive Officer, follo<br>Procurement Review Board   | Chief Executive Officer, followed by approval of the<br>Procurement Review Board |                                  | Unlimited                                  | Procurement Direction PO9<br>Declines are to be forwarded to   |
| Chief Executive Officer  | Gr   |                                  | \$50,000                                   | the DPI Procurement Unit by 3pm<br>Fridays. Procurement will liaise<br>with the CEO's office and PRB |

| EIUCIDI:       3. ISUE A CENTFICATE OF EXEMPTION         Confiderate of Exemption from the requirement to invite public tenders: all other procumement processes must be applied.<br>The approved process for the issue of a Centrificate of Exemption to the mean S50.000 muture than S60.000 muture than S50.000 muture than S50.000 muture than S50.000 muture than S50.000 muture than S60.000 muture than S60.000 muture than S50.000 muture than S60.000 muture than S50.000 muture than S60.000 muture the S60.000 muture than S60.0 | STR         | STRATEGIC AND BUSINESS SERVICES GROUP   | SS SERVICES GROUP  |                                     | PROCURE                   | PROCUREMENT DELEGATIONS   |
|---|-------------|---|--|-------------------------------------|---------------------------|---|
| of Exemption is an exemption from the requirement to invite pul process for the issue of a Certificate of Exemption are as follow hree supplies (over \$10,000 to not more than \$50,000) tions within Tier 3 are to be reported to the Procurement Revie our supplies (over \$50,000 to not more than \$250,000) Accountable Officer may approve the use of select tendering th d and agreement by the Agency Minister. The Procuration of the P d, agreement by the Agency Minister and endorsement of the P d, agreement by the Agency Minister and endorsement of the P d, agreement by the Agency Minister and endorsement of the P d, agreement by the Agency Minister and endorsement of the P d, agreement by the Agency Minister and endorsement of the P d, agreement by the Agency Minister and endorsement of the P d, agreement by the Agency Minister and endorsement of the P d, agreement by the Agency Minister and endorsement of the P d, agreement by the Agency Minister and endorsement of the P d, agreement by the Agency Minister and endorsement of the P d, agreement by the Agency Minister and endorsement of the P d, agreement by the Agency Minister and endorsement of the P d, agreement by the Agency Minister and endorsement of the P d, agreement by the Agency Minister and endorsement of the P d d utilor), o prospective tenders by the Agency Minister and endorsement of the P d d d d d d d d d d d d d d d d d d  | FU          |   | CERTIFICATE OF EXEMPTION   |                                     |                           |   |
| Three supplies (over \$10,000 to not more than \$50,000)         Stions within Tier 3 are to be reported to the Procurement Revie         Our supplies (over \$50,000 to not more than \$250,000)         Accountable Officer may approve the use of select tendering the d and agreement by the Agency Minister.         We supplies (over \$50,000)         Accountable Officer may approve the use of select tendering the d and agreement by the Agency Minister.         We supplies (over \$250,000)         Accountable Officer may approve the use of select tendering the d, agreement by the Agency Minister and endorsement of the P         Accountable Officer may approve the use of select tendering the d, agreement by the Agency Minister and endorsement of the P         Countable Officer may approve the use of select tendering the d, agreement by the Agency Minister and endorsement of the P         Countable Officer may approve the use of select tendering the dot or seek select tenders         Accountable Officer may approve the use of select tendering the P         Contracted to seek select tenders for requirements over \$5 million, o prospective tenderers         Certificate of Exemption         Certificate of Exemption         Certificate of Exemption         Certificate of Executive Officer with endor         Procurement Review Board and D         Minister         Certificate of Executive Officer with endor         Procurement Review Board and D         Minister </th <th>A C<br/>The</th> <td>ertificate of Exemption is an exemptian approval process for the issue of a</td> <td>ion from the requirement to invite public tenders; all other pr<br/>Certificate of Exemption are as follows:</td> <td>orocurement processes</td> <td>i must be applied.</td> <td></td>  | A C<br>The  | ertificate of Exemption is an exemptian approval process for the issue of a                         | ion from the requirement to invite public tenders; all other pr<br>Certificate of Exemption are as follows:                              | orocurement processes               | i must be applied.        |   |
| our supplies (over \$50,000 to not more than \$250,000)         Accountable Officer may approve the use of select tendering the d and agreement by the Agency Minister.         Ive supplies (over \$250,000)         Accountable Officer may approve the use of select tendering the d, agreement by the Agency Minister and endorsement of the P         Accountable Officer may approve the use of select tendering the d, agreement by the Agency Minister and endorsement of the P         Accountable Officer may approve the use of select tendering the dore set select tenders for requirements over \$5 million, o prospective tenderers         Decomption       Accountable Officer with endore tenderers         Oprospective tenderers       24 Delegated Authority         Deconting the public tenders       24 Delegated Authority         Certificate of Exemption       Chief Executive Officer with endor         Procurement Review Board, Depa and Minister for Procurement       Decentificate with public tenders         e a delegation under       Minister for Procurement         e a delegation under       Executive Director         Procurement Review Board and D       Minister         Defegation under       Executive Director   | •           | Tier three supplies (over \$10,00<br>All actions within Tier 3 are to b                             | 0 to not more than \$50,000)<br>e reported to the Procurement Review Board (via APRO). F   | Function 3.2 is not cl              | assified as a Certificat  | tion of Exemption.  |
| The supplies (over \$250,000)         Accountable Officer may approve the use of select tendering the decountable Officer may approve the use of select tendering the select tenders for requirements over \$5 million, o prospective tenderers         Accountable Officer may approve the use of select tendering the select tenders for requirements over \$5 million, o prospective tenderers         Accountable Officer may approve the use of select tenders         Accountable Officer with endor         Actificate of Exemption         Certificate of Executive Officer with endor         Procurement Review Board, Depa and Minister for Procurement         Certificate of Executive Officer with endor         Procurement Review Board and D         Minister for Procurement Review Board and D         Minister         Accounterer         Executive Director         Procurement Review Board and D         Minister         Accounterer         Accounterer <t< th=""><th>•</th><th>Tier four supplies (over \$50,000<br/>The Accountable Officer may a<br/>Board and agreement by the Ag</th><th>to not more than \$250,000)<br/>pprove the use of select tendering through the issue of a Ce<br/>Jency Minister.</th><th>ertificate of Exemption</th><th>subject to endorsement</th><th>t by the Procurement Review</th></t<>   | •           | Tier four supplies (over \$50,000<br>The Accountable Officer may a<br>Board and agreement by the Ag | to not more than \$250,000)<br>pprove the use of select tendering through the issue of a Ce<br>Jency Minister.                           | ertificate of Exemption             | subject to endorsement    | t by the Procurement Review   |
| conded to seek select tenders       for requirements over \$5 million,         conspective tenderers       2. Delegated Authority         Certificate of Exemption       2. Delegated Authority         Certificate of Exemption       Chief Executive Officer with endor         Procurement Review Board, Depa and Minister for Procurement       2. Delegated Authority         e a delegation under       Chief Executive Officer with endor         e a delegation under       Executive Director         e a delegation under       Executive Director         e a delegation under       Executive Director  | •           | Tier five supplies (over \$250,00<br>The Accountable Officer may a<br>Board, agreement by the Agenc | 0)<br>pprove the use of select tendering through the issue of a Ce<br>y Minister and endorsement of the Procurement Minister.            | ertificate of Exemption             | subject to endorsement    | t by the Procurement Review   |
| 2. Delegated Authority       3. Position Level with Authority         Certificate of Exemption       Chief Executive Officer with endorsement of the Procurement Review Board, Departmental Minister and Minister for Procurement       3. Position Level with Authority         Chief Executive Officer with endorsement of the Procurement Review Board and Departmental Minister       Procurement Review Board and Departmental Minister       5. Position Level with Authority         e a delegation under       Chief Executive Officer with endorsement of the Procurement Review Board and Departmental Minister       5. CO2       5. CO2         e a delegation under       Executive Director       ECO2       5. CO1       5. CO1  | Wh∈<br>bein | ere it is intended to seek select tend<br>ig made to prospective tenderers                          |  | inderers is to be endors            | sed by the Chief Executi  | ive Officer prior to any approach   |
| Issue a Certificate of Exemption       Chief Executive Officer with endorsement of the public tenders         Procurement Review Board, Departmental Minister       Procurement Review Board, Departmental Minister         and Minister for Procurement       Chief Executive Officer with endorsement of the Procurement         Chief Executive Officer with endorsement of the Procurement Review Board and Departmental Minister       Procurement Review Board and Departmental Minister         Exercise a delegation under       Executive Director       Executive Director         Regulation 4 (3) to acquire less       Chief Financial Officer       ECO2  | с.<br>С     | unction   | 2. Delegated Authority   | 3. Position Level<br>with Authority | 4. Level of<br>Delegation | 5. Reference  |
| and Minister for Procurement     and Minister for Procurement       Chief Executive Officer with endorsement of the<br>Procurement Review Board and Departmental<br>Minister     Procurement Review Board and Departmental<br>Minister       Exercise a delegation under<br>Regulation 4 (3) to acquire less<br>than three quotations     Executive Director<br>Eco1  | 3.1         | Issue a Certificate of Exemption<br>to dispense with public tenders                                 | Chief Executive Officer with endorsement of the<br>Procurement Review Board, Departmental Minister                                       |                                     | Unlimited                 | Procurement Reg 8   |
| Exercise a delegation under Executive Director<br>Regulation 4 (3) to acquire less Chief Financial Officer EC01<br>than three quotations EC01   |             |   | and Minister for Procurement<br>Chief Executive Officer with endorsement of the<br>Procurement Review Board and Departmental<br>Minister |                                     | \$250,000                 | CoE's and Ministerials are to<br>be forwarded to the DPI<br>Procurement Unit by 3pm<br>Fridays. Procurement will<br>liaise with the CEO's office,<br>PRB and the Minister's office. |
|   | 3.2         | Exercise a delegation under<br>Regulation 4 (3) to acquire less<br>than three quotations            | Executive Director<br>Chief Financial Officer  | ECO2<br>ECO1                        | \$50,000<br>\$50,000      | Procurement Reg 4.3   |
|   |             |   |  |                                     |                           |   |

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008

www.nt.gov.au/dpi Pg 4

STRATEGIC AND BUSINESS SERVICES GROUP

## 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.<br>H | 1. Function  | 2. Delegated Authority                               | 3. Position Level<br>with Authority | 4. Level of<br>Delegation | 5. Reference                               |
|---------|--|--|-------------------------------------|---------------------------|--|
| 4.1     | Approve the issue of a purchase / service order                            | Executive Director                                   | ECO2                                | \$5M                      | Procurement Reg 9                          |
|         |  | Chief Financial Officer                              | Eco1                                | \$50,000                  |  |
|         |  | Director HR Services                                 | E01/EC01                            | \$50,000                  |  |
|         |  | Director Information & Business Systems              | ECO1                                | \$50,000                  |  |
|         |  | Director Marketing & Communications                  | E01                                 | \$10,000                  |  |
|         |  | Manager Secretariat                                  | A07                                 | \$10,000                  |  |
|         |  | Manager Security & Property Management               | A08                                 | \$10,000                  |  |
|         |  | Manager Internal Audit                               | AO8                                 | \$10,000                  |  |
|         |  | Manager Financial Services                           | AO8                                 | \$10,000                  |  |
| 4.2     | Approve the issue of a purchase / service order on Panel / Period          | Executive Director                                   | ECO2                                | \$5M                      | Procurement Reg 9                          |
|         | contracts  | Chief Financial Officer                              | ECO1                                | \$50,000                  |  |
|         |  | Director HR Services                                 | E01/EC01                            | \$50,000                  |  |
|         |  | Director Information & Business Systems              | ECO1                                | \$250,000                 |  |
|         |  | Director Marketing & Communications                  | E01                                 | \$10,000                  |  |
|         |  | Manager Secretariat                                  | A07                                 | \$10,000                  |  |
|         |  | Manager Security & Property Management               | A08                                 | \$10,000                  |  |
|         |  | Manager Internal Audit<br>Manager Einandial Services | A08<br>A08                          | \$10,000<br>\$10,000      |  |
| 4.3     | Approve the issue of a Local Purchase                                      |  |                                     |                           | Procurement Reg 9                          |
|         | Order  | LPO book holders                                     |                                     | \$1,000                   | Treasurer's Direction                      |
|         |  |  |                                     |                           | Part 3, Section /                          |
| 4.4     | Approve the purchase of fuel,<br>lubricants and minor repairs for official | All employees  |                                     | \$500                     | Procurement Reg 9<br>Treasurer's Direction |
|         | vehicles using a fuel card or VMO  |  |                                     |                           | Part 3, Section 7                          |

| <b>FUNC</b><br>The exe<br>greater. | CTION:<br>cution of a col  | <ol> <li>EXECUTE CONTRACT DOCUMENTS</li> <li>ntract is reliant on all procurement processes having been followed and approve</li> </ol>   | al by the Procuremen  | t Review Board for ter                          | NTS<br>been followed and approval by the Procurement Review Board for tender recommendation \$50,000 or     |
|------------------------------------|--|---|---|---|---|
| Cont                               | ract extensions must be in accordar  | Contract extensions must be in accordance with the original Conditions of Contract.   |   |   |   |
| Varia                              | tions to contracts must be in accord   | Variations to contracts must be in accordance with the original purpose/scope/conditions of contract and availability of funds.   | and availability of fune                                      | ds.   |   |
| * Off<br>value<br>Wher<br>\$750    | * Officers with a delegation under 5.3 to app<br>value of the variations do not exceed 15% of<br>Where a proposed variation, or the cumulative to<br>\$750k or the Chief Executive Officer \$ unlimited. | * 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. | <mark>he variation to a m</mark> a<br>ntract value approval 1 | ximum of this deleg<br>or the variation rests / | <mark>ation and where the cumula</mark><br>with the Executive Director up                                   |
| Whei<br>the P                      | Where a proposed variation, or the cumulative total of variations, exceeds the Procurement Review Board.   | <b>T</b>  | ct value or \$50,000, w                                       | hichever is the greate                          | 5% of the original contract value or \$50,000, whichever is the greater, the variation is to be reported to |
| Conti<br>Proci                     | racts are to be cancelled in accorda<br>urement who will make a recommen   | 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<br>Procurement who will make a recommendation to the Chief Executive Officer.  | ltions regardless of va                                       | lue are to be submitte                          | d through the Director  |
| 1. FU                              | 1. Function  | 2. Delegated Authority  | 3. Position Level<br>with Authority                           | 4. Level of<br>Delegation                       | 5. Reference  |
| 5.1                                | Execute Contract Documents<br>(Deed of Agreement)  | Function is the responsibility of Contracts and<br>Procurement Services   |   | Unlimited                                       | Contracts Act   |
| 5.2                                | Approve the option to extend the period of a contract  | Executive Director<br>Chief Financial Officer<br>Director Information & Business Systems  | ECO2<br>ECO1<br>ECO1  | \$5M<br>\$50,000<br>\$50,000                    |   |
| 5.3                                | Approve a variation to the   | Chief Executive Officer   |   | Unlimited                                       | Procurement Direction PO12  |
|                                    | original contract. (Unly EU & CEO can approve variations with a cumulative value greater than 15%).  | Executive Director<br>Chief Financial Officer<br>Director Information & Business Systems  | EC02<br>EC01<br>EC01  | \$750,000<br>\$7,500 *<br>\$37,500 *            | Signed variations greater<br>than \$50k to be forwarded to<br>DPI Procurement for<br>Reporting to PRB       |
| 5.4                                | Cancel contracts   | Chief Executive Officer   |   | Unlimited                                       |   |

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008

www.nt.gov.au/dpi Pg 6

| Δ                 |  |
|-------------------|--|
| 5                 | Concentration of the local division of the l |
| SERVICES GROUP    |  |
| $\sim$            |  |
| SR(               |  |
| 0                 | I  |
| ES.               |  |
| LLÌ.              |  |
| C                 | 1  |
| Ň                 |  |
| ~                 |  |
|                   |  |
| Ж                 |  |
| 01                |  |
| S                 | ĺ  |
| ы<br>С            |  |
| Ш                 |  |
| Ζ                 |  |
| ົດ                |  |
| Š                 |  |
| ក                 |  |
|                   |  |
| AND BUSINESS (    |  |
| Ζ                 |  |
| 4                 |  |
| 0                 |  |
| $\mathbf{\Sigma}$ |  |
| G                 |  |
| ш                 |  |
| H                 |  |
| STRATEGIC /       |  |
| R                 | A DECKER AND A DECKER AND A  |
| H                 | 100000000000000000000000000000000000000  |
| ပ်                | 1  |

#### 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.

| 5. Reference                        | Treasurer's Direction<br>Section C3.2                      |                      |   |                                     |                     |  |                        |                            | Treasurer's Direction              | Section C3.2              |                      |   |                                     |                     |  |                        |                            | Treasurer's Direction            | Section 5.4.8 & 5.4.9  |                 | Treasurer's Directions            | A6.4 & C3.2                   |                      |
|-------------------------------------|--|----------------------|---|-------------------------------------|---------------------|--|------------------------|----------------------------|------------------------------------|---------------------------|----------------------|---|-------------------------------------|---------------------|--|------------------------|----------------------------|----------------------------------|------------------------|-----------------|-----------------------------------|-------------------------------|----------------------|
| 4. Level of<br>Delegation           | \$5M<br>\$150,000  | \$50,000             | \$300,000                               | \$10,000                            | \$10,000            | \$10,000                               | \$10,000               | \$10,000                   | \$5M                               | \$150,000                 | \$50,000             | \$300,000                               | \$10,000                            | \$10,000            | \$10,000                               | \$10,000               | \$10,000                   | In accordance with the           | conditions of issue to | the card holder | W5\$                              | \$150,000                     | \$50,000             |
| 3. Position Level<br>with Authority | ECO2<br>ECO1   | E01/EC01             | ECO1                                    | E01                                 | A07                 | AO8                                    | AO8                    | AO8                        | ECO2                               | ECO1                      | E01/EC01             | ECO1                                    | E01                                 | AO7                 | AO8                                    | AO8                    | A08                        |                                  |                        |                 | ECO2                              | EC01                          | E01/EC01             |
| 2. Delegated Authority              | Executive Director<br>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 | 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 | Authorised card holder           |                        |                 | Executive Director                | Chief Financial Officer       | Director HR Services |
| 1. Function                         | 6.1 Approve the payment of<br>Corporate costs from Program | budgets              |   |                                     |                     |  |                        |                            | 6.2 Approve the payment of invoice | received for goods and/or | services             |   |                                     |                     |  |                        |                            | 6.3 Approve payment by Corporate |                        |                 | 6.4 Approve payment of Government | Grants in accordance with the | Terms of Agreement   |

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008

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

#### Transport Group

# Procurement Delegations

www.nt.gov.au/dpi Pg 1

DEPARTMENT OF PLANNING AND INFRASTRUCTURE



| ۵.           |
|--------------|
|              |
| 1            |
| 0            |
| 2            |
| G            |
|              |
| H            |
| 2            |
| 0            |
| Ō.           |
| S            |
| ~            |
| - Sing       |
| $\mathbf{A}$ |
| 2            |
|              |
|              |

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

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.

| 5. Reference                        | Procurement Reg 3             |                              |                              |                             |                        |                          |                             |                 |                         |                                |                           |                                       |                                  |                          |  |   |                           |                           |                           |                 |                              |                           |                           |                     |                     |  |
|-------------------------------------|-------------------------------|------------------------------|------------------------------|-----------------------------|------------------------|--------------------------|-----------------------------|-----------------|-------------------------|--------------------------------|---------------------------|---------------------------------------|----------------------------------|--------------------------|--|---|---------------------------|---------------------------|---------------------------|-----------------|------------------------------|---------------------------|---------------------------|---------------------|---------------------|--|
| 4. Level of<br>Delegation           | \$5M                          | \$1M                         | \$100,000                    | \$100,000                   | \$100,000              | \$100,000                | \$5,000                     | \$5,000         | \$100,000               | \$20,000                       | \$10,000                  | \$10,000                              | \$10,000                         | \$100,000                | \$5,000                                      | \$1,000                                     | \$5,000                   | \$3,000                   | \$150,000                 | \$150,000       | \$150,000                    | \$50,000                  | \$10,000                  | \$10,000            | \$20,000            | \$10,000                                     |
| 3. Position Level<br>with Authority | ECO3                          | ECO2                         | ECO1                         | P4                          | P4                     | A08                      | AO6                         | AO6             | ECO1                    | A08                            | A08                       | A08                                   | A08                              | A07                      | AO6  | A04   | A04                       | A03                       | EC01                      | A08             | A07                          | ECO1                      | P4                        | P4                  | A08                 | AO8  |
| 2. Delegated Authority              | Executive Director            | Senior Director Road Network | Director Network Development | Manager Network Operations  | Manager Asset Planning | Manager Transport Assets | 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 | Manager Business Services | Business Services Officer | Director Public Transport | Network Manager | Budget and Contracts Manager | Director Transport Safety | Principal Marine Surveyor | Manager Rail Safety | Manager Road Safety | Manager Administration & Policy Coordination |
| 1. Function                         | 1.1 Approve a requisition for | goods / supplies funded      | from corporate budgets       | (stationery, mobile phones, | photocopiers etc)      | •                        |                             |                 |                         |                                |                           |                                       |                                  |                          |  |   |                           |                           |                           |                 |                              |                           |                           |                     |                     |  |

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008

Pg 2

www.nt.gov.au/dpi

| ሲ |
|---|
| 5 |
| - |
| 0 |
| Ľ |
| Ö |
| Ē |
|   |
| ĸ |
| 0 |
| Ā |
| S |
| Ż |
|   |
|   |
| 2 |
| F |

STATISTICS OF

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

| 1. Function                   | 2. Delegated Authority                       | 3. Position Level<br>with Authority | 4. Level of<br>Delegation | 5. Reference      |
|-------------------------------|--|-------------------------------------|---------------------------|-------------------|
| 1.1 Continued                 | Director Transport Planning & Policy         | ECO1                                | \$50,000                  |                   |
|                               | Manager Aviation & Transport Security        | A08                                 | \$10,000                  |                   |
|                               | Manager National Reform                      | AO8                                 | \$10,000                  |                   |
|                               | Manager Darwin Bus Service                   | A08                                 | \$50,000                  |                   |
|                               | DBS Workshop Manager                         | T4                                  | \$50,000                  |                   |
|                               | DBS Training Officer                         | A05                                 | \$5,000                   |                   |
|                               | DBS Finance Officer                          | AO5                                 | \$5,000                   |                   |
| 1.2 Approve a requisition for | Executive Director                           | ECO3                                | \$5M                      | Procurement Reg 3 |
| capital works, minor new      | Senior Director Road Network                 | ECO2                                | \$5M                      |                   |
| works, repairs and            | Director Network Development                 | ECO1                                | \$2M                      |                   |
| maintenance                   | Manager Network Operations                   | P4                                  | \$1M                      |                   |
|                               | Manager Asset Planning                       | P4                                  | \$1M                      |                   |
|                               | Manager Transport Assets                     | AO8                                 | \$500,000                 |                   |
|                               | Senior Project Engineer                      | Р3                                  | \$500,000                 |                   |
|                               | Program Manager                              | AO6                                 | \$500,000                 |                   |
|                               | Director Road Transport                      | ECO1                                | \$150,000                 |                   |
|                               | Manager Support Services                     | A07                                 | \$100,000                 |                   |
|                               | Director Public Transport                    | ECO1                                | \$150,000                 |                   |
|                               | Network Manager                              | AO8                                 | \$150,000                 |                   |
|                               | Budget & Contracts Manager                   | A07                                 | \$150,000                 |                   |
|                               | Director Transport Safety                    | ECO1                                | \$50,000                  |                   |
|                               | Manager Road Safety                          | A08                                 | \$20,000                  |                   |
|                               | Manager Administration & Policy Coordination | A08                                 | \$10,000                  |                   |
|                               | Manager Darwin Bus Service                   | AO8                                 | \$50,000                  |                   |
|                               |  |                                     |                           |                   |

| ק           |
|-------------|
| $\supseteq$ |
| 0           |
| 2           |
| Ċ           |
| H           |
| R           |
| 0           |
| Δ.          |
| တ           |
| Z           |
| 4           |
| 2           |
|             |

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

| រ 5. Reference<br>ព                 | Procurement Reg 3             |                              |                              |                            |                        |                          |                               |                              | Procurement Reg 3            |                            |                        |                          |
|-------------------------------------|-------------------------------|------------------------------|------------------------------|----------------------------|------------------------|--------------------------|-------------------------------|------------------------------|------------------------------|----------------------------|------------------------|--------------------------|
| 4. Level of<br>Delegation           | \$50,000                      | \$50,000                     | \$50,000                     | \$50,000                   | \$50,000               | \$50,000                 | \$100,000                     | \$100,000                    | \$100,000                    | \$100,000                  | \$100,000              | \$50,000                 |
| 3. Position Level<br>with Authority | ECO3                          | ECO2                         | ECO1                         | P4                         | P4                     | A08                      | ECO3                          | ECO2                         | ECO1                         | P4                         | P4                     | A08                      |
| 2. Delegated Authority              | Executive Director            | Senior Director Road Network | Director Network Development | Manager Network Operations | Manager Asset Planning | Manager Transport Assets | Executive Director            | Senior Director Road Network | Director Network Development | Manager Network Operations | Manager Asset Planning | Manager Transport Assets |
| 1. Function                         | 1.3 Approve a requisition for | consultancy services         |                              |                            |                        |                          | 1.4 Approve a requisition for | consultancy services against | the "Panel Period Contract   | for Consultant Services"   |                        |                          |

# 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.

| of 5. Reference<br>on               | Procurement Reg 5                                  |   |                              |                          |                            |                        |                         |                             |                 |                         |                                |                           |                                       |                                  |                          |  |   |                           |                 |                            |                           |                           |                     |                     |  |                                      |                                       |                         |                            |
|-------------------------------------|--|---|------------------------------|--------------------------|----------------------------|------------------------|-------------------------|-----------------------------|-----------------|-------------------------|--------------------------------|---------------------------|---------------------------------------|----------------------------------|--------------------------|--|---|---------------------------|-----------------|----------------------------|---------------------------|---------------------------|---------------------|---------------------|--|--------------------------------------|---------------------------------------|-------------------------|----------------------------|
| 4. Level of Delegation              | \$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                   |
| 3. Position Level<br>with Authority | ECO3   | ECO2  | ECO1                         | A08                      | P4                         | P4                     | <u>г</u>                | AO6                         | AO6             | ECO1                    | A08                            | AO8                       | A08                                   | AO8                              | A07                      | AO6  | A04   | ECO1                      | A08             | A07                        | ECO1                      | P4                        | P4                  | AO8                 | A08  | ECO1                                 | AO8                                   | A08                     | AO8                        |
| 1. Function 2. Delegated Authority  | 2.1 Approve the acceptance of a Executive Director | Tender / Quotation 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 |

TRANSPORT GROUP

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

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

| ۲          | TRANSPORT GROUP  |   |                                     | PROCURI                   | PROCUREMENT DELEGATIONS  |
|------------|--|---|-------------------------------------|---------------------------|--|
| A C A C    | FUNCTION: 3. ISSUE A<br>A Certificate of Exemption is an exemp<br>The approval process for the issue of a  | FUNCTION: 3. ISSUE A CERTIFICATE OF EXEMPTION<br>A Certificate of Exemption is an exemption from the requirement to invite public tenders; all other procurement processes must be applied.<br>The approval process for the issue of a Certificate of Exemption are as follows:                 | procurement processes               | must be applied.          |  |
| •          | Tier three supplies (over \$10,000 to not more than \$50,000)<br>All actions within Tier 3 are reportable to the Procurement R   | Tier three supplies (over \$10,000 to not more than \$50,000)<br>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.   | nction 3.2 is not class             | ified as a Certificate    | of Exemption.  |
| •          | Tier four supplies (over \$50,000 to not more than \$250,000)<br>The Accountable Officer may approve the use of select tenc<br>Board and agreement by the Agency Minister. | Tier four supplies (over \$50,000 to not more than \$250,000)<br>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<br>Board and agreement by the Agency Minister.                | certificate of Exemption            | subject to endorseme      | nt by the Procurement Review   |
| •          | Tier five supplies (over \$250,000)<br>The Accountable Officer may app<br>Board, agreement by the Agency   | Tier five supplies (over \$250,000)<br>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<br>Board, agreement by the Agency Minister and endorsement of the Procurement Minister. | certificate of Exemption            | subject to endorseme      | nt by the Procurement Review   |
| Wh<br>beii | Where it is intended to seek select ten<br>being made to prospective tenderers   | 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   | enderers is to be endors            | ed by the Chief Execu     | utive Officer prior to any approach  |
| 1.         | 1. Function  | 2. Delegated Authority  | 3. Position Level<br>with Authority | 4. Level of<br>Delegation | 5. Reference   |
| 3.1        | Issue a Certificate of<br>Exemption to dispense with<br>public tenders   | Chief Executive Officer with endorsement of the<br>Procurement Review Board, Departmental Minister and<br>Minister for Procurement  |                                     | Unlimited                 | Procurement Reg 8<br>CoE's and Ministerials are to   |
|            |  | Chief Executive Officer with endorsement of the<br>Procurement Review Board and Departmental Minister   |                                     | \$250,000                 | be forwarded to the DPI<br>Procurement Unit by 3pm<br>Fridays. Procurement will<br>liaise with the CEO's office, |
|            |  |   |                                     |                           | PRB and the Minister's office.   |
| 3.2        | Exercise a delegation under<br>Reg 4 (3) to acquire less than  | Executive Director<br>Senior Director Road Network  | ECO3<br>ECO2                        | \$50,000<br>\$50,000      | Procurement Reg 4.3  |
|            | three quotations   | Director Road Transport   | ECO1                                | \$50,000                  |  |
|            |  | Director Public Transport<br>Director Transport Safety  | ECO1                                | \$50,000                  |  |
|            |  | Director Transport Planning & Policy  | ECO1                                | \$50,000                  |  |
|            |  | Manager Darwin Bus Service  | A08                                 | \$10,000                  |  |
|            |  |   |                                     |                           |  |

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008

Pg 7

<u>www.nt.gov.au/dpi</u>

**TRANSPORT GROUP** 

## 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.

| 5. Reference<br>Producement Red 9   |        |  |                            |                        |                         |         |                         |                                |                          |  |  |                           |   |                           |  |                                      |                                       |                         |                            |                      |                     |
|---|--------|--|----------------------------|------------------------|-------------------------|---------|-------------------------|--------------------------------|--------------------------|--|--|---------------------------|---|---------------------------|--|--------------------------------------|---------------------------------------|-------------------------|----------------------------|----------------------|---------------------|
| 4. Level of<br>Delegation<br><sup>S5M</sup>   | \$\$1M | \$50,000<br>\$50,000                                     | \$50,000                   | \$50,000               | \$10,000<br>\$5 000     | \$5,000 | \$50,000                | \$10,000                       | \$10,000                 | \$5,000                                      | \$1,000  | \$50,000<br>\$50,000      | \$50,000  | \$50,000                  | \$10,000                                     | \$50,000                             | \$10,000                              | \$10,000                | \$50,000                   | \$10,000<br>\$5 000  | \$5,000             |
| 3. Position Level<br>with Authority   | ECO2   | EC01<br>A08  | P4                         | P4                     | P3                      | AO6     | ECO1                    | AO8                            | A07                      | AO6  | A04<br>A04   | ECO1                      | A07   | ECO1                      | A08  | ECO1                                 | AO8                                   | A08                     | AO8                        | - 14<br>005          | A05                 |
| 1. Function 2. Delegated Authority<br>4.1 Among the issue of a number Eventitive Director |        | Director Network Development<br>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<br>Manager Business Services | Director Public Transport | Network Manager<br>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 Finance Officer |

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008

www.nt.gov.au/dpi Pg 8

TRANSPORT GROUP

# FUNCTION: 4. APPROVE A PURCHASE ORDER (CONT)

| 5. Reference                        | Procurement Reg 9   |  |                           |                           |  |  | Procurement Reg 9<br>Treasurer's Direction<br>Part 3, Section 7 | Procurement Reg 9<br>Treasurer's Direction<br>Part 3, Section 7  |
|-------------------------------------|---|--|---------------------------|---------------------------|--|--|---|--|
| 4. Level of<br>Delegation           | \$5M<br>\$2M<br>\$100,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000   | \$50,000<br>\$50,000<br>\$5,000<br>\$1,000   | \$50,000                  | \$50,000                  | \$50,000<br>\$10,000<br>\$10,000   | \$50,000<br>\$10,000                               | \$1,000   | \$500  |
| 3. Position Level<br>with Authority | EC03<br>EC02<br>P4<br>P3<br>P3  | EC01<br>A08<br>A06<br>A06  | EC01                      | EC01                      | EC01<br>A08<br>A08   | AO8<br>T4  |   |  |
| 2. Delegated Authority              | Executive Director<br>Senior Director Road Network<br>Director Network Development<br>Manager Transport Assets<br>Manager Network Operations<br>Manager Asset Planning<br>Senior Project Engineer | Director Road Transport<br>Manager Motor Vehicle Registry<br>Manager Support Services<br>Manager Motor Vehicle Registry Alice Springs<br>Supervisor Motor Vehicle Registry Katherine | Director Public Transport | Director Transport Safety | Director Transport Planning & Policy<br>Manager Aviation & Transport Security<br>Manager National Reform | Manager Darwin Bus Service<br>DBS Workshop Manager | LPO book holders  | All employees  |
| 1. Function                         | Approve the issue of a purchase / service order on Panel / Period contracts   |  |                           |                           |  |  | Approve the issue of a Local<br>Purchase Order                  | Approve the purchase of fuel,<br>lubricants and minor repairs for<br>official vehicles using a fuel card<br>or VMO |
| 1.F                                 | 4.2   |  |                           |                           |  |  | 4.3   | 4.4  |

www.nt.gov.au/dpi Pg 9

|  | >)                         |                                     |  | כמוורבו החווו מהוא  | +                   |
|--|----------------------------|-------------------------------------|--|---|---------------------|
|  | Unlimited                  |                                     | Chief Executive Officer  | Cancel contracts  | 5.4                 |
|  | \$7,500 *                  | ECO1                                | Director Transport Planning & Policy   |   |                     |
|  | \$22,500 *<br>\$7,500 *    | ECO1<br>ECO1                        | Director Public Transport<br>Director Transport Safety   |   |                     |
|  | \$7,500 *                  | AO8                                 | Manager Motor Vehicle Registry   |   |                     |
|  | \$22,500 *                 | EC01                                | Director Road Transport  |   |                     |
|  | \$75,000 *                 | Р3                                  | Senior Project Engineer  |   |                     |
|  | \$150,000 *                | P4                                  | Manager Asset Planning   |   |                     |
| Reporting to PRB   | \$150,000 *                | P4                                  | Manager Network Operations   |   |                     |
| DPI Procurement for  | \$75,000 *                 | A08                                 | Manager Transport Assets   | 15%).   |                     |
| than \$50k to be forwarded to  | \$300,000 *                | ECO1                                | Director Network Development   | a cumulative value greater than   |                     |
| Signed variations greater  | \$750,000 *                |                                     | Executive Director Road Network  | CEO can approve variations with   |                     |
| Procurement Direction PO12   | Unlimited                  |                                     | Chief Executive Officer  | Approve a variation to the  | 5.3                 |
|  | \$50,000                   | EC01                                | Director Transport Safety  |   |                     |
|  | \$50,000                   |                                     | Director Road Transport  |   |                     |
|  | \$2M                       | ECO2                                | Senior Director Road Network   | period of a contract  | ļ                   |
|  |                            |                                     |  | (Deed of Agreement)   | 1                   |
| Contracts Act  | Unlimited                  |                                     | Function is the responsibility of Director Procurement or  | Execute Contract Documents  | 5.1                 |
| 5. Reference   | 4. Level of<br>Delegation  | 3. Position Level<br>with Authority | 2. Delegated Authority   | 1. Function   | 1. R                |
| ted through the Director   | alue are to be submit      | ttions regardless of va             | 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<br>Procurement who will make a recommendation to the Chief Executive Officer. | tracts are to be cancelled in accordan<br>surement who will make a recommen   | Cont<br>Proc        |
| 15% of the original contract value or \$50,000, whichever is the greater, the variation is to be reported to | /hichever is the great     | ct value or \$50,000, v             |  | Where a proposed variation, or the cumulative total of variations, exceeds the Procurement Review Board.  | Whei<br>the P       |
| s with the Executive Director up to  | for the variation rests    | ntract value approval               | 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 to<br>\$750k or the Chief Executive Officer \$ unlimited.   | Whei<br>\$750       |
| gation and where the cumulative  | <u>iximum of this dele</u> | <u>he variation to a ma</u>         | * <u>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</u> value of the variations do not exceed 15% of the original contract value.   | ficers with a delegation under 5.3<br>e of the variations do not exceed   | * Off<br>value      |
|  | ds.                        | and availability of fun             | Contract extensions must be in accordance with the original Conditions of Contract.<br>Variations to contracts must be in accordance with the original purpose/scope/conditions of contract and availability of funds.                                 | Contract extensions must be in accordance with the original Conditions of<br>Variations to contracts must be in accordance with the original purpose/sc | Cont<br>Varia       |
| been followed and approval by the Procurement Review Board for tender recommendation \$50,000 or             | it Review Board for t      | al by the Procuremer                |  | The execution of a contract is reliant on all procurement processes having greater.   | The exe<br>greater. |
|  |                            |                                     | 5. EXECUTE CONTRACT DOCUMENTS  | FUNCTION: 5. EXECUTE  | FU                  |
|  |                            |                                     |  |   |                     |

PROCUREMENT DELEGATIONS

TRANSPORT GROUP

| Ω.       |
|----------|
|          |
| 7        |
| 0        |
| 2        |
| Ū        |
|          |
| H        |
| R        |
| 0        |
| Ō.       |
| S        |
| 7        |
| <b>1</b> |
| •        |
| R        |
| F        |

#### 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.

| h expenditure.  |
|-----------------|
| cas             |
| petty           |
| NWO             |
| s their o       |
| approve         |
| may not         |
| ve petty cash n |
| petty           |
| approve         |
| 9               |
| lelegated       |
| are de          |
| 0               |
| Officers who    |

| 5. Reference                        | Treasurer's Direction Section<br>C3.2   | Treasurer's Direction Section<br>C3.2   |
|-------------------------------------|---|---|
| 4. Level of<br>Delegation           | \$5M<br>\$1M<br>\$5,000<br>\$5,000<br>\$100,000<br>\$100,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$20,000<br>\$50,000<br>\$50,000<br>\$50,000<br>\$50,000  | \$5M<br>\$5M<br>\$1M<br>\$100,000<br>\$100,000<br>\$100,000<br>\$50,000<br>\$5,000<br>\$5,000   |
| 3. Position Level<br>with Authority | EC03<br>A06<br>A08<br>A08<br>A03<br>A08<br>A03<br>A08<br>A03<br>A03<br>A03<br>A03<br>A03<br>A03<br>A03<br>A03<br>A03<br>A03   | A06<br>A06<br>A06<br>A06<br>A06<br>A06<br>A06<br>A06<br>A06<br>A06  |
| 2. Delegated Authority              | Executive Director<br>Senior Director Road Network<br>Road Network Office Manager<br>Program Manager<br>Director Road Transport<br>Manager Support Services<br>Director Public Transport<br>Director Public Transport<br>Network Manager<br>Budget and Contracts Manager<br>Director Transport Safety<br>Manager Administration & Policy<br>Manager Administration & Policy<br>Manager Aviation & Transport Security<br>Manager National Reform<br>Manager Darwin Bus Service | Executive Director<br>Senior Director Road Network<br>Director Network Development<br>Manager Transport Assets<br>Manager Network Operations<br>Manager Asset Planning<br>Senior Project Engineer<br>Road Network Office Manager<br>Program Manager |
| 1. Function                         | 6.1 Approve the payment of<br>Corporate costs from Program<br>budgets   | 6.2 Approve the payment of invoice received for goods and/or services   |

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008

Pg 11

www.nt.gov.au/dpi

| ቢ              |
|----------------|
|                |
|                |
| 0              |
| Ľ              |
| G              |
| - <sup>-</sup> |
| H              |
| 2              |
| 0              |
| Ā              |
| S              |
| Ζ              |
| <              |
| Ľ              |
| F              |

#### PROCUREMENT DELEGATIONS

### FUNCTION: 6. APPROVE PAYMENT (CONT)

| 5. Reference                        |  | Treasurer's Direction<br>Section 5.4.8 & 5.4.9                      | Treasurer's Direction<br>Section A6.4 & C3.2  |
|-------------------------------------|--|---|---|
| 4. Level of<br>Delegation           | \$100,000<br>\$20,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$700,000<br>\$700,000<br>\$700,000<br>\$700,000<br>\$700,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,000<br>\$10,0000\$10000<br>\$10,0000\$1000\$1 | In accordance with the<br>conditions of issue to<br>the card holder | \$5M<br>\$2M<br>\$100,000<br>\$100,000<br>\$150,000<br>\$50,000<br>\$50,000<br>\$50,000   |
| 3. Position Level<br>with Authority | EC01<br>A08<br>A07<br>A04<br>A07<br>A04<br>A08<br>A07<br>A08<br>A08<br>A08<br>A08<br>A08<br>A08<br>A08<br>A08<br>A08<br>A08  |   | ECO3<br>ECO2<br>FC01<br>EC01<br>EC01<br>EC01<br>EC01  |
| 2. Delegated Authority              | Director Road Transport<br>Manager Motor Vehicle Registry<br>Manager Vehicle Standards<br>Manager Vehicle Standards<br>Manager Commercial Passenger Vehicles<br>Manager Commercial Passenger Vehicles<br>Manager Motor Vehicle Registry Alice Springs<br>Supervisor Motor Vehicle Registry Katherine<br>Manager Support Services<br>Manager Support Services<br>Director Public Transport<br>Network Manager<br>Budget and Contracts Manager<br>Director Transport Safety<br>Principal Marine Surveyor<br>Manager Rail Safety<br>Manager Rail Safety<br>Manager Administration & Policy Coordination<br>Director Transport Planning & Policy<br>Manager Aviation & Transport Security<br>Manager National Reform<br>Manager Darwin Bus Service<br>DBS Workshop Manager   | Authorised card holder  | Executive Director<br>Senior Director Road Network<br>Director Network Operations<br>Manager Network Operations<br>Director Road Transport<br>Director Public Transport<br>Director Transport Planning & Policy |
| 1. Function                         | Continued  | Approve payment by Corporate<br>Credit Card                         | Approve payment of Government<br>Grants in accordance with the<br>Terms of Agreement  |

Approved by Richard Hancock (unlimited Procurement Delegation), effective 22 February 2008

www.nt.gov.au/dpi Pg 12

#### 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<br>FOR THE PERIOD OF 1 JULY 07 - 31 MAY 08                 |                                       |  |              |  |  |
|--|---------------------------------------|--|--------------|--|--|
| Contract Description   | Original Contract<br>Value (GST Excl) | Current Total Varied<br>Contract Value (GST<br>Excl) | Variation    |  |  |
| Bellemak subdivision - Concept design and estimates for headwork's as per T06-<br>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 WaterflorWater flow monitoring  | \$53,823.00                           | \$108,677.81   | \$54,854.81  |  |  |
| · · · · · · · · · · · · · · · · · · ·  | \$306,265.35                          | \$562,416.79   | \$256,151.44 |  |  |