### Delegation and Authorisation Register

### (State Agency name)

|  | **Total Estimated Value of the Procurement**  **(including any extension options and GST)** | | | |
| --- | --- | --- | --- | --- |
| Procurement Activity | **Up to** **$50,000** | **$50,000 up to $250,000** | **$250,000 up to $5m** | **$5m and above** |
| Initiate Procurements | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) |
| Approve procurement planning documentation | **Not Applicable** | **Not Applicable** | Not Applicable | (Position title and/or classification authorised or delegated the authority) |
| Approve evaluation reports | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) |
| Award of contracts or decline of offers | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) |
| Advise unsuccessful respondents | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) |
| Approve contract/project management plans | **Not Applicable** | Not Applicable | Not Applicable | (Position title and/or classification authorised or delegated the authority) |
| Approve the exercise or decline of extension options | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) |
| Approve contract Variations  *If the Department of Finance was involved in the Procurement, prior to the Variation/s being approved, written advice* ***must*** *be obtained from Department of Finance if the Variation/s individually or cumulatively:*   1. *are valued at $250,000 or above or* 2. *propose to extend the contract by 6 or more months past the final expiry date.*   *Refer Procurement Rules E2.1 (1) and E2.2* | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) |

|  | **Total Estimated Value of the Procurement**  **(including any extension options and GST)** | | | |
| --- | --- | --- | --- | --- |
| Procurement Rules Exemptions | **Up to** **$50,000** | **$50,000 up to $250,000** | **$250,000 up to $5m** | **$5m and above** |
| C2.2 (b) (ii) – Approval of an exemption to purchase outside of a mandatory CUA for Emergency Situations | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) |
| C2.3 (2) (b) – Approval of an exemption to establish a contract term exceeding 5 years.  *Not necessary for Delivering Community Services in Partnership Policy Procurements* | **Not Applicable** | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) |
| C3 (3) (a) and F7 (2) (b) – Approval of the application for an exemption to not submit procurement planning documentation to the Relevant Review Committee as identified in the strategic forward procurement plan | **Not Applicable** | **Not Applicable** | **Not Applicable** | (Position title and/or classification authorised or delegated the authority) |
| **or**  C3 (3) (b) – Approval of the application for an exemption to not submit procurement planning documentation to the Relevant Review Committee from the Deputy Director General – Advisory Services, Department of Finance | **Not Applicable** | **Not Applicable** | **Not Applicable** | (Position title and/or classification authorised or delegated the authority) |
| C5.2.A & B and C5.3 – Approval of an exemption from the appropriate procurement method (Rule C4.1 (1) (b)).  *Where the Department of Finance is required to be involved in the Procurement as per Procurement Rule C1, written advice* ***must*** *be obtained from the Department of Finance prior to seeking the exemption except in Emergency Situations – refer to Procurement Rule C5.1* | **Not Applicable** | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) |
| D7 (4) (a) and F7 (2) (b) – Approval of the application for an exemption to not submit evaluation reports to the Relevant Review Committee as identified in the strategic forward procurement plan | **Not Applicable** | **Not Applicable** | **Not Applicable** | (Position title and/or classification authorised or delegated the authority) |
| **or**  D7 (4) (b) – Approval of the application for an exemption to not submit evaluation reports to the Relevant Review Committee from the Deputy Director General – Advisory Services, Department of Finance | **Not Applicable** | **Not Applicable** | **Not Applicable** | (Position title and/or classification authorised or delegated the authority) |
| D8.2 (1) – Approval of an exemption to not publish contract award details on Tenders WA for contracts valued at $50,000 or more | **Not Applicable** | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) |
| E1 (2) – Approval of an exemption to not develop a contract or project management plan for Procurements $5 million and above | **Not Applicable** | **Not Applicable** | **Not Applicable** | (Position title and/or classification authorised or delegated the authority) |
| E3.2 (1) – Approval of an exemption to not publish contract expenditure (Variation) information on Tenders WA.  *Not required if an exemption was granted under Rule D8.2 (1)* | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) |
| F5 (6) – Approval of an exemption for alternative arrangements where it is not practicable for any of the contract register information to be recorded.  *The Department of Finance* ***must*** *be advised of the reasons for the alternative arrangements* | (Position title and/or classification authorised or delegated the authority) | | | |
| F9 (2) (b) – Approval of the application for an exemption from the Project Bank Account requirements from the Deputy Director General – Advisory Services, Department of Finance | (Position title and/or classification authorised or delegated the authority) | | | |

|  | **Total Estimated Value of the Procurement**  **(including any extension options and GST)** | | | |
| --- | --- | --- | --- | --- |
| Procurement Rules Approvals | **Up to** **$50,000** | **$50,000 up to $250,000** | **$250,000 up to $5m** | **$5m and above** |
| C2.2 (1) (b) (i) – Approval to submit an application to the Department of Finance to purchase outside of a mandatory Common Use Arrangement (CUA) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) |
| C2.2 (1) (c) – Approval of alternative arrangements when not purchasing from a mandatory State agency led Standing Offer | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) |
| C2.4 (1) – Approval to seek the Department of Finance’s approval for one of the following types of Cooperative Procurement Arrangements (CPA): |  | | | |
| * Multi-User Arrangement:   Approval to establish or to vary to allow additional entities access. Also to establish a CPA to purchase from an Authorised Body’s Standing Offer | (Position title and/or classification authorised or delegated the authority) | | | |
| * Distributor Model:   Approval to establish where Authorised Bodies will be participants | (Position title and/or classification authorised or delegated the authority) | | | |
| * Group Buying Arrangement:   Approval to establish where Authorised Bodies will be participants | (Position title and/or classification authorised or delegated the authority) | | | |
| C2.5 (1) – Approval for the establishment of a State-wide Standing Offer that is mandatory outside the metropolitan region | (Accountable Authority) | | | |
| D2.4.A & B – Approval to specify a Proprietary Product where no equivalent alternative will be considered.  *For Covered Procurements, advice* ***must*** *be sought from the Department of Finance prior to approval* | **Not Applicable** | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) |
| D4.1.B.6 – Approval to reduce the minimum advertising time period to not less than 10 days for a Covered Procurement where it is impractical to comply with the required minimum time period.  *This approval is only required for a Covered State Agency* | **Not Applicable** | **Not Applicable** | (Position title and/or classification authorised or delegated the authority) | (Position title and/or classification authorised or delegated the authority) |
| F6 (2) (b) – Approval of the strategic forward procurement plan before submission to the Department of Finance | (Accountable Authority) | | | |

Signature of Accountable Authority

Name of Accountable Authority

Title of Accountable Authority

Effective Date / /

**Notes on the Delegation and Authorisation Register**

In the [Western Australian Procurement Rules](https://www.wa.gov.au/government/publications/western-australian-procurement-rules), under the Agency Obligations section, Rule F3 requires a State Agency’s Accountable Authority to establish and maintain a register of the position titles and/or classifications authorised or delegated the authority to make procurement decisions on behalf of the Accountable Authority.

The register is to set out the details (including any conditions or limitations) of the delegated or other authority to:

* award contracts
* approve contract Variations
* give an approval or exemption required by the Procurement Rules and
* make other procurement decisions, as determined by the Accountable Authority.

The register can be a standalone document or incorporated into another register maintained by the State Agency.

The position titles and/or classifications authorised or delegated the authority in the register are defined as an ‘Authorised Officer’ in the Rules.

This template has been developed, as an example, to assist State Agencies establish their register.

In determining what positions and/or classifications that should be authorised or delegated authority for procurement decision-making, Accountable Authorities should consider:

* An authorisation/delegation framework which ensures streamlined procurement processes and decision making, within the context of any authorisation/delegation conditions or limitations and the State Agency’s organisational size, structure, geographical spread etc, whilst managing the Accountable Authority’s ultimate responsibility and accountability for procurement decisions.
* An authorisation/delegation framework that facilitates the Procurement Rules’ approach to:
  + promote the delivery of added sustainable economic, social and environmental benefits for Western Australians
  + reduce barriers to small and medium business participation
  + strengthen integrity measures, to promote ethical and accountable practices and
  + enable coordinated whole-of-government procurement leadership, with localised accountability and decision making.
* Ensuring all officers to whom procurement decision-making is given, have the appropriate knowledge and skills to make an objective assessment on the merits and justification for the procurement decisions consistent with the Procurement Rules.