

Treasurer's Instruction No	1103
Title	Procurement Delegations and Authorisations: goods and services
Effective date	1 January 2009
Objective and Background	Provides instruction and guidance in respect to procurement delegations and authorisations for goods and services procurement.
Version Number	6
Last Reviewed Date	August 2010

Black letter (or bold) items within these Instructions are mandatory and other plain font items are instructional or for the purpose of providing guidance only.

- (1) **This instruction applies only to the procurement of goods and services and is to be read in conjunction with other Instructions relating to goods and services which are contained in the 1100 series of the Treasurer's Instructions.**

Further information on goods and services procurement, including a definition of "goods and services", can be located at www.purchasing.tas.gov.au > Buying for Government.

For information on building and construction and roads and bridges procurement, refer to the 1200 series of the Treasurer's Instructions.

- (2) **All purchases, leases or rentals of equipment and disposals of property must be made in the name of the Crown, or a relevant statutory corporation.**

The power to enter into contracts binding the Crown is inherent in the office of the Minister. Generally, authorisation of the power to contract is delegated by the appropriate Minister to the Head of Agency.

- (3) **Where the Minister delegates the authority to enter into a contract to the Head of Agency and/or other agency officers, the authorisation must be in writing and should specify monetary limits as well as any other conditions determined by the Minister. Where the Minister delegates the power to enter into contracts to the Head of Agency alone but with an intention to allow further delegation of the power by the Head of Agency to other officers, the authorisation should provide the Head of Agency with power to sub-delegate. Authorisations must be revised if there are changes in the office of the Minister.**

- (4) **Where a Head of Agency, subject to the monetary limit authorised by the Minister, appoints an officer to be responsible for entering into contracts for purchases of goods and services, leases or rentals of equipment, and disposals of property made by the agency, the appointment must be**

in writing, and should specify any monetary limits as well as any other conditions determined by the Head of Agency.

(5) The authority to engage consultants cannot be delegated below Deputy Secretary level (or equivalent).

The Government is committed to minimising the use of consultants by Tasmanian inner-Budget agencies. Instruction 1113 requires that all options for sourcing the required services from within the agency, or from another Tasmanian inner-Budget agency, are fully considered prior to engaging external contractors and consultants. Accordingly, the responsibility for engaging consultants will rest with the most senior officers of each agency.

Refer to Instruction 1113 for a definition of a consultant in relation to goods and services.

(6) The Agency's Accounting Manual must include:

- (a) a copy of the Ministerial Authorisation; and**
- (b) a list of the officers appointed by the Head of Agency to be responsible for purchases of goods and services, leases or rentals of equipment and disposal of property made by the agency. The following details must be included for each officer:**
 - (i) position title;**
 - (ii) monetary limit;**
 - (iii) any other conditions imposed; and**
 - (iv) details of any subsequent revocation or variation of the appointment.**

A *Ministerial Authorisation pro forma* can be located at [www.purchasing.tas.gov.au>Buying for Government>Resources>Forms](http://www.purchasing.tas.gov.au/Buying%20for%20Government/Resources/Forms).