

<b>Treasurer's Instruction No</b>	<b>1103</b>
Title	<b>Procurement Delegations and Authorisations: goods and services</b>
Effective date	<b>22 December 2006</b>
Objective and Background	<b>Provides instruction and guidance in respect to procurement delegations and authorisations for goods and services procurement.</b>
Version Number	<b>4</b>
Last Reviewed Date	<b>November 2006</b>

*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 Instructions 1101 to 1124.**

Further information, including a definition of “goods and services”, can be found on the Buying for Government section of [www.purchasing.tas.gov.au](http://www.purchasing.tas.gov.au).

Refer to Instructions 1201 to 1229 for information in relation to procurement of building and construction and roads and bridges.

- (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, authorisations must be in writing and specify monetary limits and 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 specify any monetary limits or other conditions determined by the Head of Agency.**

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

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

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 goods and/or services from within the agency, or from another Tasmanian Inner-Budget agency, are fully considered prior to engaging external contractors and consultants. Accordingly, it is appropriate that the responsibility for engaging consultants should rest with the most senior officers of each agency.

**(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 found on the Buying for Government section of [www.purchasing.tas.gov.au](http://www.purchasing.tas.gov.au) under Resources (Forms).