



**Instrument of Delegation**

Reference Number	Local Government Act Reference	Delegate	Delegation Subject
LG3M	5.42(1)(a)	Chief Executive Officer	Establishment of panels of pre-qualified suppliers

**Delegator**

Council.

**Power/Duty**

To exercise the following powers and discharge the following duties of the local government under Part 4 Division 3 of the *Local Government (Functions and General) Regulations 1996*:

1. Pursuant to Regulation 24AC(1)(b) determine whether there is, or will be, a continuing need for the particular goods or services to be supplied by pre-qualified suppliers;
2. In accordance with Regulations 24AD – 24AI establish panels of pre-qualified suppliers for provision of particular goods or services; and
3. In accordance with Regulation 24AJ enter into a contract, or contracts, for the supply of goods or services with a pre-qualified supplier who is part of a panel of pre-qualified suppliers for the supply of those particular goods or services.

**Conditions**

This delegation is subject to:

- (a) Compliance with the requirements of the City’s Purchasing Policy as it relates to panels of pre-qualified suppliers; and
- (b) The contract value of any particular goods or services to be procured from a particular supplier or in connection with a particular project is not to exceed \$500,000.

**Statutory Framework**

Council is exercising its power of delegation under Section 5.42(1)(a) of the *Local Government Act 1995* to delegate to the CEO to exercise some of its powers and discharge of its duties provided for under Part 4 Division 3 of the *Local Government (Functions and General) Regulations 1996*.

**24AB. Local government may establish panels of pre-qualified suppliers**

A local government may establish a panel of pre-qualified suppliers to supply particular goods or services to the local government in accordance with this Division.

**24AC. Requirements before establishing panels of pre-qualified suppliers**

- (1) A local government must not establish a panel of pre-qualified suppliers unless —
  - (a) ..... ; and
  - (b) the local government is satisfied that there is, or will be, a continuing need for the particular goods or services to be supplied by pre-qualified suppliers.

**Verification**

Initial Council Resolution  
C1704/091

**Review Requirements**

In accordance with the requirements of Section 5.46(2) of the *Local Government Act 1995*, Delegations are reviewed at least once every financial year.

**Related Documents**

City of Busselton Purchasing Policy ~~239~~

~~City of Busselton Tender Selection Criteria Policy 031~~

~~City of Busselton Tender Pre Selection Criteria Policy 247~~

**Notes of Recent Alterations**

Removal of numbering to title of City of Busselton Purchasing Policy to reflect new format (25 July 2018)

Removal of references to City of Busselton Tender Selection Criteria Policy 031 and City of Busselton Tender Pre Selection Criteria Policy 247 (25 July 2018)