

## EXAMPLE COMMITTEE CHARTER - TENDERS COMMITTEE

- Purpose:** A Special Committee appointed, pursuant to section 86 of the Local Government Act 1989, to assist Council in the decision making on awarding of tenders.
- Membership:** Three Councillors. The Chairperson is to be appointed by the Council each year.
- Quorum:** Two Councillors
- Meeting Frequency:** Monthly
- Scope of Activity:** To consider and determine the following matters:
- Tender determination/awarding of contracts where the value of the contract to be awarded is not greater than \$3,000,000
  - Scheduled tenders for goods, services or the carrying out of works, which, based on their value, would otherwise be awarded under staff delegation that, in the opinion of the Chief Executive, in consultation with the Chairperson of the Tenders Committee, raise major policy implications and ought to be referred to the Tenders Committee for determination.
- Reporting:** The Committee reports periodically to Council on decisions made (tenders awarded) under delegated authority.
- A report on the meetings and activities of the Tenders Committee is to be prepared for inclusion in Council's Annual Report.
- Delegated Authority:** To exercise Council's powers, duties and functions under the *Local Government Act 1989* in relation to the entering of contracts for the purchase of goods and services or for the carrying out of works with a value greater than \$150,000 (goods/services) or \$200,000 (works).
- The Special Committee shall not:
- Enter into contracts, or incur expenditure for an amount which exceeds a value of \$3,000,000
  - Enter into contracts, or incur expenditure, for an amount which exceeds the approved budget
  - Exercise the powers which, by force of section 86 of the *Local Government Act 1989* cannot be delegated.
- The Committee has discretion to refer matters to full Council if considered appropriate.