

# POLICY: EXEC-CEO-008 VARIATION TO TENDERS

## PURPOSE

To provide guidance pertaining to situations arising from Tenders requiring variations due to unforeseen increases in project costs.

## DEFINITIONS

*CEO:* Chief Executive Officer

*Delegated Authority:* Authority given to the CEO to act on behalf of Council as resolved by the Mayor and Elected Members at an Ordinary Council Meeting.

*Variation to Tender:* Monetary variation to a tender generally to increase the agreed tender amount due to unforeseen circumstances that have caused an increase in costs.

## STATEMENT

A public tender process is required to be conducted for the purchase of goods and services with an estimated cost of \$100,000 or more (excluding GST), Policy CORP-AP-001 Purchasing Policy.

The Chief Executive Officer has delegated authority to approve variations to Tenders on a sliding scale of up to 10% of the awarded tender up to a \$50,000 maximum.

Upon the CEO approving variation's that exceeds the budgeted tender amount and contingencies, the CEO also has to identify an appropriate budget variation for the project.

Variations approved by the CEO will be presented as matters for information to an ordinary council meeting.

## RELEVANT DOCUMENTS