

From: [Leslie McDonald](#)
To: [Office of the COO; Vice-Chancellor EO](#)
Cc: [Director Governance; Mariane Quintao](#)
Subject: Delegation Change Memo - Procurement Delegations - sent to COO and VC via docusign
Date: Monday, 20 May 2024 12:40:00 PM
Attachments: s22 - Access to edited copies with exempt or irrelevant matter deleted

Hi Lily and Lou,

Herewith a copy of the delegation change memo just sent to Phillip, Chris and Genevieve via Docusign. Let me know if you have any questions.

Kind regards,

Leslie

Leslie McDonald

Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Chief Operating Officer's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

M

477 - Public Interest Conditional Ex

Leslie.McDonald@anu.edu.au

TEQSA Provider ID: PRV12002 (Australian University) | CRICOS Provider Code: 00120C

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From: [Leslie McDonald](#)
To: [Rebecca Farquhar](#); [Belinda Farrelly](#)
Cc: [Bernie O Dowd](#); [Susan LaVelle-Butler](#)
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval
Date: Monday, 8 January 2024 5:58:00 PM
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.png](#)
[image004.png](#)
[image005.jpg](#)

Hi Rebecca,

I'll draft up the changes tomorrow. Can I ask if it is proposed to go ahead with changes to Delegations 462 and 240 as well?

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Monday, January 8, 2024 4:14 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval
Importance: High

Good afternoon Leslie and Belinda and Happy New year!

I hope you had a good break.

Anna Tsikouris, CFO has met with the new VC last week and talked her through the current F&BS processes.

The VC has requested that the creation of a Financial Delegation for procurement pre-approval to approach the market for **Consultancy valued over \$100K (GST Exclusive)** please be created ASAP and added to the Schedule of Delegations.

Happy to have a chat about this, and/or let me know if you need details sent for this in a specific format please (i.e. Memo etc) so do let me know. I am taking into account the comments sent to Susan on 9 Oct 2023 (below in yellow.)

If a meeting is required, please set one up. I am around, Susan is on leave for the next 2 weeks, so leading on this. Bernie is around but sorting our specific tasks before he finishes at the end of this month.

Cheers and have a great evening.

Kind regards

Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPCO)
Finance and Business Services Division (F&BS)
The Australian National University
10C East Road, Chancellery Building, Acton, Canberra, ACT 2601
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Work hours: 8.30am to 4.30pm Mon- Fri
Team email: Procurement.Office@anu.edu.au
Website: [Procurement & Contracts - Staff Services - ANU](#)

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From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Monday, November 13, 2023 5:27 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Cc: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan – I'm very sorry, but I haven't been able to get onto these changes to delegations. There is just too much happening in our office at the moment. I have a change memo in preparation, but I don't think these particular changes will make that cut – I need to directly consult with other people (CFO and COO I think in this instance) before it goes into the memo, so there are no surprises that hold up the other changes which have taken months to consult on.

In all honesty, I think it will be January before I can get to them. Can you survive until then?

Let me know – and, again, I’m really sorry. Too many competing commitments, I’m afraid.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Monday, November 13, 2023 10:57 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Leslie,
Hope you are well. Just checking in on this?
Cheers,
Susan

From: Susan LaVelle-Butler
Sent: Monday, 30 October 2023 11:59 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Leslie,

Hope you are going great. Wanted to check in to see if anything else was needed in regards to our edits to 462 and 240? Keen to better understand timing for this and how we can help.

Cheers,
Susan and Beck

From: Susan LaVelle-Butler
Sent: Monday, 23 October 2023 1:24 PM
To: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Cc: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Leslie,
I don’t think we will know more for a while in relation to VC Approvals but keen to progress the edits for 240 and 462 as attached. Can you let us know if you need anything else from us?

Hi Beck,
All other items are back to us to work within FBS on proper policies and procedure. Adding this to my 2024 list (which is starting to grow by the day!). and storing all documents here: U:\Contracts\3-Procurement Framework\Delegations

Cheers,
Susan

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Thursday, 12 October 2023 1:49 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

All good Susan – let me know when you know more...

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Thursday, October 12, 2023 1:41 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Thanks Leslie,
Further delays here as with new VC starting Bernie needs to review with Chris Price if new VC will want this new delegation!
Will update as soon as possible ;)

Cheers,
Susan

From: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Sent: Wednesday, 11 October 2023 9:58 AM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>

Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan – that is absolutely fine. I'm up to my eyeballs in stuff at the moment – so will get to it when I can. FYI I need to talk to Si about an existing delegation for Anna to get market valuations on property (in the University Accommodation category). I understand from Belinda that this is all related to the current discussions. We propose to move that delegation to the Finance category under assets – or something similar. I'll talk to Si and get his views before going to Anna.

Talk soon,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>

Sent: Tuesday, 10 October 2023 8:25 PM

To: Leslie McDonald <leslie.mcdonald@anu.edu.au>

Subject: Re: ANU Exemption thresholds - UPCO approvals

Hi Leslie thank you again for your advice. Bernie is reviewing this with Anna tomorrow morning. Is it ok if I update you by noonish tomorrow? Or will that miss the deadline?

From: Leslie McDonald <leslie.mcdonald@anu.edu.au>

Sent: Monday, October 9, 2023 1:36:58 PM

To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>

Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>

Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan,

Couple of comments:

- I have no problem with the first line regarding 462 and 240
- Consultancy delegation – needs to be made clear that this relates to the ANU procuring consultancy services – otherwise there will be confusion with our provision of educational or research consultancy services. Need to think too about what we do about procuring consultancy services under 100k – might be best to include that in the proposed delegation – i.e. under 100k = D3; 100k and over = VC. Otherwise we'll be having heaps of questions..
- The last two, I would suggest, are almost impossible to include in the delegations framework. They are the sorts of rules that you would include in policy and procedure. There are multiple current delegations that might involve a monetary contract – there is no point creating a new delegation to approve commitments to financial instruments which cuts across those. The same applies to the line about conflicts of interest.

I know that Belinda has been having discussions with Anna over some of these matters, and I'm happy to discuss it further. Whatever you or Anna decides to do, it needs to be workable. It might be that you put the last two into policy/procedure and work out when they might apply (i.e. financial instruments over \$x) It can't apply to every financial instrument/contract that every delegate out there engages in. If you can narrow down the impact zone and therefore the delegates likely to see these things, then you can target those delegates and probably ULO with the information.

Hope that helps – and happy to discuss further,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>

Sent: Monday, 9 October 2023 12:47 PM

To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>

Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>

Subject: RE: ANU Exemption thresholds - UPCO approvals

Thanks Leslie,

We are tidying up a few items now and hoping to review with our CFO today/tomorrow before submitting our final version to you. However I wanted to show you our draft in case you have any feedback, concerns or suggestions?

Cheers,
Susan

From: Leslie McDonald <leslie.mcdonald@anu.edu.au>

Sent: Thursday, 5 October 2023 9:20 AM

To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>

Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>

Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan – that's fine. We've got Council prep today and Council itself tomorrow. If you get it to me by early next week, that'd be fine ☺

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>

Sent: Thursday, 5 October 2023 9:08 AM

To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>

Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPKO approvals

Brilliant! I'll try to summarise for you by end of day today/early Friday. Will that be ok timing wise?

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Wednesday, 4 October 2023 4:30 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPKO approvals

Hi Susan!

I did get Rebecca's email below, but no spreadsheet. In answer to her question, it couldn't be dealt with as part of the Policy and Procedure consultation – but it can be dealt with as a change to delegations. I'm actually in the process of writing up my next Delegations Change Memo to the VC, so if you do want to explore a change to the wording for exemptions, I'm happy to try and include it.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Wednesday, October 4, 2023 2:25 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPKO approvals

Hi Leslie,

Hope you are well.

I'm not sure if this was the last email relating to some requested changes in delegation wording? I know Beck had compiled a spreadsheet on behalf of UPKO with our requests.. Keen to keep this moving in her absence. If you can let me know where this was sitting (i.e. have you received that spreadsheet?) I can help to push forward.

Cheers,
Susan

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Monday, 28 August 2023 11:09 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPKO approvals

Hello Leslie

Can you please advise, can the below issue be dealt with by including in our response to the Delegations consultation?

We have a few others as well from UPKO.

Best wishes and please be advised I will be on annual leave from 4pm Friday 1 September and returning on Monday 16 October 2023.

Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPKO)
Finance and Business Services Division (F&BS)
The Australian National University
10C East Road, Chancellery Building, Acton, Canberra, ACT 2601
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Phone: 02 6125 7297
Work hours: 8.30am to 4.30pm Mon- Fri
Team email: Procurement.Office@anu.edu.au
Website: [Procurement & Contracts - Staff Services - ANU](#)

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From: Rebecca Farquhar

Sent: Friday, 11 August 2023 12:12 PM

To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>

Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>

Subject: FW: ANU Exemption thresholds - UPCO approvals

Hi Leslie and Monica

Cc: Susan, Bernie

Mel and I met with Leslie a week or so ago and spoke about an issue with the current wording for the [Delegation 462 and 240 \(4, 5 and 6\)](#). (See email and image below).

We explained to Leslie that people don't read further that 462 and want to know what to do with the exemptions that are valued greater than \$250k. They get caught up on the space of what happens outside of \$5K-250K, without realising that it is still an exemption, it is just approved based on spend by the CPO/CFO/COO/VC line of management.

We want to move the text under the one delegation number, and then competitive procurement approvals is separate and via the business owner's delegation line. Leslie has offered for us to amend but I wanted to make sure that I follow the correct process.

We also want to add a new formal delegation that any [Consultancy spend over \\$100k](#) has to have [VC approval](#). This has been a trail process which the VC's office is very happy with and they want us to now add this to the Procurement online guide and create the new approval delegation. We can work on the wording of this too.

Would you like this request to come in the form of a memo, or another format? Who would need to be the signatory on that request? CFO? Higher?

I seek to get this changed, or underway at your end before I go on annual leave on the 1 Sept.

I look forward to hearing from you. Have a good weekend and if we need to have a meeting, please advise and we can set that up for next week.

Thanks

Beck

Best wishes

Rebecca Farquhar

Procurement Manager

University Procurement and Contracts Office (UPCO)

Finance and Business Services Division (F&BS)

The Australian National University

10C East Road, Chancery Building, Acton, Canberra, ACT 2601

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Phone: 02 6125 7297

Direct Email: rebecca.farquhar@anu.edu.au

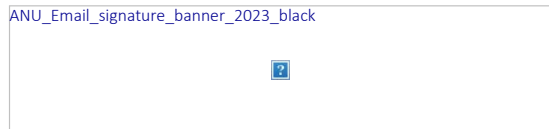
Work hours: 8.30am to 4.30pm Mon- Fri

Team email: Procurement.Office@anu.edu.au

Website: [Procurement & Contracts - Staff Services - ANU](#)

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From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>

Sent: Monday, 7 August 2023 2:26 PM

To: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>

Cc: Jess Price <Jessica.Price@anu.edu.au>; Melissa McGuire <Melissa.McGuire@anu.edu.au>

Subject: RE: ANU Exemption thresholds

Awesome! It is very messy in its current format so that would be a very welcome change.

Have you been able to get the VC exemption for consultancies added? If not maybe they can be done in tandem?

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>

Sent: Monday, 7 August 2023 1:34 PM

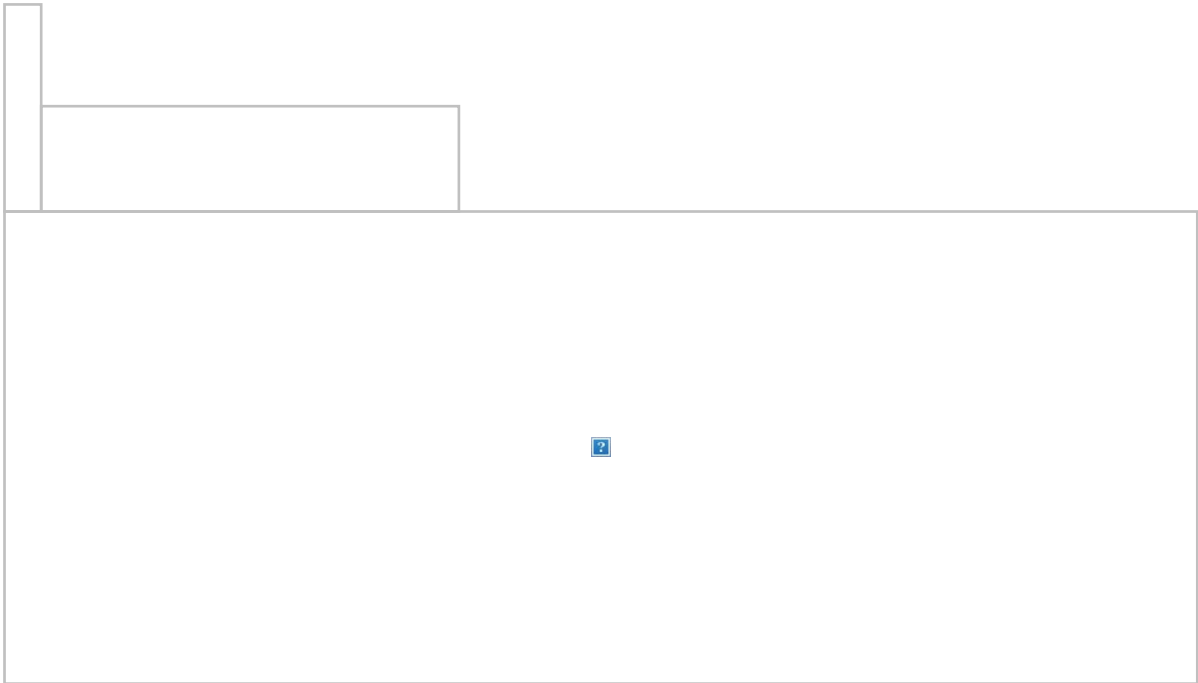
To: Bernie O Dowd <Bernard.ODowd@anu.edu.au>

Cc: Jess Price <Jessica.Price@anu.edu.au>; Melissa McGuire <Melissa.McGuire@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>

Subject: ANU Exemption thresholds

Hi Bernie and team

I have identified why colleges keep quoting that amount of \$5k to \$250k to us for exemption sign off being unclear. It was because our training slide listed the delegations as below which is not structured well:



When Mel and I met with Leslie from CGRO about delegations and COI meeting next week, she has invited us to work on replacement works/structure to contend with all Exemption Delegation (462) prompts to be listed together, and then the other normal competitive process approvals to be via the 240 neatly.

I will have a go at this and share, but wanted to check.... Are there any other tricky delegations we want to address at the same time? Anything you have noticed at your level Bernie which needs to be clarified or restructured under one listing?

Best wishes

Rebecca Farquhar

Procurement Manager

University Procurement and Contracts Office (UPCO)

Finance and Business Services Division (F&BS)

The Australian National University

10C East Road, Chancery Building, Acton, Canberra, ACT 2601

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Phone: 02 6125 7297

Direct Email: rebecca.farquhar@anu.edu.au

Work hours: 8.30am to 4.30pm Mon- Fri

Team email: Procurement.Office@anu.edu.au

Website: [Procurement & Contracts - Staff Services - ANU](#)

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From: [Leslie McDonald](#)
To: [Rebecca Farquhar](#); [Belinda Farrelly](#)
Cc: [Bernie O Dowd](#); [Susan LaVelle-Butler](#); [Mariane Quintao](#)
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval
Date: Wednesday, 10 January 2024 10:55:00 AM
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.png](#)
[image004.png](#)
[image005.jpg](#)

Hi again Rebecca,

This is my first draft of the updated procurement delegations. Happy to chat.

You'll see I've added references to extensions to existing contracts in 240 and the new delegation because I know this is a problem, but I'm not entirely happy that it conveys (or should completely convey) the concept of cumulative costs. Normally we get around this with an 'in accordance with University policy' statement (i.e. go and look at the policy for the details) – but that would make 240 even more wordy. Does 240 need to retain the 'including open approaches to market' statement? I'm conscious that this wording hasn't been updated for a long time and might be superfluous – let me know as this would take a little of the complexity of the wording away. Or you might be happy with what I've got below.

OK – over to you and your team for discussion:

TENDERS	Tenders (goods and services including consultancy services)	Suggest perhaps changing the title of this section to 'PROCUREMENT PROCESSES/Tenders and Exemptions'				
	N	462	Approve exemptions, University-wide, from procurement processes under \$250K			
		1	For procurement processes up to under \$250,000	DS	CPO	Chief Procurement Officer
		2	For procurement processes up to \$2M	DS	CFO	Chief Finance Officer
		3	For procurement processes up to \$5M	DS	COO	Chief Operating Officer
		4	For procurement processes up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	DB	D1	Delegation Band 1
	N	240	Approve release of procurement processes over \$250K and/or high risk procurement processes (including open approaches to market and/or extensions to existing contracts; excluding procurement of consultancy services)			
		1	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$500,000	DB	D3	Delegation Band 3
		2	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$1.5M	DB	D2	Delegation Band 2
		3	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$2M	DS	DFS	Director Facilities & Services
				DS	DITS	Director, Information Technology Services
		4	University-wide (including exemptions from tendering), up to \$2M	DS	CFO	Chief Finance Officer
		5	University-wide (including exemptions from tendering), up to \$5M	DS	COO	Chief Operating Officer
		6	University-wide (including exemptions from tendering), up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	DB	D1	Delegation Band 1
	N	NEW	Approve release of procurement processes for consultancy services (including extensions to existing contracts)			
		1	For procurement processes within area of responsibility, up to \$100,000	DB	D3	Delegation Band 3
		2	University-wide, for procurement processes up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council.	DB	D1	Delegation Band 1

Kind regards,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Tuesday, January 9, 2024 1:09 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: Re: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Oh yes. Those groupings need to sit together as we discussed. Should be back tomorrow but have a new starter commencing too so will be a busy one for me. How about Thursday?

Best wishes

Rebecca Farquhar
Procurement Manager, UPKO
Australian National University
Email: Rebecca.farquhar@anu.edu.au

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Tuesday, January 9, 2024 9:30:29 AM
To: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPKO approvals - Consultancy valued 100K for VC approval

Hi Rebecca – I hope you feel better soon. Let's talk when you return, hey. I understand the request for a separate consultancy delegation, but I need to know if UPKO/CFO still supports the previously proposed amendments to 462 and 240, which were the main subject of my conversations with Susan - which you attached below. I'm going to assume they also go ahead – so I'll work on a draft to that effect. These procurement delegations all have to work together – we can't take them in isolation.

I'll send you a draft later today and we can talk when you are better.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Tuesday, January 9, 2024 8:03 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: Re: ANU Exemption thresholds - UPKO approvals - Consultancy valued 100K for VC approval

Hi Leslie.

I'm off sick today but it will only apply to the engagement if consultancy services over \$100k or when contracts for consultancies are extended over that value.

Best wishes

Rebecca Farquhar
Procurement Manager, UPKO
Australian National University
Email: Rebecca.farquhar@anu.edu.au

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Monday, January 8, 2024 5:58:24 PM
To: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPKO approvals - Consultancy valued 100K for VC approval

Hi Rebecca,

I'll draft up the changes tomorrow. Can I ask if it is proposed to go ahead with changes to Delegations 462 and 240 as well?

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Monday, January 8, 2024 4:14 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPKO approvals - Consultancy valued 100K for VC approval
Importance: High

Good afternoon Leslie and Belinda and Happy New year!

I hope you had a good break.

Anna Tsikouris, CFO has met with the new VC last week and talked her through the current F&BS processes.

The VC has requested that the creation of a Financial Delegation for procurement pre-approval to approach the market for **Consultancy valued over \$100K (GST Exclusive)** please be created ASAP and added to the Schedule of Delegations.

Happy to have a chat about this, and/or let me know if you need details sent for this in a specific format please (i.e. Memo etc) so do let me know. I am taking into account the comments sent to Susan on 9 Oct 2023 (below in yellow.)

If a meeting is required, please set one up. I am around, Susan is on leave for the next 2 weeks, so leading on this. Bernie is around but sorting

our specific tasks before he finishes at the end of this month.

Cheers and have a great evening.

Kind regards

Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPCO)
Finance and Business Services Division (F&BS)
The Australian National University
10C East Road, Chancellery Building, Acton, Canberra, ACT 2601
[Google Maps - ANU Maps](#)
Phone: 02 6125 7297
Direct Email: Rebecca.Farquhar@anu.edu.au
Work hours: 8.30am to 4.30pm Mon- Fri
Team email: Procurement.Office@anu.edu.au
Website: [Procurement & Contracts - Staff Services - ANU](#)

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From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Monday, November 13, 2023 5:27 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Cc: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan – I'm very sorry, but I haven't been able to get onto these changes to delegations. There is just too much happening in our office at the moment. I have a change memo in preparation, but I don't think these particular changes will make that cut – I need to directly consult with other people (CFO and COO I think in this instance) before it goes into the memo, so there are no surprises that hold up the other changes which have taken months to consult on.

In all honesty, I think it will be January before I can get to them. Can you survive until then?

Let me know – and, again, I'm really sorry. Too many competing commitments, I'm afraid.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Monday, November 13, 2023 10:57 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Leslie,
Hope you are well. Just checking in on this?
Cheers,
Susan

From: Susan LaVelle-Butler
Sent: Monday, 30 October 2023 11:59 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Leslie,

Hope you are going great. Wanted to check in to see if anything else was needed in regards to our edits to 462 and 240? Keen to better understand timing for this and how we can help.

Cheers,
Susan and Beck

From: Susan LaVelle-Butler
Sent: Monday, 23 October 2023 1:24 PM
To: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Cc: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>

Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Leslie,

I don't think we will know more for a while in relation to VC Approvals but keen to progress the edits for 240 and 462 as attached. Can you let us know if you need anything else from us?

Hi Beck,

All other items are back to us to work within FBS on proper policies and procedure. Adding this to my 2024 list (which is starting to grow by the day!). and storing all documents here: U:\Contracts\3-Procurement Framework\Delegations

Cheers,
Susan

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Thursday, 12 October 2023 1:49 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

All good Susan – let me know when you know more...

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Thursday, October 12, 2023 1:41 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Thanks Leslie,

Further delays here as with new VC starting Bernie needs to review with Chris Price if new VC will want this new delegation!
Will update as soon as possible ;)

Cheers,
Susan

From: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Sent: Wednesday, 11 October 2023 9:58 AM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan – that is absolutely fine. I'm up to my eyeballs in stuff at the moment – so will get to it when I can. FYI I need to talk to Si about an existing delegation for Anna to get market valuations on property (in the University Accommodation category). I understand from Belinda that this is all related to the current discussions. We propose to move that delegation to the Finance category under assets – or something similar. I'll talk to Si and get his views before going to Anna.

Talk soon,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Tuesday, 10 October 2023 8:25 PM
To: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Subject: Re: ANU Exemption thresholds - UPCO approvals

Hi Leslie thank you again for your advice. Bernie is reviewing this with Anna tomorrow morning. Is it ok if I update you by noonish tomorrow? Or will that miss the deadline?

From: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Sent: Monday, October 9, 2023 1:36:58 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan,

Couple of comments:

- I have no problem with the first line regarding 462 and 240
- Consultancy delegation – needs to be made clear that this relates to the ANU procuring consultancy services – otherwise there will be confusion with our provision of educational or research consultancy services. Need to think too about what we do about procuring consultancy services under 100k – might be best to include that in the proposed delegation – i.e. under 100k = D3; 100k and over = VC. Otherwise we'll be having heaps of questions...
- The last two, I would suggest, are almost impossible to include in the delegations framework. They are the sorts of rules that you would include in policy and procedure. There are multiple current delegations that might involve a monetary contract – there is no point creating a new delegation to approve

commitments to financial instruments which cuts across those. The same applies to the line about conflicts of interest.

I know that Belinda has been having discussions with Anna over some of these matters, and I'm happy to discuss it further. Whatever you or Anna decides to do, it needs to be workable. It might be that you put the last two into policy/procedure and work out when they might apply (i.e. financial instruments over \$x) It can't apply to every financial instrument/contract that every delegate out there engages in. If you can narrow down the impact zone and therefore the delegates likely to see these things, then you can target those delegates and probably ULO with the information.

Hope that helps – and happy to discuss further,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Monday, 9 October 2023 12:47 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Thanks Leslie,

We are tidying up a few items now and hoping to review with our CFO today/tomorrow before submitting our final version to you. However I wanted to show you our draft in case you have any feedback, concerns or suggestions?

Cheers,
Susan

From: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Sent: Thursday, 5 October 2023 9:20 AM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan – that's fine. We've got Council prep today and Council itself tomorrow. If you get it to me by early next week, that'd be fine ☺

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Thursday, 5 October 2023 9:08 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Brilliant! I'll try to summarise for you by end of day today/early Friday. will that be ok timing wise?

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Wednesday, 4 October 2023 4:30 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan!

I did get Rebecca's email below, but no spreadsheet. In answer to her question, it couldn't be dealt with as part of the Policy and Procedure consultation – but it can be dealt with as a change to delegations. I'm actually in the process of writing up my next Delegations Change Memo to the VC, so if you do want to explore a change to the wording for exemptions, I'm happy to try and include it.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Wednesday, October 4, 2023 2:25 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Leslie,

Hope you are well.

I'm not sure if this was the last email relating to some requested changes in delegation wording? I know Beck had compiled a spreadsheet on behalf of UPCO with our requests.. Keen to keep this moving in her absence. If you can let me know where this was sitting (i.e. have you received that spreadsheet?) I can help to push forward.

Cheers,
Susan

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Monday, 28 August 2023 11:09 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPKO approvals

Hello Leslie

Can you please advise, can the below issue be dealt with by including in our response to the Delegations consultation?

We have a few others as well from UPKO.

Best wishes and please be advised I will be on annual leave from 4pm Friday 1 September and returning on Monday 16 October 2023.

Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPKO)
Finance and Business Services Division (F&BS)
The Australian National University
10C East Road, Chancery Building, Acton, Canberra, ACT 2601
[Google Maps - ANU Maps](#)
Phone: 02 6125 7297
Work hours: 8.30am to 4.30pm Mon- Fri
Team email: Procurement.Office@anu.edu.au
Website: [Procurement & Contracts - Staff Services - ANU](#)

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From: Rebecca Farquhar
Sent: Friday, 11 August 2023 12:12 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Subject: FW: ANU Exemption thresholds - UPKO approvals

Hi Leslie and Monica
Cc: Susan, Bernie

Mel and I met with Leslie a week or so ago and spoke about an issue with the current wording for the [Delegation 462 and 240 \(4, 5 and 6\)](#). (See email and image below).

We explained to Leslie that people don't read further than 462 and want to know what to do with the exemptions that are valued greater than \$250k. They get caught up on the space of what happens outside of \$5K-250K, without realising that it is still an exemption, it is just approved based on spend by the CPO/CFO/COO/VC line of management.

We want to move the text under the one delegation number, and then competitive procurement approvals is separate and via the business owner's delegation line. Leslie has offered for us to amend but I wanted to make sure that I follow the correct process.

We also want to add a new formal delegation that any [Consultancy spend over \\$100k](#) has to have [VC approval](#). This has been a trail process which the VC's office is very happy with and they want us to now add this to the Procurement online guide and create the new approval delegation. We can work on the wording of this too.

Would you like this request to come in the form of a memo, or another format? Who would need to be the signatory on that request? CFO? Higher?

I seek to get this changed, or underway at your end before I go on annual leave on the 1 Sept.

I look forward to hearing from you. Have a good weekend and if we need to have a meeting, please advise and we can set that up for next week.

Thanks
Beck

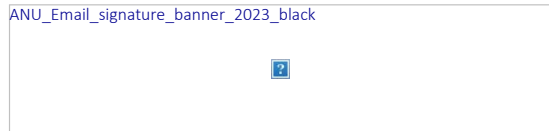
Best wishes

Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPKO)
Finance and Business Services Division (F&BS)
The Australian National University
10C East Road, Chancery Building, Acton, Canberra, ACT 2601
[Google Maps - ANU Maps](#)
Phone: 02 6125 7297
Direct Email: rebecca.farquhar@anu.edu.au
Work hours: 8.30am to 4.30pm Mon- Fri

Team email: Procurement.Office@anu.edu.au
Website: [Procurement & Contracts - Staff Services - ANU](#)

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From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Monday, 7 August 2023 2:26 PM
To: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Cc: Jess Price <Jessica.Price@anu.edu.au>; Melissa McGuire <Melissa.McGuire@anu.edu.au>
Subject: RE: ANU Exemption thresholds

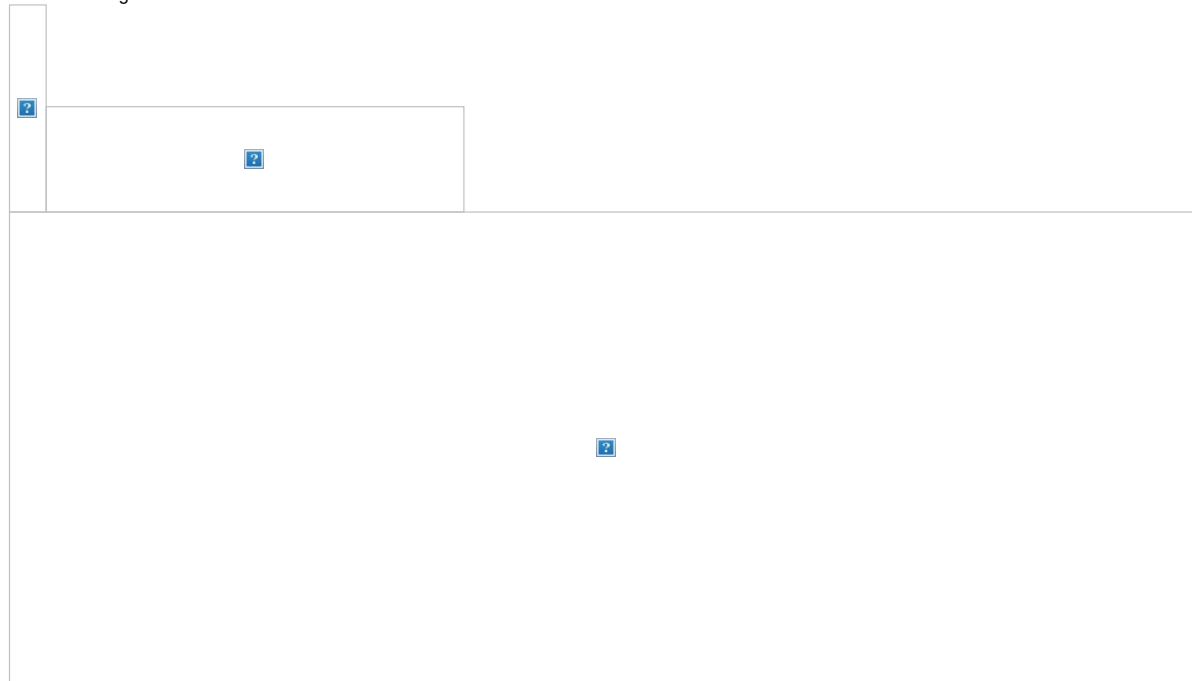
Awesome! It is very messy in its current format so that would be a very welcome change.

Have you been able to get the VC exemption for consultancies added? If not maybe they can be done in tandem?

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Monday, 7 August 2023 1:34 PM
To: Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Cc: Jess Price <Jessica.Price@anu.edu.au>; Melissa McGuire <Melissa.McGuire@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: ANU Exemption thresholds

Hi Bernie and team

I have identified why colleges keep quoting that amount of \$5k to \$250k to us for exemption sign off being unclear. It was because our training slide listed the delegations as below which is not structured well:



When Mel and I met with Leslie from CGRO about delegations and COI meeting next week, she has invited us to work on replacement works/structure to contend with all Exemption Delegation (462) prompts to be listed together, and then the other normal competitive process approvals to be via the 240 neatly.

I will have a go at this and share, but wanted to check.... Are there any other tricky delegations we want to address at the same time? Anything you have noticed at your level Bernie which needs to be clarified or restructured under one listing?

Best wishes

Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPCO)
Finance and Business Services Division (F&BS)
The Australian National University
10C East Road, Chancelry Building, Acton, Canberra, ACT 2601
[Google Maps - ANU Maps](#)
Phone: 02 6125 7297
Direct Email: rebecca.farquhar@anu.edu.au

Work hours: 8.30am to 4.30pm Mon- Fri
Team email: Procurement.Office@anu.edu.au
Website: [Procurement & Contracts - Staff Services - ANU](#)

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From: [Rebecca Farquhar](#)
To: [Leslie McDonald](#); [Bernie O Dowd](#); [Belinda Farrelly](#)
Cc: [Susan LaVelle-Butler](#); [Mariane Quintao](#)
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval
Date: Thursday, 11 January 2024 10:24:02 AM
Attachments: [RE Consultancy Definition as per ULO precedents .msg](#)
[image002.png](#)
[image007.jpg](#)
[image008.jpg](#)
[image009.png](#)
[image010.png](#)
[image011.jpg](#)

Thanks Leslie.

I have reached out to Karelia at the ULO and she has provided the unofficial definition that Bernie and I will work on as a basis for policy and online guide.

Attaching email for reference.

Thanks
Beck

Kind regards

Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPCO)
Finance and Business Services Division (F&BS)
The Australian National University
10C East Road, Chancelry Building, Acton, Canberra, ACT 2601
[Google Maps - ANU Maps](#)
Phone: 02 6125 7297
Direct Email: Rebecca.Farquhar@anu.edu.au
Work hours: 8.30am to 4.30pm Mon- Fri
Team email: Procurement.Office@anu.edu.au
Website: [Procurement & Contracts - Staff Services - ANU](#)

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From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Thursday, January 11, 2024 10:19 AM
To: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Thanks Bernie ad Rebecca!

I'm just going to paste the proposed changes – now incorporating including your comments – below, so we are on the same page. Bernie – re your comments about the definition of consultancy – it might be easier to define it in policy and then refer to that in the delegation (rather than getting too wordy in the delegation) – I'm thrown some words together below (highlighted in yellow) – see what you think. There would be a reference to the correct policy included in the delegations table – so people can just click on the link. I've also added your wording about total contract value to the consultancy delegation (also highlighted in yellow).

Let me know what you think.

TENDERS	<i>Tenders (goods and services including consultancy services)</i>	<i>Suggest perhaps changing the title of this section to 'PROCUREMENT PROCESSES/Tenders and Exemptions'</i>	Agreed
N	462	<i>Approve exemptions, University-wide, from procurement processes under \$250K</i>	
	1	For exemption requests from \$5,000 up to under \$250,000	DS CPO Chief Procurement Officer
	2	For exemption requests up to \$2M	DS CFO Chief Finance Officer
	3	For exemption requests up to \$5M	DS COO Chief Operating Officer
	4	For exemption requests up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	DB D1 Delegation Band 1
N	240	<i>Approve release of procurement processes over \$250K and/or high risk procurement processes (including open approaches to market and/or extensions to existing contracts based on total</i>	

		contract value; excluding procurement of consultancy services)			
1	For matters procurement processes within area of responsibility (excluding exemptions from tendering) , up to \$500,000	DB	D3	Delegation Band 3	
2	For matters procurement processes within area of responsibility (excluding exemptions from tendering) , up to \$1.5M	DB	D2	Delegation Band 2	
3	For matters procurement processes within area of responsibility (excluding exemptions from tendering) , up to \$2M	DS	DFS	Director Facilities & Services	
		DS	DITS	Director, Information Technology Services	
4	University-wide (including exemptions from tendering) , up to \$2M	DS	CFO	Chief Finance Officer	
5	University-wide (including exemptions from tendering) , up to \$5M	DS	COO	Chief Operating Officer	
6	University-wide (including exemptions from tendering) , up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	DB	D1	Delegation Band 1	
N	NEW				
	Approve release of procurement processes for consultancy services as defined under University policy (including extensions to existing contracts based on total contract value)				
1	For procurement processes within area of responsibility, up to \$100,000	DB	D3	Delegation Band 3	
2	University-wide, for procurement processes up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council.	DB	D1	Delegation Band 1	

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Vice-Chancellor's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Bernie O Dowd <Bernard.ODowd@anu.edu.au>

Sent: Thursday, January 11, 2024 9:39 AM

To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>

Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>

Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Leslie, Rebeca and Belinda

I agree with Leslie comments.

I don't agree with the new wording in yellow

462	Approve exemptions, University-wide, from procurement processes under \$250K
1	For Exemption requests from \$5,000 up to under \$250,000
2	For Exemption requests from \$250,001 up to \$2M
3	For Exemption requests from \$2m up to \$5M
4	For Exemption requests up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council

The intention of the delegation is to clearly establish maximum levels for approval, not "ranges". Every higher delegate can sign any required exemption up to their maximum value. If a lower delegate is away, a higher delegate can sign. If we set ranges, they can strictly only sign within their own range and that is not the intention.

While I was away, exemptions from \$5k to \$250k went to Anna I assume for approval. Under the proposed wording, she does not have the delegation for that.

Leslie, exemptions under \$5k, only require one quote, so an exemption process is not typically applicable.

We will ensure Anna signs and approves the final recommended version

For 240 – may I propose a slight re-wording for clarity

Approve release of procurement processes over \$250K and/or high risk procurement processes (including open approaches to market and/or extensions to existing contracts (based on total contract value); excluding procurement of consultancy services)

For the New delegation, we will need to come up with a definition of Consultancy. We will need to define a distinction from professional services, contractors, cconsultnats, memberships (if they come with any service provision). WE need to be clear on the intention etc. There are several standards used and every organisation views it slightly differently, so a group discussion and review by ULO prior to finalising probably appropriate. Beck – lets pull together what we consider to be the appropriate definitions and then discuss with CGRO

Bernie O'Dowd
Chief Procurement Officer
UPCO, ANU

477 - PUBLIC ISSUE

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From: Leslie McDonald <Leslie.McDonald@anu.edu.au>

Sent: Thursday, January 11, 2024 9:17 AM

To: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>

Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>

Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Hi Rebecca,

Thanks for getting back to me. I don't agree with your amendments, I'm afraid – specifically Delegation 462.2 and 3. Putting starting limits as well as end limits (Exemption requests from \$250,001 up to \$2M) is inaccurate. In fact, if she chose, the CFO could approve Bernie's 'up to \$250k' – the same applies to the COO's authority. That is the nature of these specialist delegations – line managers also hold the authority. I don't have an issues with the additional of 'exemption requests' in the wording, but we really need to stick with my previous wording for the limits.

Can I ask – should we be specifying who can sign off exemptions under \$5k – or is it just that exemptions aren't required under that amount?

Happy to chat – and you'll see I didn't include Anna in this response = but I'd be grateful if you could ensure she signs off on the correct version.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>

Sent: Thursday, January 11, 2024 8:48 AM

To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Anna Tsikouris <Anna.Tsikouris@anu.edu.au>

Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>

Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Good morning Leslie. Thanks on drafting this amendment to the Financial Delegation schedule.

I have made slight changes for 462 - amendments are highlighted below. @Bernie O Dowd what do you think? Is this ok for you?

We also spoke about the requirement of a delegation for a financial instrument approval, and I believe this is being dealt with by the CFO but will check that with her at our 9am catch up. @Anna Tsikouris are you still requiring the new delegation for financial instrument, and are you comfortable and approve of the below in relation to Procurement delegations?

Kind regards

Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPCO)
Finance and Business Services Division (F&BS)
The Australian National University
10C East Road, Chancery Building, Acton, Canberra, ACT 2601
[Google Maps - ANU Maps](#)
Phone: 02 6125 7297
Direct Email: Rebecca.Farquhar@anu.edu.au
Work hours: 8.30am to 4.30pm Mon- Fri
Team email: Procurement.Office@anu.edu.au
Website: [Procurement & Contracts - Staff Services - ANU](#)

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From: Leslie McDonald <Leslie.McDonald@anu.edu.au>

Sent: Wednesday, January 10, 2024 10:56 AM

To: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>

Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>

Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Hi again Rebecca,

This is my first draft of the updated procurement delegations. Happy to chat.

You'll see I've added references to extensions to existing contracts in 240 and the new delegation because I know this is a problem, but I'm not entirely happy that it conveys (or should completely convey) the concept of cumulative costs. Normally we get around this with an 'in accordance with University policy' statement (i.e. go and look at the policy for the details) – but that would make 240 even more wordy. Does 240 need to retain the 'including open approaches to market' statement? I'm conscious that this wording hasn't been updated for a long time and might be superfluous – let me know as this would take a little of the complexity of the wording away. Or you might be happy with what I've got below.

OK – over to you and your team for discussion:

TENDERS	Tenders (goods and services including consultancy services)	Suggest perhaps changing the title of this section to 'PROCUREMENT PROCESSES/Tenders and Exemptions'				Agreed
N	462	Approve exemptions, University-wide, from procurement processes under \$250K				
		1	For Exemption requests from \$5,000 up to under \$250,000	DS	CPO	Chief Procurement Officer
		2	For Exemption requests from \$250,001 up to \$2M	DS	CFO	Chief Finance Officer
		3	For Exemption requests from \$2m up to \$5M	DS	COO	Chief Operating Officer
		4	For Exemption requests up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	DB	D1	Delegation Band 1
N	240	Approve release of procurement processes over \$250K and/or high risk procurement processes (including open approaches to market and/or extensions to existing contracts; excluding procurement of consultancy services)				
		1	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$500,000	DB	D3	Delegation Band 3
		2	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$1.5M	DB	D2	Delegation Band 2
		3	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$2M	DS	DFS	Director Facilities & Services
				DS	DITS	Director, Information Technology Services
		4	University-wide (including exemptions from tendering), up to \$2M	DS	CFO	Chief Finance Officer
		5	University-wide (including exemptions from tendering), up to \$5M	DS	COO	Chief Operating Officer
		6	University-wide (including exemptions from tendering), up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	DB	D1	Delegation Band 1
N	NEW	Approve release of procurement processes for consultancy services (including extensions to existing contracts)				
		1	For procurement processes within area of responsibility, up to \$100,000	DB	D3	Delegation Band 3
		2	University-wide, for procurement processes up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council.	DB	D1	Delegation Band 1

Kind regards,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Tuesday, January 9, 2024 1:09 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: Re: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Oh yes. Those groupings need to sit together as we discussed. Should be back tomorrow but have a new starter commencing too so will be a busy one for me. How about Thursday?

Best wishes

Rebecca Farquhar
Procurement Manager, UPCO
Australian National University
Email: Rebecca.farquhar@anu.edu.au

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Tuesday, January 9, 2024 9:30:29 AM
To: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Hi Rebecca – I hope you feel better soon. Let's talk when you return, hey. I understand the request for a separate consultancy delegation, but I need to know if UPCO/CFO still supports the previously proposed amendments to 462 and 240, which were the main subject of my conversations with Susan - which you attached below. I'm going to assume they also go ahead – so I'll work on a draft to that effect. These procurement delegations all have to work together – we can't take them in isolation.

I'll send you a draft later today and we can talk when you are better.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Tuesday, January 9, 2024 8:03 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: Re: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Hi Leslie.

I'm off sick today but it will only apply to the engagement if consultancy services over \$100k or when contracts for consultancies are extended over that value.

Best wishes

Rebecca Farquhar
Procurement Manager, UPCO
Australian National University
Email: Rebecca.farquhar@anu.edu.au

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Monday, January 8, 2024 5:58:24 PM
To: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Hi Rebecca,

I'll draft up the changes tomorrow. Can I ask if it is proposed to go ahead with changes to Delegations 462 and 240 as well?

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Monday, January 8, 2024 4:14 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval
Importance: High

Good afternoon Leslie and Belinda and Happy New year!

I hope you had a good break.

Anna Tsikouris, CFO has met with the new VC last week and talked her through the current F&BS processes.

The VC has requested that the creation of a Financial Delegation for procurement pre-approval to approach the market for **Consultancy valued over \$100K (GST Exclusive)** please be created ASAP and added to the Schedule of Delegations.

Happy to have a chat about this, and/or let me know if you need details sent for this in a specific format please (i.e. Memo etc) so do let me know. I am taking into account the comments sent to Susan on 9 Oct 2023 (below in yellow.)

If a meeting is required, please set one up. I am around, Susan is on leave for the next 2 weeks, so leading on this. Bernie is around but sorting our specific tasks before he finishes at the end of this month.

Cheers and have a great evening.

Kind regards

Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPCO)
Finance and Business Services Division (F&BS)

The Australian National University
10C East Road, Chancellery Building, Acton, Canberra, ACT 2601
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Website: [Procurement & Contracts - Staff Services - ANU](#)

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From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Monday, November 13, 2023 5:27 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Cc: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan – I'm very sorry, but I haven't been able to get onto these changes to delegations. There is just too much happening in our office at the moment. I have a change memo in preparation, but I don't think these particular changes will make that cut – I need to directly consult with other people (CFO and COO I think in this instance) before it goes into the memo, so there are no surprises that hold up the other changes which have taken months to consult on.

In all honesty, I think it will be January before I can get to them. Can you survive until then?

Let me know – and, again, I'm really sorry. Too many competing commitments, I'm afraid.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Monday, November 13, 2023 10:57 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Leslie,
Hope you are well. Just checking in on this?
Cheers,
Susan

From: Susan LaVelle-Butler
Sent: Monday, 30 October 2023 11:59 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Leslie,

Hope you are going great. Wanted to check in to see if anything else was needed in regards to our edits to 462 and 240? Keen to better understand timing for this and how we can help.

Cheers,
Susan and Beck

From: Susan LaVelle-Butler
Sent: Monday, 23 October 2023 1:24 PM
To: Leslie McDonald <Leslie.mcdonald@anu.edu.au>
Cc: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Leslie,
I don't think we will know more for a while in relation to VC Approvals but keen to progress the edits for 240 and 462 as attached. Can you let us know if you need anything else from us?

Hi Beck,
All other items are back to us to work within FBS on proper policies and procedure. Adding this to my 2024 list (which is starting to grow by the day!). and storing all documents here: U:\Contracts\3-Procurement Framework\Delegations

Cheers,
Susan

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Thursday, 12 October 2023 1:49 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPKO approvals

All good Susan – let me know when you know more...

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Thursday, October 12, 2023 1:41 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPKO approvals

Thanks Leslie,
Further delays here as with new VC starting Bernie needs to review with Chris Price if new VC will want this new delegation!
Will update as soon as possible ;)

Cheers,
Susan

From: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Sent: Wednesday, 11 October 2023 9:58 AM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPKO approvals

Hi Susan – that is absolutely fine. I'm up to my eyeballs in stuff at the moment – so will get to it when I can. FYI I need to talk to Si about an existing delegation for Anna to get market valuations on property (in the University Accommodation category). I understand from Belinda that this is all related to the current discussions. We propose to move that delegation to the Finance category under assets – or something similar. I'll talk to Si and get his views before going to Anna.

Talk soon,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Tuesday, 10 October 2023 8:25 PM
To: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Subject: Re: ANU Exemption thresholds - UPKO approvals

Hi Leslie thank you again for your advice. Bernie is reviewing this with Anna tomorrow morning. Is it ok if I update you by noonish tomorrow? Or will that miss the deadline?

From: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Sent: Monday, October 9, 2023 1:36:58 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPKO approvals

Hi Susan,

Couple of comments:

- I have no problem with the first line regarding 462 and 240
- Consultancy delegation – needs to be made clear that this relates to the ANU procuring consultancy services – otherwise there will be confusion with our provision of educational or research consultancy services. Need to think too about what we do about procuring consultancy services under 100k – might be best to include that in the proposed delegation – i.e. under 100k = D3; 100k and over = VC. Otherwise we'll be having heaps of questions..
- The last two, I would suggest, are almost impossible to include in the delegations framework. They are the sorts of rules that you would include in policy and procedure. There are multiple current delegations that might involve a monetary contract – there is no point creating a new delegation to approve commitments to financial instruments which cuts across those. The same applies to the line about conflicts of interest.

I know that Belinda has been having discussions with Anna over some of these matters, and I'm happy to discuss it further. Whatever you or Anna decides to do, it needs to be workable. It might be that you put the last two into policy/procedure and work out when they might apply (i.e. financial instruments over \$x) It can't apply to every financial instrument/contract that every delegate out there engages in. If you can narrow down the impact zone and therefore the delegates likely to see these things, then you can target those delegates and probably ULO with the information.

Hope that helps – and happy to discuss further,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Monday, 9 October 2023 12:47 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Thanks Leslie,

We are tidying up a few items now and hoping to review with our CFO today/tomorrow before submitting our final version to you. However I wanted to show you our draft in case you have any feedback, concerns or suggestions?

Cheers,
Susan

From: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Sent: Thursday, 5 October 2023 9:20 AM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan – that’s fine. We’ve got Council prep today and Council itself tomorrow. If you get it to me by early next week, that’d be fine ☺

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Thursday, 5 October 2023 9:08 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Brilliant! I’ll try to summarise for you by end of day today/early Friday. will that be ok timing wise?

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Wednesday, 4 October 2023 4:30 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan!

I did get Rebecca’s email below, but no spreadsheet. In answer to her question, it couldn’t be dealt with as part of the Policy and Procedure consultation – but it can be dealt with as a change to delegations. I’m actually in the process of writing up my next Delegations Change Memo to the VC, so if you do want to explore a change to the wording for exemptions, I’m happy to try and include it.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Wednesday, October 4, 2023 2:25 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Leslie,

Hope you are well.

I’m not sure if this was the last email relating to some requested changes in delegation wording? I know Beck had compiled a spreadsheet on behalf of UPCO with our requests.. Keen to keep this moving in her absence. If you can let me know where this was sitting (i.e. have you received that spreadsheet?) I can help to push forward.

Cheers,
Susan

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Monday, 28 August 2023 11:09 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>

Subject: RE: ANU Exemption thresholds - UPCO approvals

Hello Leslie

Can you please advise, can the below issue be dealt with by including in our response to the Delegations consultation?

We have a few others as well from UPCO.

Best wishes and please be advised I will be on annual leave from 4pm Friday 1 September and returning on Monday 16 October 2023.

Rebecca Farquhar

Procurement Manager

University Procurement and Contracts Office (UPCO)

Finance and Business Services Division (F&BS)

The Australian National University

10C East Road, Chancery Building, Acton, Canberra, ACT 2601

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Phone: 02 6125 7297

Work hours: 8.30am to 4.30pm Mon- Fri

Team email: Procurement.Office@anu.edu.au

Website: [Procurement & Contracts - Staff Services - ANU](#)

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From: Rebecca Farquhar

Sent: Friday, 11 August 2023 12:12 PM

To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>

Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>

Subject: FW: ANU Exemption thresholds - UPCO approvals

Hi Leslie and Monica

Cc: Susan, Bernie

Mel and I met with Leslie a week or so ago and spoke about an issue with the current wording for the [Delegation 462 and 240 \(4, 5 and 6\)](#). (See email and image below).

We explained to Leslie that people don't read further that 462 and want to know what to do with the exemptions that are valued greater than \$250k. They get caught up on the space of what happens outside of \$5K-250K, without realising that it is still an exemption, it is just approved based on spend by the CPO/CFO/COO/VC line of management.

We want to move the text under the one delegation number, and then competitive procurement approvals is separate and via the business owner's delegation line. Leslie has offered for us to amend but I wanted to make sure that I follow the correct process.

We also want to add a new formal delegation that any [Consultancy spend over \\$100k](#) has to have [VC approval](#). This has been a trail process which the VC's office is very happy with and they want us to now add this to the Procurement online guide and create the new approval delegation. We can work on the wording of this too.

Would you like this request to come in the form of a memo, or another format? Who would need to be the signatory on that request? CFO? Higher?

I seek to get this changed, or underway at your end before I go on annual leave on the 1 Sept.

I look forward to hearing from you. Have a good weekend and if we need to have a meeting, please advise and we can set that up for next week.

Thanks

Beck

Best wishes

Rebecca Farquhar

Procurement Manager

University Procurement and Contracts Office (UPCO)

Finance and Business Services Division (F&BS)

The Australian National University

10C East Road, Chancery Building, Acton, Canberra, ACT 2601

[Google Maps - ANU Maps](#)

Phone: 02 6125 7297

Direct Email: rebecca.farquhar@anu.edu.au

Work hours: 8.30am to 4.30pm Mon- Fri

Team email: Procurement.Office@anu.edu.au

Website: [Procurement & Contracts - Staff Services - ANU](#)

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From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Monday, 7 August 2023 2:26 PM
To: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Cc: Jess Price <Jessica.Price@anu.edu.au>; Melissa McGuire <Melissa.McGuire@anu.edu.au>
Subject: RE: ANU Exemption thresholds

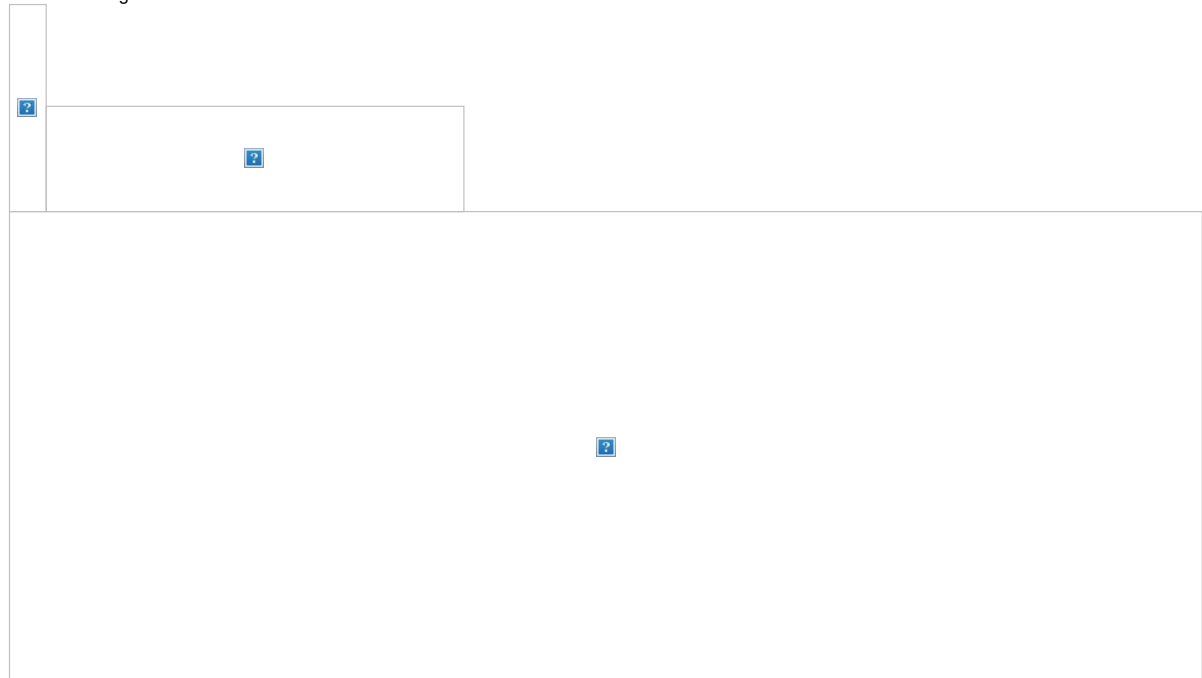
Awesome! It is very messy in its current format so that would be a very welcome change.

Have you been able to get the VC exemption for consultancies added? If not maybe they can be done in tandem?

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Monday, 7 August 2023 1:34 PM
To: Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Cc: Jess Price <Jessica.Price@anu.edu.au>; Melissa McGuire <Melissa.McGuire@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: ANU Exemption thresholds

Hi Bernie and team

I have identified why colleges keep quoting that amount of \$5k to \$250k to us for exemption sign off being unclear. It was because our training slide listed the delegations as below which is not structured well:



When Mel and I met with Leslie from CGRO about delegations and COI meeting next week, she has invited us to work on replacement works/structure to contend with all Exemption Delegation (462) prompts to be listed together, and then the other normal competitive process approvals to be via the 240 neatly.

I will have a go at this and share, but wanted to check.... Are there any other tricky delegations we want to address at the same time? Anything you have noticed at your level Bernie which needs to be clarified or restructured under one listing?

Best wishes

Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPCO)
Finance and Business Services Division (F&BS)
The Australian National University
10C East Road, Chancery Building, Acton, Canberra, ACT 2601
[Google Maps - ANU Maps](#)
Phone: 02 6125 7297
Direct Email: rebecca.farquhar@anu.edu.au
Work hours: 8.30am to 4.30pm Mon- Fri
Team email: Procurement.Office@anu.edu.au
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From: Leslie McDonald
Sent: Thursday, 11 January 2024 10:19 AM
To: Bernie O Dowd; Rebecca Farquhar; Belinda Farrelly
Cc: Susan LaVelle-Butler; Mariane Quintao
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Follow Up Flag: Follow up
Flag Status: Flagged

Thanks Bernie ad Rebecca!

I'm just going to paste the proposed changes – now incorporating including your comments – below, so we are on the same page. Bernie – re your comments about the definition of consultancy – it might be easier to define it in policy and then refer to that in the delegation (rather than getting too wordy in the delegation) – I'm thrown some words together below (highlighted in yellow) – see what you think. There would be a reference to the correct policy included in the delegations table – so people can just click on the link. I've also added your wording about total contract value to the consultancy delegation (also highlighted in yellow).

Let me know what you think.

TENDERS	Tenders (goods and services including consultancy services)	Suggest perhaps changing the title of this section to 'PROCUREMENT PROCESSES/Tenders and Exemptions'		Agreed
N	462	Approve exemptions, University-wide, from procurement processes under \$250K		
		1 For exemption requests from \$5,000 up to under \$250,000	DS	
		2 For exemption requests up to \$2M	DS	
		3 For exemption requests up to \$5M	DS	
		4 For exemption requests up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	DB	
N	240	Approve release of procurement processes over \$250K and/or high risk procurement processes (including open approaches to market and/or extensions to existing contracts based on total contract value; excluding procurement of consultancy services)		
		1 For matters procurement processes within area of responsibility (excluding exemptions from tendering) , up to \$500,000	DB	
		2 For matters procurement processes within area of responsibility (excluding exemptions from tendering) , up to \$1.5M	DB	
		3 For matters procurement processes within area of responsibility (excluding exemptions from tendering) , up to \$2M	DS	

- 4 University-wide-~~(including exemptions from tendering)~~, up to \$2M DS
- 5 University-wide-~~(including exemptions from tendering)~~, up to \$5M DS
- 6 University-wide-~~(including exemptions from tendering)~~, up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council DB

- N NEW
- Approve release of procurement processes for consultancy services as defined under University policy (including extensions to existing contracts based on total contract value)
- 1 For procurement processes within area of responsibility, up to \$100,000 DB
 - 2 University-wide, for procurement processes up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council. DB

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Vice-Chancellor’s Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Sent: Thursday, January 11, 2024 9:39 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Leslie, Rebeca and Belinda

I agree with Leslie comments.

I don’t agree with the new wording in yellow

- 462
- Approve exemptions, University-wide, from procurement processes under \$250K
- 1 For Exemption requests from \$5,000 up to under \$250,000
 - 2 For Exemption requests from \$250,001 up to \$2M
 - 3 For Exemption requests from \$2m up to \$5M
 - 4 For Exemption requests up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council

The intention of the delegation is to clearly establish maximum levels for approval, not “ranges”. Every higher delegate can sign any required exemption up to their maximum value. If a lower delegate is away, a higher delegate can sign. If we set ranges, they can strictly only sign within their own range and that is not the intention.

While I was away, exemptions from \$5k to \$250k went to Anna I assume for approval. Under the proposed wording, she does not have the delegation for that.

Leslie, exemptions under \$5k, only require one quote, so an exemption process is not typically applicable.

We will ensure Anna signs and approves the final recommended version

For 240 – may I propose a slight re-wording for clarity

Approve release of procurement processes over \$250K and/or high risk procurement processes (including open approaches to market and/or extensions to existing contracts (based on total contract value); excluding procurement of consultancy services)

For the New delegation, we will need to come up with a definition of Consultancy. We will need to define a distinction from professional services, contractors, consultants, memberships (if they come with any service provision). WE need to be clear on the intention etc. There are several standards used and every organisation views it slightly differently, so a group discussion and review by ULO prior to finalising probably appropriate. Beck – lets pull together what we consider to be the appropriate definitions and then discuss with CGRO

Bernie O'Dowd

Chief Procurement Officer
UPCO, ANU

5477 - Public Interest Conditions



*QS World University Ranking 2020/2021 International Alliance of Research Universities (IARU)

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>

Sent: Thursday, January 11, 2024 9:17 AM

To: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>

Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>

Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Hi Rebecca,

Thanks for getting back to me. I don't agree with your amendments, I'm afraid – specifically Delegation 462.2 and 3. Putting starting limits as well as end limits (**Exemption requests from \$250,001 up to \$2M**) is inaccurate. In fact, if she chose, the CFO could approve Bernie's 'up to \$250k' – the same applies to the COO's authority. That is the nature of these specialist delegations – line managers also hold the authority. I don't have an issues with the additional of 'exemption requests' in the wording, but we really need to stick with my previous wording for the limits.

Can I ask – should we be specifying who can sign off exemptions under \$5k – or is it just that exemptions aren't required under that amount?

Happy to chat – and you'll see I didn't include Anna in this response = but I'd be grateful if you could ensure she signs off on the correct version.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Thursday, January 11, 2024 8:48 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Anna Tsikouris <Anna.Tsikouris@anu.edu.au>
Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Good morning Leslie. Thanks on drafting this amendment to the Financial Delegation schedule.

I have made slight changes for 462 - amendments are highlighted below. @Bernie O Dowd what do you think? Is this ok for you?

We also spoke about the requirement of a delegation for a financial instrument approval, and I believe this is being dealt with by the CFO but will check that with her at our 9am catch up. @Anna Tsikouris are you still requiring the new delegation for financial instrument, and are you comfortable and approve of the below in relation to Procurement delegations?

Kind regards

Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPCO)
Finance and Business Services Division (F&BS)
The Australian National University
10C East Road, Chancery Building, Acton, Canberra, ACT 2601
[Google Maps - ANU Maps](#)
Phone: 02 6125 7297
Direct Email: Rebecca.Farquhar@anu.edu.au
Work hours: 8.30am to 4.30pm Mon- Fri
Team email: Procurement.Office@anu.edu.au
Website: [Procurement & Contracts - Staff Services - ANU](#)

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From: Leslie McDonald <Leslie.McDonald@anu.edu.au>

Sent: Wednesday, January 10, 2024 10:56 AM

To: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>

Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>;

Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>

Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Hi again Rebecca,

This is my first draft of the updated procurement delegations. Happy to chat.

You'll see I've added references to extensions to existing contracts in 240 and the new delegation because I know this is a problem, but I'm not entirely happy that it conveys (or should completely convey) the concept of cumulative costs. Normally we get around this with an 'in accordance with University policy' statement (i.e. go and look at the policy for the details) – but that would make 240 even more wordy. Does 240 need to retain the 'including open approaches to market' statement? I'm conscious that this wording hasn't been updated for a long time and might be superfluous – let me know as this would take a little of the complexity of the wording away. Or you might be happy with what I've got below.

OK – over to you and your team for discussion:

TENDERS	<i>Tenders (goods and services including consultancy services)</i>	<i>Suggest perhaps changing the title of this section to 'PROCUREMENT PROCESSES/Tenders and Exemptions'</i>	Agreed
	N 462	<i>Approve exemptions, University-wide, from procurement processes under \$250K</i>	
		1 For Exemption requests from \$5,000 up to under \$250,000	DS
		2 For Exemption requests from \$250,001 up to \$2M	DS
		3 For Exemption requests from \$2m up to \$5M	DS
		4 For Exemption requests up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	DB
	N 240	<i>Approve release of procurement processes over \$250K and/or high risk procurement processes (including open approaches to market and/or extensions to existing contracts; excluding procurement of consultancy services)</i>	
		1 For matters procurement processes within area of responsibility (excluding exemptions from tendering) , up to \$500,000	DB
		2 For matters procurement processes within area of responsibility (excluding exemptions from tendering) , up to \$1.5M	DB
		3 For matters procurement processes within area of responsibility (excluding exemptions from tendering) , up to \$2M	DS
			DS

- | | | |
|---|---|----|
| 4 | University-wide- (including exemptions from tendering) , up to \$2M | DS |
| 5 | University-wide- (including exemptions from tendering) , up to \$5M | DS |
| 6 | University-wide- (including exemptions from tendering) , up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council | DB |

N NEW

Approve release of procurement processes for consultancy services (including extensions to existing contracts)

- | | | |
|---|---|----|
| 1 | For procurement processes within area of responsibility, up to \$100,000 | DB |
| 2 | University-wide, for procurement processes up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council. | DB |

Kind regards,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>

Sent: Tuesday, January 9, 2024 1:09 PM

To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>

Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>

Subject: Re: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Oh yes. Those groupings need to sit together as we discussed. Should be back tomorrow but have a new starter commencing too so will be a busy one for me. How about Thursday?

Best wishes

Rebecca Farquhar
 Procurement Manager, UPCO
 Australian National University
 Email: Rebecca.farquhar@anu.edu.au

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>

Sent: Tuesday, January 9, 2024 9:30:29 AM

To: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>

Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>

Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Hi Rebecca – I hope you feel better soon. Let's talk when you return, hey. I understand the request for a separate consultancy delegation, but I need to know if UPCO/CFO still supports the previously proposed amendments to 462 and 240, which were the main subject of my conversations with Susan - which you attached below. I'm going to assume they also go ahead – so I'll work on a draft to that effect. These procurement delegations all have to work together – we can't take them in isolation.

I'll send you a draft later today and we can talk when you are better.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Tuesday, January 9, 2024 8:03 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: Re: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Hi Leslie.

I'm off sick today but it will only apply to the engagement if consultancy services over \$100k or when contracts for consultancies are extended over that value.

Best wishes

Rebecca Farquhar
Procurement Manager, UPCO
Australian National University
Email: Rebecca.farquhar@anu.edu.au

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Monday, January 8, 2024 5:58:24 PM
To: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Hi Rebecca,

I'll draft up the changes tomorrow. Can I ask if it is proposed to go ahead with changes to Delegations 462 and 240 as well?

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Monday, January 8, 2024 4:14 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval
Importance: High

Good afternoon Leslie and Belinda and Happy New year!

I hope you had a good break.

Anna Tsikouris, CFO has met with the new VC last week and talked her through the current F&BS processes.

The VC has requested that the creation of a Financial Delegation for procurement pre-approval to approach the market for **Consultancy valued over \$100K (GST Exclusive)** please be created ASAP and added to the Schedule of Delegations.

Happy to have a chat about this, and/or let me know if you need details sent for this in a specific format please (i.e. Memo etc) so do let me know. I am taking into account the comments sent to Susan on 9 Oct 2023 (below in yellow.)

If a meeting is required, please set one up. I am around, Susan is on leave for the next 2 weeks, so leading on this. Bernie is around but sorting our specific tasks before he finishes at the end of this month.

Cheers and have a great evening.

Kind regards

Rebecca Farquhar

Procurement Manager

University Procurement and Contracts Office (UPCO)

Finance and Business Services Division (F&BS)

The Australian National University

10C East Road, Chancery Building, Acton, Canberra, ACT 2601

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Work hours: 8.30am to 4.30pm Mon- Fri

Team email: Procurement.Office@anu.edu.au

Website: [Procurement & Contracts - Staff Services - ANU](#)

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From: Leslie McDonald <Leslie.McDonald@anu.edu.au>

Sent: Monday, November 13, 2023 5:27 PM

To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>

Cc: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>

Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan – I'm very sorry, but I haven't been able to get onto these changes to delegations. There is just too much happening in our office at the moment. I have a change memo in preparation, but I don't think these particular changes will make that cut – I need to directly consult with other people (CFO and COO I think in this instance)

before it goes into the memo, so there are no surprises that hold up the other changes which have taken months to consult on.

In all honesty, I think it will be January before I can get to them. Can you survive until then?

Let me know – and, again, I'm really sorry. Too many competing commitments, I'm afraid.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Monday, November 13, 2023 10:57 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Leslie,
Hope you are well. Just checking in on this?
Cheers,
Susan

From: Susan LaVelle-Butler
Sent: Monday, 30 October 2023 11:59 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Leslie,

Hope you are going great. Wanted to check in to see if anything else was needed in regards to our edits to 462 and 240? Keen to better understand timing for this and how we can help.

Cheers,
Susan and Beck

From: Susan LaVelle-Butler
Sent: Monday, 23 October 2023 1:24 PM
To: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Cc: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Leslie,
I don't think we will know more for a while in relation to VC Approvals but keen to progress the edits for 240 and 462 as attached. Can you let us know if you need anything else from us?

Hi Beck,
All other items are back to us to work within FBS on proper policies and procedure. Adding this to my 2024 list (which is starting to grow by the day!). and storing all documents here: U:\Contracts\3-Procurement Framework\Delegations

Cheers,
Susan

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Thursday, 12 October 2023 1:49 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

All good Susan – let me know when you know more...

Leslie 😊

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Thursday, October 12, 2023 1:41 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Thanks Leslie,
Further delays here as with new VC starting Bernie needs to review with Chris Price if new VC will want this new delegation!
Will update as soon as possible ;)

Cheers,
Susan

From: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Sent: Wednesday, 11 October 2023 9:58 AM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan – that is absolutely fine. I'm up to my eyeballs in stuff at the moment – so will get to it when I can. FYI I need to talk to Si about an existing delegation for Anna to get market valuations on property (in the University Accommodation category). I understand from Belinda that this is all related to the current discussions. We propose to move that delegation to the Finance category under assets – or something similar. I'll talk to Si and get his views before going to Anna.

Talk soon,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Tuesday, 10 October 2023 8:25 PM
To: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Subject: Re: ANU Exemption thresholds - UPCO approvals

Hi Leslie thank you again for your advice. Bernie is reviewing this with Anna tomorrow morning. Is it ok if I update you by noonish tomorrow? Or will that miss the deadline?

From: Leslie McDonald <leslie.mcdonald@anu.edu.au>

Sent: Monday, October 9, 2023 1:36:58 PM

To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>

Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>

Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan,

Couple of comments:

- I have no problem with the first line regarding 462 and 240
- Consultancy delegation – needs to be made clear that this relates to the ANU procuring consultancy services – otherwise there will be confusion with our provision of educational or research consultancy services. Need to think too about what we do about procuring consultancy services under 100k – might be best to include that in the proposed delegation – i.e. under 100k = D3; 100k and over = VC. Otherwise we'll be having heaps of questions...
- The last two, I would suggest, are almost impossible to include in the delegations framework. They are the sorts of rules that you would include in policy and procedure. There are multiple current delegations that might involve a monetary contract – there is no point creating a new delegation to approve commitments to financial instruments which cuts across those. The same applies to the line about conflicts of interest.

I know that Belinda has been having discussions with Anna over some of these matters, and I'm happy to discuss it further. Whatever you or Anna decides to do, it needs to be workable. It might be that you put the last two into policy/procedure and work out when they might apply (i.e. financial instruments over \$x) It can't apply to every financial instrument/contract that every delegate out there engages in. If you can narrow down the impact zone and therefore the delegates likely to see these things, then you can target those delegates and probably ULO with the information.

Hope that helps – and happy to discuss further,

Leslie

Leslie McDonald

Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>

Sent: Monday, 9 October 2023 12:47 PM

To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>

Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>

Subject: RE: ANU Exemption thresholds - UPCO approvals

Thanks Leslie,

We are tidying up a few items now and hoping to review with our CFO today/tomorrow before submitting our final version to you. However I wanted to show you our draft in case you have any feedback, concerns or suggestions?

Cheers,
Susan

From: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Sent: Thursday, 5 October 2023 9:20 AM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan – that's fine. We've got Council prep today and Council itself tomorrow. If you get it to me by early next week, that'd be fine ☺

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Thursday, 5 October 2023 9:08 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Brilliant! I'll try to summarise for you by end of day today/early Friday. will that be ok timing wise?

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Wednesday, 4 October 2023 4:30 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan!

I did get Rebecca's email below, but no spreadsheet. In answer to her question, it couldn't be dealt with as part of the Policy and Procedure consultation – but it can be dealt with as a change to delegations. I'm actually in the process of writing up my next Delegations Change Memo to the VC, so if you do want to explore a change to the wording for exemptions, I'm happy to try and include it.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Wednesday, October 4, 2023 2:25 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Leslie,

Hope you are well.

I'm not sure if this was the last email relating to some requested changes in delegation wording? I know Beck had compiled a spreadsheet on behalf of UPCO with our requests.. Keen to keep this moving in her absence. If you can let me know where this was sitting (i.e. have you received that spreadsheet?) I can help to push forward.

Cheers,

Susan

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Monday, 28 August 2023 11:09 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hello Leslie

Can you please advise, can the below issue be dealt with by including in our response to the Delegations consultation?

We have a few others as well from UPCO.

Best wishes and please be advised I will be on annual leave from 4pm Friday 1 September and returning on Monday 16 October 2023.

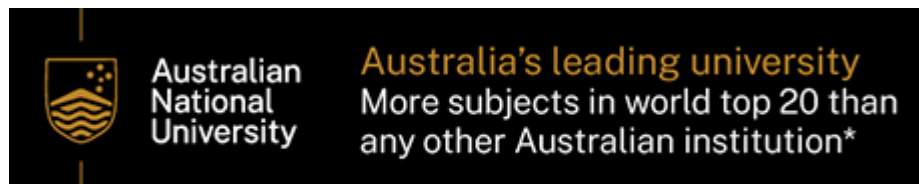
Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPCO)
Finance and Business Services Division (F&BS)
The Australian National University
10C East Road, Chancelry Building, Acton, Canberra, ACT 2601
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Phone: 02 6125 7297

Work hours: 8.30am to 4.30pm Mon- Fri

Team email: Procurement.Office@anu.edu.au

Website: [Procurement & Contracts - Staff Services - ANU](#)

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*QS World University Rankings by Subject 2023

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From: Rebecca Farquhar
Sent: Friday, 11 August 2023 12:12 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Subject: FW: ANU Exemption thresholds - UPCO approvals

Hi Leslie and Monica
Cc: Susan, Bernie

Mel and I met with Leslie a week or so ago and spoke about an issue with the current wording for the [Delegation 462 and 240 \(4, 5 and 6\)](#). (See email and image below).

We explained to Leslie that people don't read further than 462 and want to know what to do with the exemptions that are valued greater than \$250k. They get caught up on the space of what happens outside of \$5K-250K, without realising that it is still an exemption, it is just approved based on spend by the CPO/CFO/COO/VC line of management.

We want to move the text under the one delegation number, and then competitive procurement approvals is separate and via the business owner's delegation line. Leslie has offered for us to amend but I wanted to make sure that I follow the correct process.

We also want to add a new formal delegation that any [Consultancy spend over \\$100k](#) has to have [VC approval](#). This has been a trail process which the VC's office is very happy with and they want us to now add this to the Procurement online guide and create the new approval delegation. We can work on the wording of this too.

Would you like this request to come in the form of a memo, or another format? Who would need to be the signatory on that request? CFO? Higher?

I seek to get this changed, or underway at your end before I go on annual leave on the 1 Sept.

I look forward to hearing from you. Have a good weekend and if we need to have a meeting, please advise and we can set that up for next week.

Thanks
Beck

Best wishes

Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPCO)
Finance and Business Services Division (F&BS)
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10C East Road, Chancelry Building, Acton, Canberra, ACT 2601
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From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Monday, 7 August 2023 2:26 PM
To: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Cc: Jess Price <Jessica.Price@anu.edu.au>; Melissa McGuire <Melissa.McGuire@anu.edu.au>
Subject: RE: ANU Exemption thresholds


Awesome! It is very messy in its current format so that would be a very welcome change.

Have you been able to get the VC exemption for consultancies added? If not maybe they can be done in tandem?

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Monday, 7 August 2023 1:34 PM
To: Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Cc: Jess Price <Jessica.Price@anu.edu.au>; Melissa McGuire <Melissa.McGuire@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: ANU Exemption thresholds

Hi Bernie and team

I have identified why colleges keep quoting that amount of \$5k to \$250k to us for exemption sign off being unclear. It was because our training slide listed the delegations as below which is not structured well:



Australian National University
Delegations Category ID: FIN04
Category Description: Finance

Sub-Category ID	Sub-Category Description	Trans ferrable	De/ ID	Cluster	Delegation Description	Delegation Type	Effective Date	Profile ID	Profile ID Description	Profile
TENDERS	Tenders (goods and services including consultancy services)									
		N	462		Approve exemptions from procurement processes under \$250K	DS	31/01/2022	CPO	Chief Procurement Officer	ADMIN
		N	240		Approve release of procurement processes over \$250K and/or high risk procurement processes (including open approaches to market)		31/01/2022			
				1	For matters within area of responsibility (excluding exemptions from tendering), up to \$500,000	DB		D3	Delegation Band 3	BANDE
				2	For matters within area of responsibility (excluding exemptions from tendering), up to \$1.5M	DB		D2	Delegation Band 2	BANDE
				3	For matters within area of responsibility (excluding exemptions from tendering), up to \$2M	DS		DFS	Director Facilities & Services	ADMIN
						DS		DITS	Director, Information Technology Services	ADMIN
				4	University-wide (including exemptions from tendering), up to \$2M	DS		CFO	Chief Finance Officer	ADMIN
				5	University-wide (including exemptions from tendering), up to \$5M	DS		COO	Chief Operating Officer	EXEC
				6	University-wide (including exemptions from tendering), up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	DB		D1	Delegation Band 1	BANDE

When Mel and I met with Leslie from CGRO about delegations and COI meeting next week, she has invited us to work on replacement works/structure to contend with all Exemption Delegation (462) prompts to be listed together, and then the other normal competitive process approvals to be via the 240 neatly.

I will have a go at this and share, but wanted to check.... Are there any other tricky delegations we want to address at the same time? Anything you have noticed at your level Bernie which needs to be clarified or restructured under one listing?

Best wishes

Rebecca Farquhar

Procurement Manager

University Procurement and Contracts Office (UPCO)

Finance and Business Services Division (F&BS)

The Australian National University

10C East Road, Chancelry Building, Acton, Canberra, ACT 2601

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Phone: 02 6125 7297

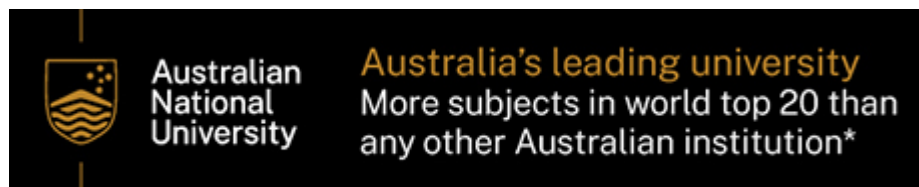
Direct Email: rebecca.farquhar@anu.edu.au

Work hours: 8.30am to 4.30pm Mon- Fri

Team email: Procurement.Office@anu.edu.au

Website: [Procurement & Contracts - Staff Services - ANU](#)

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From: [Leslie McDonald](#)
To: [Bernie O Dowd](#); [Rebecca Farquhar](#); [Belinda Farrelly](#)
Cc: [Susan LaVelle-Butler](#); [Mariane Quintao](#)
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval
Date: Thursday, 11 January 2024 12:33:00 PM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.jpg](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)

Thanks Bernie – I assume, if you are happy with this latest version of the delegation wording, that you’ll run it past Anna? I need her approval (for my files) as part of the chain of consultation for anything related to financial authorities. If you have no further changes and Anna is happy, then I’ll put together a Delegation Change Memo to go up through the COO’s office (for COO endorsement) and to the VC for approval.

Let me know when you are ready,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Vice-Chancellor’s Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Sent: Thursday, January 11, 2024 12:01 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Thanks Leslie

Sorry – definition of Consultancy – YES that was my intention. We just need a common definition of what we are trying to capture and approve and what we are not trying to capture for this delegation, that we can refer ANU staff to for consistency. Rebeca has already touched base with ULO on this as per her email.

I have always been cautious of work load for VC if we have high volumes of approvals. New VC (via Anna) has confirmed she would like this approval of Consultancies to continue.

UPCO will draft something for all to input and review

Bernie O'Dowd
Chief Procurement Officer
UPCO, ANU

ATTENTION

signature_1797724757

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Thursday, January 11, 2024 10:19 AM
To: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Thanks Bernie ad Rebecca!

I’m just going to paste the proposed changes – now incorporating including your comments – below, so we are on the same page. Bernie – re your comments about the definition of consultancy – it might be easier to define it in policy and then refer to that in the delegation (rather than getting too wordy in the delegation) – I’m thrown some words together below (highlighted in yellow) – see what you think. There would be a reference to the correct policy included in the delegations table – so people can just click on the link. I’ve also added your wording about total contract value to the consultancy delegation (also highlighted in yellow).

Let me know what you think.

TENDERS	Tenders (goods and services including consultancy services)	Suggest perhaps changing the title of this section to 'PROCUREMENT PROCESSES/Tenders and Exemptions'	Agreed			
	N 462	Approve exemptions, University-wide, from procurement processes under \$250K				
	1	For exemption requests from \$5,000 up to under \$250,000	DS	CPO		Chief Procurement Officer
	2	For exemption requests up to \$2M	DS	CFO		Chief Finance Officer
	3	For exemption requests up to \$5M	DS	COO		Chief Operating Officer

	4	For exemption requests up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	DB	D1	Delegation Band 1
N	240	<p>Approve release of procurement processes over \$250K and/or high risk procurement processes (including open approaches to market and/or extensions to existing contracts based on total contract value; excluding procurement of consultancy services)</p>			
	1	For matters procurement processes within area of responsibility (excluding exemptions from tendering) , up to \$500,000	DB	D3	Delegation Band 3
	2	For matters procurement processes within area of responsibility (excluding exemptions from tendering) , up to \$1.5M	DB	D2	Delegation Band 2
	3	For matters procurement processes within area of responsibility (excluding exemptions from tendering) , up to \$2M	DS	DFS	Director Facilities & Services
			DS	DITS	Director, Information Technology Services
	4	University-wide (including exemptions from tendering) , up to \$2M	DS	CFO	Chief Finance Officer
	5	University-wide (including exemptions from tendering) , up to \$5M	DS	COO	Chief Operating Officer
	6	University-wide (including exemptions from tendering) , up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	DB	D1	Delegation Band 1
N	NEW	<p>Approve release of procurement processes for consultancy services as defined under University policy (including extensions to existing contracts based on total contract value)</p>			
	1	For procurement processes within area of responsibility, up to \$100,000	DB	D3	Delegation Band 3
	2	University-wide, for procurement processes up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council.	DB	D1	Delegation Band 1

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Vice-Chancellor's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Sent: Thursday, January 11, 2024 9:39 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPKO approvals - Consultancy valued 100K for VC approval

Leslie, Rebeca and Belinda

I agree with Leslie comments.

I don't agree with the new wording in yellow

462	Approve exemptions, University-wide, from procurement processes under \$250K				
	1	For Exemption requests from \$5,000 up to under \$250,000			
	2	For Exemption requests from \$250,001 up to \$2M			
	3	For Exemption requests from \$2m up to \$5M			
	4	For Exemption requests up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council			

The intention of the delegation is to clearly establish maximum levels for approval, **not "ranges"**. Every higher delegate can sign any required exemption up to their maximum value. If a lower delegate is away, a higher delegate can sign. If we set ranges, they can strictly only sign within their own range and that is not the intention.

While I was away, exemptions from \$5k to \$250k went to Anna I assume for approval. Under the proposed wording, she does not have the delegation for that.

Leslie, exemptions under \$5k, only require one quote, so an exemption process is not typically applicable.

We will ensure Anna signs and approves the final recommended version

For 240 – may I propose a slight re-wording for clarity

Approve release of procurement processes over \$250K and/or high risk procurement processes (including open approaches to market and/or extensions to existing contracts (based on total contract value); excluding procurement of consultancy services)

For the New delegation, we will need to come up with a definition of Consultancy. We will need to define a distinction from professional services, contractors, consultants, memberships (if they come with any service provision). WE need to be clear on the intention etc. There are several standards used and every

organisation views it slightly differently, so a group discussion and review by ULO prior to finalising probably appropriate. Beck – lets pull together what we consider to be the appropriate definitions and then discuss with CGRO

Bernie O'Dowd
Chief Procurement Officer
UPCO, ANU

647F - Public Interest

signature_1797724757

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Thursday, January 11, 2024 9:17 AM
To: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Hi Rebecca,

Thanks for getting back to me. I don't agree with your amendments, I'm afraid – specifically Delegation 462.2 and 3. Putting starting limits as well as end limits (Exemption requests from \$250,001 up to \$2M) is inaccurate. In fact, if she chose, the CFO could approve Bernie's 'up to \$250k' – the same applies to the COO's authority. That is the nature of these specialist delegations – line managers also hold the authority. I don't have an issues with the additional of 'exemption requests' in the wording, but we really need to stick with my previous wording for the limits.

Can I ask – should we be specifying who can sign off exemptions under \$5k – or is it just that exemptions aren't required under that amount?

Happy to chat – and you'll see I didn't include Anna in this response = but I'd be grateful if you could ensure she signs off on the correct version.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Thursday, January 11, 2024 8:48 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Anna Tsikouris <Anna.Tsikouris@anu.edu.au>
Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Good morning Leslie. Thanks on drafting this amendment to the Financial Delegation schedule.

I have made slight changes for 462 - amendments are highlighted below. @Bernie O Dowd what do you think? Is this ok for you?

We also spoke about the requirement of a delegation for a financial instrument approval, and I believe this is being dealt with by the CFO but will check that with her at our 9am catch up. @Anna Tsikouris are you still requiring the new delegation for financial instrument, and are you comfortable and approve of the below in relation to Procurement delegations?

Kind regards

Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPCO)
Finance and Business Services Division (F&BS)
The Australian National University
10C East Road, Chancellery Building, Acton, Canberra, ACT 2601
[Google Maps - ANU Maps](#)
Phone: 02 6125 7297
Direct Email: Rebecca.Farquhar@anu.edu.au
Work hours: 8.30am to 4.30pm Mon- Fri
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From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Wednesday, January 10, 2024 10:56 AM
To: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Hi again Rebecca,

This is my first draft of the updated procurement delegations. Happy to chat.

You'll see I've added references to extensions to existing contracts in 240 and the new delegation because I know this is a problem, but I'm not entirely happy that it conveys (or should completely convey) the concept of cumulative costs. Normally we get around this with an 'in accordance with University policy' statement (i.e. go and look at the policy for the details) – but that would make 240 even more wordy. Does 240 need to retain the 'including open approaches to market' statement? I'm conscious that this wording hasn't been updated for a long time and might be superfluous – let me know as this would take a little of the complexity of the wording away. Or you might be happy with what I've got below.

OK – over to you and your team for discussion:

TENDERS	Tenders (goods and services including consultancy services)		Suggest perhaps changing the title of this section to 'PROCUREMENT PROCESSES/Tenders and Exemptions'	Agreed			
		N 462	Approve exemptions, University-wide, from procurement processes under \$250K				
		1	For Exemption requests from \$5,000 up to under \$250,000	DS	CPO	Chief Procurement Officer	
		2	For Exemption requests from \$250,001 up to \$2M	DS	CFO	Chief Finance Officer	
		3	For Exemption requests from \$2m up to \$5M	DS	COO	Chief Operating Officer	
		4	For Exemption requests up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	DB	D1	Delegation Band 1	
		N 240	Approve release of procurement processes over \$250K and/or high risk procurement processes (including open approaches to market and/or extensions to existing contracts; excluding procurement of consultancy services)				
		1	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$500,000	DB	D3	Delegation Band 3	
		2	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$1.5M	DB	D2	Delegation Band 2	
		3	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$2M	DS	DFS	Director Facilities & Services	
				DS	DITS	Director, Information Technology Services	
		4	University-wide (including exemptions from tendering), up to \$2M	DS	CFO	Chief Finance Officer	
		5	University-wide (including exemptions from tendering), up to \$5M	DS	COO	Chief Operating Officer	
		6	University-wide (including exemptions from tendering), up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	DB	D1	Delegation Band 1	
		N NEW	Approve release of procurement processes for consultancy services (including extensions to existing contracts)				
		1	For procurement processes within area of responsibility, up to \$100,000	DB	D3	Delegation Band 3	
		2	University-wide, for procurement processes up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council.	DB	D1	Delegation Band 1	

Kind regards,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Tuesday, January 9, 2024 1:09 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: Re: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Oh yes. Those groupings need to sit together as we discussed. Should be back tomorrow but have a new starter commencing too so will be a busy one for me. How about Thursday?

Best wishes

Rebecca Farquhar
Procurement Manager, UPCO
Australian National University
Email: Rebecca.farquhar@anu.edu.au

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Tuesday, January 9, 2024 9:30:29 AM
To: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Hi Rebecca – I hope you feel better soon. Let's talk when you return, hey. I understand the request for a separate consultancy delegation, but I need to know if UPCO/CFO still supports the previously proposed amendments to 462 and 240, which were the main subject of my conversations with Susan - which you attached below. I'm going to assume they also go ahead – so I'll work on a draft to that effect. These procurement delegations all have to work together – we can't take them in isolation.

I'll send you a draft later today and we can talk when you are better.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Tuesday, January 9, 2024 8:03 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: Re: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Hi Leslie.

I'm off sick today but it will only apply to the engagement if consultancy services over \$100k or when contracts for consultancies are extended over that value.

Best wishes

Rebecca Farquhar
Procurement Manager, UPCO
Australian National University
Email: Rebecca.farquhar@anu.edu.au

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Monday, January 8, 2024 5:58:24 PM
To: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Hi Rebecca,

I'll draft up the changes tomorrow. Can I ask if it is proposed to go ahead with changes to Delegations 462 and 240 as well?

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Monday, January 8, 2024 4:14 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval
Importance: High

Good afternoon Leslie and Belinda and Happy New year!

I hope you had a good break.

Anna Tsikouris, CFO has met with the new VC last week and talked her through the current F&BS processes.

The VC has requested that the creation of a Financial Delegation for procurement pre-approval to approach the market for **Consultancy valued over \$100K (GST Exclusive)** please be created ASAP and added to the Schedule of Delegations.

Happy to have a chat about this, and/or let me know if you need details sent for this in a specific format please (i.e. Memo etc) so do let me know. I am taking into account the comments sent to Susan on 9 Oct 2023 (below in yellow.)

If a meeting is required, please set one up. I am around, Susan is on leave for the next 2 weeks, so leading on this. Bernie is around but sorting our specific tasks before he finishes at the end of this month.

Cheers and have a great evening.

Kind regards

Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPCO)
Finance and Business Services Division (F&BS)
The Australian National University
10C East Road, Chancellery Building, Acton, Canberra, ACT 2601
[Google Maps - ANU Maps](#)
Phone: 02 6125 7297
Direct Email: Rebecca.Farquhar@anu.edu.au
Work hours: 8.30am to 4.30pm Mon- Fri
Team email: Procurement.Office@anu.edu.au
Website: [Procurement & Contracts - Staff Services - ANU](#)

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From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Monday, November 13, 2023 5:27 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Cc: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan – I'm very sorry, but I haven't been able to get onto these changes to delegations. There is just too much happening in our office at the moment. I have a change memo in preparation, but I don't think these particular changes will make that cut – I need to directly consult with other people (CFO and COO I think in this instance) before it goes into the memo, so there are no surprises that hold up the other changes which have taken months to consult on.

In all honesty, I think it will be January before I can get to them. Can you survive until then?

Let me know – and, again, I'm really sorry. Too many competing commitments, I'm afraid.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Monday, November 13, 2023 10:57 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Leslie,
Hope you are well. Just checking in on this?
Cheers,
Susan

From: Susan LaVelle-Butler
Sent: Monday, 30 October 2023 11:59 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Leslie,

Hope you are going great. Wanted to check in to see if anything else was needed in regards to our edits to 462 and 240? Keen to better understand timing for this and how we can help.

Cheers,
Susan and Beck

From: Susan LaVelle-Butler
Sent: Monday, 23 October 2023 1:24 PM
To: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Cc: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Leslie,

I don't think we will know more for a while in relation to VC Approvals but keen to progress the edits for 240 and 462 as attached. Can you let us know if you need anything else from us?

Hi Beck,

All other items are back to us to work within FBS on proper policies and procedure. Adding this to my 2024 list (which is starting to grow by the day!). and storing all documents here: U:\Contracts\3-Procurement Framework\Delegations

Cheers,

Susan

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>

Sent: Thursday, 12 October 2023 1:49 PM

To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>

Subject: RE: ANU Exemption thresholds - UPCO approvals

All good Susan – let me know when you know more...

Leslie

Leslie McDonald

Manager, Corporate Governance and Policy

Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>

Sent: Thursday, October 12, 2023 1:41 PM

To: Leslie McDonald <Leslie.McDonald@anu.edu.au>

Subject: RE: ANU Exemption thresholds - UPCO approvals

Thanks Leslie,

Further delays here as with new VC starting Bernie needs to review with Chris Price if new VC will want this new delegation!

Will update as soon as possible ;)

Cheers,

Susan

From: Leslie McDonald <leslie.mcdonald@anu.edu.au>

Sent: Wednesday, 11 October 2023 9:58 AM

To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>

Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan – that is absolutely fine. I'm up to my eyeballs in stuff at the moment – so will get to it when I can. FYI I need to talk to Si about an existing delegation for Anna to get market valuations on property (in the University Accommodation category). I understand from Belinda that this is all related to the current discussions. We propose to move that delegation to the Finance category under assets – or something similar. I'll talk to Si and get his views before going to Anna.

Talk soon,

Leslie

Leslie McDonald

Manager, Corporate Governance and Policy

Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>

Sent: Tuesday, 10 October 2023 8:25 PM

To: Leslie McDonald <leslie.mcdonald@anu.edu.au>

Subject: Re: ANU Exemption thresholds - UPCO approvals

Hi Leslie thank you again for your advice. Bernie is reviewing this with Anna tomorrow morning. Is it ok if I update you by noonish tomorrow? Or will that miss the deadline?

From: Leslie McDonald <leslie.mcdonald@anu.edu.au>

Sent: Monday, October 9, 2023 1:36:58 PM

To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>

Cc: Bernie O Dowd <Bernard.O'Dowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>

Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan,

Couple of comments:

- I have no problem with the first line regarding 462 and 240
- Consultancy delegation – needs to be made clear that this relates to the ANU **procuring** consultancy services – otherwise there will be confusion with our **provision of educational or research consultancy services**. Need to think too about what we do about procuring consultancy services under 100k – might be **best to include that in the proposed delegation – i.e. under 100k = D3; 100k and over = VC**. Otherwise we'll be having heaps of questions..
- The last two, I would suggest, are almost impossible to include in the delegations framework. They are the sorts of rules that you would include in policy and procedure. There are multiple current delegations that might involve a monetary contract – there is no point creating a new delegation to approve commitments to financial instruments which cuts across those. The same applies to the line about conflicts of interest.

I know that Belinda has been having discussions with Anna over some of these matters, and I'm happy to discuss it further. Whatever you or Anna decides to do, it needs to be workable. It might be that you put the last two into policy/procedure and work out when they might apply (i.e. financial instruments over \$x) It can't apply to every financial instrument/contract that every delegate out there engages in. If you can narrow down the impact zone and therefore the delegates likely to see these things, then you can target those delegates and probably ULO with the information.

Hope that helps – and happy to discuss further,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Monday, 9 October 2023 12:47 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Thanks Leslie,

We are tidying up a few items now and hoping to review with our CFO today/tomorrow before submitting our final version to you. However I wanted to show you our draft in case you have any feedback, concerns or suggestions?

Cheers,
Susan

From: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Sent: Thursday, 5 October 2023 9:20 AM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan – that's fine. We've got Council prep today and Council itself tomorrow. If you get it to me by early next week, that'd be fine ☺

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Thursday, 5 October 2023 9:08 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Brilliant! I'll try to summarise for you by end of day today/early Friday. will that be ok timing wise?

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Wednesday, 4 October 2023 4:30 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan!

I did get Rebecca's email below, but no spreadsheet. In answer to her question, it couldn't be dealt with as part of the Policy and Procedure consultation – but it can be dealt with as a change to delegations. I'm actually in the process of writing up my next Delegations Change Memo to the VC, so if you do want to explore a change to the wording for exemptions, I'm happy to try and include it.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Wednesday, October 4, 2023 2:25 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Leslie,

Hope you are well.

I'm not sure if this was the last email relating to some requested changes in delegation wording? I know Beck had compiled a spreadsheet on behalf of UPCO with our requests.. Keen to keep this moving in her absence. If you can let me know where this was sitting (i.e. have you received that spreadsheet?) I can help to push forward.

Cheers,

Susan

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Monday, 28 August 2023 11:09 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hello Leslie

Can you please advise, can the below issue be dealt with by including in our response to the Delegations consultation?

We have a few others as well from UPCO.

Best wishes and please be advised I will be on annual leave from 4pm Friday 1 September and returning on Monday 16 October 2023.

Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPCO)
Finance and Business Services Division (F&BS)
The Australian National University
10C East Road, Chancelry Building, Acton, Canberra, ACT 2601
[Google Maps - ANU Maps](#)
Phone: 02 6125 7297
Work hours: 8.30am to 4.30pm Mon- Fri
Team email: Procurement.Office@anu.edu.au
Website: [Procurement & Contracts - Staff Services - ANU](#)

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From: Rebecca Farquhar
Sent: Friday, 11 August 2023 12:12 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Subject: FW: ANU Exemption thresholds - UPCO approvals

Hi Leslie and Monica
Cc: Susan, Bernie

Mel and I met with Leslie a week or so ago and spoke about an issue with the current wording for the [Delegation 462 and 240 \(4, 5 and 6\)](#). (See email and image below).

We explained to Leslie that people don't read further that 462 and want to know what to do with the exemptions that are valued greater than \$250k. They get caught up on the space of what happens outside of \$5K-250K, without realising that it is still an exemption, it is just approved based on spend by the CPO/CFO/COO/VC line of management.

We want to move the text under the one delegation number, and then competitive procurement approvals is separate and via the business owner's delegation line. Leslie has offered for us to amend but I wanted to make sure that I follow the correct process.

We also want to add a new formal delegation that any [Consultancy spend over \\$100k](#) has to have [VC approval](#). This has been a trail process which the VC's office is very happy with and they want us to now add this to the Procurement online guide and create the new approval delegation. We can work on the wording of this too.

Would you like this request to come in the form of a memo, or another format? Who would need to be the signatory on that request? CFO? Higher?

I seek to get this changed, or underway at your end before I go on annual leave on the 1 Sept.

I look forward to hearing from you. Have a good weekend and if we need to have a meeting, please advise and we can set that up for next week.

Thanks
Beck

Best wishes

Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPCO)
Finance and Business Services Division (F&BS)
The Australian National University
10C East Road, Chancelry Building, Acton, Canberra, ACT 2601
[Google Maps - ANU Maps](#)
Phone: 02 6125 7297
Direct Email: rebecca.farquhar@anu.edu.au
Work hours: 8.30am to 4.30pm Mon- Fri
Team email: Procurement.Office@anu.edu.au

Website: [Procurement & Contracts - Staff Services - ANU](#)

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From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Monday, 7 August 2023 2:26 PM
To: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Cc: Jess Price <Jessica.Price@anu.edu.au>; Melissa McGuire <Melissa.McGuire@anu.edu.au>
Subject: RE: ANU Exemption thresholds

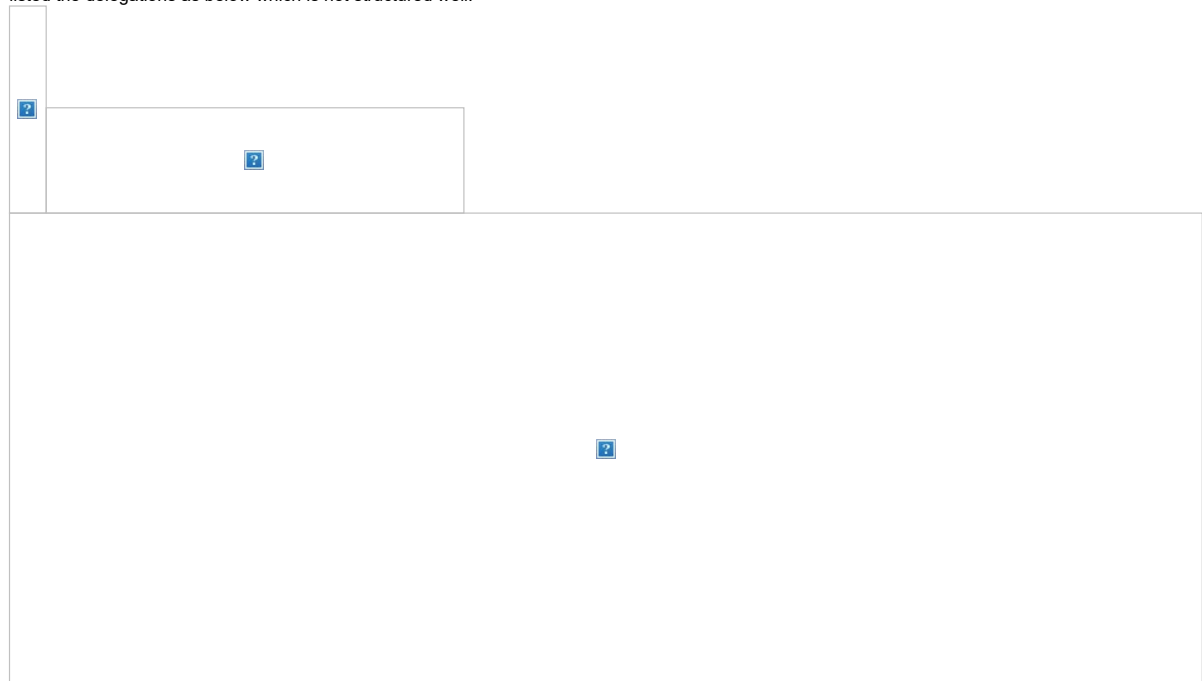
Awesome! It is very messy in its current format so that would be a very welcome change.

Have you been able to get the VC exemption for consultancies added? If not maybe they can be done in tandem?

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Monday, 7 August 2023 1:34 PM
To: Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Cc: Jess Price <Jessica.Price@anu.edu.au>; Melissa McGuire <Melissa.McGuire@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: ANU Exemption thresholds

Hi Bernie and team

I have identified why colleges keep quoting that amount of \$5k to \$250k to us for exemption sign off being unclear. It was because our training slide listed the delegations as below which is not structured well:



When Mel and I met with Leslie from CGRO about delegations and COI meeting next week, she has invited us to work on replacement works/structure to contend with all Exemption Delegation (462) prompts to be listed together, and then the other normal competitive process approvals to be via the 240 neatly.

I will have a go at this and share, but wanted to check.... Are there any other tricky delegations we want to address at the same time? Anything you have noticed at your level Bernie which needs to be clarified or restructured under one listing?

Best wishes

Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPCO)
Finance and Business Services Division (F&BS)
The Australian National University
10C East Road, Chancelry Building, Acton, Canberra, ACT 2601
[Google Maps - ANU Maps](#)
Phone: 02 6125 7297
Direct Email: rebecca.farquhar@anu.edu.au
Work hours: 8.30am to 4.30pm Mon- Fri

Team email: Procurement.Office@anu.edu.au
Website: [Procurement & Contracts - Staff Services - ANU](#)

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From: [Bernie O Dowd](#)
To: [Leslie McDonald](#); [Rebecca Farquhar](#); [Belinda Farrelly](#)
Cc: [Susan LaVelle-Butler](#); [Mariane Quintao](#)
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval
Date: Thursday, 11 January 2024 1:14:25 PM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.jpg](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)

Leslie

Thanks yes – once we are agreed I will put to Anna and give you written acceptance. I will discuss with Beck tomorrow and finalise

Bernie O'Dowd
Chief Procurement Officer
UPCO, ANU

CVT - Public Item

signature_1797724757



From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Thursday, January 11, 2024 12:34 PM
To: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Thanks Bernie – I assume, if you are happy with this latest version of the delegation wording, that you'll run it past Anna? I need her approval (for my files) as part of the chain of consultation for anything related to financial authorities. If you have no further changes and Anna is happy, then I'll put together a Delegation Change Memo to go up through the COO's office (for COO endorsement) and to the VC for approval.

Let me know when you are ready,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Vice-Chancellor's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Sent: Thursday, January 11, 2024 12:01 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Thanks Leslie

Sorry – definition of Consultancy – YES that was my intention. We just need a common definition of what we are trying to capture and approve and what we are not trying to capture for this delegation, that we can refer ANU staff to for consistency. Rebeca has already touched base with ULO on this as per her email.

I have always been cautious of work load for VC if we have high volumes of approvals. New VC (via Anna) has confirmed she would like this approval of Consultancies to continue.

UPCO will draft something for all to input and review

Bernie O'Dowd
Chief Procurement Officer
UPCO, ANU

CVT - Public Item

signature_1797724757



From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Thursday, January 11, 2024 10:19 AM
To: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Thanks Bernie ad Rebecca!

I'm just going to paste the proposed changes – now incorporating including your comments – below, so we are on the same page. Bernie – re your comments about the definition of consultancy – it might be easier to define it in policy and then refer to that in the delegation (rather than getting too wordy in the delegation) – I'm thrown some words together below (highlighted in yellow) – see what you think. There would be a reference to the correct policy included in the delegations table – so people can just click on the link. I've also added your wording about total contract value to the consultancy delegation (also highlighted in yellow).

Let me know what you think.

TENDERS	<i>Tenders (goods and services including consultancy services)</i>	<i>Suggest perhaps changing the title of this section to 'PROCUREMENT PROCESSES/Tenders and Exemptions'</i>	Agreed
N	462	<i>Approve exemptions, University-wide, from procurement processes under \$250K</i>	
	1	For exemption requests from \$5,000 up to under \$250,000	DS CPO Chief Procurement Officer
	2	For exemption requests up to \$2M	DS CFO Chief Finance Officer
	3	For exemption requests up to \$5M	DS COO Chief Operating Officer
	4	For exemption requests up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	DB D1 Delegation Band 1
N	240	<i>Approve release of procurement processes over \$250K and/or high risk procurement processes (including open approaches to market and/or extensions to existing contracts based on total contract value; excluding procurement of consultancy services)</i>	
	1	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$500,000	DB D3 Delegation Band 3
	2	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$1.5M	DB D2 Delegation Band 2
	3	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$2M	DS DFS Director Facilities & Services
			DS DITS Director, Information Technology Services
	4	University-wide (including exemptions from tendering), up to \$2M	DS CFO Chief Finance Officer
	5	University-wide (including exemptions from tendering), up to \$5M	DS COO Chief Operating Officer
	6	University-wide (including exemptions from tendering), up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	DB D1 Delegation Band 1
N	NEW	<i>Approve release of procurement processes for consultancy services as defined under University policy (including extensions to existing contracts based on total contract value)</i>	
	1	For procurement processes within area of responsibility, up to \$100,000	DB D3 Delegation Band 3
	2	University-wide, for procurement processes up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council.	DB D1 Delegation Band 1

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Vice-Chancellor's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Sent: Thursday, January 11, 2024 9:39 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Leslie, Rebeca and Belinda

I agree with Leslie comments.

I don't agree with the new wording in yellow

462 *Approve exemptions, University-wide, from procurement processes under \$250K*

1 For Exemption requests from \$5,000 up to under \$250,000

- 2 For Exemption requests from \$250,001 up to \$2M
- 3 For Exemption requests from \$2m up to \$5M
- 4 For Exemption requests up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council

The intention of the delegation is to clearly establish maximum levels for approval, not “ranges”. Every higher delegate can sign any required exemption up to their maximum value. If a lower delegate is away, a higher delegate can sign. If we set ranges, they can strictly only sign within their own range and that is not the intention.

While I was away, exemptions from \$5k to \$250k went to Anna I assume for approval. Under the proposed wording, she does not have the delegation for that.

Leslie, exemptions under \$5k, only require one quote, so an exemption process is not typically applicable.

We will ensure Anna signs and approves the final recommended version

For 240 – may I propose a slight re-wording for clarity

Approve release of procurement processes over \$250K and/or high risk procurement processes (including open approaches to market and/or extensions to existing contracts (based on total contract value); excluding procurement of consultancy services)

For the New delegation, we will need to come up with a definition of Consultancy. We will need to define a distinction from professional services, contractors, consultants, memberships (if they come with any service provision). We need to be clear on the intention etc. There are several standards used and every organisation views it slightly differently, so a group discussion and review by ULO prior to finalising probably appropriate. Beck – lets pull together what we consider to be the appropriate definitions and then discuss with CGRO

Bernie O'Dowd

Chief Procurement Officer
UPCO, ANU

647F - Public Intranet

signature_1797724757



From: Leslie McDonald <Leslie.McDonald@anu.edu.au>

Sent: Thursday, January 11, 2024 9:17 AM

To: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>

Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>

Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Hi Rebecca,

Thanks for getting back to me. I don't agree with your amendments, I'm afraid – specifically Delegation 462.2 and 3. Putting starting limits as well as end limits (Exemption requests from \$250,001 up to \$2M) is inaccurate. In fact, if she chose, the CFO could approve Bernie's 'up to \$250k' – the same applies to the COO's authority. That is the nature of these specialist delegations – line managers also hold the authority. I don't have an issues with the additional of 'exemption requests' in the wording, but we really need to stick with my previous wording for the limits.

Can I ask – should we be specifying who can sign off exemptions under \$5k – or is it just that exemptions aren't required under that amount?

Happy to chat – and you'll see I didn't include Anna in this response = but I'd be grateful if you could ensure she signs off on the correct version.

Leslie

Leslie McDonald

Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>

Sent: Thursday, January 11, 2024 8:48 AM

To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Anna Tsikouris <Anna.Tsikouris@anu.edu.au>

Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>

Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Good morning Leslie. Thanks on drafting this amendment to the Financial Delegation schedule.

I have made slight changes for 462 - amendments are highlighted below. @Bernie O Dowd what do you think? Is this ok for you?

We also spoke about the requirement of a delegation for a financial instrument approval, and I believe this is being dealt with by the CFO but will check that with her at our 9am catch up. @Anna Tsikouris are you still requiring the new delegation for financial instrument, and are you comfortable and approve of the below in relation to Procurement delegations?

Kind regards

Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPCO)
Finance and Business Services Division (F&BS)
The Australian National University

10C East Road, Chancelry Building, Acton, Canberra, ACT 2601
[Google Maps - ANU Maps](#)
Phone: 02 6125 7297
Direct Email: Rebecca.Farquhar@anu.edu.au
Work hours: 8.30am to 4.30pm Mon- Fri
Team email: Procurement.Office@anu.edu.au
Website: [Procurement & Contracts - Staff Services - ANU](#)

The Australian National University acknowledges, celebrates and pays our respects to the Ngunnawal and Ngambri people of the Canberra region and to all First Nations Australians on whose traditional lands we meet and work, and whose cultures are among the oldest continuing cultures in human history.

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IMPORTANT: The contents of this email message and any documents attached to it may be privileged and confidential. Any unauthorised use is strictly prohibited. If you receive this email in error, please accept my apologies and delete it. Thank you.

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Wednesday, January 10, 2024 10:56 AM
To: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Hi again Rebecca,

This is my first draft of the updated procurement delegations. Happy to chat.

You'll see I've added references to extensions to existing contracts in 240 and the new delegation because I know this is a problem, but I'm not entirely happy that it conveys (or should completely convey) the concept of cumulative costs. Normally we get around this with an 'in accordance with University policy' statement (i.e. go and look at the policy for the details) – but that would make 240 even more wordy. Does 240 need to retain the 'including open approaches to market' statement? I'm conscious that this wording hasn't been updated for a long time and might be superfluous – let me know as this would take a little of the complexity of the wording away. Or you might be happy with what I've got below.

OK – over to you and your team for discussion:

TENDERS	Tenders (goods and services including consultancy services)	Suggest perhaps changing the title of this section to 'PROCUREMENT PROCESSES/Tenders and Exemptions'	Agreed
N	462	Approve exemptions, University-wide, from procurement processes under \$250K	
	1	For Exemption requests from \$5,000 up to under \$250,000	DS CPO Chief Procurement Officer
	2	For Exemption requests from \$250,001 up to \$2M	DS CFO Chief Finance Officer
	3	For Exemption requests from \$2m up to \$5M	DS COO Chief Operating Officer
	4	For Exemption requests up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	DB D1 Delegation Band 1
N	240	Approve release of procurement processes over \$250K and/or high risk procurement processes (including open approaches to market and/or extensions to existing contracts; excluding procurement of consultancy services)	
	1	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$500,000	DB D3 Delegation Band 3
	2	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$1.5M	DB D2 Delegation Band 2
	3	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$2M	DS DFS Director Facilities & Services
			DS DITS Director, Information Technology Services
	4	University-wide (including exemptions from tendering), up to \$2M	DS CFO Chief Finance Officer
	5	University-wide (including exemptions from tendering), up to \$5M	DS COO Chief Operating Officer
	6	University-wide (including exemptions from tendering), up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	DB D1 Delegation Band 1
N	NEW	Approve release of procurement processes for consultancy services (including extensions to existing contracts)	
	1	For procurement processes within area of responsibility, up to \$100,000	DB D3 Delegation Band 3

Kind regards,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Tuesday, January 9, 2024 1:09 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: Re: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Oh yes. Those groupings need to sit together as we discussed. Should be back tomorrow but have a new starter commencing too so will be a busy one for me. How about Thursday?

Best wishes

Rebecca Farquhar
Procurement Manager, UPCO
Australian National University
Email: Rebecca.farquhar@anu.edu.au

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Tuesday, January 9, 2024 9:30:29 AM
To: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Hi Rebecca – I hope you feel better soon. Let's talk when you return, hey. I understand the request for a separate consultancy delegation, but I need to know if UPCO/CFO still supports the previously proposed amendments to 462 and 240, which were the main subject of my conversations with Susan - which you attached below. I'm going to assume they also go ahead – so I'll work on a draft to that effect. These procurement delegations all have to work together – we can't take them in isolation.

I'll send you a draft later today and we can talk when you are better.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Tuesday, January 9, 2024 8:03 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: Re: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Hi Leslie.

I'm off sick today but it will only apply to the engagement if consultancy services over \$100k or when contracts for consultancies are extended over that value.

Best wishes

Rebecca Farquhar
Procurement Manager, UPCO
Australian National University
Email: Rebecca.farquhar@anu.edu.au

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Monday, January 8, 2024 5:58:24 PM
To: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval

Hi Rebecca,

I'll draft up the changes tomorrow. Can I ask if it is proposed to go ahead with changes to Delegations 462 and 240 as well?

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Monday, January 8, 2024 4:14 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Belinda Farrelly <belinda.farrelly@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals - Consultancy valued 100K for VC approval
Importance: High

Good afternoon Leslie and Belinda and Happy New year!

I hope you had a good break.

Anna Tsikouris, CFO has met with the new VC last week and talked her through the current F&BS processes.

The VC has requested that the creation of a Financial Delegation for procurement pre-approval to approach the market for **Consultancy valued over \$100K (GST Exclusive)** please be created ASAP and added to the Schedule of Delegations.

Happy to have a chat about this, and/or let me know if you need details sent for this in a specific format please (i.e. Memo etc) so do let me know. I am taking into account the comments sent to Susan on 9 Oct 2023 (below in yellow.)

If a meeting is required, please set one up. I am around, Susan is on leave for the next 2 weeks, so leading on this. Bernie is around but sorting our specific tasks before he finishes at the end of this month.

Cheers and have a great evening.

Kind regards

Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPCO)
Finance and Business Services Division (F&BS)
The Australian National University
10C East Road, Chancery Building, Acton, Canberra, ACT 2601
[Google Maps - ANU Maps](#)
Phone: 02 6125 7297
Direct Email: Rebecca.Farquhar@anu.edu.au
Work hours: 8.30am to 4.30pm Mon- Fri
Team email: Procurement.Office@anu.edu.au
Website: [Procurement & Contracts - Staff Services - ANU](#)

The Australian National University acknowledges, celebrates and pays our respects to the Ngunnawal and Ngambri people of the Canberra region and to all First Nations Australians on whose traditional lands we meet and work, and whose cultures are among the oldest continuing cultures in human history.

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From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Monday, November 13, 2023 5:27 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Cc: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan – I’m very sorry, but I haven’t been able to get onto these changes to delegations. There is just too much happening in our office at the moment. I have a change memo in preparation, but I don’t think these particular changes will make that cut – I need to directly consult with other people (CFO and COO I think in this instance) before it goes into the memo, so there are no surprises that hold up the other changes which have taken months to consult on.

In all honesty, I think it will be January before I can get to them. Can you survive until then?

Let me know – and, again, I’m really sorry. Too many competing commitments, I’m afraid.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Monday, November 13, 2023 10:57 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Leslie,
Hope you are well. Just checking in on this?
Cheers,

Susan

From: Susan LaVelle-Butler
Sent: Monday, 30 October 2023 11:59 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Leslie,

Hope you are going great. Wanted to check in to see if anything else was needed in regards to our edits to 462 and 240? Keen to better understand timing for this and how we can help.

Cheers,
Susan and Beck

From: Susan LaVelle-Butler
Sent: Monday, 23 October 2023 1:24 PM
To: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Cc: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Leslie,
I don't think we will know more for a while in relation to VC Approvals but keen to progress the edits for 240 and 462 as attached. Can you let us know if you need anything else from us?

Hi Beck,
All other items are back to us to work within FBS on proper policies and procedure. Adding this to my 2024 list (which is starting to grow by the day!). and storing all documents here: U:\Contracts\3-Procurement Framework\Delegations

Cheers,
Susan

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Thursday, 12 October 2023 1:49 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

All good Susan – let me know when you know more...

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Thursday, October 12, 2023 1:41 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Thanks Leslie,
Further delays here as with new VC starting Bernie needs to review with Chris Price if new VC will want this new delegation!
Will update as soon as possible ;)

Cheers,
Susan

From: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Sent: Wednesday, 11 October 2023 9:58 AM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan – that is absolutely fine. I'm up to my eyeballs in stuff at the moment – so will get to it when I can. FYI I need to talk to Si about an existing delegation for Anna to get market valuations on property (in the University Accommodation category). I understand from Belinda that this is all related to the current discussions. We propose to move that delegation to the Finance category under assets – or something similar. I'll talk to Si and get his views before going to Anna.

Talk soon,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Tuesday, 10 October 2023 8:25 PM
To: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Subject: Re: ANU Exemption thresholds - UPCO approvals

Hi Leslie thank you again for your advice. Bernie is reviewing this with Anna tomorrow morning. Is it ok if I update you by noonish tomorrow? Or will that miss the deadline?

From: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Sent: Monday, October 9, 2023 1:36:58 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan,

Couple of comments:

- I have no problem with the first line regarding 462 and 240
- Consultancy delegation – needs to be made clear that this relates to the ANU procuring consultancy services – otherwise there will be confusion with our provision of educational or research consultancy services. Need to think too about what we do about procuring consultancy services under 100k – might be best to include that in the proposed delegation – i.e. under 100k = D3; 100k and over = VC. Otherwise we'll be having heaps of questions..
- The last two, I would suggest, are almost impossible to include in the delegations framework. They are the sorts of rules that you would include in policy and procedure. There are multiple current delegations that might involve a monetary contract – there is no point creating a new delegation to approve commitments to financial instruments which cuts across those. The same applies to the line about conflicts of interest.

I know that Belinda has been having discussions with Anna over some of these matters, and I'm happy to discuss it further. Whatever you or Anna decides to do, it needs to be workable. It might be that you put the last two into policy/procedure and work out when they might apply (i.e. financial instruments over \$x) It can't apply to every financial instrument/contract that every delegate out there engages in. If you can narrow down the impact zone and therefore the delegates likely to see these things, then you can target those delegates and probably ULO with the information.

Hope that helps – and happy to discuss further,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Monday, 9 October 2023 12:47 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Thanks Leslie,

We are tidying up a few items now and hoping to review with our CFO today/tomorrow before submitting our final version to you. However I wanted to show you our draft in case you have any feedback, concerns or suggestions?

Cheers,
Susan

From: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Sent: Thursday, 5 October 2023 9:20 AM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan – that's fine. We've got Council prep today and Council itself tomorrow. If you get it to me by early next week, that'd be fine ☺

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Thursday, 5 October 2023 9:08 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Brilliant! I'll try to summarise for you by end of day today/early Friday. will that be ok timing wise?

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Wednesday, 4 October 2023 4:30 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPCO approvals

Hi Susan!

I did get Rebecca's email below, but no spreadsheet. In answer to her question, it couldn't be dealt with as part of the Policy and Procedure consultation – but it can be dealt with as a change to delegations. I'm actually in the process of writing up my next Delegations Change Memo to the VC, so if you do want to explore a change to the wording for exemptions, I'm happy to try and include it.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Wednesday, October 4, 2023 2:25 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPKO approvals

Hi Leslie,

Hope you are well.

I'm not sure if this was the last email relating to some requested changes in delegation wording? I know Beck had compiled a spreadsheet on behalf of UPKO with our requests.. Keen to keep this moving in her absence. If you can let me know where this was sitting (i.e. have you received that spreadsheet?) I can help to push forward.

Cheers,
Susan

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Sent: Monday, 28 August 2023 11:09 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Subject: RE: ANU Exemption thresholds - UPKO approvals

Hello Leslie

Can you please advise, can the below issue be dealt with by including in our response to the Delegations consultation?

We have a few others as well from UPKO.

Best wishes and please be advised I will be on annual leave from 4pm Friday 1 September and returning on Monday 16 October 2023.

Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPKO)
Finance and Business Services Division (F&BS)
The Australian National University
10C East Road, Chancery Building, Acton, Canberra, ACT 2601
[Google Maps - ANU Maps](#)
Phone: 02 6125 7297
Work hours: 8.30am to 4.30pm Mon- Fri
Team email: Procurement.Office@anu.edu.au
Website: [Procurement & Contracts - Staff Services - ANU](#)

The Australian National University acknowledges, celebrates and pays our respects to the Ngunnawal and Ngambri people of the Canberra region and to all First Nations Australians on whose traditional lands we meet and work, and whose cultures are among the oldest continuing cultures in human history.

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TEQSA Provider ID: PRV12002 (Australian University) | CRICOS Provider Code: 00120C | ABN: 52 234 063 906

IMPORTANT: The contents of this email message and any documents attached to it may be privileged and confidential. Any unauthorised use is strictly prohibited. If you receive this email in error, please accept my apologies and delete it. Thank you.

From: Rebecca Farquhar
Sent: Friday, 11 August 2023 12:12 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Monica McGrath <Monica.McGrath@anu.edu.au>
Cc: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Subject: FW: ANU Exemption thresholds - UPKO approvals

Hi Leslie and Monica
Cc: Susan, Bernie

Mel and I met with Leslie a week or so ago and spoke about an issue with the current wording for the [Delegation 462 and 240 \(4, 5 and 6\)](#). (See email and image below).

We explained to Leslie that people don't read further that 462 and want to know what to do with the exemptions that are valued greater than \$250k. They get caught up on the space of what happens outside of \$5K-250K, without realising that it is still an exemption, it is just approved based on spend by the CPO/CFO/COO/VC line of management.

We want to move the text under the one delegation number, and then competitive procurement approvals is separate and via the business owner's delegation line. Leslie has offered for us to amend but I wanted to make sure that I follow the correct process.

We also want to add a new formal delegation that any [Consultancy spend over \\$100k](#) has to have [VC approval](#). This has been a trail process which the VC's office is very happy with and they want us to now add this to the Procurement online guide and create the new approval delegation. We can

work on the wording of this too.

Would you like this request to come in the form of a memo, or another format? Who would need to be the signatory on that request? CFO? Higher?

I seek to get this changed, or underway at your end before I go on annual leave on the 1 Sept.

I look forward to hearing from you. Have a good weekend and if we need to have a meeting, please advise and we can set that up for next week.

Thanks

Beck

Best wishes

Rebecca Farquhar

Procurement Manager

University Procurement and Contracts Office (UPCO)

Finance and Business Services Division (F&BS)

The Australian National University

10C East Road, Chancery Building, Acton, Canberra, ACT 2601

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Phone: 02 6125 7297

Direct Email: rebecca.farquhar@anu.edu.au

Work hours: 8.30am to 4.30pm Mon- Fri

Team email: Procurement.Office@anu.edu.au

Website: [Procurement & Contracts - Staff Services - ANU](#)

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From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>

Sent: Monday, 7 August 2023 2:26 PM

To: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>

Cc: Jess Price <Jessica.Price@anu.edu.au>; Melissa McGuire <Melissa.McGuire@anu.edu.au>

Subject: RE: ANU Exemption thresholds

Awesome! It is very messy in its current format so that would be a very welcome change.

Have you been able to get the VC exemption for consultancies added? If not maybe they can be done in tandem?

From: Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>

Sent: Monday, 7 August 2023 1:34 PM

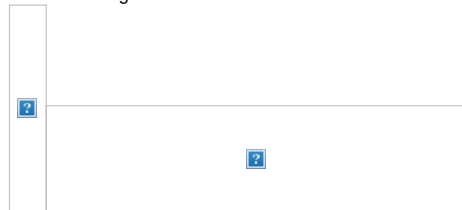
To: Bernie O Dowd <Bernard.ODowd@anu.edu.au>

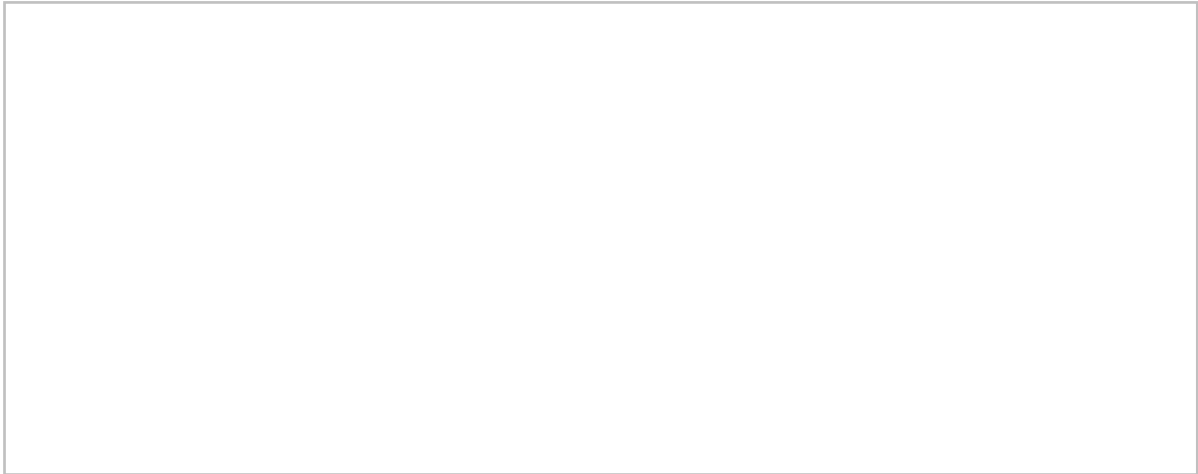
Cc: Jess Price <Jessica.Price@anu.edu.au>; Melissa McGuire <Melissa.McGuire@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>

Subject: ANU Exemption thresholds

Hi Bernie and team

I have identified why colleges keep quoting that amount of \$5k to \$250k to us for exemption sign off being unclear. It was because our training slide listed the delegations as below which is not structured well:





When Mel and I met with Leslie from CGRO about delegations and COI meeting next week, she has invited us to work on replacement works/structure to contend with all Exemption Delegation (462) prompts to be listed together, and then the other normal competitive process approvals to be via the 240 neatly.

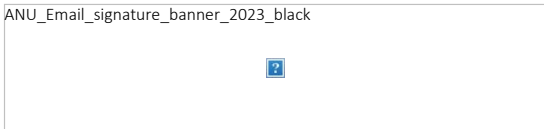
I will have a go at this and share, but wanted to check.... Are there any other tricky delegations we want to address at the same time? Anything you have noticed at your level Bernie which needs to be clarified or restructured under one listing?

Best wishes

Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPCO)
Finance and Business Services Division (F&BS)
The Australian National University
10C East Road, Chancellery Building, Acton, Canberra, ACT 2601
[Google Maps - ANU Maps](#)
Phone: 02 6125 7297
Direct Email: rebecca.farquhar@anu.edu.au
Work hours: 8.30am to 4.30pm Mon- Fri
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From: [Bernie O Dowd](#)
To: [Leslie McDonald](#); [Rebecca Farquhar](#)
Cc: [Si Kayser](#); [FBS - Procurement Office](#); [Susan LaVelle-Butler](#)
Subject: RE: Minor wording changes and clarifications to several delegations
Date: Tuesday, 30 January 2024 1:34:55 PM
Attachments: [image001.jpg](#)
[Delegation modification 462 240 VC .docx](#)

Leslie

Based on the email/s below and I also walked Anna through in person, her written approval is below.

Please coordinate with Rebecca and Susan to finalise. All the best

Bernie O'Dowd

Chief Procurement Officer, UP
Finance and Business Services Division
The Australian National University

We have recently moved office, please update your UP address to:

#10C East Road, Chancelry Building, Acton, ACT 2601

[Google Maps](#) - [ANU Maps](#)

T: [\[REDACTED\]](#)
E: bernard.odowd@anu.edu.au

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From: Anna Tsikouris <anna.tsikouris@anu.edu.au>
Sent: Tuesday, January 30, 2024 12:58 PM
To: Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; FBS - Procurement Office
<procurement.office@anu.edu.au>
Subject: Re: Minor wording changes and clarifications to several delegations

Hi Bernie,

Thanks, Approved.

Kind Regards
Anna

On 30 Jan 2024, at 12:38 pm, Bernie O Dowd <Bernard.ODowd@anu.edu.au>

wrote:

Anna

We have been working with Leslie McDonald in CGRO to modify 3 delegations. I attach the modifications recommended, but will break them down for you here, so you know what is recommended to change.

We need your written approval to progress to approval stage.

The Sub-Category description for this section is recommended to

be **'PROCUREMENT PROCESSES/Tenders and Exemptions'**

We are specifically expanding delegation 462 – Procurement exemptions, in to the agreed financial thresholds. Currently 462 only addresses CPO up to \$250k (this was a new delegation approx 24 months ago) and Delegation 240 – approval for a procurement process references exemptions for all other thresholds. They are all being bought in to the one delegation, 462, Exemptions from procurement processes for clarity. References in 240 are being removed.

In delegation 240, we are recommending adding some clarity to the Delegation Description – to include extensions and variations of agreements, as we have found several examples where this was not being done, so we have clarified the requirement. We have also removed any reference to exemptions, due to 462 being expanded as explained above.

There is a new delegation, for Consultancies – which specifies D3 up to \$100k , and only VC above that threshold. This is to have an authority for the practice you confirmed with the new VC earlier this month.

These changes have been reviewed by the Procurement team and we have worked with CGRO.

We need your written approval to proceed.

I attach relevant existing delegations (below) and attach new proposed wording for your review.

Existing Delegations 462 and 240

<image002.png>

Thank you for your consideration

Bernie O'Dowd

Chief Procurement Officer, UPCO

Finance and Business Services Division

The Australian National University

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#10C East Road, Chancelry Building, Acton, ACT 2601

[Google Maps - ANU Maps](#)

T: 6477 - Public Interest Conditions

E: bernard.odowd@anu.edu.au

<image001.jpg>

<Delegation modification 462 240 VC .docx>

From: [Susan LaVelle-Butler](#)
To: [Leslie McDonald](#)
Subject: RE: Minor wording changes and clarifications to several delegations
Date: Tuesday, 2 April 2024 3:15:15 PM
Attachments: [image001.png](#)
[image002.jpg](#)

Thank you Leslie.,

If it is not too late we need to do the following (we no longer have a Chief procurement officer!!):

- 1 For exemption requests from \$5,000 up to ~~under~~ \$100,000 Associate Director Procurement
- 2 For exemption requests up to \$250,000 Director, Commercial Management and Procurement

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Tuesday, April 2, 2024 3:11 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Hi Susan,

The amended delegations – endorsed by Anna - are about to go to the VC via the COO's office. The final version is attached.

Please let me know what sort of edit you have in mind. I don't want to delay this process any further if we can help it.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Chief Operating Officer's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Tuesday, April 2, 2024 9:43 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Hi Leslie.

This has been going on for a bit and there have been a few different email trails. Just want to confirm with you that this is the spreadsheet that you are working off of? If yes I need to make one more edit to reflect Si and the new Bernie position.

Please let me know and then I can shoot it straight back to you with the additional change.

Thank you!

Cheers,
Susan

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Thursday, February 15, 2024 1:47 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; Director Governance <director.governance@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Hi Susan – it got held up with Council last week, but my next step is giving the COO's office a heads up before we put the formal paperwork through. Bear with me – should get to that tomorrow.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Vice-Chancellor's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Thursday, February 15, 2024 12:55 PM
To: FBS - Procurement Office <procurement.office@anu.edu.au>; Leslie McDonald <Leslie.McDonald@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; Director Governance <director.governance@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Hi Leslie,

Checking in on how this is progressing?
Cheers,
Susan

From: FBS - Procurement Office <procurement.office@anu.edu.au>
Sent: Tuesday, January 30, 2024 2:38 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Director Governance <director.governance@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Thanks Leslie

With Bernie leaving tomorrow, can you please keep Susan, Si and I in the loop

Kind regards

Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPCO)
Finance and Business Services Division (F&BS)
The Australian National University
10C East Road, Chancellery Building, Acton, Canberra, ACT 2601
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Phone: 02 6125 7297
Direct Email: Rebecca.Farquhar@anu.edu.au
Work hours: 8.30am to 4.30pm Mon- Fri
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From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Tuesday, January 30, 2024 2:19 PM
To: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Director Governance <director.governance@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Thanks Bernie! We'll now progress this proposal, which will include seeking clearance from the Office of the COO, before going up to the Vice-Chancellor for approval. I'll be in touch to keep you updated.

With kind regards – and thanks to you and your team for your work on this!

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Sent: Tuesday, January 30, 2024 1:35 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Leslie

Based on the email/s below and I also walked Anna through in person, her written approval is below.

Please coordinate with Rebecca and Susan to finalise. All the best

Bernie O'Dowd
Chief Procurement Officer, UPKO
Finance and Business Services Division
The Australian National University

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#10C East Road, Chancellery Building, Acton, ACT 2601
[Google Maps - ANU Maps](#)

T: [02 6125 7297](tel:0261257297) <Public Internet>
E: bernard.odowd@anu.edu.au

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From: Anna Tsikouris <anna.tsikouris@anu.edu.au>
Sent: Tuesday, January 30, 2024 12:58 PM
To: Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: Re: Minor wording changes and clarifications to several delegations

Hi Bernie,

Thanks, Approved.

Kind Regards
Anna

On 30 Jan 2024, at 12:38 pm, Bernie O Dowd <Bernard.ODowd@anu.edu.au> wrote:

Anna

We have been working with Leslie McDonald in CGRO to modify 3 delegations. I attach the modifications recommended, but will break them down for you here, so you know what is recommended to change.

We need your written approval to progress to approval stage.

The Sub-Category description for this section is recommended to be **'PROCUREMENT PROCESSES/Tenders and Exemptions'**
We are specifically expanding delegation 462 – Procurement exemptions, in to the agreed financial thresholds. Currently 462 only addresses CPO up to \$250k (this was a new delegation approx 24 months ago) and Delegation 240 – approval for a procurement process references exemptions for all other thresholds. They are all being brought in to the one delegation, 462, Exemptions from procurement processes for clarity. References in 240 are being removed.

In delegation 240, we are recommending adding some clarity to the Delegation Description – to include extensions and variations of agreements, as we have found several examples where this was not being done, so we have clarified the requirement. We have also removed any reference to exemptions, due to 462 being expanded as explained above.

There is a new delegation, for Consultancies – which specifies D3 up to \$100k, and only VC above that threshold. This is to have an authority for the practice you confirmed with the new VC earlier this month.

These changes have been reviewed by the Procurement team and we have worked with CGRO.
We need your written approval to proceed.
I attach relevant existing delegations (below) and attach new proposed wording for your review.

Existing Delegations 462 and 240
<image002.png>

Thank you for your consideration

Bernie O'Dowd
Chief Procurement Officer, UPCO
Finance and Business Services Division
The Australian National University

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[Google Maps - ANU Maps](#)

T:  - Public Inlet
E: bernard.odowd@anu.edu.au

<image001.jpg>

<Delegation modification 462 240 VC .docx>

From: [Leslie McDonald](#)
To: [Si Kayser](#); [Susan LaVelle-Butler](#)
Cc: [Director Governance](#); [Phillip Tweedie](#)
Bcc: [Mariane Quintao](#)
Subject: Proposed Changes to Procurement Delegations - draft memo
Date: Wednesday, 1 May 2024 6:04:00 PM
Attachments: [Changes to Framework - April 2024 MEMO v2.docx](#)

Hi Si and Susan,

As you know, the changes to procurement delegations which had been discussed and endorsed by the previous CFO, now require an amendment to recognise the new organisational arrangements and positions in F&BS/UPCO. My suggestion is that the new CFO be briefed on the full set of changes – including these new amendments – and his endorsement be sought before I take this via the COO to the VC for approval.

To assist in this, I've attached a draft memorandum which was composed before the latest amendments were flagged. I've added the changes, including the two new profiles that would be required (highlighted in yellow).

As I've mentioned in correspondence, I would still advise against the creation of two new profiles for Delegation 462, holding one delegation each. I'd ask you to consider whether the volume of approvals is truly enough to justify splitting the authority for exemptions under \$250k.

Let me know what you decide – and if you need any further information for a discussion with the CFO.

Kind regards,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

Office of the Vice-Chancellor
Australian National University
Canberra | ACT | 2601

M:

647P - Public Interest Conditional Ex

CRICOS Provider #00120C

TEQSA Provider ID PRV12002 (Australian University)

From: [Susan LaVelle-Butler](#)
To: [Leslie McDonald](#); [Si Kayser](#)
Cc: [Director Governance](#); [Phillip Tweedie](#)
Subject: RE: Proposed Changes to Procurement Delegations - draft memo
Date: Thursday, 2 May 2024 8:58:35 AM
Attachments: s22 - Access to edited copies with exempt or irrelevant matter deleted

Hi Leslie,

Please find attached email approval from Michael (CFO) relating to splitting the exemption delegation. There is a very large amount of exemptions under \$100k so from a workload perspective it would be very helpful for Si if this is split. I've attached our monthly exemption spreadsheet as a reference point.

As all other changes were approved by Anna we believe this is sufficient to proceed (per advise attached).

In regards to the VC approval for consultancy spend the FBS position is to not include this in the delegations framework for now.

As this has gone back and forth for a while (with various folks due to all the org changes!) may I recommend a quick chat if we are not on the same page? My calendar is up to date. Si will propose a new time should he not be able to attend at the time you recommend.

Thank you!

Cheers,
Susan

From: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Sent: Wednesday, May 1, 2024 6:05 PM
To: Si Kayser <Si.Kayser@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Cc: Director Governance <director.governance@anu.edu.au>; Phillip Tweedie <phillip.tweedie@anu.edu.au>
Subject: Proposed Changes to Procurement Delegations - draft memo

Hi Si and Susan,

As you know, the changes to procurement delegations which had been discussed and endorsed by the previous CFO, now require an amendment to recognise the new organisational arrangements and positions in F&BS/UPCO. My suggestion is that the new CFO be briefed on the full set of changes – including these new amendments – and his endorsement be sought before I take this via the COO to the VC for approval.

To assist in this, I've attached a draft memorandum which was composed before the latest amendments were flagged. I've added the changes, including the two new profiles that would be

required (highlighted in yellow).

As I've mentioned in correspondence, I would still advise against the creation of two new profiles for Delegation 462, holding one delegation each. I'd ask you to consider whether the volume of approvals is truly enough to justify splitting the authority for exemptions under \$250k.

Let me know what you decide – and if you need any further information for a discussion with the CFO.

Kind regards,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

Office of the Vice-Chancellor
Australian National University
Canberra | ACT | 2601

M:

477 - Public Interest Conditional Ex

CRICOS Provider #00120C

TEQSA Provider ID PRV12002 (Australian University)

From: [Leslie McDonald](#)
To: [Si Kayser](#); [Susan LaVelle-Butler](#)
Subject: RE: Proposed Changes to Procurement Delegations - draft memo
Date: Monday, 20 May 2024 12:54:00 PM

Hi again, Si and Susan,

OK – quick question – Phillip has picked up that with the proposed wording, the new consultancy delegation might be over-ruled by the exemption delegation. What was the intention with the consultancy authority – are there allowed to be exemptions and, if so, can they be signed off by someone other than the VC for over \$50k? I've copied the proposed wordings below:

PROCUREMENT PROCESSES/Tenders and Exemptions

N	462	Approve exemptions, University-wide, from procurement processes under \$250K	Chief Procurement Officer
	1.	For exemption requests from \$5,000 up to \$100,000	ADP
	2.	For exemption requests up to \$250,000	DCMP
	3.	For exemption requests up to \$2M	CFO
	4.	For exemption requests up to \$5M	COO
	5.	For exemption requests up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	D1
N	240	Approve release of procurement processes over \$250K and/or high risk procurement processes (including open approaches to market and/or extensions to existing contracts based on total contract value; excluding procurement of consultancy services)	
	1.	For matters procurement processes within area of responsibility (excluding exemptions from tendering) , up to \$500,000	D3
	2.	For matters procurement processes within area of responsibility (excluding exemptions from tendering) , up to \$1.5M	D2
	3.	For matters procurement processes within area of responsibility (excluding exemptions from tendering) , up to \$2M	DFS DITS
	4.	University-wide (including exemptions from tendering) , up to \$2M	CFO
	5.	University-wide (including exemptions from tendering) , up to \$5M	COO
	6.	University-wide (including exemptions from tendering) , up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council.	D1
N	NEW	Approve release of procurement processes for consultancy	

services as defined under University policy (including extensions to existing contracts based on total contract value)

1. For procurement processes within area of responsibility, up to \$50,000 D3
2. University-wide, for procurement processes up to \$10M; and D1 authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council

Let me know,

Leslie

Leslie McDonald

Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Chief Operating Officer's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Si Kayser <Si.Kayser@anu.edu.au>

Sent: Wednesday, May 15, 2024 2:13 PM

To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>

Subject: Re: Proposed Changes to Procurement Delegations - draft memo

Hi Leslie,

I suggest that we seek confirmation from the VC as to what her expectation is will solve this one.

Vibo (then Acting CFO) was of the view that delegations aren't to be updated (similar to when it was reduced to \$100k) yet I understand that Belinda may have been of a different view.

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Maybe this is something that Phillip could cover for us?

Regards

Si

Si Kayser
Director, Commercial Management & Procurement
Australian National University
ACT 2601

547F - Public Interest Conduct

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Date: Tuesday, 14 May 2024 at 4:50 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Hi Susan – I had a brief word with Si today as we were waiting for CPC. If you can ask him at your meeting with him tomorrow, that would be good. Like I said, my impression from Belinda was that the VC urgently wanted this in place.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Chief Operating Officer's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Tuesday, May 14, 2024 4:20 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Ah thanks Leslie,

I'm glad I checked. I misunderstood your message below where you said *Thanks for this – we'll go with these changes.*

Can I recommend that the changes go ahead for delegations as sorting out the exact procedure, memo, and process for the VC approval of consultants is in the works but may take some time? I'll ask Si for an update on this tomorrow when we speak (last I heard it was under review).

Cheers,
Susan

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To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
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Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Hi Susan – no it hasn't gone to the COO or the VC because you mentioned that Si would be providing some information around the consultancy delegation (and I've been tied up with FC and

ARMC). Perhaps Si can let me know...?

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Monday, May 13, 2024 12:25 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

H Leslie,

Just checking to see if this has gone through or if you needed anything else from us? We have our monthly community of interest on Wednesday, and it would be good if we can communicate this change (if official!) at this time .

Cheers

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To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Si Kayser <Si.Kayser@anu.edu.au>
Cc: Director Governance <director.governance@anu.edu.au>; Phillip Tweedie <phillip.tweedie@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

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Thanks for this – we'll go with these changes.

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Happy to chat tomorrow – things have been crazy today in getting the ARMC agenda out.

Let me know,

Leslie

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Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

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Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Hi Leslie,

Please find attached email approval from Michael (CFO) relating to splitting the exemption delegation. There is a very large amount of exemptions under \$100k so from a workload perspective it would be very helpful for Si if this is split. I've attached our monthly exemption spreadsheet as a reference point.

As all other changes were approved by Anna we believe this is sufficient to proceed (per advise attached).

In regards to the VC approval for consultancy spend the FBS position is to not include this in the delegations framework for now.

As this has gone back and forth for a while (with various folks due to all the org changes!) may I recommend a quick chat if we are not on the same page? My calendar is up to date. Si will propose a new time should he not be able to attend at the time you recommend.

Thank you!

Cheers,
Susan

From: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Sent: Wednesday, May 1, 2024 6:05 PM
To: Si Kayser <Si.Kayser@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Cc: Director Governance <director.governance@anu.edu.au>; Phillip Tweedie <phillip.tweedie@anu.edu.au>
Subject: Proposed Changes to Procurement Delegations - draft memo

Hi Si and Susan,

As you know, the changes to procurement delegations which had been discussed and endorsed by the previous CFO, now require an amendment to recognise the new organisational

arrangements and positions in F&BS/UPCO. My suggestion is that the new CFO be briefed on the full set of changes – including these new amendments – and his endorsement be sought before I take this via the COO to the VC for approval.

To assist in this, I've attached a draft memorandum which was composed before the latest amendments were flagged. I've added the changes, including the two new profiles that would be required (highlighted in yellow).

As I've mentioned in correspondence, I would still advise against the creation of two new profiles for Delegation 462, holding one delegation each. I'd ask you to consider whether the volume of approvals is truly enough to justify splitting the authority for exemptions under \$250k.

Let me know what you decide – and if you need any further information for a discussion with the CFO.

Kind regards,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

Office of the Vice-Chancellor
Australian National University
Canberra | ACT | 2601

M:  AFR - Public Interest Conditional Ex

CRICOS Provider #00120C

TEQSA Provider ID PRV12002 (Australian University)

From: Susan LaVelle-Butler
To: Leslie McDonald
Cc: Si Kayser
Subject: RE: Proposed Changes to Procurement Delegations - draft memo
Date: Wednesday, 29 May 2024 10:31:40 AM

Hi Leslie,

Sincere apologies for delay. I was unexpectedly out of the office last week. We are so close, but I have a few concerns which I reviewed with Si and have documented **below**. Happy to chat today/tomorrow if easier than going back and forth on emails.

Additionally, was there any feedback on the memo and the path for approval (i.e. endorsed by CFO and COO or direct from Si to the VC)?

Cheers,
Susan

PROCUREMENT PROCESSES/Tenders and Exemptions

N	462	Approve exemptions, University-wide, from procurement processes under \$250K does University-wide confuse matters? I think that makes it look like If a local area is purchasing something just for their department they do not need to get approval. I would recommend removing University-wide.	Chief Procurement Officer
	1.	For exemption requests from \$5,000 up to \$100,000	ADP
	2.	For exemption requests up to \$250,000	DCMP
	3.	For exemption requests up to \$2M	CFO
	4.	For exemption requests up to \$5M	COO
	5.	For exemption requests up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	D1
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	1.	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$500,000	D3
	2.	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$1.5M	D2
	3.	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$2M	DFS
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N	NEW	Approve release of procurement processes for consultancy services as defined under University policy (including extensions to existing contracts based on total contract value) 2 concerns (1) there is currently no policy so we either need to create one or change the words. (2) This new delegation acts like a pre-approval to go to market. Then once that is in hand (i.e. VC has signed off) you need to get approval to release procurement process through the normal channel. To make this clearer I suggest changing the words to: Approval to approach the market for consultancy services	
	1.	For procurement processes within area of responsibility, up to \$50,000	D3
	2.	University-wide, for procurement processes up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	D1

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Monday, May 20, 2024 12:55 PM
To: Si Kayser <Si.Kayser@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Hi again, Si and Susan,

OK - quick question - Phillip has picked up that with the proposed wording, the new consultancy delegation might be over-ruled by the exemption delegation. What was the intention with the consultancy authority - are there allowed to be exemptions and, if so, can they be signed off by someone other than the VC for over \$50k? I've copied the proposed wordings below:

PROCUREMENT PROCESSES/Tenders and Exemptions

N	462	Approve exemptions, University-wide, from procurement processes under \$250K	Chief Procurement Officer
	1.	For exemption requests from \$5,000 up to \$100,000	ADP
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Let me know,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Chief Operating Officer's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Si Kayser <Si.Kayser@anu.edu.au>
Sent: Wednesday, May 15, 2024 2:13 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: Re: Proposed Changes to Procurement Delegations - draft memo

Hi Leslie,

I suggest that we seek confirmation from the VC as to what her expectation is will solve this one.

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Australian National University
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0429 355807

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To assist in this, I've attached a draft memorandum which was composed before the latest amendments were flagged. I've added the changes, including the two new profiles that would be required (highlighted in yellow).

As I've mentioned in correspondence, I would still advise against the creation of two new profiles for Delegation 462, holding one delegation each. I'd ask you to consider whether the volume of approvals is truly enough to justify splitting the authority for exemptions under \$250k.

Let me know what you decide – and if you need any further information for a discussion with the CFO.

Kind regards,

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Leslie McDonald
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Corporate Governance and Risk Office

Office of the Vice-Chancellor
Australian National University
Canberra | ACT | 2601

M: 0427-313-586
CRICOS Provider #00120C
TEQSA Provider ID PRV12002 (Australian University)

From: Susan LaVelle-Butler
To: Leslie McDonald
Cc: Si Kayser; Mariane Quintao
Subject: RE: Proposed Changes to Procurement Delegations - draft memo
Date: Tuesday, 25 June 2024 10:46:30 AM

Hi Leslie,

The simplification makes all the difference, thank you. I have reviewed this with Si and the greater UPKO team. We all agree that this is ready to proceed.

Let us know if you need anything form us.

Cheers,
Susan

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Friday, June 21, 2024 12:39 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Thanks Susan and Si,

Draft below – and I think a definition of consultancy would be fine in something like an online guide or an updated procurement policy/procedure.

The new delegation’s number will be 467 – and you’ll see I’ve simplified it significantly (now that it’s a pre-approval, the former D3 part wasn’t really relevant) – and I’ve also listed it first for clarity. Let me know what you think – happy to move or change anything I’ve suggested.

PROCUREMENT PROCESSES/Tenders and Exemptions

N	467	Grant pre-approval in relation to consultancy services over \$50,000; to approach the market under Delegation 240, or seek exemption from procurement processes under Delegation 462	D1
N	462	Approve exemptions from procurement processes under \$250K, including procurement of consultancy services where pre-approval has been required and granted under Delegation 467	Chief Procurement Officer
	1.	For exemption requests from \$5,000 up to \$100,000	ADP
	2.	For exemption requests up to \$250,000	DCMP
	3.	For exemption requests up to \$2M	CFO
	4.	For exemption requests up to \$5M	COO
	5.	For exemption requests up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	D1
N	240	Approve release of procurement processes over \$250K and/or high risk procurement processes (including open approaches to market and procurement of consultancy services where pre-approval has been required and granted under Delegation 467)	
	1.	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$500,000	D3
	2.	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$1.5M	D2
	3.	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$2M	DFS DITS
	4.	University-wide (including exemptions from tendering), up to \$2M	CFO
	5.	University-wide (including exemptions from tendering), up to \$5M	COO
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Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Friday, June 21, 2024 10:45 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Thank you Leslie! We are so close now. A few **comments below** from me and Si.

Cheers,
Susan

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Thursday, June 20, 2024 6:47 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Hi Susan and Si,

Sorry for the delay! In a way, these delays are OK because we are all picking up things that would need to be fixed. In response to your comments below:

- 'University-wide' is a phrase widely used in the delegations framework to denote where a delegate's responsibility covers all areas. However, because all of these authorities are 'University-wide' it probably makes no difference to remove it for 462.
- Completely agree with removal of the wording from 240.
- With the NEW delegation – agree that there needs to be a definition of consultancy, whether that is in policy, in practice (your team assessing them when they come in) or in the wording of the delegation. This is up to you – we can take out the reference to policy, if you like, and you just deal with each on a case-by-case basis? **Yes please remove the reference to policy. Would it be ok to refer to our procurement online guide?**
- Also with the NEW delegation – agree with your suggested wording. Your explanation about it being a pre-approval makes so much sense. I'm wondering if we should be even more clear and say "Approval to approach the market, **under Delegation 240**, for consultancy services" – or "Grant pre-approval to approach...". **Yes happy with grant pre approval as we think that makes it very clear as to the steps required**
- I would also suggest – if we go with the new wording for the NEW delegation – that Delegation 240 be amended to "Approve release of procurement processes over \$240K and/or high risk procurement processes (including open approaches to market); **including** procurement of consultancy services **where approval has been given under Delegation NEW**". **Agreed, great idea**
- Last point – and the one that Phillip picked up. How do exemptions relate to consultancy services? If someone wants to seek an exemption from going to market to seek consultancy services – do they still need to go through the VC??? If so, this might mean including additional words about exemptions in the NEW delegation – and additional words about consultancies 462 (similar to that suggested for 240 above). I can have a crack at some wording if needed. **Yes both steps would be required for an exemption relating to a consultancy service (pre approval for consultancy spend first then approval for the exemption).** Happy for you to take a crack at wording!

What do you think?

Let me know and I'll draft up a new version.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Wednesday, May 29, 2024 10:32 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

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N	240	Approve release of procurement processes over \$250K and/or high risk procurement processes (including open approaches to market and/or extensions to existing contracts based on total contract value; excluding procurement of consultancy services) I do not agree with the newly added section in red. If you are issuing options (valid extensions to an existing contract) than that is covered in delegation 220. If you have no options to issue then you are asking for an exemption which is a different delegation.	
	1.	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$500,000	D3
	2.	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$1.5M	D2
	3.	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$2M	DFS
			DITS
	4.	University-wide (including exemptions from tendering), up to \$2M	CFO
	5.	University-wide (including exemptions from tendering), up to \$5M	COO
	6.	University-wide (including exemptions from tendering), up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council.	D1
N	NEW	Approve release of procurement processes for consultancy services as defined under University policy (including extensions to existing contracts based on total contract value) 2 concerns (1) there is currently no policy so we either need to create one or change the words. (2) This new delegation acts like a pre-approval to go to market. Then once that is in hand (i.e. VC has signed off) you need to get approval to release procurement process through the normal channel. To make this clearer I suggest changing the words to: Approval to approach the market for consultancy services	
	1.	For procurement processes within area of responsibility, up to \$50,000	D3
	2.	University-wide, for procurement processes up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	D1

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Monday, May 20, 2024 12:55 PM
To: Si Kayser <Si.Kayser@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Hi again, Si and Susan,

OK – quick question – Phillip has picked up that with the proposed wording, the new consultancy delegation might be over-ruled by the exemption delegation. What was the intention with the consultancy authority – are there allowed to be exemptions and, if so, can they be signed off by someone other than the VC for over \$50k? I've copied the proposed wordings below:

PROCUREMENT PROCESSES/Tenders and Exemptions

N	462	Approve exemptions, University-wide, from procurement processes under \$250K	Chief Procurement Officer
	1.	For exemption requests from \$5,000 up to \$100,000	ADP
	2.	For exemption requests up to \$250,000	DCMP
	3.	For exemption requests up to \$2M	CFO
	4.	For exemption requests up to \$5M	COO
	5.	For exemption requests up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	D1
N	240	Approve release of procurement processes over \$250K and/or high risk procurement processes (including open approaches to market and/or extensions to existing contracts based on total contract value; excluding procurement of consultancy services)	
	1.	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$500,000	D3
	2.	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$1.5M	D2
	3.	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$2M	DFS DITS
	4.	University-wide (including exemptions from tendering), up to \$2M	CFO
	5.	University-wide (including exemptions from tendering), up to \$5M	COO
	6.	University-wide (including exemptions from tendering), up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council.	D1
N	NEW	Approve release of procurement processes for consultancy services as defined under University policy (including extensions to existing contracts based on total contract value)	
	1.	For procurement processes within area of responsibility, up to \$50,000	D3
	2.	University-wide, for procurement processes up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	D1

Let me know,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Chief Operating Officer's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Si Kayser <Si.Kayser@anu.edu.au>
Sent: Wednesday, May 15, 2024 2:13 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: Re: Proposed Changes to Procurement Delegations - draft memo

Hi Leslie,

I suggest that we seek confirmation from the VC as to what her expectation is will solve this one.

Vibo (then Acting CFO) was of the view that delegations aren't to be updated (similar to when it was reduced to \$100k) yet I understand that Belinda may have been of a different view.

Whilst that conversation is happening, we have the attached memo template which has been drafted anticipating to come from the Business Delegate, to me first for endorsement and then approval for Genevieve. Michael is supportive of this approach and question if this could be confirmed with the VC at the same time.

Maybe this is something that Phillip could cover for us?

Regards

Si

Si Kayser
Director, Commercial Management & Procurement
Australian National University
ACT 2601

8477 - Public In

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>

Date: Tuesday, 14 May 2024 at 4:50 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Hi Susan – I had a brief word with Si today as we were waiting for CPC. If you can ask him at your meeting with him tomorrow, that would be good. Like I said, my impression from Belinda was that the VC urgently wanted this in place.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Chief Operating Officer's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Tuesday, May 14, 2024 4:20 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Ah thanks Leslie,

I'm glad I checked. I misunderstood your message below where you said **Thanks for this – we'll go with these changes.**

Can I recommend that the changes go ahead for delegations as sorting out the exact procedure, memo, and process for the VC approval of consultants is in the works but may take some time? I'll ask Si for an update on this tomorrow when we speak (last I heard it was under review).

Cheers,
Susan

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Monday, May 13, 2024 5:20 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Hi Susan – no it hasn't gone to the COO or the VC because you mentioned that Si would be providing some information around the consultancy delegation (and I've been tied up with FC and ARMC). Perhaps Si can let me know...?

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Monday, May 13, 2024 12:25 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

H Leslie,
Just checking to see if this has gone through or if you needed anything else from us? We have our monthly community of interest on Wednesday, and it would be good if we can communicate this change (if official!) at this time .
Cheers
Susan

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Thursday, May 2, 2024 6:52 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Si Kayser <Si.Kayser@anu.edu.au>
Cc: Director Governance <director.governance@anu.edu.au>; Phillip Tweedie <phillip.tweedie@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Hi Susan,

Thanks for this – we'll go with these changes.

Regarding the consultancy delegation – my very clear impression is that Belinda has had a specific conversation with the Vice-Chancellor and this is something the VC wants. I have to agree: the current Delegations Framework does not indicate that external consultancy agreements over \$50k need to go to the Vice-Chancellor – quite the opposite. Even if the authority isn't permanent, we really should reflect it so everyone is on the same page. We made similar short-term changes to the Framework in relation to COVID travel – on multiple occasions – it's better to be clear about these arrangements.

Happy to chat tomorrow – things have been crazy today in getting the ARMC agenda out.

Let me know,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Thursday, May 2, 2024 8:58 AM

To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Si Kayser <Si.Kayser@anu.edu.au>
Cc: Director Governance <director.governance@anu.edu.au>; Phillip Tweedie <phillip.tweedie@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Hi Leslie,

Please find attached email approval from Michael (CFO) relating to splitting the exemption delegation. There is a very large amount of exemptions under \$100k so from a workload perspective it would be very helpful for Si if this is split. I've attached our monthly exemption spreadsheet as a reference point.

As all other changes were approved by Anna we believe this is sufficient to proceed (per advise attached).

In regards to the VC approval for consultancy spend the FBS position is to not include this in the delegations framework for now.

As this has gone back and forth for a while (with various folks due to all the org changes!) may I recommend a quick chat if we are not on the same page? My calendar is up to date. Si will propose a new time should he not be able to attend at the time you recommend.

Thank you!

Cheers,
Susan

From: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Sent: Wednesday, May 1, 2024 6:05 PM
To: Si Kayser <Si.Kayser@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Cc: Director Governance <director.governance@anu.edu.au>; Phillip Tweedie <phillip.tweedie@anu.edu.au>
Subject: Proposed Changes to Procurement Delegations - draft memo

Hi Si and Susan,

As you know, the changes to procurement delegations which had been discussed and endorsed by the previous CFO, now require an amendment to recognise the new organisational arrangements and positions in F&BS/UPCO. My suggestion is that the new CFO be briefed on the full set of changes – including these new amendments – and his endorsement be sought before I take this via the COO to the VC for approval.

To assist in this, I've attached a draft memorandum which was composed before the latest amendments were flagged. I've added the changes, including the two new profiles that would be required (highlighted in yellow).

As I've mentioned in correspondence, I would still advise against the creation of two new profiles for Delegation 462, holding one delegation each. I'd ask you to consider whether the volume of approvals is truly enough to justify splitting the authority for exemptions under \$250k.

Let me know what you decide – and if you need any further information for a discussion with the CFO.

Kind regards,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

Office of the Vice-Chancellor
Australian National University
Canberra | ACT | 2601
M: 0477 000000
CRICOS Provider #00120C
TEQSA Provider ID PRV12002 (Australian University)

From: Susan LaVelle-Butler
To: Vibo Chandrasekera
Cc: Si Kayser; Leslie McDonald; Mariane Quintao
Subject: RE: Minor wording changes and clarifications to several delegations
Date: Wednesday, 3 April 2024 8:26:16 AM
Attachments: Delegation modification 462 240 VC .docx
image001.png
image002.jpg

Hi Vibo,

Below is a very long email chain that was kicked off last year as UPCO needed to make some changes to delegations. The main reason for this is that people were misreading how the delegation for exemptions was laid out as it was between 2 separate delegation #'s. This was about to go through for approval when we realised due to name changes and Si's new role we needed to make an additional change. At a super high level (so you do not have to review the whole email chain) Anna endorsed the attached before she left. The one additional change which Si and I requested yesterday involves amending the attached by splitting the 1st exemption cluster (5k-250k) into 2 lines so that smaller exemptions (under 100k) can be approved by the associate director and then Si can approve exemptions between 100k-250k):

- | | |
|--|---|
| 1 For exemption requests from \$5,000 up to under \$100,000 | Associate Director Procurement |
| 2 For exemption requests up to \$250,000 | Director, Commercial Management and Procurement |

Leslie requires your approval as acting CFO to push this forward. Please let us know if any concerns or if you require additional details.

Cheers,
Susan

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Tuesday, April 2, 2024 6:12 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Cc: Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Hi Susan,

We can make that change, but it will mean an amended delegation profile name (CPO to ADP – which is obviously necessary), a whole new profile for the Director, Commercial Management and Procurement, and a split of the original cluster 1 into two new clusters. I need to see agreement from the acting CFO for this move – can you send me something?

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Chief Operating Officer's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Tuesday, April 2, 2024 3:15 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Thank you Leslie.,
If it is not too late we need to do the following (we no longer have a Chief procurement officer!!):

- | | |
|--|---|
| 1 For exemption requests from \$5,000 up to under \$100,000 | Associate Director Procurement |
| 2 For exemption requests up to \$250,000 | Director, Commercial Management and Procurement |

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Tuesday, April 2, 2024 3:11 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Hi Susan,

The amended delegations – endorsed by Anna - are about to go to the VC via the COO's office. The final version is attached.

Please let me know what sort of edit you have in mind. I don't want to delay this process any further if we can help it.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Chief Operating Officer's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Tuesday, April 2, 2024 9:43 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Hi Leslie.

This has been going on for a bit and there have been a few different email trails. Just want to confirm with you that this is the spreadsheet that you are working off of? If yes I need to make one more edit to reflect Si and the new Bernie position.

Please let me know and then I can shoot it straight back to you with the additional change.

Thank you!

Cheers,
Susan

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Thursday, February 15, 2024 1:47 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; Director Governance <director.governance@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Hi Susan – it got held up with Council last week, but my next step is giving the COO's office a heads up before we put the formal paperwork through. Bear with me – should get to that tomorrow.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Vice-Chancellor's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Thursday, February 15, 2024 12:55 PM
To: FBS - Procurement Office <procurement.office@anu.edu.au>; Leslie McDonald <Leslie.McDonald@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; Director Governance <director.governance@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Hi Leslie,
Checking in on how this is progressing?
Cheers,
Susan

From: FBS - Procurement Office <procurement.office@anu.edu.au>
Sent: Tuesday, January 30, 2024 2:38 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Director Governance <director.governance@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Thanks Leslie

With Bernie leaving tomorrow, can you please keep Susan, Si and I in the loop

Kind regards

Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPCO)
Finance and Business Services Division (F&BS)
The Australian National University
10C East Road, Chancellery Building, Acton, Canberra, ACT 2601
[Google Maps - ANU Maps](#)
Phone: 02 6125 7297
Direct Email: Rebecca.Farquhar@anu.edu.au
Work hours: 8.30am to 4.30pm Mon- Fri
Team email: Procurement.Office@anu.edu.au
Website: [Procurement & Contracts - Staff Services - ANU](#)

The Australian National University acknowledges, celebrates and pays our respects to the Ngunnawal and Ngambri people of the Canberra region and to all First Nations Australians on whose traditional lands we meet and work, and whose cultures are among the oldest continuing cultures in human history.

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IMPORTANT: The contents of this email message and any documents attached to it may be privileged and confidential. Any unauthorised use is strictly prohibited. If you receive this email in error, please accept my apologies and delete it. Thank you.

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Tuesday, January 30, 2024 2:19 PM
To: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Director Governance <director.governance@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Thanks Bernie! We'll now progress this proposal, which will include seeking clearance from the Office of the COO, before going up to the Vice-Chancellor for approval. I'll be in touch to keep you updated.

With kind regards – and thanks to you and your team for your work on this!

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Sent: Tuesday, January 30, 2024 1:35 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Leslie

Based on the email/s below and I also walked Anna through in person, her written approval is below.

Please coordinate with Rebecca and Susan to finalise. All the best

Bernie O'Dowd
Chief Procurement Officer, UPCO
Finance and Business Services Division
The Australian National University

We have recently moved office, please update your UPCO address to:
#10C East Road, Chancelry Building, Acton, ACT 2601
[Google Maps - ANU Maps](#)

T: **477 - Public Areas**
E: bernard.odowd@anu.edu.au

ANU_Email_signature_banner_2023_black

From: Anna Tsikouris <anna.tsikouris@anu.edu.au>
Sent: Tuesday, January 30, 2024 12:58 PM
To: Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>
Subject: Re: Minor wording changes and clarifications to several delegations

Hi Bernie,

Thanks, Approved.

Kind Regards
Anna

On 30 Jan 2024, at 12:38 pm, Bernie O Dowd <Bernard.ODowd@anu.edu.au> wrote:

Anna

We have been working with Leslie McDonald in CGRO to modify 3 delegations. I attach the modifications recommended, but will break them down for you here, so you know what is recommended to change.

We need your written approval to progress to approval stage.

The Sub-Category description for this section is recommended to be '**PROCUREMENT PROCESSES/Tenders and Exemptions**'
We are specifically expanding delegation 462 – Procurement exemptions, in to the agreed financial thresholds. Currently 462 only addresses CPO up to \$250k (this was a new delegation approx 24 months ago) and Delegation 240 – approval for a procurement process references exemptions for all other thresholds. They are all being brought in to the one delegation, 462, Exemptions from procurement processes for clarity. References in 240 are being removed.

In delegation 240, we are recommending adding some clarity to the Delegation Description – to include extensions and variations of agreements, as we have found several examples where this was not being done, so we have clarified the requirement. We have also removed any reference to exemptions,

due to 462 being expanded as explained above.

There is a new delegation, for Consultancies – which specifies D3 up to \$100k , and only VC above that threshold. This is to have an authority for the practice you confirmed with the new VC earlier this month.

These changes have been reviewed by the Procurement team and we have worked with CGRO.

We need your written approval to proceed.

I attach relevant existing delegations (below) and attach new proposed wording for your review.

Existing Delegations 462 and 240

<image002.png>

Thank you for your consideration

Bernie O'Dowd

Chief Procurement Officer, UPKO

Finance and Business Services Division

The Australian National University

We have recently moved office, please update your UPKO address to:

#10C East Road, Chancery Building, Acton, ACT 2601

[Google Maps](#) - [ANU Maps](#)

T: [\[Redacted\]](#)

E: bernard.odowd@anu.edu.au

<image001.jpg>

<Delegation modification 462 240 VC .docx>

From: Susan LaVelle-Butler
To: Leslie McDonald
Subject: RE: Minor wording changes and clarifications to several delegations
Date: Wednesday, 17 April 2024 3:26:12 PM
Attachments: image001.png
image002.jpg

Hi Leslie I've sent a teams message to Si to try and get his review ASAP. Just a quick note that I think we will also need to draft up a quick policy and procedure around the VC approval for consultancy if this is a permanent change.

I'll await news from you/Si.

Cheers.
Susan

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Wednesday, April 17, 2024 3:22 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Si Kayser <Si.Kayser@anu.edu.au>
Cc: Belinda Farrelly <belinda.farrelly@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Hi Susan and Si,

I've just met with Belinda who emphasised the importance of getting the new consultancy delegation, in particular, approved and in the Delegations Framework urgently. I'd like to get all the procurement delegation changes through at the same time.

Can I suggest that we go ahead with what Anna had agreed to – i.e. the changes to 462 (exemptions) and 240 (procurement), plus the new consultancy delegation – without the amendments you've suggested below to 462.

It is absolutely still possible for Si's position to hold the CPO delegation profile until we do a later update. Both Belinda and I have concerns about the creation of two new profiles (Associate Director, Procurement AND Director, Commercial Management and Procurement) for the purpose of exercising this one split delegation. Every time these position titles change, we'll need to seek approval from the Vice-Chancellor for a Delegations Framework change. We need to consider how often are these approvals required – what sort of workload is involved – what is the basis for suggesting this split. I think we need more discussion about this proposed minor adjustment to the procurement delegation changes, and it would be easier to proceed at this point and come back later to discuss it.

Belinda is meeting with Michael at 4pm. Can I get your agreement to proceed with the original changes?

Let me know,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Chief Operating Officer's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Wednesday, April 17, 2024 2:22 PM
To: Si Kayser <Si.Kayser@anu.edu.au>
Cc: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Hi Si,
This may be the easiest to share with Michael. Please note, I am not including anything relating to the VC consultancy delegation as I know you are working to better determine if this is a temporary measure. I also did not give the backstory pn what Anna already approved as it get s a bit confusing to try and go through all the changes in the last 6 months. If you do want that included please let me know.
Cheers,
Susan

Hi Michael,

I would like to progress with a small **change** in the delegation framework and need your approval in writing to proceed.

This change involves amending the exemption delegation by splitting the 1st exemption cluster (\$5k-\$250k) into 2 lines so that smaller exemptions (under \$100k) can be approved by the Associate Director and then I can approve exemptions between \$100k-\$250k:

N	462	Approve exemptions, University-wide, from procurement processes	
1	For exemption requests from \$5,000 up to under \$100,000		Associate Director, Procurement GPG
2	For exemption requests up to \$250,000		Director, Commercial Management and Procurement CFO
3	For exemption requests up to \$2M		
4	For exemption requests up to \$5M		COO
5	For exemption requests up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council		D1

From: Vibo Chandrasekera <Vibodha.Chandrasekera@anu.edu.au>
Sent: Wednesday, April 17, 2024 1:51 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Hi all

Sorry about not coming back on this. Si just raised this with me which is when I realised I haven't come back to everyone.

This will need to go to Michael now as CFO.

Re VC approval threshold, Si and I understood the threshold for VC to approve at 100k and above for consulting was an internal review mechanism as opposed to a delegations related matter. Is it a delegation threshold ?

Regards
Vibo

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Wednesday, April 17, 2024 12:16 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Vibo Chandrasekera <Vibodha.Chandrasekera@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Hi Susan,

Just checking where we are with this. Our Director has had some questions about the consultancy delegation from (I think) the VC's office, so we need to move to set this up.

With Vibo having been replaced by Michael, perhaps we can clear this with him?

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Chief Operating Officer's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Wednesday, April 3, 2024 8:26 AM
To: Vibo Chandrasekera <Vibodha.Chandrasekera@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; Leslie McDonald <Leslie.McDonald@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Hi Vibo,

Below is a very long email chain that was kicked off last year as UPCO needed to make some changes to delegations. The main reason for this is that people were misreading how the delegation for exemptions was laid out as it was between 2 separate delegation #'s. This was about to go through for approval when we realised due to name changes and Si's new role we needed to make an additional change. At a super high level (so you do not have to review the whole email chain) Anna endorsed the attached before she left. The one additional change which Si and I requested yesterday involves amending the attached by splitting the 1st exemption cluster (5k-250k) into 2 lines so that smaller exemptions (under 100k) can be approved by the associate director and then Si can approve exemptions between 100k-250k):

1 For exemption requests from \$5,000 up to under \$100,000	Associate Director Procurement
2 For exemption requests up to \$250,000	Director, Commercial Management and Procurement

Leslie requires your approval as acting CFO to push this forward. Please let us know if any concerns or if you require additional details.

Cheers,
Susan

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Tuesday, April 2, 2024 6:12 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Cc: Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Hi Susan,

We can make that change, but it will mean an amended delegation profile name (CPO to ADP – which is obviously necessary), a whole new profile for the Director, Commercial Management and Procurement, and a split of the original cluster 1 into two new clusters. I need to see agreement from the acting CFO for this move – can you send me something?

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Chief Operating Officer's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Tuesday, April 2, 2024 3:15 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Thank you Leslie.,
If it is not too late we need to do the following (we no longer have a Chief procurement officer!!):

- 1 For exemption requests from \$5,000 up to ~~under~~ \$100,000 Associate Director Procurement
- 2 For exemption requests up to \$250,000 Director, Commercial Management and Procurement

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Tuesday, April 2, 2024 3:11 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Hi Susan,

The amended delegations – endorsed by Anna - are about to go to the VC via the COO's office. The final version is attached.

Please let me know what sort of edit you have in mind. I don't want to delay this process any further if we can help it.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Chief Operating Officer's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Tuesday, April 2, 2024 9:43 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Hi Leslie.
This has been going on for a bit and there have been a few different email trails. Just want to confirm with you that this is the spreadsheet that you are working off of? If yes I need to make one more edit to reflect Si and the new Bernie position.

Please let me know and then I can shoot it straight back to you with the additional change.

Thank you!

Cheers,
Susan

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Thursday, February 15, 2024 1:47 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; Director Governance <director.governance@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Hi Susan – it got held up with Council last week, but my next step is giving the COO's office a heads up before we put the formal paperwork through. Bear with me – should get to that tomorrow.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Vice-Chancellor's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Thursday, February 15, 2024 12:55 PM
To: FBS - Procurement Office <procurement.office@anu.edu.au>; Leslie McDonald <Leslie.McDonald@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; Director Governance <director.governance@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Hi Leslie,
Checking in on how this is progressing?
Cheers,
Susan

From: FBS - Procurement Office <procurement.office@anu.edu.au>
Sent: Tuesday, January 30, 2024 2:38 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Director Governance <director.governance@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Thanks Leslie

With Bernie leaving tomorrow, can you please keep Susan, Si and I in the loop

Kind regards

Rebecca Farquhar
Procurement Manager
University Procurement and Contracts Office (UPCO)
Finance and Business Services Division (F&BS)
The Australian National University
10C East Road, Chancellery Building, Acton, Canberra, ACT 2601
[Google Maps - ANU Maps](#)
Phone: 02 6125 7297
Direct Email: Rebecca.Farquhar@anu.edu.au
Work hours: 8.30am to 4.30pm Mon- Fri
Team email: Procurement.Office@anu.edu.au
Website: [Procurement & Contracts - Staff Services - ANU](#)

The Australian National University acknowledges, celebrates and pays our respects to the Ngunnawal and Ngambri people of the Canberra region and to all First Nations Australians on whose traditional lands we meet and work, and whose cultures are among the oldest continuing cultures in human history.

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IMPORTANT: The contents of this email message and any documents attached to it may be privileged and confidential. Any unauthorised use is strictly prohibited. If you receive this email in error, please accept my apologies and delete it. Thank you.

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Tuesday, January 30, 2024 2:19 PM
To: Bernie O Dowd <Bernard.ODowd@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Director Governance <director.governance@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Thanks Bernie! We'll now progress this proposal, which will include seeking clearance from the Office of the COO, before going up to the Vice-Chancellor for approval. I'll be in touch to keep you updated.

With kind regards – and thanks to you and your team for your work on this!

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Bernie O Dowd <Bernard.ODowd@anu.edu.au>
Sent: Tuesday, January 30, 2024 1:35 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Rebecca Farquhar <Rebecca.Farquhar@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: Minor wording changes and clarifications to several delegations

Leslie

Based on the email/s below and I also walked Anna through in person, her written approval is below.

Please coordinate with Rebecca and Susan to finalise. All the best

Bernie O'Dowd
Chief Procurement Officer, UPKO
Finance and Business Services Division

The Australian National University

We have recently moved office, please update your UPKO address to:

#10C East Road, Chancelry Building, Acton, ACT 2601

[Google Maps - ANU Maps](#)

T: [177 - Public Inquiries](#)

E: bernard.odowd@anu.edu.au

ANU_Email_signature_banner_2023_black



From: Anna Tsikouris <anna.tsikouris@anu.edu.au>

Sent: Tuesday, January 30, 2024 12:58 PM

To: Bernie O Dowd <Bernard.ODowd@anu.edu.au>

Cc: Si Kayser <Si.Kayser@anu.edu.au>; FBS - Procurement Office <procurement.office@anu.edu.au>

Subject: Re: Minor wording changes and clarifications to several delegations

Hi Bernie,

Thanks, Approved.

Kind Regards

Anna

On 30 Jan 2024, at 12:38 pm, Bernie O Dowd <Bernard.ODowd@anu.edu.au> wrote:

Anna

We have been working with Leslie McDonald in CGRO to modify 3 delegations. I attach the modifications recommended, but will break them down for you here, so you know what is recommended to change.

We need your written approval to progress to approval stage.

The Sub-Category description for this section is recommended to be **'PROCUREMENT PROCESSES/Tenders and Exemptions'**

We are specifically expanding delegation 462 – Procurement exemptions, in to the agreed financial thresholds. Currently 462 only addresses CPO up to \$250k (this was a new delegation approx 24 months ago) and Delegation 240 – approval for a procurement process references exemptions for all other thresholds. They are all being brought in to the one delegation, 462, Exemptions from procurement processes for clarity. References in 240 are being removed.

In delegation 240, we are recommending adding some clarity to the Delegation Description – to include extensions and variations of agreements, as we have found several examples where this was not being done, so we have clarified the requirement. We have also removed any reference to exemptions, due to 462 being expanded as explained above.

There is a new delegation, for Consultancies – which specifies D3 up to \$100k, and only VC above that threshold. This is to have an authority for the practice you confirmed with the new VC earlier this month.

These changes have been reviewed by the Procurement team and we have worked with CGRO.

We need your written approval to proceed.

I attach relevant existing delegations (below) and attach new proposed wording for your review.

Existing Delegations 462 and 240

<image002.png>

Thank you for your consideration

Bernie O'Dowd

Chief Procurement Officer, UPKO

Finance and Business Services Division

The Australian National University

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[Google Maps - ANU Maps](#)

T: [177 - Public Inquiries](#)

E: bernard.odowd@anu.edu.au

<image001.jpg>

<Delegation modification 462 240 VC.docx>

From: [Susan LaVelle-Butler](#)
To: [Leslie McDonald](#); [Si Kayser](#)
Cc: [Director Governance](#); [Phillip Tweedie](#); [Mariane Quintao](#)
Subject: RE: Proposed Changes to Procurement Delegations - draft memo
Date: Friday, 3 May 2024 11:32:12 AM

Thank you Leslie

I'll leave the VC consultancy conversation with Si. He is currently communicating around the process, template, etc.

Cheers,
Susan

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Thursday, May 2, 2024 6:52 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Si Kayser <Si.Kayser@anu.edu.au>
Cc: Director Governance <director.governance@anu.edu.au>; Phillip Tweedie <phillip.tweedie@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Hi Susan,

Thanks for this – we'll go with these changes.

Regarding the consultancy delegation – my very clear impression is that Belinda has had a specific conversation with the Vice-Chancellor and this is something the VC wants. I have to agree: the current Delegations Framework does not indicate that external consultancy agreements over \$50k need to go to the Vice-Chancellor – quite the opposite. Even if the authority isn't permanent, we really should reflect it so everyone is on the same page. We made similar short-term changes to the Framework in relation to COVID travel – on multiple occasions – it's better to be clear about these arrangements.

Happy to chat tomorrow – things have been crazy today in getting the ARMC agenda out.

Let me know,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Thursday, May 2, 2024 8:58 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Si Kayser <Si.Kayser@anu.edu.au>
Cc: Director Governance <director.governance@anu.edu.au>; Phillip Tweedie

<phillip.tweedie@anu.edu.au>

Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Hi Leslie,

Please find attached email approval from Michael (CFO) relating to splitting the exemption delegation. There is a very large amount of exemptions under \$100k so from a workload perspective it would be very helpful for Si if this is split. I've attached our monthly exemption spreadsheet as a reference point.

As all other changes were approved by Anna we believe this is sufficient to proceed (per advise attached).

In regards to the VC approval for consultancy spend the FBS position is to not include this in the delegations framework for now.

As this has gone back and forth for a while (with various folks due to all the org changes!) may I recommend a quick chat if we are not on the same page? My calendar is up to date. Si will propose a new time should he not be able to attend at the time you recommend.

Thank you!

Cheers,
Susan

From: Leslie McDonald <leslie.mcdonald@anu.edu.au>

Sent: Wednesday, May 1, 2024 6:05 PM

To: Si Kayser <Si.Kayser@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>

Cc: Director Governance <director.governance@anu.edu.au>; Phillip Tweedie <phillip.tweedie@anu.edu.au>

Subject: Proposed Changes to Procurement Delegations - draft memo

Hi Si and Susan,

As you know, the changes to procurement delegations which had been discussed and endorsed by the previous CFO, now require an amendment to recognise the new organisational arrangements and positions in F&BS/UPCO. My suggestion is that the new CFO be briefed on the full set of changes – including these new amendments – and his endorsement be sought before I take this via the COO to the VC for approval.

To assist in this, I've attached a draft memorandum which was composed before the latest amendments were flagged. I've added the changes, including the two new profiles that would be required (highlighted in yellow).

As I've mentioned in correspondence, I would still advise against the creation of two new profiles

for Delegation 462, holding one delegation each. I'd ask you to consider whether the volume of approvals is truly enough to justify splitting the authority for exemptions under \$250k.

Let me know what you decide – and if you need any further information for a discussion with the CFO.

Kind regards,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

Office of the Vice-Chancellor
Australian National University
Canberra | ACT | 2601

M: 647P - Public Interest Conditional Ex
CRICOS Provider #00120C
TEQSA Provider ID PRV12002 (Australian University)

From: [Si Kayser](#)
To: [Leslie McDonald](#); [Susan LaVelle-Butler](#)
Subject: Re: Proposed Changes to Procurement Delegations - draft memo
Date: Wednesday, 15 May 2024 2:15:07 PM
Attachments: [ANUxx-xxx- VC Approval for Consultancy\[29\].docx](#)

Hi Leslie,

I suggest that we seek confirmation from the VC as to what her expectation is will solve this one.

Vibo (then Acting CFO) was of the view that delegations aren't to be updated (similar to when it was reduced to \$100k) yet I understand that Belinda may have been of a different view.

Whilst that conversation is happening, we have the attached memo template which has been drafted anticipating to come from the Business Delegate, to me first for endorsement and then approval for Genevieve. Michael is supportive of this approach and question if this could be confirmed with the VC at the same time.

Maybe this is something that Phillip could cover for us?

Regards

Si

Si Kayser
Director, Commercial Management & Procurement
Australian National University
ACT 2601

647F - Public Interest Conditi

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Date: Tuesday, 14 May 2024 at 4:50 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Hi Susan – I had a brief word with Si today as we were waiting for CPC. If you can ask him at your meeting with him tomorrow, that would be good. Like I said, my impression from Belinda was that the VC urgently wanted this in place.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Chief Operating Officer's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Tuesday, May 14, 2024 4:20 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Ah thanks Leslie,

I'm glad I checked. I misunderstood your message below where you said *Thanks for this – we'll go with these changes.*

Can I recommend that the changes go ahead for delegations as sorting out the exact procedure, memo, and process for the VC approval of consultants is in the works but may take some time? I'll ask Si for an update on this tomorrow when we speak (last I heard it was under review).

Cheers,
Susan

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Monday, May 13, 2024 5:20 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Hi Susan – no it hasn't gone to the COO or the VC because you mentioned that Si would be providing some information around the consultancy delegation (and I've been tied up with FC and ARMC). Perhaps Si can let me know...?

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Monday, May 13, 2024 12:25 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

H Leslie,
Just checking to see if this has gone through or if you needed anything else from us? We have our monthly community of interest on Wednesday, and it would be good if we can communicate this change (if official!) at this time .
Cheers
Susan

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Thursday, May 2, 2024 6:52 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Si Kayser <Si.Kayser@anu.edu.au>
Cc: Director Governance <director.governance@anu.edu.au>; Phillip Tweedie <phillip.tweedie@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
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Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

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Sent: Thursday, May 2, 2024 8:58 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Si Kayser <Si.Kayser@anu.edu.au>
Cc: Director Governance <director.governance@anu.edu.au>; Phillip Tweedie <phillip.tweedie@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

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Susan

From: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Sent: Wednesday, May 1, 2024 6:05 PM
To: Si Kayser <Si.Kayser@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Cc: Director Governance <director.governance@anu.edu.au>; Phillip Tweedie <phillip.tweedie@anu.edu.au>
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Kind regards,

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Leslie McDonald

Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

Office of the Vice-Chancellor
Australian National University
Canberra | ACT | 2601

M:

647F - Public Interest Conditional Ex

CRICOS Provider #00120C
TEQSA Provider ID PRV12002 (Australian University)

From: [Phillip Tweedie](#)
To: [Leslie McDonald](#)
Subject: Re: Proposed Changes to Procurement Delegations - draft memo
Date: Friday, 17 May 2024 8:09:46 AM

Hi Leslie,

Just confirming that I spoke to VC after SLG yesterday afternoon and she wants the delegations to be updated to reflect the \$50k limit.

Thanks,

Phillip

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Date: Thursday, 16 May 2024 at 2:28 PM
To: Phillip Tweedie <phillip.tweedie@anu.edu.au>
Subject: FW: Proposed Changes to Procurement Delegations - draft memo

Phillip – further to our discussion – below is the email from Si about seeking feedback from the VC on her views of whether a consultancy delegation is required. Just so you have more context. Also as background, the template they propose to use to approve all such consultancies in future is also attached.

Let me know what she thinks,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Chief Operating Officer's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Si Kayser <Si.Kayser@anu.edu.au>
Sent: Wednesday, May 15, 2024 2:13 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: Re: Proposed Changes to Procurement Delegations - draft memo

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Maybe this is something that Phillip could cover for us?

Regards

Si

Si Kayser
Director, Commercial Management & Procurement
Australian National University
ACT 2601

547F - Public Interest Constitu

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Date: Tuesday, 14 May 2024 at 4:50 PM

To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>

Cc: Si Kayser <Si.Kayser@anu.edu.au>

Subject: RE: Proposed Changes to Procurement Delegations - draft memo

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Leslie

Leslie McDonald

Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Chief Operating Officer's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>

Sent: Tuesday, May 14, 2024 4:20 PM

To: Leslie McDonald <Leslie.McDonald@anu.edu.au>

Cc: Si Kayser <Si.Kayser@anu.edu.au>

Subject: RE: Proposed Changes to Procurement Delegations - draft memo

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Sent: Monday, May 13, 2024 5:20 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

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Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

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As I've mentioned in correspondence, I would still advise against the creation of two new profiles for Delegation 462, holding one delegation each. I'd ask you to consider whether the volume of approvals is truly enough to justify splitting the authority for exemptions under \$250k.

Let me know what you decide – and if you need any further information for a discussion with the CFO.

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Office of the Vice-Chancellor
Australian National University
Canberra | ACT | 2601

M: 

CRICOS Provider #00120C

TEQSA Provider ID PRV12002 (Australian University)

From: [Leslie McDonald](#)
To: [Si Kayser](#); [Susan LaVelle-Butler](#)
Cc: [Mariane Quintao](#)
Subject: RE: Proposed Changes to Procurement Delegations - draft memo
Date: Friday, 17 May 2024 5:35:00 PM

Hi Si and Susan,

Just a quick update before I sign off for the week. Phillip had a chance to talk to the VC after SLG last night and she indicated that she would like a delegation for consultancies. I'll finalise the delegation change memo early next week and get it off through COO to the VC for approval. Goodness knows this has taken long enough!!

Best wishes for a lovely weekend!

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

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Sent: Wednesday, May 15, 2024 2:13 PM
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Maybe this is something that Phillip could cover for us?

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Australian National University
ACT 2601

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Chief Operating Officer's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

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Office of the Vice-Chancellor
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M:

647F - Public Interest Conditional Ex

CRICOS Provider #00120C

TEQSA Provider ID PRV12002 (Australian University)



Australian
National
University

Memo

SUBJECT Proposed Changes to the Delegations Framework

TO Vice-Chancellor

VIA Director, Corporate Governance and Risk Office
Chief Operating Officer

FROM Leslie McDonald, Manager, Corporate Governance and Policy
Corporate Governance and Risk

DATE 25 June 2024

Please find listed below proposed amendments to the Delegations Framework (marked in red) to bring it into line with current policy, practice and organisational structures. For consideration.

Procurement – Delegation of authorities for ANU Procurement Matters

The Division of Finance & Business Services and the University Procurement & Contracts Office (UPCO) have proposed updates to the current procurement delegations to bring them further into line with policy. The key change is an expansion of Delegation 462 to consolidate and clarify authorities to approve procurement exemptions. Recent organisational/position title changes have also been reflected. References to exemptions have been removed from Delegation 240.

A new delegation has also been drafted to reflect the business decision to have all proposals for procurement processes (or exemptions) for external consultancy services over \$50k require pre-approval by you, as Vice-Chancellor, before they progress.

The proposed changes are listed below. These changes have been supported and endorsed by the Chief Financial Officer.

Discontinued Profile:
Chief Procurement Officer (CPO)

New Profiles:
Associate Director, Procurement (ADP)
Director, Commercial Management and Procurement (DCMP)

Amended Profiles:
Chief Finance Officer (CFO) - addition of 462; amendment to 240
Chief Operating Officer (COO) - addition of 462; amendment to 240
D3 - amendment to 240
D1 - addition of 462 and NEW delegation - amendment to 240
D2 - amendment to 240
Director Facilities and Services (DFS) - amendment to 240
Director ITS (DITS) - amendment to 240

Changes to Delegations by Category:

FINANCE

~~TENDERS/Tenders (goods and services including consultancy services)~~

PROCUREMENT PROCESSES/Tenders and Exemptions

N	467 (NEW)	Grant pre-approval in relation to consultancy services over \$50,000: to approach the market under Delegation 240, or to seek exemption from procurement processes under Delegation 462	D1
N	462	Approve exemptions from procurement processes, under \$250K including procurement of consultancy services where pre-approval has been required and granted under Delegation 467	Chief Procurement Officer
		1. For exemption requests from \$5,000 up to \$100,000	ADP
		2. For exemption requests up to \$250,000	DCMP
		3. For exemption requests up to \$2M	CFO
		4. For exemption requests up to \$5M	COO
		5. For exemption requests up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	D1
N	240	Approve release of procurement processes over \$250K and/or high risk procurement processes (including open approaches to market and procurement of consultancy services where pre-approval has been required and granted under Delegation 467)	
		1. For matters procurement processes within area of responsibility (excluding exemptions from tendering) , up to \$500,000	D3
		2. For matters procurement processes within area of responsibility (excluding exemptions from tendering) , up to \$1.5M	D2
		3. For matters procurement processes within area of responsibility (excluding exemptions from tendering) , up to \$2M	DFS DITS
		4. University-wide (including exemptions from tendering) , up to \$2M	CFO
		5. University-wide (including exemptions from tendering) , up to \$5M	COO
		6. University-wide (including exemptions from tendering) , up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council.	D1

For your consideration of the proposed changes to the Delegations Framework.

s47F - Public Interest Conditional Exemptions - Personal Privacy
[Redacted Signature]

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

Endorsed/ Not Endorsed

s47F - Public Interest Conditional Exemptions
[Redacted Signature]

Phillip Tweedie
University Secretary

Date: 25/6/2024 | 4:58 PM AEST

X
Approved / Not Approved

s47F - Public Interest Conditional Exemptions
[Redacted Signature]

Professor Genevieve Bell AO FAHA FTSE
Vice-Chancellor and President

Date: 8/7/2024 | 5:18 PM AEST

X
Endorsed/Not Endorsed

s47F - Public Interest Conditional Exemptions - Personal Privacy
[Redacted Signature]

Chris Price
Chief Operating Officer,

Date: 25/6/2024 | 11:20 PM AEST

From: Leslie McDonald
To: Susan LaVelle-Butler
Cc: Si Kayser; Mariane Quintao
Subject: RE: Proposed Changes to Procurement Delegations - draft memo
Date: Thursday, 20 June 2024 6:47:00 PM

Hi Susan and Si,

Sorry for the delay! In a way, these delays are OK because we are all picking up things that would need to be fixed. In response to your comments below:

- 'University-wide' is a phrase widely used in the delegations framework to denote where a delegate's responsibility covers all areas. However, because all of these authorities are 'University-wide' it probably makes no difference to remove it for 462.
- Completely agree with removal of the wording from 240.
- With the NEW delegation – agree that there needs to be a definition of consultancy, whether that is in policy, in practice (your team assessing them when they come in) or in the wording of the delegation. This is up to you – we can take out the reference to policy, if you like, and you just deal with each on a case-by-case basis?
- Also with the NEW delegation – agree with your suggested wording. Your explanation about it being a pre-approval makes so much sense. I'm wondering if we should be even more clear and say "Approval to approach the market, under Delegation 240, for consultancy services" – or "Grant pre-approval to approach...".
- I would also suggest – if we go with the new wording for the NEW delegation – that Delegation 240 be amended to "Approve release of procurement processes over \$240K and/or high risk procurement processes (including open approaches to market); including procurement of consultancy services where approval has been given under Delegation NEW".
- Last point – and the one that Phillip picked up. How do exemptions relate to consultancy services? If someone wants to seek an exemption from going to market to seek consultancy services – do they still need to go through the VC??? If so, this might mean including additional words about exemptions in the NEW delegation – and additional words about consultancies 462 (similar to that suggested for 240 above). I can have a crack at some wording if needed.

What do you think?

Let me know and I'll draft up a new version.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Wednesday, May 29, 2024 10:32 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Hi Leslie,

Sincere apologies for delay. I was unexpectedly out of the office last week. We are so close, but I have a few concerns which I reviewed with Si and have documented below. Happy to chat today/tomorrow if easier than going back and forth on emails.

Additionally, was there any feedback on the memo and the path for approval (i.e. endorsed by CFO and COO or direct from Si to the VC)?

Cheers,
Susan

PROCUREMENT PROCESSES/Tenders and Exemptions

N	462	Approve exemptions, University-wide, from procurement processes under \$250K. does University-wide confuse matters? I think that makes it look like if a local area is purchasing something just for their department they do not need to get approval. I would recommend removing University-wide.	Chief Procurement Officer
	1.	For exemption requests from \$5,000 up to \$100,000	ADP
	2.	For exemption requests up to \$250,000	DCMP
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N	240	Approve release of procurement processes over \$250K and/or high risk procurement processes (including open approaches to market and/or extensions to existing contracts based on total contract value; excluding procurement of consultancy services) I do not agree with the newly added section in red. If you are issuing options (valid extensions to an existing contract) than that is covered in delegation 220. If you have no options to issue then you are asking for an exemption which is a different delegation.	
	1.	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$500,000	D3
	2.	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$1.5M	D2
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N	NEW	Approve release of procurement processes for consultancy services as defined under University policy (including extensions to existing contracts based on total contract value)2 concerns (1) there is currently no policy so we either need to create one or change the words. (2) This new delegation acts like a pre-approval to go to market. Then once that is in hand (i.e. VC has signed off) you need to get approval to release procurement process through the normal channel. To make this clearer I suggest changing the words to: Approval to approach the market for consultancy services	
	1.	For procurement processes within area of responsibility, up to \$50,000	D3
	2.	University-wide, for procurement processes up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	D1

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>

Sent: Monday, May 20, 2024 12:55 PM
To: Si Kayser <Si.Kayser@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Hi again, Si and Susan,

OK – quick question – Phillip has picked up that with the proposed wording, the new consultancy delegation might be over-ruled by the exemption delegation. What was the intention with the consultancy authority – are there allowed to be exemptions and, if so, can they be signed off by someone other than the VC for over \$50k? I’ve copied the proposed wordings below:

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397F - Public In

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Cc: Si Kayser <Si.Kayser@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Hi Susan – no it hasn't gone to the COO or the VC because you mentioned that Si would be providing some information around the consultancy delegation (and I've been tied up with FC and ARMC). Perhaps Si can let me know...?

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Monday, May 13, 2024 12:25 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

H Leslie,
Just checking to see if this has gone through or if you needed anything else from us? We have our monthly community of interest on Wednesday, and it would be good if we can communicate this change (if official!) at this time.

Cheers
Susan

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Thursday, May 2, 2024 6:52 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>; Si Kayser <Si.Kayser@anu.edu.au>
Cc: Director Governance <director.governance@anu.edu.au>; Phillip Tweedie <phillip.tweedie@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

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Happy to chat tomorrow – things have been crazy today in getting the ARMC agenda out.

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Leslie

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Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

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To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Si Kayser <Si.Kayser@anu.edu.au>
Cc: Director Governance <director.governance@anu.edu.au>; Phillip Tweedie <phillip.tweedie@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Hi Leslie,

Please find attached email approval from Michael (CFO) relating to splitting the exemption delegation. There is a very large amount of exemptions under \$100k so from a workload perspective it would be very helpful for Si if this is split. I've attached our monthly exemption spreadsheet as a reference point.

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As this has gone back and forth for a while (with various folks due to all the org changes!) may I recommend a quick chat if we are not on the same page? My calendar is up to date. Si will propose a new time should he not be able to attend at the time you recommend.

Thank you!

Cheers,
Susan

From: Leslie McDonald <leslie.mcdonald@anu.edu.au>
Sent: Wednesday, May 1, 2024 6:05 PM
To: Si Kayser <Si.Kayser@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Cc: Director Governance <director.governance@anu.edu.au>; Phillip Tweedie <phillip.tweedie@anu.edu.au>
Subject: Proposed Changes to Procurement Delegations - draft memo

Hi Si and Susan,

As you know, the changes to procurement delegations which had been discussed and endorsed by the previous CFO, now require an amendment to recognise the new organisational arrangements and positions in F&BS/UPCO. My suggestion is that the new CFO be briefed on the full set of changes – including these new amendments – and his endorsement be sought before I take this via the COO to the VC for approval.

To assist in this, I've attached a draft memorandum which was composed before the latest amendments were flagged. I've added the changes, including the two new profiles that would be required (highlighted in yellow).

As I've mentioned in correspondence, I would still advise against the creation of two new profiles for Delegation 462, holding one delegation each. I'd ask you to consider whether the volume of approvals is truly enough to justify splitting the authority for exemptions under \$250k.

Let me know what you decide – and if you need any further information for a discussion with the CFO.

Kind regards,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

Office of the Vice-Chancellor
Australian National University
Canberra | ACT | 2601

M: [0293976300](tel:0293976300)
CRICOS Provider #00120C
TEQSA Provider ID PRV12002 (Australian University)

From: Leslie McDonald
To: Susan LaVelle-Butler
Cc: Si Kayser; Mariane Quintao
Subject: RE: Proposed Changes to Procurement Delegations - draft memo
Date: Friday, 21 June 2024 12:39:00 PM

Thanks Susan and Si,

Draft below – and I think a definition of consultancy would be fine in something like an online guide or an updated procurement policy/procedure.

The new delegation's number will be 467 – and you'll see I've simplified it significantly (now that it's a pre-approval, the former D3 part wasn't really relevant) – and I've also listed it first for clarity. Let me know what you think – happy to move or change anything I've suggested.

PROCUREMENT PROCESSES/Tenders and Exemptions

N	467	Grant pre-approval in relation to consultancy services over \$50,000; to approach the market under Delegation 240, or seek exemption from procurement processes under Delegation 462	D1
N	462	Approve exemptions from procurement processes under \$250K, including procurement of consultancy services where pre-approval has been required and granted under Delegation 467	Chief Procurement Officer
	1.	For exemption requests from \$5,000 up to \$100,000	ADP
	2.	For exemption requests up to \$250,000	DCMP
	3.	For exemption requests up to \$2M	CFO
	4.	For exemption requests up to \$5M	COO
	5.	For exemption requests up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	D1
N	240	Approve release of procurement processes over \$250K and/or high risk procurement processes (including open approaches to market and procurement of consultancy services where pre-approval has been required and granted under Delegation 467)	
	1.	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$500,000	D3
	2.	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$1.5M	D2
	3.	For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$2M	DFS DITS
	4.	University-wide (including exemptions from tendering), up to \$2M	CFO
	5.	University-wide (including exemptions from tendering), up to \$5M	COO
	6.	University-wide (including exemptions from tendering), up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council.	D1

Kind regards,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Friday, June 21, 2024 10:45 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Thank you Leslie! We are so close now. A few comments below from me and Si.

Cheers,
Susan

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Thursday, June 20, 2024 6:47 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Hi Susan and Si,

Sorry for the delay! In a way, these delays are OK because we are all picking up things that would need to be fixed. In response to your comments below:

- 'University-wide' is a phrase widely used in the delegations framework to denote where a delegate's responsibility covers all areas. However, because all of these authorities are 'University-wide' it probably makes no difference to remove it for 462.
- Completely agree with removal of the wording from 240.
- With the NEW delegation – agree that there needs to be a definition of consultancy, whether that is in policy, in practice (your team assessing them when they come in) or in the wording of the delegation. This is up to you – we can take out the reference to policy, if you like, and you just deal with each on a case-by-case basis? **Yes please remove the reference to policy. Would it be ok to refer to our procurement online guide?**
- Also with the NEW delegation – agree with your suggested wording. Your explanation about it being a pre-approval makes so much sense. I'm wondering if we should be even more clear and say "Approval to approach the market, under Delegation 240, for consultancy services" – or "Grant pre-approval to approach...". **Yes happy with grant pre approval as we think that makes it very clear as to the steps required**
- I would also suggest – if we go with the new wording for the NEW delegation – that Delegation 240 be amended to "Approve release of procurement processes over \$240K and/or high risk procurement processes (including open approaches to market); including procurement of consultancy services where approval has been given under Delegation NEW". **Agreed, great idea**
- Last point – and the one that Phillip picked up. How do exemptions relate to consultancy services? If someone wants to seek an exemption from going to market to seek consultancy services – do they still need to go through the VC??? If so, this might mean including additional words about exemptions in the NEW delegation – and additional words

about consultancies 462 (similar to that suggested for 240 above). I can have a crack at some wording if needed. Yes both steps would be required for an exemption relating to a consultancy service (pre approval for consultancy spend first then approval for the exemption). Happy for you to take a crack at wording!

What do you think?

Let me know and I'll draft up a new version.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Sent: Wednesday, May 29, 2024 10:32 AM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Hi Leslie,

Sincere apologies for delay. I was unexpectedly out of the office last week. We are so close, but I have a few concerns which I reviewed with Si and have documented below. Happy to chat today/tomorrow if easier than going back and forth on emails.

Additionally, was there any feedback on the memo and the path for approval (i.e. endorsed by CFO and COO or direct from Si to the VC)?

Cheers,
Susan

PROCUREMENT PROCESSES/Tenders and Exemptions

N	462	Approve exemptions, University-wide, from procurement processes under \$250K does University-wide confuse matters? I think that makes it look like If a local area is purchasing something just for their department they do not need to get approval. I would recommend removing University-wide.	Chief Procurement Officer
		1. For exemption requests from \$5,000 up to \$100,000	ADP
		2. For exemption requests up to \$250,000	DCMP
		3. For exemption requests up to \$2M	CFO
		4. For exemption requests up to \$5M	COO
		5. For exemption requests up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	D1
N	240	Approve release of procurement processes over \$250K and/or high risk procurement processes (including open approaches to market and/or extensions to existing contracts based on total contract value; excluding procurement of consultancy services) I do not agree with the newly added section in red. If you are issuing options (valid extensions to an existing contract) than that is covered in delegation 220. If you have no options to issue then you are asking for an exemption which is a different delegation.	
		1. For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$500,000	D3
		2. For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$1.5M	D2
		3. For matters procurement processes within area of responsibility (excluding exemptions from tendering), up to \$2M	DFS
			DITS
		4. University-wide (including exemptions from tendering), up to \$2M	CFO
		5. University-wide (including exemptions from tendering), up to \$5M	COO
		6. University-wide (including exemptions from tendering), up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council.	D1
N	NEW	Approve release of procurement processes for consultancy services as defined under University policy (including extensions to existing contracts based on total contract value)2 concerns (1) there is currently no policy so we either need to create one or change the words. (2) This new delegation acts like a pre-approval to go to market. Then once that is in hand (i.e. VC has signed off) you need to get approval to release procurement process through the normal channel. To make this clearer I suggest changing the words to: Approval to approach the market for consultancy services	
		1. For procurement processes within area of responsibility, up to \$50,000	D3
		2. University-wide, for procurement processes up to \$10M; and authority for matters above \$10M within already approved budgets, on behalf of, and reported back to, Council	D1

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Sent: Monday, May 20, 2024 12:55 PM
To: Si Kayser <Si.Kayser@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Hi again, Si and Susan,

OK – quick question – Phillip has picked up that with the proposed wording, the new consultancy delegation might be over-ruled by the exemption delegation. What was the intention with the consultancy authority – are there allowed to be exemptions and, if so, can they be signed off by someone other than the VC for over \$50k? I've copied the proposed wordings below:

PROCUREMENT PROCESSES/Tenders and Exemptions

N	462	Approve exemptions, University-wide, from procurement processes under \$250K	Chief Procurement Officer
		1. For exemption requests from \$5,000 up to \$100,000	ADP
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Let me know,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Chief Operating Officer's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

From: Si Kayser <Si.Kayser@anu.edu.au>
Sent: Wednesday, May 15, 2024 2:13 PM
To: Leslie McDonald <Leslie.McDonald@anu.edu.au>; Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Subject: Re: Proposed Changes to Procurement Delegations - draft memo

Hi Leslie,

I suggest that we seek confirmation from the VC as to what her expectation is will solve this one.

Vibo (then Acting CFO) was of the view that delegations aren't to be updated (similar to when it was reduced to \$100k) yet I understand that Belinda may have been of a different view.

Whilst that conversation is happening, we have the attached memo template which has been drafted anticipating to come from the Business Delegate, to me first for endorsement and then approval for Genevieve. Michael is supportive of this approach and question if this could be confirmed with the VC at the same time.

Maybe this is something that Phillip could cover for us?

Regards

Si

Si Kayser
Director, Commercial Management & Procurement
Australian National University
ACT 2601

From: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Date: Tuesday, 14 May 2024 at 4:50 PM
To: Susan LaVelle-Butler <Susan.LaVelle-Butler@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Hi Susan – I had a brief word with Si today as we were waiting for CPC. If you can ask him at your meeting with him tomorrow, that would be good. Like I said, my impression from Belinda was that the VC urgently wanted this in place.

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Chief Operating Officer's Portfolio
Baldessin Building, 110 Ellery Street
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Canberra ACT 2600

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To: Leslie McDonald <Leslie.McDonald@anu.edu.au>
Cc: Si Kayser <Si.Kayser@anu.edu.au>
Subject: RE: Proposed Changes to Procurement Delegations - draft memo

Ah thanks Leslie,

I'm glad I checked. I misunderstood your message below where you said **Thanks for this – we'll go with these changes.**

Can I recommend that the changes go ahead for delegations as sorting out the exact procedure, memo, and process for the VC approval of consultants is in the works but may take some time? I'll ask Si for an update on this tomorrow when we speak (last I heard it was under review).

Cheers,
Susan

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Cc: Director Governance <director.governance@anu.edu.au>; Phillip Tweedie <phillip.tweedie@anu.edu.au>
Subject: Proposed Changes to Procurement Delegations - draft memo

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Let me know what you decide – and if you need any further information for a discussion with the CFO.

Kind regards,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

Office of the Vice-Chancellor
Australian National University
Canberra | ACT | 2601
M: [02 6201 2222](tel:0262012222)
CRICOS Provider #00120C
TEQSA Provider ID PRV12002 (Australian University)

From: [Leslie McDonald](#)
To: [Office of the COO](#); [Vice-Chancellor EO](#)
Cc: [Director Governance](#); [Mariane Quintao Gervais](#)
Subject: RE: Delegation Change Memo - Procurement Delegations - sent to COO and VC via docusign
Date: Tuesday, 25 June 2024 4:34:00 PM
Attachments: s22 - Access to edited copies with exempt or irrelevant matter deleted

Hi Lily and Lou (again),

Herewith an updated copy of the delegation change memo just sent to Phillip, Chris and Genevieve via Docusign. All issues have been resolved and agreed with F&BS and UPCO. Let me know if you have questions,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy
Corporate Governance and Risk Office

From: Leslie McDonald
Sent: Monday, May 20, 2024 12:40 PM
To: Office of the COO <office.coo@anu.edu.au>; Vice-Chancellor EO <eo.vc@anu.edu.au>
Cc: Director Governance <director.governance@anu.edu.au>; Mariane Quintao <Mariane.AndradeQuintao@anu.edu.au>
Subject: Delegation Change Memo - Procurement Delegations - sent to COO and VC via docusign

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Kind regards,

Leslie

Leslie McDonald
Manager, Corporate Governance and Policy

Corporate Governance and Risk Office
Chief Operating Officer's Portfolio
Baldessin Building, 110 Ellery Street
The Australian National University
Canberra ACT 2600

M 
Leslie.McDonald@anu.edu.au

TEQSA Provider ID: PRV12002 (Australian University) | CRICOS Provider Code: 00120C

The Australian National University acknowledges, celebrates and pays our respects to the Ngunnawal and Ngambri people of the Canberra region and to all First Nations Australians on whose traditional lands we meet and work, and whose cultures are among the oldest continuing cultures in

human history.