



Contract Review Committee – Housing Tasmania

Policy Intent

The involvement of the Contracts Review Committee (CRC) assists in obtaining improved outcomes in terms of conformity to Government requirements, probity standards, whole-of-Department priorities and budget parameters. It also helps to avoid unnecessary delays in obtaining endorsement for urgent contractual arrangements and reduce future legal risk.

The CRC is required to review all proposals involving external parties, which have, or may have, a direct or indirect cost in excess of \$50,000, Relevance and plans for the disposal of assets with a value greater than \$15,000.

When is CRC approval necessary?

CRC endorsement is required prior to the submission of an application for funding, negotiation or tender process being carried out and prior to Ministerial approval, if relevant, being sought.

The CRC will continue to review proposed arrangements following detailed procurement or disposal processes, and prior to a final contract being entered into by the Department.

What does CRC look for in a submission?

In reviewing initial proposals the CRC will need to be satisfied of the following:

1. That there is a clear need/net benefit from the proposal;
2. That there are sufficient funds available; and

That planned processes comply with relevant Government requirements and are appropriate.

How many steps are there?

The approval process for a given matter may involve up to three stages. Endorsement may be required for initial plans and proposed processes as well as the selection of respondents to request for tenders. In the case of request for quotations over \$10,000 and under \$50,000 (GST exclusive) the initial CRC approval and acceptance of quotations are a combined step.

Additional Information /resources

Additional information on the CRC guidelines and delegations etc can be found in the CRC and Procurement Handbook <http://intra.dhhs.tas.gov.au/dhhs-online/page.php?id=360>

The proforma on engaging consultants under \$10,000 can be found in the tools section of the Housing Tasmania Intranet Site.

For further information relating to this policy please email the helpdesk housing.policyhelpdesk@dhhs.tas.gov.au

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