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| **DECISION BRIEF FOR [DELEGATE]**  **PGPA SECTION 23(3) – APPROVAL TO COMMIT RELEVANT MONEY** | |
| **Contract:** [Contract Type] for [Contractor Name] | **Reference:** BSXXXXXXX |
| **Project:** [Project Number and Name] | **Due Date:** XX Mmm YY |

**References:**

* + - 1. [Defence Financial Delegations](http://modelpedia.dpe.protected.mil.au/PublishedWebsite/LatestFinal/%7BB571C7BA-B0ED-4794-BC4B-5678E50E1189%7D/Item/%7B8C199518-5E35-4CA8-914C-A8603AD23C2B%7D)
      2. [Number] [Project Approval Documentation] [date] [OBJ Reference]
      3. DGCFI Approval to Procure an Outsourced Service Provider ([BS21091715](https://objcdc11/id:BS21091715/document/versions/published)) [or DEPSEC SE Approval to Procure a Consultant or Contractor] – [please seek CFI DPM advice if not sure]
      4. [Number] Project Development and Delivery Plan approved [date] [OBJ Reference]
      5. [Number] Tender Evaluation Board Report approved [date] [OBJ Reference]
      6. [Number] Negotiation Outcomes Report approved [date] (OBJ Reference) [if applicable]

**Recommendation**

1. That you s**ign** the *Public Governance, Performance and Accountability Act Section 23(3) Commitment Approval* minute, annex A, for a total spending proposal of [$XX] (GST exclusive and Risk Provision inclusive) for [company name] as the [contract type] in the [Planning/Development/ Delivery] Phase of the project as the relevant delegate per reference A. This amount is comprised of:
   * 1. Contract Value: [$XX]
     2. Risk Provision: [$XX]

**noting, as delegate I understand that my delegation is being exercised for the full amount, inclusive of GST, and that I hold the appropriate financial delegation for the total GST inclusive amount.**

**Background**

1. On [date], [delegate] approved the project to proceed to the [Planning/Development/ Delivery] Phase with a total approved phase budget of [$XX] (GST exclusive) per reference B.
2. On [date], [DEPSEC SE for consultants/contractors or DGCFI for outsourced services providers] provided approval to conduct this procurement per reference C.
3. On [date], [delegate] provided Endorsement to Proceed for this procurement via reference D.

**Consideration and Value for Money**

1. On [date], [delegate] approved the Tender Evaluation Board Report (TEBR), reference E, for the subject procurement with [insert company] considered to provide the best value for money solution for the provision of [insert services]. [Negotiations were held as per reference F].

**Consultation and / or Other Relevant Advice Obtained**

1. The [Legal Services Provider, Probity Adviser, Directorate Quality and Compliance, and any other technical specialists] assisted with this procurement activity as per reference[s] [D, E and F].
2. References D, E and F were submitted for review and approval under the CFI Branch Executive Review and Approval process to ensure compliance with relevant rules and policies.

**Approved Phase Budget and Funds Availability**

1. There is sufficient funding available within the approved [Planning/Development/ Delivery] budget of [$XX] (GST exclusive) to fund this spending proposal as shown in Tables 1 and 2 [right click, select Worksheet Object, click open to populate table].

**Next Steps**

1. Subject to your signature, the following will occur:
   1. The Outline Agreement will be raised for the Contract Value (**inclusive** of GST on the contract value only and **exclusive** of Risk Provision) and the Purchase Order will be raised for the Contract Value (**exclusive** of GST and Risk Provision) per MyFi requirements.
   2. **[ECIHI/MC/HC/MWC – otherwise delete]** The Contract Notification Form, annex B, will be submitted to the Federal Safety Commissioner and the Australian Bureau of Statistics via Directorate Quality, Assurance and Compliance (DQAC).
   3. The Contract Signature delegate will enter into the subject arrangement under   
      Section 23(1) of the *Public Governance, Performance and Accountability Act 2013* per   
      reference A.

**[Name]**

[Position]

**Annex[es]:**

1. PGPA S23(3) Commitment Approval Minute
2. Contract Notification Form **[ECIHI/MC/HC/MWC – otherwise delete]**

**PGPA SECTION 23(3) COMMITMENT APPROVAL MINUTE**

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| PGPA SECTION 23(3) COMMITMENT APPROVAL DELEGATION – APPROVE A SPENDING PROPOSAL   1. As Commitment Approver, I approve the scope, purpose and procurement method for a spending proposal of [$XX] (GST exclusive and Risk Provision inclusive) for [company name] as the [contract type] in the Planning/Development/Delivery] Phase of [insert project number and name] as the relevant delegate per the [Defence Financial Delegations](http://modelpedia.dpe.protected.mil.au/PublishedWebsite/LatestFinal/%7BB571C7BA-B0ED-4794-BC4B-5678E50E1189%7D/Item/%7B8C199518-5E35-4CA8-914C-A8603AD23C2B%7D). This amount is comprised of:    * 1. Contract Value: [$XX]      2. Risk Provision: [$XX]   **noting, as delegate I understand that my delegation is being exercised for the full amount, inclusive of GST, and that I hold the appropriate financial delegation for the total GST inclusive amount.**   1. As delegate I confirm that:    * 1. I hold the appropriate delegation      2. the arrangement will be a proper use of relevant money      3. sufficient funds are available to support all payments due under the spending proposal      4. I have taken care and diligence and have made reasonable enquiries to ensure this arrangement meets all required procurement obligations, notably the Commonwealth Procurement Rules, the appropriate Accountable Authority’s Instructions, the Defence Procurement Policy Manual, applicable Departmental Procurement Policy Instructions and is not inconsistent with the policies of the Australian government      5. specialist / technical advice has been obtained, documented and considered in the course of approving the spending proposal      6. the benefits of entering into the arrangement outweigh the risk of locking away future budget flexibility      7. the costing assumptions are sound and costing calculations are accurate      8. I am acting in good faith and for a proper purpose      9. I do not stand to gain advantage for myself or other persons or cause detriment to Defence, the Commonwealth or any other person      10. any real or perceived conflict of interest has been disclosed      11. my approval extends to cover any and all associated GST requirements | |
| **Signature:** | **Date:** |
| **Name:** | **Position Title:** |
| **PMKeys:** | **Position Number:** |

**Department of Defence Contract Notification**

**[For ECIHC/HC/MCC/MW contract types only – otherwise delete]**

[ONCE ANNEX B IS COMPLETED PLEASE EMAIL ANNEX B TO CFI [DQC](mailto:e&iginfrastructurecfidpasupport@dpe.protected.mil.au)]

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| Office of the Federal Safety Commission Data Requirements | | | |
| Agency | | | |
| Government department or agency | Department of Defence | | |
| Agency representative | | | |
| **Name:** |  | | |
| **Phone:** |  | **Fax:** |  |
| **Email:** |  | | |
| Contractor | | | |
| Legal name |  | | |
| ABN and ACN |  | | |
| Contractor representative | | | |
| **Name:** |  | | |
| **Position:** |  | | |
| **Address:** |  | | |
| **Phone:** |  | **Fax:** |  |
| **Email:** |  | | |
| Building Contract details | | | |
| **Contract value:** (one notification for each contract is required) |  | | |
| **Project value** |  | | |
| **For works on multiple sites, provide costs for each site.** |  | | |
| **Type of contract** |  | | |
| **Contract award date** |  | | |
| **Contract Number** |  | | |
| **Purchase Numbers** |  | | |
| Project Details | | | |
| **Project Name** |  | | |
| **Project start date** |  | | |
| **Project end date** |  | | |
| **Project Number and Tender Number** |  | | |
| **Location and address of works** (include all sites if multiple) |  | | |
| Australian Bureau of Statistics Data Requirements | | | |
| **Description of works:** New works/refurbishments/fit outs |  | | |
| **Details of works:**  The type of building |  | | |
| Function of the building |  | | |
| Floor area m2 |  | | |
| **If works are residential include:**  Number of dwelling units |  | | |
| If dwellings are attached/ detached |  | | |
| The number of storey’s of the highest building |  | | |