

WEST DALY
Regional Council

PROCUREMENT POLICY

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Policy Title	Procurement Policy		
Policy Type:	Corporate Services	Version:	2.0
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Policy Custodian:	Director of Corporate Services	Review Date:	26/03/2030
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Purpose

This policy sets the overarching principles and strategic direction for West Daly Regional Council's procurement of goods and services.

Scope

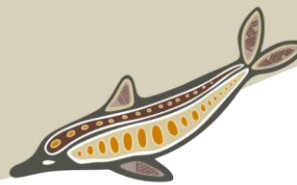
This policy applies to all Council staff who are involved in Council's procurement activities and processes. Council staff must adhere to the principles set out in this policy, and where possible give preference to local suppliers and creating local jobs.

Councils may also procure goods and services through an approved procurement entity under Regulation 39. LGANT is an approved procurement entity in relation to supplies it facilitates through Local Buy. Procurement undertaken through this pathway meets the requirements of Regulations 34–36 and is exempt from quotation and tender thresholds.

Councils preferred method of procurement is by utilising the Local Buy Exemption.

For matters of collective procurement, refer to the Shared Services and Collective Procurement Policy.





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Policy Statement

1. Policy Principles

- 1.1. Council has in place good practice considerations for procurement to ensure effective stewardship, mitigate risks, support our communities, and enable the Council to respond to emerging needs whilst pursuing agreed strategic directions.
- 1.2. Council's procurement activities are guided by the legislative principles set out in *Local Government Regulations* and according to currently accepted good practice procurement when utilising the Local Buy Exemption.
- 1.3. Council officers involved in procuring any Goods and Services are required to take into account the following principles:

Principle 1: The enhancement of the capabilities of local enterprises and industries

Principle 2: The employment of Aboriginal people and Promoting Diversity

Principle 3: Ethical behaviour and fair dealings

Principle 4: Environmental protection and sustainability

Principle 5: Open and effective competition

Principle 6: Ensuring Value for money and the efficient use of public funds for infrastructure and service delivery.

Principle 7: Ensuring good procurement practice and thorough scoping and assessment of procurement activities

2. The Enhancement of the Capabilities of Local Enterprises and Industries (Principle 1)

- 2.1. Council's procurement activities will support the growth, development and sustainability of local enterprises and industries, including the advancement of local communities.
- 2.2. Council employees undertaking procurement must consider local businesses that support our communities and region, prioritising local suppliers where possible.
- 2.3. Council will allocate a local supplier predetermined weighting to the assessment of supplies with a value of more than \$100,000, consistent with clause 8.4 of this policy.





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- 2.4. For low value procurement, such as entertainment, food and beverages at
- 2.5. community events and civic functions, Council will prioritise local suppliers.

3. The Employment of Aboriginal people and Promoting Diversity (Principle 2)

- 3.1. Council is committed to prioritising procurement that supports Aboriginal and Torres Strait Islander businesses and improves employment outcomes and economic participation for Aboriginal and Torres Strait Islander people.
- 3.2. Council is committed to setting and embedding a workplace culture and workplace practices that value and promote inclusion and diversity at Council and within our communities.
- 3.3. Council will allocate a Aboriginal and Torres Strait Islander business and employment predetermined weighting to the assessment of supplies with a value of more than \$100,000, consistent with clause 8.4 of this policy.

4. Ethical Behaviour and Fair Dealings (Principle 3)

- 4.1. Council will ensure that all procurement is undertaken with integrity, that probity is appropriately managed, and that accountability for outcomes is maintained.
- 4.2. All employees involved in purchasing are to behave in a manner which is consistent with and compliant with Council's policies relating to codes of conduct and conflict of interest. This means acting with impartiality, fairness, openness, integrity and professionalism in their discussions and negotiations with suppliers and their representatives.
- 4.3. For tender panel reviews panel members must sign a declaration that no Conflicts of Interest apply to the Tender review, consistent with clause 9.4 of this policy.

5. Environmental protection and sustainability (Principle 4)

- 5.1. Council is committed to sustainable procurement as part of our climate change response.
- 5.2. Embed sustainability in procurement, considering social, environmental, cultural and economic impacts.
- 5.3. Council will allocate a sustainability weighting to the assessment of supplies with a value of more than \$100,000, consistent with clause 8.4 of this policy
- 5.4. Sustainability principles may include:





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- a) Management strategies to reduce consumption of resources like energy and water.
- b) Lifecycle environmental impact reduction through reuse, repair, recycling, and use of recycled content.

6. Open and Effective Competition (Principle 5)

- 6.1. Council's procurement activities should foster a competitive and innovative business environment to drive opportunities in the local government area and in the Northern Territory.
- 6.2. Purchasing should be open and result in effective competition in the provision of goods and services. Council must give fair and equitable consideration to all prospective suppliers.
- 6.3. Council may use the Local Buy Exemption to facilitate compliant purchasing.

7. Value for Money efficient use of public funds (Principle 6)

- 7.1. Council's procurement activities must achieve the best value for money, which includes meeting the objectives of Council to promote the social, economic, environmental, and cultural well-being of our communities.
- 7.2. The concept of value for money is not limited to price alone. The value for money assessment should include consideration of:
 - a) Contribution to the advancement of Council's priorities and strategic objectives.
 - b) Overall benefit to the local economy.
 - c) Fitness for purpose, quality, services, and support.
 - d) Whole of life costs including costs of acquiring, using, maintaining and disposal.
 - e) Internal administration costs.
 - f) Technical compliance issues.
 - g) Risk exposure.
 - h) The value of any environmental benefits.
 - i) The value of any social benefits.

8. Local Government General Regulations procurement thresholds

Council will adhere to the following procurement methods determined by the following purchase and tender cost thresholds:





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Threshold (excluding GST)	Procurement Method
Less than \$10,000	Communication with suppliers must be documented and submitted with purchase order.
\$10,000 but not more than \$100,000	<p>At least three (3) written quotations should be sought from possible suppliers.</p> <p>The procuring officer must choose one from these suppliers.</p>
\$100,000 but not more than \$150,000	<p>Notice of the Public Quotation is required to be published on the Council Website, allowing a minimum of 5 business days for the receipt of Quotations.</p> <p>The procuring officer may only accept a quotation for the provision of supplies from among those that submitted quotations.</p> <p>The outcome of the Public Quotation must be published by the notice on council's website.</p> <p>Council must obtain all Public Quotation in writing and keep them in an electronic form in council's records management system</p>
\$150,000 or more	<p>Notice of the Tender is required to be published on the Council Website, allowing a minimum of 14 business days for the receipt of Tenders.</p> <p>A tender received in response to the notice must be assessed by a panel; that includes at least 3 members of council staff. The panel must evaluate each tender and produce a report, in writing to the CEO about the tenders.</p> <p>The Council may only accept provision of supplies from the submitted tenders, after receiving the tender panel report from the CEO.</p> <p>The outcome of the public tender must be published by the notice on council's website.</p> <p>Council must obtain all tenders in writing and keep them in an electronic form in council's records management system.</p>





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- 8.1. For procurement activities with a value between \$10,000 and \$100,000, Council will endeavor to seek the maximum number of quotations practicable to properly test the market and to select the best supplier.
- 8.2. An exclusion to the above thresholds may be applied where 3 written quotations cannot practically be obtained due to the nature of supplies being procured or
- 8.3. other market factors. Under these circumstances the responsible officer will obtain as many quotations as practicable, and will document by completing the Purchasing Quotation Exemption Form.
 - a) The reasons for not obtaining the required 3 quotations;
 - b) The attempts made to obtain the minimum 3 quotations; and
 - c) Why there was no further attempt made to obtain the minimum quotations.
- 8.4. For circumstances where Council does not require quotations or tenders, Council will prescribe procurement practice guidelines that identify those circumstances and the requirements for providing notice and record keeping.
- 8.5. For supplies with a value of more than \$100,000, the scope of works documentation for public quotations or tenders must include the predetermined weightings to be applied for assessment.
 - a) Pre-determined weighting will be on the basis of principles 1-7.

9. Tender panels

- 9.1. A Tender Panel must be made up of a minimum of three (3) staff members.
- 9.2. The CEO may not be a panel member, but is required to provide a report from the panel to the council.
- 9.3. The CEO may seek the assistance or participation of additional experts in a tender panel
- 9.4. The Tender Panel members must sign a declaration that no Conflicts of Interest apply to the Tender review.
- 9.5. Conflicts of interest held by a potential supplier are to be identified during the tender panel assessment process.
- 9.6. If a conflict of interest is identified for a supplier whose tender is recommended, the council (or the authorised delegate) must give due consideration as to how the conflict of interest will be managed.

10. Contract variations

- 10.1. Contract variations should be within the scope of the original contract.





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- 10.2. If the procurement of suppliers was carried out by Public Quotation or Public Tender and the variation exceeds a threshold, or the original tender cost is exceeded by 10% the variation must be evidenced by:
- tabling a report on the variation at the next council meeting
 - publishing a notice of the variation on the council's website

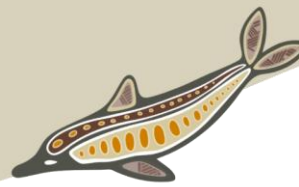
11. Contract Duration Limits

- 11.1. Council must not enter into a procurement contract for a period of more than five (5) years, including any option to extend, except for
- a lease or licence of land; or
 - waste management, including the collection or transportation of waste (which must not exceed ten (10) years); or
 - a particular supply approved by the CEO of the Department of Housing, Local Government and Community Development.
- 11.2. Where Council seeks to enter into a contract for a period exceeding five (5) years (other than for the exceptions listed above), an application must be submitted to the CEO of the Agency for approval. The application must include:
- the proposed supply
 - the proposed period of the contract (including any option to extend); and
 - the reasons Council believes on reasonable grounds that it is necessary to enter into a contract for the proposed supply that exceeds five (5) years.
- 11.3. If Council enters into a contract under an approval granted by the CEO of the Agency, a copy of the approval must be kept in Council's records.

12. Procurement Entity Approval and Use of LocalBuy Arrangements

- 12.1. The Northern Territory Government approved the Local Government Association of the Northern Territory (LGANT) as a procurement entity under
- 12.2. regulation 39(2) of the Local Government (General) Regulations 2021. This approval expires on 30 June 2030.
- 12.3. Under this exemption, Council may utilise LocalBuy arrangements within the VendorPanel platform to facilitate procurement without the requirement to seek public quotations, or invite public tenders.





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- 12.4. While utilising LocalBuy for procurement, any Requests for Quotation “RFQ” made within VendorPanel, including any decisions regarding awarding Supply of Services based on that RFQ, are to be made in accordance with the above procurement Principles 1-7.
- 12.5. The Procurement Platform to facilitate LocalBuy Arrangements is the VendorPanel Platform.
 - a) Access to this platform is limited to a user access via the Procurement@westdaly.nt.gov.au user account.
 - b) No RFQs are to be sent out in VendorPanel outside of this user account.
- 12.6. An estimate of costing must be defined prior to creating an RFQ within VendorPanel.
- 12.7. When creating the RFQ the costing estimate should be hidden from Pre-Qualified Suppliers.
- 12.8. A scoping document is required to be drafted, prior to entering an RFQ into VendorPanel. This ensures that the Pre-Qualified Suppliers have the information needed prior to providing a quote in the system, ensuring that the outcome meets the expected need.
- 12.9. When creating the RFQ the costing estimate should be hidden from Pre-Qualified Suppliers.
- 12.10. For estimated values of more than \$10,000, the RFQ must be sent out to a minimum number of three (3) Pre-Qualified Suppliers within VendorPanel.
- 12.11. For estimates values of less than \$10,000, the RFQ can be sent out to less than three (3) Pre-Qualified Suppliers within VendorPanel.
- 12.12. The RFQ should be active, inviting quotes from Pre-Qualified Suppliers for a minimum of 5 days prior to the closure date.
- 12.13. While officers may research in advance, and target specific Pre-Qualified Suppliers in VendorPanel, no determination should be made regarding the outcome, prior to receipt of Quotations in VendorPanel.
- 12.14. No Purchase Order should be raised prior to the closure of the RFQ in the System.
- 12.15. The responsible procuring officers are required to document all procurement conducted through LocalBuy in accordance with this policy and maintain records of the quotation process, including the suppliers approached, the timeline, and the outcome.
- 12.16. Following RFQ closure in VendorPanel, the responsible procuring officer should





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export the RFQ data and upload to the appropriate file location.

13. Training in Procurement

- 13.1. All Council staff involved in procurement activities will have access to training relating to their roles and responsibilities.
- 13.2. Training will include raising awareness of the impact of Council's purchasing decisions, and Council's commitment to developing and embedding inclusion and diversity strategies into our procurement processes.

14. Responsibilities

- 14.1. All Council staff involved in procurement activities have a responsibility to understand and comply with this policy, and with all of Council's procurement policies, practices, procedures and instructions.
- 14.2. It is the responsibility of all staff involved in the procurement process to understand the meaning and intent of this policy.
- 14.3. All staff involved in Council's procurement activities must:
 - a) Observe the highest standards of ethical conduct, abiding by applicable codes of conduct, and declaring and managing conflicts of interest, gifts or benefits.
 - b) Apply risk and quality management considerations in accordance with Council's frameworks.
 - c) Utilise available procedures, processes and tools to ensure compliant procurement practice.
 - d) Seek and exercise authority in accordance with roles and responsibilities, and Council's prescribed delegations of authority.
 - e) Contribute as required to the review of procurement activity and processes.
- 14.4. The Director of Corporate Services is responsible for:
 - a) Ensuring a system for procurement is implemented that meets the procurement principles and which provides staff with procurement
 - b) responsibility with the required training, tools, and guidance to apply the principles in practice.
 - c) Taking the lead in the periodic review of Council's procurement policies, processes, procedures and practices.
 - d) Monitoring and reporting on trends in Council's supplier inclusion performance, including opportunities for and use of Aboriginal and Torres





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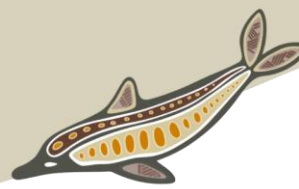
Strait Islander owned businesses, local suppliers and social enterprises.

Definitions

In the context of this policy the following definitions apply:

Term	Definition
Aboriginal and Torres Strait Islander Enterprise	is an individual, or an entity that is at least 50% Aboriginal and Torres Strait Islander owned, that is undertaking commercial activity.
Collective procurement	is an agreement between two or more councils to enter into a procurement agreement where a lead council is nominated, as prescribed under the <i>Local Government (General) Regulations</i> .
CEO of the Agency	The CEO of the Department of the Northern Territory Government responsible for administration of the Local Government Act 2019.
Council	refers to the West Daly Regional Council, a regional council that delivers essential local government services to remote communities and supports development opportunities in the region.
Local Supplier	is a supplier operating in the West Daly Regional Council area, with permanent resources in the West Daly region, which employs residents within the West Daly region, and sources materials and services from businesses in the West Daly region.
Local Buy Exemption	is the exemption from the requirement to seek quotations or tenders under regulation 39(2) of the Local Government (General) Regulations 2021, as approved by the Department of Housing, Local Government and Community Development on 24 June 2025, for supplies facilitated through Local Buy's arrangements with the Local Government Association of the Northern Territory (LGANT). This approval expires on 30 June 2030.
LocalBuy	establishes and manages pre-qualified supplier arrangements and provides access to the VendorPanel online procurement system.
Pre-Qualified Suppliers	is a listed supplier on VendorPanel and is required to effectively tender to be an approved Pre-Qualified Supplier within Local Buy and agree to the General Conditions of Contract under the LocalBuy Arrangement.





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Procurement	means purchase, hire, lease, rental, exchange or any other commercial transaction involving the outlay of funds in return for the provision of goods and services to Council, or third parties acting as representatives for Council.
Social Enterprise	is a business that operates to address social problems, improve communities, or help the environment. A social enterprise generates most, or all their incomes from trade (not grants or donations) including providing employment and training for marginalised groups
VendorPanel	is the online procurement system used by Local Buy. It allows councils to issue requests for quotation, manage supplier information, evaluate responses, and maintain procurement records.
Request For Quotation “RFQ”	this is the short name for the sending a request for quotation to pre-qualified suppliers within VendorPanel.
Responsible Procuring Officer	means the Council Staff member responsible for the procurement activity. Only Council Managers can act as a responsible procuring officer.
Supplier	means a contractor or seller of goods and services.

Related Legislation, References and Documents

Related Legislation	<p><i>Local Government Act 2019 (NT)</i></p> <p><i>Local Government (General) Regulations 2021 (NT)</i></p> <p><i>General Instruction 1: Procurement</i></p>
Related policies, procedures, registers and forms	<p>Code of Conduct (CEO and Council Staff)</p> <p>Conflict of Interest Policy (Council Staff)</p> <p>Delegations Policy</p> <p>Shared Services and Collective Procurement Policy</p> <p>Procurement Guidelines and Procedures</p> <p>Purchasing Quotation Exemption Form</p> <p>Tender Panel Conflict of Interest Declaration Form</p> <p>Supplier Conflict of Interest Declaration Form</p>





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Other documents or resources	Scope of Works Template
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For more information, contact the Policy Custodian.

Review History					
Version Number	Approval Date	Policy Number	Policy Name	Resolution	Doc ID
1.0	23/06/2022	GOV10	Procurement Policy	057/2022	27158
1.2	27/03/2024	GOV10	Procurement Policy	OCM-2024/28	27159
2.0	26/03/2026	CS_PLCY07	Procurement Policy	OCM-2026/21	27157

Endorsement	
Signature:	 <small>John Thomas (Apr 13, 2026 12:50:01 GMT+9.5)</small>
Date:	09/04/2026
Name and Position:	John Thomas, Chief Executive Officer

