



1.10 Procurement Policy

Council Resolution:	2023/06/20/12
Date to take effect:	20/06/2023
Legislative reference:	<i>Local Government Act 2019</i> <i>Local Government (General) Regulations 2021</i> Northern Territory Government Buy Local Plan
Review Date:	June 2027

1. Purpose

This policy sets out a strategic direction to ensure Council implements a fair, transparent and accountable process in the purchase of goods and services to achieve value for money and provide benefits to the Coomalie Community.

2. Principles

The primary goal of all Council procurement is to achieve the best value for the Coomalie Community. The best value for Coomalie Community may mean the lowest price is not always the best option. Best value to the Coomalie Community will have consideration to:

- a) Fair and equitable consideration of interested suppliers;
- b) Value for money, including consideration of:
 - Fit for purpose
 - Budget
 - Whole of life costs
 - Compliance with codes and regulations
 - Previous experiences with the supplier
 - Timeliness.
- c) Consideration of support for local businesses
- d) Contribution to community wellbeing
- e) Supplier acting in an ethical and environmentally sensitive manner.

3. Policy Statement

3.1 Objectives

3.1.1 The objectives of this policy are based on the principles expressed in the *Local Government Act 2019* and guidance in the NT Government *Procurement Governance Policy*. These suggestions should not be taken to narrow the scope of the legislated procurement principles:

- a) **Enhancement of the capabilities of local enterprises and industries** – Procurement activities support the growth, development and sustainability of local enterprises and industries, including the advancement of local communities.
- b) **Employment of Aboriginal people** – Procurement activities increase and encourage Aboriginal employment, participation and capability in the local government area and in the Northern Territory, acknowledging the importance of diversity, representation, and the improved social and economic outcomes that result from employment.

- c) **Ethical behaviour and fair dealings** – Procurement activities instil confidence in business, industry and the public as to the probity, accountability and efficacy of the procurement policy framework, including demonstrating high standards of ethical conduct
- d) **Environmental protection and sustainability** – Procurement activities promote the protection of the environment through harm minimisation and sustainable practices, including a proper emphasis on environmentally sustainable development and a proper balance between economic, social, environmental and cultural considerations.
- e) **Open and effective competition** – Procurement activities foster a competitive and innovative business environment to drive opportunities in the local government area and in the Northern Territory.
- f) **Value for money** – Procurement expenditure that delivers procurement outcomes, while meeting the objects of the council or local government subsidiary to promote the social, economic, environmental and cultural well-being of their local communities.

3.2 Procurement Model

3.2.1 Thresholds and guidelines for obtaining quotations will be pursuant to Division 12 of the *Local Government (General) Regulations 2021* as outlined in the table below.

Maximum Limit Inc. GST	Type of order required
\$10 000 and under	No quotations required
\$10 000 - \$100 000	Quotations from at least 3 possible suppliers if practicable
\$100 000 - \$150 000	Make a public request for quotations from suppliers by notice
\$150 000 and over	Call for tenders for the provision of supplies by notice

3.2.2 Council officers responsible for purchasing goods and services are required to:

- a) Apply the *Local Government Act 2019* and corresponding legislations;
- b) Preserve Council's integrity to ensure Council may be seen to have acted appropriately and transparently in all procurement processes; and
- c) Abide by Council's Code of Conduct Policy and all applicable policies and procedures relating to procurement.

3.3 Local Business

3.3.1 To be classified as a local business, a business must satisfy on or more of the following criteria:

- a) The principal premises of the business are located within the Shire boundary;
- b) Employs mostly Shire residents and land owners;
- c) Sources most of its required goods and services from other businesses within the Shire; and
- d) Contributes to the wealth and wellbeing of the Coomalie Community.

3.3.2 The weighting given to the local business criteria will not be an arbitrary amount or percentage but will depend on the individual circumstances and the procurement required.

3.4 Local Buy

3.4.1 Council can utilise the Local Buy Procurement arrangements administered by the Local Government Association of the Northern Territory as required.

3.5 Sustainability

3.5.1 Environmental and social sustainability implications of procurement will be considered at all stages of the product's 'life cycle'. This can include, but is not limited to, lifecycle costs, resource use, greenhouse gas emissions, ethical purchasing implications, waste minimisation and access and inclusivity.

3.5.2 Consideration may also be given to the following matters:

- a) Environmental impact and performance of potential products and prospective contractors or suppliers, such as energy and/or water efficiency ratings, fuel efficiency, recyclability, and end of life disposal of a product;
- b) Selection of products with the aim to reduce impact on human and/or environmental health.

3.6 Delegated Purchasing Limits

3.6.1 The staff listed in the below table will authorise all Purchase Orders up to the limits outlined:

	Within adopted budget.	Not within Current Adopted Budget	
Staff Member	Expenditure Limit Inc. GST	Expenditure Limit Inc. GST	Expenditure limit in the case of a natural disaster or Genuine emergency Inc. GST
Chief Executive Officer	\$50,000	\$2,000	\$50,000
Corporate Services Manager	\$10,000	\$2,000	\$10,000
Council and Community Services Manager	\$10,000	\$2,000	\$10,000
Executive Services Coordinator	\$3,000	NIL	\$10,000
Community Development Coordinator	\$2,000	NIL	NIL
Council Services Coordinator	\$2,000	NIL	\$10,000

4. Other Relevant Matters

4.1 Associated Documents

4.1.1 Coomalie Community Government Council Code of Conduct

4.1.2 Coomalie Community Government Council Procurement Procedures

DOCUMENT HISTORY
1.10 Procurement Policy

Date Adopted:		V1 Council Resolution 08/03/2010.
Amended:	01/07/2011	V1.1
Amended:	26/04/2012	V1.2
Amended:	21/08/2012	V1.3 Council Resolution 21/08/2012/018
Amended:	24/10/2012	V1.4 Council Resolution 23/10/2012/021
Amended:	15/10/2013	V1.5 Council Resolution
Amended:	21/04/2015	V1.6 Council Resolution 21/04/2015/012
Amended:	16/09/2016	V2.0 Revised and updated
Amended:	20/10/2020	V2.1 Council Resolution 20/10/2020/008
Amended:	21/06/2022	V3.0 Resolution 2022/06/21/010 Renamed from Purchasing Policy to Procurement Policy Policy updated to be in line with <i>Local Government Act 2019</i> Remove procedural sections.
Amended:	20/06/2023	V3.1 Resolution 2023/06/20/12 Policy amended to reflect change in organisational structure (position title changes).