

PROCUREMENT

Type:	Council - Finance		
Owner:	Chief Executive Officer		
Responsible Officer:	Chief Financial Officer		
Approval Date:	28/04/2026	Next Review:	1/04/2027
Records Number:	178351	Council/CEO Decision:	OMC-2026-97
Legislation Reference:	Division 12 of the <i>Local Government (General) Regulations 2021</i>		

1 Purpose

Katherine Town Council (Council) purchases goods, works and services from a range of suppliers as part of its normal operations to meet its key objectives. The (*Local Government (General) Regulations 2021*) outline a range of minimum standards with which Council must comply.

The purpose of this policy is to provide guidance for consistency and control over procurement activities that demonstrate accountability to the Katherine community and apply best practice principles in purchasing.

2 SCOPE

This policy applies to all Council staff involved in purchasing activities on behalf of Council, as delegated by the Chief Executive Officer (CEO). It also covers Elected Members in relation to tender approvals through the Council and management of conflict-of-interest situations.

3 DEFINITIONS

Bid means a supplier's formal offer submitted in response to a request issued by Council, outlining the proposed approach, pricing, and conditions for supplying the required goods, works and services.

Big Rivers Region means the geographical area comprising the local government areas of Katherine Town Council, Roper Gulf Regional Council and Victoria Daly Regional Council. The Region begins south of Kakadu National Park encompassing Pine Creek, extending over 500km south to Kalkarindji and stretching across the width of the Territory between Western Australia and Queensland borders.

CEO means the Chief Executive Officer of Katherine Town Council and includes a person appointed to act in that capacity.

Collective procurement means a procurement group of two or more entities (a council; local government subsidiary; Local Government Association of the Northern Territory) that propose to

obtain supplies may form a group (a procurement group) to act collectively for the purpose of obtaining the supplies.

Commercial-in-confidence means information that, if released, may prejudice the business dealings of the party (e.g., discounts, rebates, profits, methodologies, and process information). It is information provided for a specific purpose that is not to be used for any other purpose than set out in the initial document.

Contract means the document, or collection of documents, that constitutes or evidences the final and legally binding agreement between Council and the Supplier for the delivery of goods, works or services.

Cost specifies a value exclusive of GST.

Council Representative means the nominated Council staff to receive tender communications.

Council staff includes the Chief Executive Officer and Council employees.

Delegation means an authority given by the Council or Chief Executive Officer, through a written instrument, that enables a delegate to exercise specified powers or functions on Council's behalf.

Electronic Document Records Management System means Council's MAGIQ software, designed to manage and store electronic documents and records of Council.

Emergency means a sudden or unexpected occurrence requiring immediate action.

Evaluation panel means a panel of Council staff and independent expert(s) appropriately skilled to undertake and determine the evaluation of a supplier.

Expression of Interest (EOI) means an invitation for suppliers to submit a proposal outlining their capability to provide specified goods, works and services. It generally includes an overview of the requirements and serves to gauge interest and qualifications. This invitation does not constitute a binding offer or contract.

Local Buy means a contractual arrangement established by the Local Government Association of Queensland with LGANT as a signatory that enables Council to purchase a variety of goods, works and services from accredited suppliers without tendering. Local Buy is considered a Procurement Entity.

Local contribution means community involvement to support locals, use local suppliers and drive local development to enhance the economy within Katherine and the Big Rivers region.

LGANT means the Local Government Association of the Northern Territory.

Natural Disaster examples for regulation (1)(g) include cyclones, floods, and bushfires as described in *Local Government (General) Regulations 2021*.

NTG means the Northern Territory Government.

Period contract is a contract for supplies for a specified period of time.

Public Health Emergency examples for regulation (1)(j) are declared under the *Public and Environmental Health Act 2011* as described in *Local Government (General) Regulations 2021*.

Procurement means the end-to-end process of acquiring goods, works and services. This process covers planning and design, development of standards and specifications, preparation of procurement documentation, supplier evaluation and selection, contract establishment and administration, financial processes, and disposal or close-out activities.

Public request/tender means an open and competitive market approach.

Purchase order refers to the official document issued by Council and authorised by the delegated authority, to record the purchase of goods, works and services. A purchase order cannot be approved by the same individual who raised it.

Price specifies a value inclusive of GST.

Procurement Lead means the person responsible for managing or overseeing the procurement process for the acquisition of goods, works and services for Council.

Request for Quotation (RFQ) means the process of requesting a quotation from suitable suppliers, where Council knows exactly what is needed and is seeking the best value-for-money bid.

Request for Proposal (RFP) means the process of inviting parties to submit a formal bid for the delivery of goods, works and services, followed by an evaluation of submissions and selection of a successful supplier.

Request for Tender (RFT) means the process of formally inviting parties to submit a bid in response to a public advertisement, followed by an evaluation of submissions and contract award.

Select request means a non-public market approach issued to one or more selected suppliers.

Standing Offer Arrangement means a contract established through a competitive procurement process that appoints one or more suppliers to provide goods, works and services to Council on an as-required basis for a defined period, under pre-agreed terms, conditions and pricing.

Submission means any supplier response, including a quotation, proposal, bid, or tender.

Supplier means any external individual, partnership, or company engaged in the delivery of goods, works and services to Council.

Threshold means the value above which a procurement, unless exempt, is subject to the mandatory procurement process.

Value-for-money means selecting the delivery of goods, works and services based on a balance between quality, performance, locality, and cost, considered on a case-by-case basis during an RFQ.

Whole-of-life-cost refers to the total cost of acquiring, operating, maintaining, and ultimately disposing of an asset, good or service over its entire useful life, including both upfront and ongoing costs.

4 ROLES AND RESPONSIBILITIES

Requisition Officer initiates the procurement activity, prepares and submits the requisition, and provides supporting documentation.

Purchasing Officer undertakes procurement activities, ensures compliance with this Policy and the Regulations, obtains submissions, and recommends a purchasing decision.

Delegate approves expenditure and purchase orders in accordance with their financial delegation as defined in the Instrument of Delegation – CEO to Staff.

Procurement Lead is responsible for managing or overseeing the procurement process for the acquisition of goods, works and services on behalf of Council.

CEO is responsible for approving evaluation panels, endorsing recommendations, and exercising delegations as defined in the Instrument of Delegation – Council to CEO.

The primary goal of Council's procurement activities is to achieve the most beneficial outcomes for the Katherine community. This includes not only the cost of supplies, but also broader considerations such as whole-of-life cost, supplier past performance history, delivery capacity, local contribution, and associated commercial and operational risks.

Under Subdivision 1 Regulation 33 (*Local Government (General) Regulations 2021*), a council must, by resolution, adopt a policy for the procurement of supplies that considers the following principles:

- (a) the enhancement of the capabilities of local enterprises and industries*
- (b) the employment of Aboriginal people*
- (c) ethical behaviour and fair dealings*
- (d) environmental protection and sustainability*
- (e) open and effective competition*
- (f) value-for-money, and*
- (g) any other principle the council considers appropriate.*

All monetary values stated in this policy **exclude GST** unless specifically stated otherwise.

There may be purchases where the defined methods of procurement will not necessarily deliver the best outcome for Council and other market approaches may be more appropriate. Exemptions to the requirements of this policy must be approved by the CEO and align with relevant regulations.

ETHICAL BEHAVIOUR AND FAIR DEALINGS

Council's procurement activities will be performed with integrity and in a manner able to withstand scrutiny.

Elected Members and Council staff must conduct themselves in ways that are ethical and will:

- Treat potential and existing suppliers with equality and fairness
- Not seek or receive personal gain or use Council's name or purchasing power to make purchases other than for Council use
- Maintain the confidentiality of competing companies' sensitive information, such as pricing, specifications, submissions, or other commercial-in-confidence details
- Present a high standard of professionalism and probity
- Deal with suppliers in an honest and impartial manner that does not allow conflicts of interest (actual, potential, or perceived)
- Provide all potential suppliers with the same information and equal opportunity
- Be able to account for all decisions and provide feedback on them
- Maintain fair, equitable and non-discriminatory procedures for addressing complaints and concerns raised by suppliers or members of the community regarding Council's procurement activities

Elected Members and Council staff must avoid any situation where private interests or conflicts could potentially interfere with their council duties. They should not engage in contract-related actions (evaluation, negotiation, recommendation, or approval) where they, their immediate family, or business partners have a direct or indirect interest or hold a position of influence or power in a business tendering for the work. The onus is on the Elected Member(s) and Council staff involved to promptly declare an actual, potential, or perceived conflict of interest to the Council or CEO, in accordance with Council's Code of Conduct policies.

All potential suppliers must be afforded an equal opportunity to bid or respond. Impartiality must be maintained in selecting suppliers so that it can withstand public scrutiny. The commercial interests of existing and potential suppliers must be protected.

ACCOUNTABILITY AND TRANSPARENCY

Accountability in procurement means being able to explain and provide evidence on the process followed. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable. All procurement activities are to leave an audit trail for monitoring and reporting purposes and be recorded in Council's Electronic Document Records Management System (EDRMS).

RESPONSIBLE FINANCIAL MANAGEMENT

The principles of responsible financial management in accordance with the (*Local Government Act 2019*) and its Regulations shall be applied to all procurement activities. Where the cost exceeds budget allocation, Council shall review the project scope and submit a report for expenditure variation to the allocated budget for further consideration.

Council staff must not authorise the expenditure of funds exceeding their financial delegations¹. Council funds must be used responsibly to procure goods, works and services and every attempt must be made to contain the costs of the procurement process without comprising any of the procurement principles set out in this Policy.

CONFLICTS OF INTEREST

Conflicts of interest must be managed in procurement under (*Local Government Act 2019*). A conflict of interest arises where a person's private interests and professional responsibilities are, could potentially be, or can be perceived to be in conflict.

A conflict of interest in procurement occurs when an individual with decision-making power, or the capacity to influence the decision-making process, also holds a personal or financial interest. A personal interest may involve relationships between parties that extend beyond a strictly professional context, while a financial interest exists if a Council staff or Elected Member could personally benefit financially from a decision made.

All personnel involved in a procurement activity must declare any actual interest and any actual, potential, or perceived conflict of interest to the Council or CEO. Declaring a conflict of interest does not necessarily exclude Council staff, Elected Members, or independent experts from the procurement process. The impact of the conflict, or potential impact, will be assessed and managed with due regard to probity.

¹ Council Policy - Instrument of Delegation – CEO to Staff.

CONFIDENTIALITY OF INFORMATION

Confidentiality of information provided by existing and potential suppliers must be maintained at all times, particularly commercially sensitive material such as, but not limited to costs (other than the value of the successful tenderers fixed price lump sum contract), discounts, rebates, profit, manufacturing, and product information.

Information received by Council that is commercial-in-confidence must not be disclosed and is to be stored in a secure location. Elected Members and Council staff are to maintain confidentiality of procurement information by not discussing or releasing:

- Information disclosed by suppliers in submissions or during tender negotiations
- Commercial-in-confidence information
- Pre-contract information including but not limited to information provided in quotations, proposals, and tenders or subsequently provided in pre-contract negotiations

Elected Members and Council staff are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests. Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt or clarify on what is being offered by that supplier. At no stage should any discussion be entered into which could have potential contractual implications prior to the contract approval process being finalised.

Tenderers should be advised that a report on the tender process may be presented at an open meeting of Council, and some information arising from the tender will be publicly available for three years from the date of the awarded tender².

Only successful tenders will be presented in open meetings of Council and published. Any other tendering reports are dealt with in closed meetings.

LOCAL CONTRIBUTION

Council is committed to maximising opportunities for local content and First Nations participation and employment throughout the procurement process. Council actively supports the growth of local, Katherine-based businesses and industries, and will seek to ensure that they have opportunities to bid for the delivery of goods, works and services. This commitment extends across the Big Rivers Region.

Local contribution criteria weighting of 30% will be applied to the assessment process for the purpose of value for Katherine and the Big Rivers Region.

The local contribution criteria evaluate the following principles:

- Contribution to local economy
- Local development and social contribution
- First Nations business and engagement

While Council is committed to supporting local suppliers, there are certain types of goods, works and services that cannot be purchased from within the Northern Territory.

² Subdivision 1 Regulation 36(10)(b)(ii) and Regulation 49 (*Local Government (General) Regulations 2021*).

PROCUREMENT PRINCIPLES AND COMPLIANCE

It is a breach of Subdivision 1 Regulation 43 (*Local Government (General) Regulations 2021*) to split purchases to manipulate the procurement thresholds.

Council's procurement processes will ensure:

- More than one person is involved in a transaction end to end
- Transparency in the procurement process
- A clearly documented audit trail exists for procurement activities
- Appropriate authorisations are obtained and documented
- Systems are in place for appropriate monitoring and performance measurement

A procurement method of a higher threshold may be used when deemed appropriate.

PROCUREMENT METHODS AND THRESHOLDS

Council's procurement methods for purchasing goods, works and services are:

Cost	Description
Under \$10,000³	<ul style="list-style-type: none"> - Issuance of a purchase order. Council process requires obtaining a verbal or written quote to issue a purchase order -
\$10,000 but not more than \$100,000⁴	<ul style="list-style-type: none"> - Issuing a purchase order (may also require a contract) following receipt of quotations (RFQ) or proposals (RFP) from select suppliers - Three written submissions must be obtained, and a preferred supplier recommended to the CEO or authorised Manager for endorsement - If three submissions cannot be obtained, written justification is required and approved by the CEO - A public tender may be used where appropriate
Above \$100,000 but not more than \$150,000⁵	<ul style="list-style-type: none"> - Issuing a purchase order (may also require a contract) following a publicly advertised RFQ or RFP process - All purchases within this range must be advertised on Council's website, with a minimum five business days allowed for submissions - Submissions are assessed and a recommendation is provided to the CEO for endorsement - A public tender may be used where appropriate - Successful Supplier information to be published on the website⁶

³ Subdivision 1 Regulation 34(1) (*Local Government (General) Regulations 2021*).

⁴ Subdivision 1 Regulation 34(2) and (3) (*Local Government (General) Regulations 2021*).

⁵ Subdivision 1 Regulation 35 (*Local Government (General) Regulations 2021*).

⁶ Subdivision 1 Regulation 38 (3) (*Local Government (General) Regulations 2021*).

Cost	Description
Above \$150,000⁷	<ul style="list-style-type: none"> - A contract is executed and a purchase order issued following a public RFT - All purchases exceeding \$150,000 must be procured through public tender, based on the total anticipated expenditure over the engagement period - Tenders must be advertised on Council's website, with a minimum five business days allowed for submissions - Submissions are assessed by an evaluation panel comprising at least three Council staff approved by the CEO - Council approval required for the selected tenderer⁸ - Notification in writing of outcome to all tenderers⁹ - Successful Tenderer information to be published on the website¹⁰

Alternative procurement formats:

- Petty cash or credit card for smaller items in accordance with relevant Council policies
- Under a collective purchasing agreement through a procurement group with two or more entities (other councils, LGANT, a local government subsidiary, shared services, etc.)
- Facilitated through a Procurement Entity¹¹
- Under a Standing Offer Arrangement

PROCUREMENT ENTITY ARRANGEMENT

Whilst Council holds an active LGANT membership, Council can use the Local Buy procurement arrangement administered by the Local Government Association of the Northern Territory (LGANT) as a procurement method and the approved procurement entity. Quotations and tenders are not required for a supply if the supply is to be facilitated through the procurement entity's arrangements with Local Buy Pty Ltd.¹²

When using Local Buy, Council is not required to obtain three submissions, but a document explaining the rationale behind this decision shall be recorded.

GRANT FUNDING

Council seeks financial and/or in-kind support from an external organisation to conduct an event, project, or activity in return for specified benefits, such as sponsorship and grants. When Council seeks grant funding for a project, it generally requires a valid quotation to support the grant application. Quotations are requested from suppliers in good faith and do not guarantee automatic shortlisting or preferential treatment if the supplier participates in any subsequent procurement process. Grant funds may only be used to acquire goods, works and services directly supporting the objectives outlined in the grant agreement.

⁷ Subdivision 1 Regulation 36 (Local Government (General) Regulations 2021).

⁸ Subdivision 1 Regulation 36(8) (Local Government (General) Regulations 2021).

⁹ Subdivision 1 Regulation 36 (10) (Local Government (General) Regulations 2021).

¹⁰ Subdivision 1 Regulation 36 (10) (Local Government (General) Regulations 2021).

¹¹ Subdivision 1 Regulation 39(2) (Local Government (General) Regulations 2021).

¹² Memorandum of Understanding between Local Buy Pty Ltd and Local Government Association of the Northern Territory for the period 1 July 2025 to 30 June 2030.

CONTRACTUAL CONSIDERATIONS

Period Contracts¹³	- Thresholds are based on the highest annual cost or budgeted spend.
Extension Options¹⁴	- If Council intends to enter into a contract with extension options, the period of engagement is calculated to assume the option is exercised.
Contract Variations¹⁵	- Must be within scope, accepted in writing, and reported to Council at the next meeting, if they exceed certain financial thresholds or increase costs by more than 10%.

PROCUREMENT PROCESS

Council’s procurement process includes three primary methods based on the value and complexity of the purchase: Request for Quotation (RFQ), Request for Proposal (RFP), and Request for Tender (RFT). Each method follows defined procedures to ensure transparency, fairness, and compliance with the *Local Government (General) Regulations 2021*.

If it is not practicable to obtain three submissions, Council must obtain as many as practicable and must record in writing its reasons for not obtaining three submissions. If fewer than three submissions are received, Council may withdraw the request, revise requirements, or widen distribution. Any change in procurement method must be recorded.

All decision justifications must be thoroughly documented and recorded in accordance with Council’s policies and procedures and saved in Council’s EDRMS.

REQUEST FOR QUOTATION (RFQ)

RFQs are appropriate for straightforward purchases where specifications are clear, and considerations are limited to value-for-money. An evaluation panel is not required although may be formed if deemed required for assessment to meet procurement principles and compliance.

Suppliers shall be promptly notified of the outcome once a decision has been made. The issuance of a purchase order serves as formal acceptance of a quotation.

REQUEST FOR PROPOSAL (RFP)

RFPs are used for more complex purchases requiring a formal assessment against predefined evaluation criteria. An evaluation panel is formed to assess submissions.

Suppliers shall be promptly notified of the outcome once a decision has been made. The issuance of a purchase order serves as formal acceptance of a proposal.

REQUEST FOR TENDER (RFT)

RFTs are used for high-value procurements. Tender documentation, including scope of works and response forms is available via the Tenderlink E-Tender Portal and at the Civic Centre.

Tenders must be lodged by the stated closing deadline. Late tenders will only be accepted if:

- There was a Council related system failure during electronic submission
- Access to the physical tender box was denied or hindered

The CEO may accept a late tender where these circumstances are substantiated.

¹³ Subdivision 1 Regulation 40 (*Local Government (General) Regulations 2021*).
¹⁴ Subdivision 1 Regulation 41 (*Local Government (General) Regulations 2021*).
¹⁵ Subdivision 1 Regulation 42 (*Local Government (General) Regulations 2021*).

Submissions must include the Response Schedule and Schedule of Rates and may be lodged via:

- **Tenderlink E-Tender Portal** (each e-Tender will have its own unique Electronic Tender Box)
- **Hand delivery into the Tender Box or courier delivery** at the Civic Centre
- **Email** to the relevant Council Representative
- **Prepaid post** to Katherine Town Council – PO Box 1071 KATHERINE NT 0851

Tenders should be addressed to the CEO and marked for the attention of the relevant Council Representative, unless otherwise stated.

Tenders will be opened as soon as practicable after the closing date and time. Tenders will be formally assessed using Council’s evaluation criteria by an evaluation panel approved by the CEO.

A Council report will be presented to Elected Members for discussion and approval of the recommended tenderer. Council will provide written notice of the outcome to the successful tenderer and to each unsuccessful tenderer. A notice of the successful tender, including the name of the successful person or company, the supplies to be provided, and the tender price (including GST) will also be published on Council’s website.

EXPRESSIONS OF INTEREST (EOI)

A procurement process may commence with a registration or Expression of Interest (EOI) stage. An EOI stage may be appropriate where:

- Council wishes to consider whether those bidding possess the necessary resources and capability to successfully complete the project, or
- Council wishes to determine the level of interest from suppliers capable of bidding for the provision of goods, works and services, or
- Council is required to gain a greater understanding of its needs, the availability of relevant goods, works and services and the likely costs on the open market

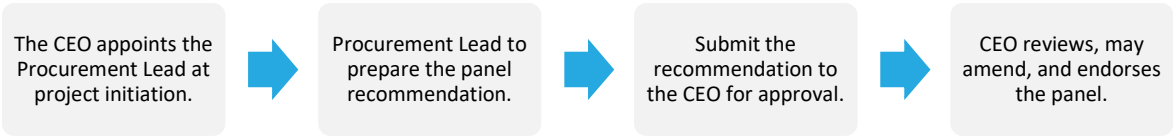
An EOI process cannot be used to award a contract and does not constitute a compliant procurement method under Council’s procurement framework. Once the EOI stage is complete, Council must proceed to a formal RFQ, RFP or RFT process before any contract can be awarded.

EVALUATION AND ASSESSMENT

FORMATION OF AN EVALUATION PANEL

A panel will assess RFP and RFT submissions. It must include at least three Council staff from two different departments. Council staff should hold senior positions or be recognised as subject matter experts. The panel may include external subject matter experts from another council or LGANT or be an independent expert. The proposed panel must be approved by the CEO.

Panel Formation workflow



ASSESSMENT CRITERIA

Evaluation criteria guide the evaluation panel in assessing and comparing supplier submissions. With the CEO's approval, comparative criteria may be used instead of primary criteria where this is considered to be in Council's best interest.

Evaluation Criteria Table

Primary Criteria	
Cost	Scored based on the lowest up-front cost in relation to the budget. Whole-of-life costs shall be considered as part of the final recommendation.
Local Contribution	Value for Katherine and the Big Rivers Region: <ul style="list-style-type: none"> - Contribution to local economy - Local development and social contribution - First Nations business and engagement
Competency	Fit for Purpose: <ul style="list-style-type: none"> - Goods, works and services meet the standards and specifications in the Scoping documentation - Proposed approach is appropriate for the operating environment and project objectives - Ability to manage logistics (inventory, distribution, deployment, commissioning, or implementation as relevant) - Demonstrated understanding of the problem and required outcomes Quality: <ul style="list-style-type: none"> - Compliance with relevant industry standards and regulations - Use of standardised project and service management or delivery methodologies - Mature risk identification, mitigation and reporting practices - Demonstrated commitment to collaboration, communication and transparent reporting Capacity: <ul style="list-style-type: none"> - Sufficient personnel to resource the project - Availability and commitment of key personnel to the project - Access to necessary equipment and tools for project completion - Relevant qualifications, licenses and specialised skills
Past Performance	Consideration of past performance may include: <ul style="list-style-type: none"> - Experience on similar projects and performance - References provided by the supplier - Performance reports from prior Big Rivers Councils, NTG or LGANT work - History of on-time and within budget project delivery - Frequency of severity of defects or errors in past projects - Commitment to ethical practices - Clear, timely, and transparent communication - Quality of work (executed to a high standard with minimal defects)
Value Adding	Focus on the costs and benefits of the response, such as: <ul style="list-style-type: none"> - Extras offered at no additional charge - Improved outcomes beyond the base requirement - Innovative solutions that deliver additional value - Higher quality goods or services - Enhanced customer service support, including troubleshooting and dedicated account management - Training, onboarding, and knowledge transfer

Comparative Criteria	
Scalability	Can the supplier manage increasing demands without compromising output or quality, such as: <ul style="list-style-type: none"> - Ability to adapt to increased workloads or expanded project scopes - Sufficiently resourced - Necessary infrastructure to support growth without service disruption - Integration of advanced technologies
Environmental Sustainability	Assess the environmental impact of the goods, works and services, such as: <ul style="list-style-type: none"> - Commitment to reducing their carbon footprint - Materials and components are sourced sustainably - Durability and lifespan of the product - Take-back or recycling program at the end of the product's life - Recycled materials are used in their products
Social	Council's social sustainability approach aims to: <ul style="list-style-type: none"> - Ensure suppliers do not exploit workers and provide fair wages - Maintain and grow a social procurement program that increases local and regional spend across Katherine and the Big Rivers region - Ensure sourced products are accessible to all segments of the community - Increase employment opportunities for First Nations people, people with disability, disadvantaged people and the long term unemployed - Improve gender equity - Prevent, detect and remove modern slavery from Council's supply chain

EVALUATION WEIGHTING

The Procurement Lead may seek the CEO's approval to vary the default evaluation weighting or criteria where this is considered to be in Council's best interest to achieve an optimal outcome.

Default Evaluation Weighting and Criteria table	
Cost	30%
Council's non-financial criteria weightings are as follows:	
Local Contribution	30%
Competency	20%
Past Performance	15%
Value-Adding	5%

EXCEPTIONS FROM PROCUREMENT POLICY

Quotations, proposals, and tenders are not required for the supplies consisting of, or related to, any of the following¹⁶:

- a) *the purchase of land, including the leasing or licensing of land,*
- b) *a contract for legal services,*
- c) *the acquisition of insurance entered into through a broker,*
- d) *the renewal of an existing licence,*
- e) *education or training in relation to existing equipment, licences, qualifications or software from a supplier endorsed by the supplier of the equipment, licence, qualification or software,*
- f) *a telecommunication service if:*
 - i. *the supply is ancillary to an existing telecommunications service; and*

¹⁶ Subdivision 1 Regulation 38 (Local Government (General) Regulations 2021).

- ii. *the council believes on reasonable grounds that it is necessary to obtain the supply from the supplier of the existing service;*
- g) *recovery work during or immediately after a natural disaster and the council or local government subsidiary believes on reasonable grounds that it is necessary to obtain the supply from a particular supplier,*
- h) *the acquisition of a supply from a supplier if the council believes on reasonable grounds that it is unlikely that there is more than one supplier of the supply,*
- i) *the acquisition of a supply from a supplier if a Commonwealth or Territory funding agreement entered into by the council states that a particular supplier is to provide the supply,*
- j) *the acquisition of a supply from a particular supplier that is the only feasible option because of an event that caused major disruption to the council,*
- k) *the acquisition of a supply where:*
 - i. *obtaining a quotation or tender for the supply would cause major operational inconvenience or have other serious consequences of a similar nature for the council or local government subsidiary; and*
 - ii. *the council or local government subsidiary has not had prior opportunity to obtain a quotation or tender for the supply;*
- l) *a contract variation mentioned in regulation 42(4).*

All decision justifications must be thoroughly documented and recorded in accordance with Council's policies and procedures and saved in Council's EDRMS.

7 ASSOCIATED POLICIES/DOCUMENTS

- Credit Card for Council Employees policy
- Code of Conduct for CEO policy
- Code of Conduct for Employees policy
- Confidential Information policy
- Conflict of Interest Employees and CEO policy
- Conflict of Interest Declaration form
- Elected Members Code of Conduct policy
- Gifts and Benefits CEO and Staff policy
- Infrastructure and Environment > Tenders & Quotations > Tender Templates
- Instrument of Delegation - Council to CEO policy
- Instrument of Delegation – CEO to Staff policy
- Katherine Town Council Project Toolkit > Procurement Templates

8 REFERENCES AND RELATED LEGISLATION

- *Local Government Act 2019 and Local Government (General) Regulations 2021*
- Approval by Northern Territory Government (Department of Housing, Local Government and Community Development) to use the Memorandum of Understanding between Local Buy Pty Ltd and Local Government Association of the Northern Territory for the period 1 July 2025 to 30 June 2030 whilst Council hold an active LGANT membership. Refer to Subdivision 1 Regulation 39(2) (*Local Government (General) Regulations 2021*).

- NTG Buy Local Plan
- NTG Value for Territory Assessment Framework
- *Independent Commissioner Against Corruption Act 2017*

REVISION HISTORY

Version	Approval date	Details of change	Responsible officer
1	July 2008	Initial policy	CEO
2	May 2015	Revision	CEO
3	May 2016	Revision	CEO
4	Nov 2016	Revision	CEO
5	Sept 2019	Revision	CEO
6	June 2022	Revised for compliance with new legislation and updated	Director Corporate Services
7	Jan 2025	<p>Major revision, including formatting and:</p> <ul style="list-style-type: none"> - Updated Owner and Responsible Officer, - Amended policy revision timeframe in line with LGANT MoU, - Updated definitions, and clarified the distinction between requests for quotation and proposals, - Updated policy definition monetary values to be exclusive of GST (cost) aligning with the Act and Regulations, - Addition of Conflicts of Interest section, - Updated Local Contribution evaluation criteria to align with NT's Buy Local Plan and the LG Act and Regulations, - Expanded on the Procurement Entity Arrangement, Grant Funding, and Formation of a Procurement Panel sections, - Replaced facsimile with email in tender lodgement options, - Updated procurement evaluation criteria, - Verbatim exemptions to procurement from Regulations, and - Updated list of associated policies, documents and references. 	Snr. Business Analyst
8	July 2025	<p>Revision:</p> <ul style="list-style-type: none"> - Align with the new MoU with LGANT and Local Buy Pty Ltd, - General editorial refinements - Added new definitions (Cost, Price), updated value-for-money, - Revised layout of Section 5 to enhance readability, - Added Conflict of Interest Declaration form to Associated policies/documents, - Fixed sequential numbering of headers. 	Snr. Business Analyst
9	April 2026	<p>Revision:</p> <ul style="list-style-type: none"> - Change of policy responsibility from Corporate Administration to Finance; - Policy to be reviewed annually; - Inclusion of extra definitions and updated current definitions to align with current practices and strengthen understanding; - Inclusion of Roles and Responsibilities section; - Procurement methods refined; - Inclusion of Standing Order Arrangement; - Inclusion of record keeping requirements; and - Administrative amendments for policy refinement and clearer understanding. 	Consultant Analyst and Chief Financial Officer