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1 PURPOSE

To provide a framework and control for the effective and ethical purchase of goods and services for the Council.

2 OBJECTIVE

Council aims to:

- promote fair and open competition;
- seek value for money;
- promote the use of resources in an efficient, effective and ethical manner;
- make decisions with probity, accountability and transparency;
- provide reasonable opportunity to competitive local businesses to supply to Council; and
- ensure compliance with policies, the *Local Government Act 1993* and the *Local Government (General) Regulations 2025*.

3 SCOPE

This Policy applies to all procurement activities undertaken by West Tamar Council and Council officers.

4 DEFINITIONS

Procurement – means all purchasing, supply and contracting arrangements undertaken between Council and a supplier for the provision of goods and/or services.

Purchase Order – means the official document issued by the Council to a supplier which demonstrates the Council's contractual commitment to the procurement of goods and services from the supplier stated on the order.

Procurement Declaration – a declaration required when the purchase of goods or services does not fully conform to Council's *Procurement Policy* or *Code for Tenders and Contracts* – see Attachment 1.

Financial Delegated Authority – means the financial level that a director delegates to an officer for the purposes of approving budgeted expenditure of Council's monies.

Local Business – any supplier operating in the northern region of Tasmania and preferably having a permanent office or presence in the Municipal Area.

Public Tender – a tender where the invitation to tenders is advertised to the public. This includes an open tender, a tender based on a multi-use register, and a multiple stage tender.

5 PROCUREMENT PRINCIPLES

The principles that underpin Council procurement activities are:

5.1 VALUE FOR MONEY

Council officers will ensure that all procurement and contract management activities achieve the most advantageous outcome for Council (which balances meeting the business requirement with efficiency, quality, risk, environmental impact and total cost). Assessment of cost takes into account the whole of life cost of the product and/or service.

5.2 OPEN AND EFFECTIVE COMPETITION

Council officers will ensure that the purchasing process is impartial, open and encourages competitive offers.

5.3 PROBITY, ETHICAL BEHAVIOUR AND FAIR DEALING

Council officers involved in purchasing are to act with impartiality, fairness, independence, openness and integrity in all discussions and negotiations. All conflicts of interest, whether real or perceived, must be brought to the attention of the Chief Executive Officer in writing prior to committing to the purchase of goods and services.

5.4 ACCOUNTABILITY

Council demonstrates its accountability for procurement practices by meeting audit, legislative and reporting requirements.

5.5 ENHANCING OPPORTUNITIES FOR LOCAL BUSINESSES

Council will endeavour to support business and industry within the region and maximise opportunities by means that are consistent with achieving best value for money objectives.

Where the goods or services to be provided are between \$15,000 and \$249,999, at least one quotation shall be sought from a local business that can provide the required goods or services.

6 PROCUREMENT PROCESSES AND THRESHOLDS

A financial delegations threshold register is maintained by the Finance Section and approved by management within budget limitations. Only officers with the appropriate delegated authority can approve purchase orders or enter into contracts on behalf of Council. Council officers must not split expenditure to avoid delegation limits.

Procurement takes place in accordance with Council's *Code for Tenders and Contracts* as summarised below and financial delegated authority must be observed at all times,

Thresholds below are exclusive of GST:

- Procurement of goods and services below \$5,000:
 - a Council purchase order completed unless using a corporate credit card in accordance with Council's Corporate Credit Card Policy & Guidelines or it is impractical to generate an order, eg for payment of State Government taxes, utilities, financial transactions, etc.
- Procurement of goods and services between \$5,000 and \$14,999;
 - a Council purchase order completed unless using a corporate credit card in accordance with Council's Corporate Credit Card Policy & Guidelines or it is impractical to generate an order, eg for payment of State Government taxes, utilities, financial transactions, etc.

- Written quotations will be obtained unless the goods or services are subject to a standard market price list.
- Procurement of goods and services between \$15,000 and \$74,999:
 - Council will invite written submission from two potential suppliers based on the supplier's experience, resources, and or expertise.
- Procurement of goods or services between \$75,000 and \$249,999:
 - Council will invite written submission from at least three potential suppliers based on the supplier's experience, resources, and/or expertise.
- The procurement of goods and services greater than \$250,000:
 - must be undertaken through public tender unless an exemption applies under the *Local Government (General) Regulations 2025*.

When the purchase of goods or services does not fully conform to Council's *Procurement Policy* or *Code for Tenders and Contracts* a *Procurement Declaration* **must** be completed and attached to the copy of the purchase order.

For example: when insufficient quotes were received, evidence of quotes is unavailable or where the lowest quote was not accepted.

7 RESPONSIBILITIES

The implementation of this Policy and associated procedures is the responsibility of all Council officers responsible for procurement activities.

8 LEGISLATION AND REFERENCES

Financial Management and Audit Act 1990 (Tas)
Local Government Act 1993 (Tas)
Local Government (General) Regulations 2025 (Tas)
WT-HRM6.00 – Policy Manual – Code of Conduct
WT-HRM17.00 – Code for Tenders and Contracts
WT-HRM26.00 – Fraud and Corruption Control Policy

9 APPROVAL

Approved by Council on 20 January 2026 (26/11)

Signed:



Chief Executive Officer

PROCUREMENT DECLARATION



This declaration must be completed and attached to the copy of the purchase order when the purchase of goods or services does not fully conform to Council's *Procurement Policy* and *Code for Tenders and Contracts*.

For example:

- when insufficient quotes were received or evidence of quotes is unavailable
- where the lowest quote was not accepted

Requisition No.:

Purchase Order No. (if created)

Description of goods and/or services being procured:

Details of quotes received:

Supplier:	\$ (Ex GST)	Notes
	\$	
	\$	
	\$	

Reason for insufficient quotes or for non-selection of cheapest quote:

Name:

Signature:

Date:

Director:

Signature: