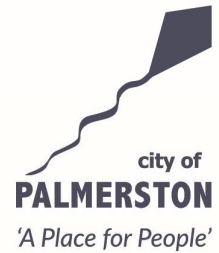


PROCUREMENT



COUNCIL POLICY

PURPOSE

The purpose of this policy is to ensure Council procurement activities achieve value for Palmerston through fair, transparent and accountable processes in accordance with legislation.

PRINCIPLES

The primary goal of any Council procurement activity is to achieve the best value for Palmerston.

Value for Palmerston is not limited to price, considering whole-of-life costs, risk, compatibility, local factors and local benefits. It reflects Council's strategic intent to support the Palmerston community, economy and broader region.

DEFINITIONS

For the purposes of this policy, the following definitions apply:

TERM	DEFINITION
Cost	Cost is defined as the full cost of the procurement of the goods and services and is inclusive of Goods and Services Tax (GST).
Diverse	Diversity encompasses all the differences between people including age, cultural background, abilities, gender, sexual orientation and socio-economic background.
Local Supplier	Where the supplier operates in the Northern Territory and has a sustained physical presence and permanent resources within the Northern Territory.
Procurement	Procurement shall mean, purchase, hire, lease, rental, exchange or any other commercial transaction involving the outlay of funds in return for the provision of goods, services to Council, or third parties acting as representatives for Council.
Procurement Entity	An entity approved under Section 39 of the <i>Local Government (General) Regulation 2021</i> (NT)



TERM	DEFINITION
Top End	The geographical area comprising the northern part of the Northern Territory including Darwin, Palmerston, Litchfield and surrounding rural area south to the township of Adelaide River.
Value	Consideration of the benefits of procurement outcomes.

POLICY STATEMENT

1. Objectives


- 1.1. The objective of this policy is to establish a framework for the implementation of Council's purchasing arrangements to ensure value for Palmerston based on the principles of:
 - 1.1.1. ethical behaviour and fair dealings
 - 1.1.2. value for money
 - 1.1.3. enhancement of the capabilities of local enterprises and industries
 - 1.1.4. employment of Aboriginal and Torres Strait Islander and diverse people
 - 1.1.5. environmental protection and sustainability
 - 1.1.6. open and effective competition
 - 1.1.7. social sustainability.

2. Responsibilities

- 2.1. Council officers responsible for purchasing goods and services must comply with this policy.
- 2.2. Council officers are required to:
 - 2.2.1. Understand the meaning and intent of this policy and their responsibilities under the *Local Government Act 2019 (NT)* and the *Local Government (General) Regulations 2021*.
 - 2.2.2. Preserve Council's integrity to ensure that Council is seen to have acted appropriately in all procurement dealings.
 - 2.2.3. Abide by Council's Code of Conduct Policy and all applicable policies and instructions.

3. Local Content

- 3.1. Local content considers benefits to Palmerston, the Top End and the Northern Territory.
- 3.2. Every effort should be made to utilise local suppliers and to ensure locally based businesses and industries are given an opportunity to participate in quotation or tender processes.
- 3.3. Local content assessment must be applied to all procurement activities.
 - 3.3.1. Local content criteria weighing of at least 20% will be applied to the assessment process for the purpose of value for Palmerston.
 - 3.3.2. The assessment will consider local content criteria based on principles such as, but not limited to:
 - Employment
 - Upskilling

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- Local industry participation
Local and regional development initiatives
Support for local not-for-profit organisations, community or sporting groups.
- 3.4. Whilst Council seeks to maximise local purchasing, the availability of some goods and services within the Northern Territory is limited, necessitating external sourcing.

4. Sustainability

- 4.1. Sustainability content assessment must be applied to all procurement activities.
- 4.2. The assessment will consider relevant environmental and social sustainability impacts such as but not limited to:
- whole-of-life costs
 - efficient use of resources
 - greenhouse gas emissions and other pollutants
 - ethical purchasing implications
 - access and inclusivity
 - employment of Aboriginal and Torres Strait Islander and diverse people
 - engagement with Aboriginal and Torres Strait Islander-owned businesses
 - waste minimisation
 - environmental performance of prospective contractors or suppliers
 - environmental impact and performance of products
 - end of life disposal
 - selection of products that may have a reduced impact on human health or the natural environment.

5. Procurement Entity

- 5.1. Council may procure under a contract that is facilitated by a procurement entity established under Section 39(2) of the *Local Government Act 2019* (NT).
- 5.2. Where appropriate and provides value for Palmerston, City of Palmerston can utilise the Local Buy arrangement through the Local Government Association of the Northern Territory, which is an approved procurement entity.

ASSOCIATED DOCUMENTS

- Code of Conduct
- Fraud and Corruption Prevention Policy
- Procurement Procedure
- Register of Delegations by Council
- Register of Delegations by Chief Executive Officer

REFERENCES AND RELATED LEGISLATION

- *Local Government Act 2019* (NT)
- *Local Government (General) Regulations 2021* (NT)

POLICY DETAILS

OWNER	CEO	RESPONSIBLE OFFICER	General Manager Finance and Governance
APPROVAL DATE	17 March 2026	NEXT REVIEW DUE	Within the first 12 months of the 12 th Council term.
RECORDS NUMBER	518759	COUNCIL DECISION	11/0291