



Tiwi Islands Regional Council

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| 2 | Resolution 5.7 of 26-05-22 | 26 May 2022 | Updated |
| 3 | Resolution 6.3 of 28-06-23 | 28 June 2023 | Updated |

Objectives

The aim of this policy is to establish a framework to ensure that council achieves the best procurement outcomes by:

- Promoting value for money with integrity, transparency and accountability;
- Reducing the risk for fraud or error in procurement activities;
- Being undertaken in accordance with Tiwi Islands Regional council's strategic plan;
- Providing reasonable opportunity for competitive local businesses that comply with relevant legislation to supply council;
- Promoting compliance with relevant legislation and regulations; and
- Promoting awareness among the council Elected Members, Local Authority Members and council employees regarding their role, responsibility and authority.

Scope & Applicability

This policy applies to the procurement of all materials, equipment, assets and related services, construction contracts and service contracts including consultancy services. The policy represents all the procedures, practices, systems, documents and organisational structures implemented by council to manage its procurement activities, improve efficiency and reduce risks in the procurement process.

1 Tiwi Islands Regional Council,

Policy 37, Procurement Policy, October 2023



Tiwi Islands Regional Council

All Elected Members, Local Authority Members and council employees engaged in procurement or who have responsibility for procurement decisions must comply with this policy. It is the responsibility of council officers involved in procurement to understand the meaning of this policy.

Council Elected Members, Local Authority Members and council employees are required to:

- Act, and be seen to act, properly and in accordance with the requirements of the law, the Local Government Act and all corresponding regulations;
- Abide by council's Code of Conduct, Financial Delegations and all applicable policies and instructions; and
- Preserve council's integrity to ensure that council may be seen to have acted beyond reproach in all procurement dealings.

All relevant communication undertaken in the procurement process must be recorded in the council's financial system or electronic records system.

Any case where expenditure is incurred due to malpractice, deceptive conduct or carelessness is to be brought to the attention of a Manager, the CFO or the CEO and to a full meeting of the council either an ordinary council meeting or special meeting.

Procurement Principles

Value for Money

Value for Money is the core principle of the procurement process to ensure the best available procurement outcome is achieved. Value for money involves comparing the benefits against the whole of life costs and includes evaluation of both price and non-price factors. Whole-of-life cost is the total cost incurred in buying, owning, using, maintaining and disposing goods or discontinuing services.

Council will evaluate whole of life costs as well as relevant qualitative factors such as past performance, capacity and capability, indigenous participation, quality and environmental and social factors to ensure the best value for money is obtained.

Open and effective competition

Procurement processes will be open and result in effective competition in the provision of goods and services. TIRC will achieve this by:

- Ensuring all procurement procedures and processes are transparent.
- Giving fair and equitable consideration to all suppliers without any bias or prejudice.

2 Tiwi Islands Regional Council,

Policy 37, Procurement Policy, October 2023



Tiwi Islands Regional Council

- Allowing suppliers, the opportunity to do business with council and encouraging competition among suppliers by inviting suppliers to quote or tender in order to assess value for money; and
- Ensuring fair and equitable assessment of all quotations and tenders.

Ethical behaviour

The principle of probity and ethical behaviour governs the conduct of all procurement processes. Council officers involved in procurement must comply with the standards of integrity, impartiality, fairness, openness, and professional conduct. Council officers must:

- Deal fairly, impartially, and consistently with all suppliers;
- All tender and purchasing information is to be considered confidential and is not to be released to others except to the extent of information issued by public notice. Where information has been provided to the council on a confidential basis it should be treated as commercial-in-confidence and restricted to persons concerned with the specific purchase or contracts;
- Declare any potential conflict of interest prior to the commencement of a procurement activity and withdraw from any procurement activity where it has been deemed that a perceived or actual conflict of interest exists;
- Not take part in misleading or deceptive conduct;
- Not compromise the council's standing or the integrity of its purchasing activities through the acceptance of gifts (other than gifts of a token kind, or moderate acts of hospitality); and
- Ensure that the procurement is documented appropriately and retained to demonstrate compliance with the procurement policy and relevant laws.

Encouragement of the development of competitive local business and industry

Council encourages the development of competitive local businesses. Where price, performance, quality, suitability, and other evaluation criteria are comparable, the following areas may be weighted up to a value of 20 – 30% in evaluating quotations and tenders:

- Creation of local employment opportunities; readily available goods, services, and support; more convenient communications for contract management; and Economic growth within a defined region.

3 Tiwi Islands Regional Council,

Policy 37, Procurement Policy, October 2023



Tiwi Islands Regional Council

Environmental and Social implications

Council will consider the environmental and social implications of procurement. Goods and services that have better environmental and social outcomes will be preferred providing the costs are reasonable and within budget.

Contractors

Contractors must comply with applicable legislation and policies regarding WH&S and environmental protection.

Buy Local Plan

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

"Local Government (Section 9 of the Local Government Act 2019, referred to as the Local Government Association of the Northern Territory, as a procurement entity, subject to the conditions specified in the Schedule)."

"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 and Local Government Association of the Northern Territory for the period of 1 July 2020 to 30 June 2025."

Procurement Procedures

The detailed procedures listed in this procurement policy will guide council Elected Members, Local Authority Members, and employees in the conduct of procurement duties.

Purchase Orders

A Purchase Order is council's official document to confirm the contractual relationship between council and suppliers. Purchase orders are to be issued for all purchases (with exemptions for credit card purchases per delegated authority) from council's financial system. Purchase orders will only be issued after the quotation or tender procedures have been completed. Purchase requisitions are created by a requesting officer in the council's financial system and then authorised in compliance with council's financial delegations policy to become an official purchase order. Approved purchase orders are attached with the supplier invoice and quotation or tender information within council's financial system.

The limitations below refer to the total cost of the purchase and not to individual line items. Officers must not split a purchase into a number of requisitions, or reduce order quantities, to avoid compliance with the dollar limit requirements specified in this policy. Contracts that span

4 Tiwi Islands Regional Council,

Policy 37, Procurement Policy, October 2023



Tiwi Islands Regional Council

more than one financial year are treated as separate non-contiguous amounts for the purposes of determining the quotation or tender requirements.

Procurement classifications

| | |
|--|--|
| Purchases less than \$10,000 | Direct Procurement |
| Purchases over \$10,000 but not more than \$100,000 | Three written quotations to be obtained Or Public quotations Or Tender |
| Purchases over \$100,000 but not more than \$150,000 | Public quotations Or Tender |
| Purchase over \$150,000 | Tender |

Purchases under \$10,000

Goods or services may be purchased without quotations if the total value of the item is below \$10,000 (Excluding GST) and the council Officer is compliant with the policy objectives. Procurement must be in accordance with the adopted annual budget or a council resolution. Requests for items not within the approved budget must be referred to the CEO.

An approved purchase order is to be attached with the supplier invoice within the council's financial system, following the procurement procedures detailed at the end of this document.

5 Tiwi Islands Regional Council,

Policy 37, Procurement Policy, October 2023



Tiwi Islands Regional Council

An Asset Registration form is to be completed for Portable and Attractive Assets valued between \$300 - \$5,000 and Assets valued above \$5,000.

Purchases between \$10,000 and \$100,000

Council policy requires written quotations before making a contract for the supply of goods and services between \$10,000 and \$100,000 (Excluding GST). Written quotations must be sought from three suppliers to assess the best outcome. If it is not practicable to obtain quotations from 3 possible suppliers, the council must obtain as many as practicable and must record in writing its reasons for not obtaining the 3 quotations.

Under regulation 35 of the *Local Government (General) Regulation 2021*, alternatively, public quotation can be obtained where the cost of supply is \$10,000 but not more than \$100,000 (Excluding GST).

Alternatively, the council elects to obtain tenders where the cost of supply is over \$10,000 but not more than \$100,000 (Excluding GST).

Procurement must be in accordance with the adopted annual budget, or a council resolution and sufficient funds must be available to meet the full cost of the proposed procurement. Requests for items not within the approved budget must be referred to the CEO.

All the quotations documentation is to be attached with the approved purchase order and supplier invoice within the council's financial system, following the procurement procedures detailed at the end of this document. An Asset Registration form is to be completed for Assets valued above \$5,000.

Purchases over \$100,000 but not more than \$150,000

Public quotation must be obtained where the cost of supply is over \$100,000 but not more than \$150,000 (Excluding GST).

The council must make a public request for quotations from suppliers by notice:

- (i) in relation to a council– published in a newspaper circulating in the council's area and by notice on the council's website; or

Alternatively, the council elects to obtain tenders where the cost of supply is over \$100,000 but not more than \$150,000 (Excluding GST).

Purchase over \$150,000

The council must first call for tenders where the cost of supply may or will exceed \$150,000 (Excluding GST). Tenders will be called by public notice published in a newspaper circulating in the council's area and on the council's website. The public notice will identify:

6 Tiwi Islands Regional Council,

Policy 37, Procurement Policy, October 2023



Tiwi Islands Regional Council

- A description of the supply;
- Where tender documentation can be obtained from;
- Name and contact details of the contact person;
- The tender closing date and time; and
- That notice of the successful tender will be published on the council's website.

Tenders will be lodged through the council's electronic tender system or submission into the council's tender box.

- (a) A tender received in response to the notice must be assessed:
 - (i) for the council – by a panel that includes at least 3 members of the staff of the council or another council or the staff of a local government subsidiary;
- (b) The panel is to be convened by the CEO or chief executive and has the following functions:
 - (i) to consider the tenders received in response to the notice;
 - (ii) to provide a report, in writing, to the CEO or chief executive in relation to the tenders.
- (c) The CEO or chief executive may not be a member of a panel the CEO or chief executive has convened under subregulation (6) of *the Local Government (General) Regulations 2021*.
- (d) The CEO or chief executive must provide the report from the panel to the council under subregulation (6) of *the Local Government (General) Regulations 2021*.
- (e) The council may only accept a tender for the provision of supplies:
 - (i) from among those that submitted tenders; and
 - (ii) after receiving the report from the CEO or chief executive under subregulation (8) of *the Local Government (General) Regulations 2021*.
- (f) If the council accepts a tender for the provision of supplies to the council, it must:
 - (i) accept the tender by written notice to the person who submitted the successful tender; and
 - (ii) give notice of the successful tender:
 - in writing to each other person who submitted a tender; and
 - by publishing the notice on the council's website.
- (g) In terms of addressing the successful tender by notice, it must include:
 - (i) the name of the supplier who submitted the successful tender; and
 - (ii) the supplies to be provided; and
 - (iii) the tender price.

7 Tiwi Islands Regional Council,

Policy 37, Procurement Policy, October 2023



Tiwi Islands Regional Council

Where a contract is to be awarded in response to a tender for an amount exceeding \$150,000 council must approve the recommendation to enter into the contract through a resolution passed at a general or special council meeting.

Obtaining and keeping of quotations and tenders

A council must:

- (a) obtain all quotations and tenders received in writing; and
- (b) keep the quotations and tenders in an electronic form in the council's record management system.

If council resolves not to award a contract through a resolution passed at a general or special council meeting the council may resolve to:

- Postpone the proposal to enter into contract;
- Cancel the proposal to enter into contract; or
- Call for a new tender based on the same or varied terms and conditions.

Quotations and tenders not required in certain circumstances

(1) A quotation or tender is not required for the provision of a supply consisting of, or related to, any of the following:

- (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 telecommunications service if:
 - (i) the supply is ancillary to an existing telecommunications services; and
 - (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 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 or local government subsidiary believes on reasonable grounds that it is unlikely that there is more than one supplier of the supply;

8 Tiwi Islands Regional Council,

Policy 37, Procurement Policy, October 2023



Tiwi Islands Regional Council

(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; and

(ii) the council has not had prior opportunity to obtain a quotation or tender for the supply;

(l) In accordance with a contract variation mentioned in regulation 42(4) of the *Local Government (General) Regulations 2021*

(2) If a council obtains any supply mentioned in subregulation (1), excluding the supply mentioned in subregulation (1)(a), (b), (c) or (l) of the *Local Government (General) Regulations 2021*, the council must record the following information in relation to the provision of the supply:

(a) the name of the supplier;

(b) the supply provided;

(c) the cost of the supply;

(d) the applicable provision of subregulation (1), of the *Local Government (General) Regulations 2021* relating to the provision of the supply;

(e) if the supply is mentioned in subregulation (1)(f) or (g) of the *Local Government (General) Regulations 2021*– the reason that the council believed on reasonable grounds that it was necessary to obtain the supplies from the particular supplier;

(f) if the supply is mentioned in subregulation (1)(h) of the *Local Government (General) Regulations 2021*– the reason that the council believed on reasonable grounds that it was unlikely that there was more than one supplier of the supply;

(g) a description of the circumstances relevant to the provision of the supply;

(h) any other information relevant to the provision of the supply.

(3) If council obtains any supply mentioned in subregulation (1), excluding the supply mentioned in *Local Government Regulations 2021*, subregulation (1)(a), (b), (c) or (l), and the cost of the supply is more than \$100 000, the council must publish a notice on the council's website specifying the following information in relation to the provision of the supply:

(a) the name of the supplier;

(b) the supply provided;

(c) the cost of the supply;

9 Tiwi Islands Regional Council,

Policy 37, Procurement Policy, October 2023



Tiwi Islands Regional Council

(d) the applicable provision of subregulation (1) relating to the provision of the supply.

Quotations and tenders not required in relation to particular entities

- (1) Subject to any contrary direction by the council, a quotation or tender is not required if the supply is to be obtained:
- (a) from the Territory, the Commonwealth, a State or another Territory; or
 - (b) under a contract to which the Territory, the Commonwealth, a State or another Territory is a party and the council is a beneficiary to the contract; or
 - (c) from another council; or
- (d) for a local government subsidiary – from a constituent council of the local government subsidiary; or
- (e) for a constituent council of a local government subsidiary – from the local government subsidiary; or
- (f) under a contract that is facilitated by a procurement entity.
- (2) The CEO of the Agency may approve, with or without conditions, an entity to be a procurement entity.
- (3) The list of procurement entities approved by the CEO of the Agency must be published on the Agency's website.

Obtaining and keeping of quotations and tenders

A council must:

- a) obtain all quotations and tenders received under this Subdivision in writing; and
- b) keep the quotations and tenders in an electronic form in the council's record management system.

Collective procurement

A procurement group of two or more entities (a council; a local government subsidiary; LGANT) that propose to obtain supplies may form a group (a procurement group) to act collectively for the purpose of obtaining the supplies

Collective procurement agreement, see regulation 45(2) of the *Local Government (General) Regulations 2021*

Entity means the council

10 Tiwi Islands Regional Council,

Policy 37, Procurement Policy, October 2023



Tiwi Islands Regional Council

Procurement group, see regulation 45(1) of the *Local Government (General) Regulations 2021*;

Tender committee, means the committee provided for in the collective procurement agreement under regulation 46(1)(e) of the *Local Government (General) Regulations 2021*

Collective procurement comprises of

- (1) Two or more entities that propose to obtain supplies may form a group (a procurement group) to act collectively for the purpose of obtaining the supplies.
- (2) Before commencing to act as a procurement group, the entities in the group must enter into a written agreement (a collective procurement agreement) setting out the arrangements for the collective procurement by the group.
- (3) If a procurement group complies with this Subdivision in relation to obtaining supplies, a council that is in the group is not required to separately comply with Subdivision 1 in relation to obtaining those.

Collective procurement agreement

(1) A collective procurement agreement must set out:

- (a) the entities that constitute the group; and
- (b) the supplies that are to be obtained; and
- (c) which of the entities in the group is to be the lead entity for the group; and
- (d) any matters required for regulation 47(2)(b); and
- (e) for regulation 47(3) of the *Local Government (General) Regulations 2021* – the individuals who are to constitute the group's tender committee and the entity the individuals represent; and
- (f) the decision making process for acceptance of quotations or tenders for the group; and
- (g) how administrative and other expenditure associated with the collective procurement are to be allocated between the members of the group; and
- (h) the process for settling disputes between the entities in the group about the collective procurement; and
- (i) the process by which the agreement may be terminated.

11 Tiwi Islands Regional Council,

Policy 37, Procurement Policy, October 2023



Tiwi Islands Regional Council

Examples for subregulation (1)(f)

Whether the decision to accept a quotation for the group is to be made by the lead entity on behalf of the group, by unanimous agreement of all entities in the group, by majority vote of the entities in the group, or in some other way.

(2) For subregulation (1)(e):

- a) the committee must include at least 3 people representing at least one entity each, with each entity represented; and
- b) a member of the committee may be identified by name or as the person from time to time holding or occupying a named office, designation or position.

Note for subregulation (2)(a)

An individual may represent more than one entity.

(3) A copy of the collective procurement agreement must be made available to a prospective supplier on request.

Collective procurement procedure

See regulation 47 of the *Local Government (General) Regulations 2021*.

Legislation and Reference

All Council purchases and procurement activities will be carried out in compliance with:

Competition and Consumer Act 2010

Local Government Act 2019

Local Government (General) Regulations 2021

Tiwi Islands Regional Council 013 Financial Delegations Policy, and

Tiwi Islands Regional Council 031 Code of Conduct Policy

Procurement Procedures

A. Procurement \$0 - \$10,000 GST Exclusive

1. Check if proposed purchase is within the approved budget. Items not within the approved budget must be referred to the CEO.

12 Tiwi Islands Regional Council,

Policy 37, Procurement Policy, October 2023



Tiwi Islands Regional Council

2. If a new supplier, a new supplier form is to be completed and forwarded to accounts payable to be set up in the financial system.
3. In the financial system, a requesting officer generates a purchase requisition and attaches supporting documentation to the purchase requisition.
4. The purchase requisition is forwarded to the authorising officer per the financial delegations policy for approval to become an official purchase order.
5. Issue the purchase order to the supplier.
6. Accounts payable receive the supplier's tax invoice and check the purchase order number is listed on supplier's tax invoice.
7. Accounts payable forward the invoice and approved purchase order within the financial system to an appropriate officer to confirm goods/ services have been received. The officer can either approve or reject receipt of the goods/ services within the financial system.
8. Accounts Payable action payment of fully approved invoices.
9. An Asset Registration form is to be completed for:
 - Portable and Attractive Assets valued from \$300 - \$5,000.
 - Assets valued above \$5,000.
10. If the new asset is replacing a registered asset that will be disposed, complete an Asset Disposal Form and arrange appropriate disposal of the old asset.

B. Procurement \$10,000 - \$100,000 GST Exclusive

1. Check if the proposed purchase is within the approved budget, is there sufficient funding available and the purchase is aligned with the Council's Strategic Plan. Items not within the approved budget must be referred to the CEO.
2. Obtain 3 written quotes from potential suppliers.
3. Evaluate the written quotes using appropriate weighted criteria to assess the best value using the Purchasing Quotation.
4. If it is not practicable to obtain quotations from 3 possible suppliers, the council must obtain as many as practicable and must record in writing its reasons for not obtaining the 3 quotations.

13 Tiwi Islands Regional Council,

Policy 37, Procurement Policy, October 2023



Tiwi Islands Regional Council

5. If a new supplier, a new supplier form is to be completed and forwarded to Accounts Payable to be set up in the financial system.
6. In the financial system, a requesting officer generates a purchase requisition and attaches supporting documentation to the purchase requisition.
7. The purchase requisition is forwarded to the authorising officer per the Financial Delegations Policy for approval to become an official purchase order.
8. Issue the purchase order to supplier.
9. Accounts payable receive the supplier's tax invoice and check the purchase order number is listed on supplier's tax invoice.
10. Accounts payable forward the invoice and approved purchase order within the financial system to an appropriate officer to confirm goods / services have been received. The officer can either approve or reject receipt of the goods / services within the financial system.
11. Accounts payable action payment of fully approved invoices.
12. An Asset Registration form is to be completed for Assets valued over \$5,000.
13. If the new asset is replacing a registered asset that will be disposed, complete an Asset Disposal Form and arrange appropriate disposal of the old asset.

C. Procurement over \$100,000 but not more than \$150,000 GST Exclusive

1. Check if the proposed purchase is within the approved budget, there is sufficient funding available and the purchase is aligned with the Council's Strategic Plan. Items not within the approved budget must be referred to the CEO.
2. Initiate new program (Action SDC) in financial system, if appropriate.
3. If works / supply are of a technical nature draft the Scope of Work and required specifications with Infrastructure.
4. Public quotation can be obtained where the cost of supply is over \$100,000 but not more than \$150,000 (Excluding GST). Seeking the public quotation, the council must make a public request for quotations from suppliers by notice:
 - (i) in relation to a council– published in a newspaper circulating in the council's area and by notice on the council's website.

14 Tiwi Islands Regional Council,

Policy 37, Procurement Policy, October 2023



Tiwi Islands Regional Council

5. Alternatively, the council elects to obtain tenders where the cost of supply is over \$100,000 but not more than \$150,000 (Excluding GST).
6. Prepare the Request for Tender Documentation and detail technical specifications and any weighted assessment criteria that suppliers will need to address.
7. Advertisements to be placed in a newspaper circulating in the council's area. Tenders will be called by public notice and identify: a description of the supply; where tender documentation can be obtained from; name and contact details of the contact person; the tender closing date and time; and that notice of the successful tender will be published on the council's website.
8. Tenders will be lodged through the council's electronic tender system or submission into the council's tender box.
9. A tender received in response to the notice must be assessed:
 - a) for the council – by a panel that includes at least 3 members of the staff of the council or another council or the staff of a local government subsidiary.
10. The panel is to be convened by the CEO or chief executive with appropriate skills and has the following functions:
 - a) to consider the tenders received in response to the notice;
 - b) to provide a report, in writing, to the CEO or chief executive in relation to the tenders.
11. Addenda (if required) to be addressed while the tender is open.
12. On receipt of tenders, Tender Committee members are to immediately declare any Conflict of Interest prior to evaluation and the member is to be removed from the panel.
13. Tenders received are to be opened as soon as practicable after the closing date, either by the Council or by the Tender Committee.
14. Tender Committee members to review tenders as individuals prior to meeting as an assessment panel to jointly consider the submitted tenders.
15. Meeting to be chaired by a Committee Member or an Independent. Evaluate the tenders using the weighted criteria to assess the best value. Determine overall ranking and justification for successful and unsuccessful tenderers discussed.
16. Evaluation report detailing recommendations to be forwarded to the CEO to decide when the report will be discussed, at the next ordinary council meeting or a special meeting.

15 Tiwi Islands Regional Council,

Policy 37, Procurement Policy, October 2023



Tiwi Islands Regional Council

17. Council Resolution passed endorsing preferred supplier and timeframe.
18. Notify successful tenderer in writing. Arrange for contract to be signed by both parties.
19. Notify unsuccessful tenderers in writing – do not disclose any commercial or intellectual property of the winning tenderer, rather provide a brief comment such as indigenous participation too low, pricing not competitive, compliance with requirements insufficient.
20. Details of successful tenderer, the supplies to be provided and the tender price are to be published on the council website.
21. If a new supplier, a new supplier form is to be completed and forwarded to Accounts Payable to be set up in the financial system.
22. In the financial system, a requesting officer generates a purchase requisition and attaches all supporting documentation to the purchase requisition. As a minimum, this will be the tender advertisement, tender conditions, all tender responses received, the tender assessment report, and council resolution.
23. The purchase requisition is forwarded to the authorising officer per the financial delegations policy for approval to become an official purchase order.
24. Issue the Purchase order to Supplier.
25. Accounts Payable receive the supplier's tax invoice and check the Purchase order number is listed on Supplier's tax invoice.
26. Accounts Payable forward the invoice and approved purchase order within the financial system to an appropriate officer to confirm goods/ services have been received. The officer can either approve or reject receipt within the financial system.
27. Accounts Payable action payment of fully approved invoices
28. If the tender was for purchase of an asset, complete an Asset Registration form.
29. If the new asset is replacing a registered asset that will be disposed, complete an Asset Disposal Form and arrange appropriate disposal of the old asset.
30. If the tender was for a service contract, review performance from initiation to completion of contract and address any performance issues.
31. Close Out and Performance Review.

16 Tiwi Islands Regional Council,

Policy 37, Procurement Policy, October 2023



Tiwi Islands Regional Council

D. Procurement over \$150,000 GST Exclusive

1. The council must first call for tenders.
2. Prepare the Request for Tender Documentation and detail technical specifications and any weighted assessment criteria that suppliers will need to address.
3. Advertisements to be placed in a newspaper circulating in the council's area. Tenders will be called by public notice and identify: a description of the supply; where tender documentation can be obtained from; name and contact details of the contact person; the tender closing date and time; and that notice of the successful tender will be published on the council's website.
4. Tenders will be lodged through the council's electronic tender system or submission into the council's tender box.
5. A tender received in response to the notice must be assessed:
 - a) for the council – by a panel that includes at least 3 members of the staff of the council or another council or the staff of a local government subsidiary.
6. The panel is to be convened by the CEO or chief executive with appropriate skills and has the following functions:
 - a) to consider the tenders received in response to the notice;
 - b) to provide a report, in writing, to the CEO or chief executive in relation to the tenders.
7. Addenda (if required) to be addressed while the tender is open.
8. On receipt of tenders, Tender Committee members are to immediately declare any Conflict of Interest prior to evaluation and the member is to be removed from the panel.
9. Tenders received are to be opened as soon as practicable after the closing date, either by the council or by the Tender Committee.
10. Tender Panel members to review tenders as individuals prior to meeting as an assessment panel to jointly consider the submitted tenders.
11. Meeting to be chaired by a Committee Member or an Independent. Evaluate the tenders using the weighted criteria to assess the best value. Determine overall ranking and justification for successful and unsuccessful tenderers discussed.

17 Tiwi Islands Regional Council,

Policy 37, Procurement Policy, October 2023



Tiwi Islands Regional Council

12. Evaluation report detailing recommendations to be forwarded to the CEO to decide when the report will be discussed, at the next ordinary council meeting or a special meeting.
13. Council Resolution passed endorsing preferred supplier and timeframe.
14. Notify successful tenderer in writing. Arrange for contract to be signed by both parties.
15. Notify unsuccessful tenderers in writing – do not disclose any commercial or intellectual property of the winning tenderer, rather provide a brief comment such as indigenous participation too low, pricing not competitive, compliance with requirements insufficient.
16. Details of successful tenderer, the supplies to be provided and the tender price are to be published on the council website.
17. If a new supplier, a new supplier form is to be completed and forwarded to Accounts Payable to be set up in the financial system.
18. In the financial system, a requesting officer generates a purchase requisition and attaches all supporting documentation to the purchase requisition. As a minimum, this will be the tender advertisement, tender conditions, all tender responses received, the tender assessment report, and council resolution.
19. The purchase requisition is forwarded to the authorising officer per the financial delegations policy for approval to become an official purchase order.
20. Issue the Purchase order to Supplier.
21. Accounts Payable receive the supplier's tax invoice and check the Purchase order number is listed on Supplier's tax invoice.
22. Accounts Payable forward the invoice and approved purchase order within the financial system to an appropriate officer to confirm goods/ services have been received. The officer can either approve or reject receipt within the financial system.
23. Accounts Payable action payment of fully approved invoices
24. If the tender was for purchase of an asset, complete an Asset Registration form.
25. If the new asset is replacing a registered asset that will be disposed, complete an Asset Disposal Form and arrange appropriate disposal of the old asset.
26. If the tender was for a service contract, review performance from initiation to completion of contract and address any performance issues.

18 Tiwi Islands Regional Council,

Policy 37, Procurement Policy, October 2023



Tiwi Islands Regional Council

27. Close Out and Performance Review.