

**TREASURER'S INSTRUCTION**  
**FINANCIAL MANAGEMENT ACT 2016**  
**PROCUREMENT FRAMEWORK - POLICIES IMPACTING ON**  
**PROCUREMENT: GOODS AND SERVICES**

**EFFECTIVE DATE**

27 January 2023

**SCOPE**

This Treasurer's Instruction applies to all Agencies listed in Column I of Schedule I, Part I in the *Financial Management Act 2016*.

**APPLICATION**

At all times.

**OBJECTIVE**

To detail Government policies that impact the *procurement* of goods and services.

**INSTRUCTION****Interpretation and Definitions**

Refer to Treasurer's Instruction PF-6 for general definitions.

**Engagement of contractors, including consultants**

- 3.1 The Accountable Authority must ensure that external *contractors*, including *consultants*, are only engaged when the options for sourcing the required services from within the Agency or from another Agency have been fully considered and only after being satisfied of the need to use external expertise.
- 3.2 The Accountable Authority must approve the decision to engage an external *consultant* prior to the commencement of the *procurement*.

**Purchasing from whole-of-government common use contracts**

- 3.3 Unless otherwise exempted by the Secretary of the Department of Treasury and Finance in accordance with clause 3.4, the mandatory whole-of-government common use *contracts* or master ordering arrangements established by the Department of Treasury and Finance must be used.
- 3.4 The Secretary of the Department of Treasury and Finance is permitted to approve an exemption from the requirement to use the mandatory common use contracts and master ordering arrangements established by the Department of Treasury and Finance.

- 3.5 The following arrangements and *contracts* established by the Department of Premier and Cabinet must be used:
- 3.5.1 the Networking Tasmania whole-of-government *contracts* for data communications, hosting, Internet and related services; and
  - 3.5.2 the integrated communications services provided by Digital Strategy and Services, including fixed and mobile voice and data carriage, interconnecting service gateways and unified communications (telephony, desktop videoconferencing and instant messaging).

### **Purchasing from the Technology Services List**

- 3.6 Unless otherwise approved by the Accountable Authority in accordance with clause 3.7 or a purchase is subject to the requirements of clause 3.5, the *Technology Services List* must be used for the purchase of technology services valued at \$100 000 or more where a relevant category exists.
- 3.7 The Accountable Authority is permitted to approve, on a case by case basis, the use of a *procurement process* outside the *Technology Services List* where satisfied that:
- 3.7.1 in order to meet the Agency's needs, a separate *selective tendering* (multi-staged procurement) process, external to the List, is required to properly identify the most appropriate services or supplier; or
  - 3.7.2 suppliers on the *Technology Services List* lack the capability to perform the required services.

Approval must be granted, in writing, prior to commencing any purchase approved pursuant to this clause. Auditable documentation, containing sufficient information to justify the approval, must be maintained.

### **Vehicles**

- 3.8 When procuring vehicles, vehicles that comply with the *Tasmanian Government Motor Vehicle Allocation and Use Policy* must be selected.
- 3.9 A standing class exemption from the requirement for vehicles to comply with the Tasmanian Government emissions limits applies for vehicles required for police and firefighting operations, patient/client transport (ie ambulances and buses) and vehicles for towing or carrying of heavy loads (large 4WDs, trucks) where:
- 3.9.1 there is no compliant alternative vehicle on the whole-of-government common use *Vehicles contract* that meets the special operational needs;
  - 3.9.2 the special operational needs of the vehicle are the predominant use of the vehicle; and
  - 3.9.3 consideration has been given to the emission limits of the selected vehicle to ensure it is as close as possible to meeting the mandatory emissions limits.

## **ADDITIONAL GUIDANCE**

Whole-of-government common use *contracts*, master ordering arrangements or mandatory *multi-use lists* established by Treasury are detailed on the Government Purchasing website.

Further information in support of this Treasurer's Instruction can be found in the *Procurement Better Practice Guidelines (Principles and Policies)*.