

Purchasing Policy

Objective

Managing the process of ordering and payment of orders for assets, goods and services is a key operational and financial capability. The Coolumb Beach SLSC aims to have effective arrangements in place to manage these processes to ensure the right balance between having adequate controls whilst enabling the club to operate effectively.

Policy Statement

All purchasing is to comply with the procedures outlined below. It is the responsibility of the officer requiring the goods or services to ensure that these procedures are followed.

Procedures

The following procedures will apply to all purchasing by the Coolumb Beach SLSC ...

Purchase goods or services less \$500

- All purchases for goods or services less than \$500 can be approved by the relevant officer of the provided that the overall expenditure is within the approved budget for that area.
- If the expenditure is not within the approved budget for that area then approval is to be sought from the Executive Committee for the expenditure.

Purchase goods or services less \$1000

- All purchases for goods or services less than \$1000 can be approved by the relevant the Management Committee member provided that the overall expenditure is within the approved budget for that area.
- If the expenditure is not within the approved budget for that area then approval is to be sought from the Executive Committee for the expenditure.

Purchase goods or services greater than \$1,000 but less than \$5,000

- Any purchase of goods or services greater than \$1,000 and less than \$5,000 is to be approved by the Executive Committee.
- It is the responsibility of the officer requiring the goods or services to obtain formal approval from the Executive Committee prior to a commitment being made to purchase the goods or services
- A written quote is to be sourced for any expenditure above \$1,000. Where the expenditure is above \$2,500 more than one quote is required to ensure that the prices quoted are competitive.
- For expenditure where a competitive quote is required this requirement may be waived if the quote is received from an accredited supplier or there are specific circumstances whereby it is not possible to get a competitive quote.

Purchase goods or services greater than \$5,000 but less than \$50,000

- Any purchase of goods or services greater than \$5,000 and less than \$50,000 is to be approved by the Management Committee.
- It is the responsibility of the officer requiring the goods or services to obtain formal approval from the Management Committee prior to a commitment being made to purchase the goods or services
- At least two written quotes are to be sourced for all expenditure above \$5,000.

Purchase goods or services greater than \$50,000

- Any purchase of goods or services greater than \$50,000 will require Club Council approval. Club Council approval will only be sought if the other purchasing policy requirements have been met in terms of Management Committee approval, written quotes and/or an accredited supplier.
- The officer requesting the purchase of goods or services is to prepare the request and justification for the Club Council

Disclosure requirements

- Where approval is sought from the Executive Committee, Management Committee or the Club Council all officers or club members who have a potential conflict of interest are required to declare their conflict of interest prior to a vote being taken.
- In accordance with the Coolum Beach SLSC by-laws the club member or officer having declared their conflict of interest is required to excuse themselves from the vote.

Accredited suppliers

- The Coolum Beach SLSC will establish a schedule of accredited suppliers. This schedule will be authorised by the Management Committee and is subject to review from time to time.
- A supplier wishing to be considered as an accredited suppliers is required to submit an application in writing stating ;
 - Their request to be established as a preferred supplier
 - A description of the goods or services to be provided
 - Where applicable a schedule of rates and any specific terms and conditions
 - A disclosure of any person who is a financial beneficiary of the supplier
- The Management Committee will consider each application on it's merits and may in it's absolute discretion approve or reject the application.
- Where an accredited supplier fails to perform effectively, has a material change in ownership or incurs an event that could impact on it's ability to provide the goods or services the Management Committee may at any time withdraw accredited supplier status.