



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
**POLICY STATEMENT
PROCUREMENT POLICY**

POLICY
NUMBER
1.8
Oct 2021
Version: 0

1. INTRODUCTION

The Club's Procurement Policy has been shaped by the following strategic priorities:

- a. Accountability
The Board of Management is accountable to members for the use of Club funds.
- b. Strategic Alignment
One of the Club's strategic values is sustainability. We are ethically minded and prioritise responsible management of our environment and financial resources.
- c. Reputation Protection
Supporting the fair and equitable treatment of all potential suppliers to the Club.

This Policy must be read in conjunction with the Tender Procedure and Quotation Procedure.

2. AUDIENCE AND APPLICATION

This Policy applies to the Board of Management, Officers of the Club, Club Representatives and all staff for the procurement of all goods and services for the Club, including capital expenditure, regardless of the source of funding.

3. POLICY INTENT

The intent of this Policy is to provide a framework of principles to guide the establishment, operation and monitoring of the Club's procurement. The principles described in this document promote the fair and equitable treatment of all potential suppliers and meet the Club's operational requirements.

4. POLICY PRINCIPLES

The Club's procurement is governed by the following key principles with due consideration to occupational health and safety and other compliance requirements:-

- a. value for money;
- b. open and fair competition;
- c. transparency, probity, equity and ethical behaviour;



**CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
POLICY STATEMENT
PROCUREMENT POLICY**

**POLICY
NUMBER
1.8
Oct 2021
Version: 0**

- d. risk management;
- e. responsible financial management;
- f. social and environmental impact;
- g. planning and strategy development;
- h. use of Club Sponsors where applicable;
- i. formation of supply relationships; and
- j. timely and accountable decision-making.

5. ROLES AND RESPONSIBILITIES

Every arrangement that has an outcome of procurement must be in accordance with the authorisation levels specified in the Quotation Procedures whether by Office Bearers, Club Representatives, Staff or the Board of Management

6. COMPLIANCE AND MONITORING

- 6.1 The Director of Finance is responsible for monitoring compliance with this Policy and managing the exemption process.
- 6.2 The implementation of and compliance with this Policy and the supporting procedures will be audited as part of the Club's internal audit cycle.
- 6.3 Breaches of this Policy will be reported to the Board of Management.
- 6.4 The Board of Management will receive reports on relevant matters associated with the implementation of and compliance with this Policy and the supporting Procedures for audit and exception reporting and for monitoring the budget and expenditure.

7. KEY PROCUREMENT PRINCIPLES

In the context of this document, key procurement principles will be evaluated against the following criteria.



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
**POLICY STATEMENT
PROCUREMENT POLICY**

POLICY
NUMBER
1.8
Oct 2021
Version: 0

Value for Money

- 7.1 Potential suppliers will be evaluated against criteria that relate to:-
- a. strategic fit and consistency with the Club's objectives;
 - b. non-cost factors such as fitness for purpose, quality, timely delivery, ongoing service support, warranty and legal compliance;
 - c. whole-of-life costs including transaction costs, installation, operation, maintenance and disposal.
- 7.2 Where appropriate, the Club will undertake a cost-benefit analysis to determine whether leasing is a more suitable option than outright ownership.
- 7.3 In the case of professional services, the Club will also give consideration to the relative merits of a consultancy as compared to an employment contract.

Open and Fair Competition

- 7.4 Open and fair competition between suppliers support the club's commitment to obtaining best value for money and ensuring transparency, probity, equity and ethical behaviour.
- 7.5 The Club will ensure that:
- a. the competitive strategy is appropriate for the specific procurement and approved by a duly authorised person;
 - b. staff involved in the process have up-to-date knowledge of the market and the Club's requirements;
 - c. potential suppliers are:-
 - i. provided with consistent information and opportunity,
 - ii. are evaluated against defined criteria, and
 - iii. bear minimal cost for participating in the procurement process; and



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
**POLICY STATEMENT
PROCUREMENT POLICY**

POLICY
NUMBER
1.8
Oct 2021
Version: 0

- d. specifications and tender documentation will not be prepared to favour or disadvantage particular suppliers provided that the Clubs requirements are met.

Transparency, Probity, Equity and Ethical Behaviour

7.6 The Club conducts its procurement processes with the highest regard for transparency, probity, equity and ethical behaviour such that:-

- a. goods and services will be procured for authorised club purposes only and not private use, in accordance with the Club's policies and procedures;
- b. confidentiality will be maintained in all dealings;
- c. conflicts of interest (potential, perceived or actual) and personal/business relationships will be disclosed.
- d. gifts, gratuities or any other benefits that may influence (or be perceived to influence) the procurement process will be declined; and
- e. accurate and sufficiently detailed records will be kept to document the process, justify the outcome and provide an audit trail for regular review.

8. RISK MANAGEMENT

Risk Management is a primary consideration and potential risks will be identified, analysed, evaluated, treated and monitored across the procurement process with reference to the Clubs interests and risk tolerance.

9. RESPONSIBLE FINANCIAL MANAGEMENT

The Club will exercise responsible financial management in all procurement processes such that:-

- a. Club funds will be used appropriately and effort will be made to contain the costs of the procurement wherever possible;
- b. procurement activities will not be initiated without confirmation that funds are available within an approved Club budget;



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
**POLICY STATEMENT
PROCUREMENT POLICY**

POLICY
NUMBER
1.8
Oct 2021
Version: 0

- c. Staff, Office Bearers, Club Representatives and Directors will not authorise or approve expenditure of Club funds in excess of their delegation limits; and
- d. the performance of ongoing contracts will be monitored and evaluated to ensure continuing value for money for the Club.

10. SOCIAL AND ENVIRONMENTAL IMPACT

The Club has a responsibility to ensure that its procurement activities consider relevant social, community and environmental issues. Provided goods and services are fit for purpose and offer best value for money according to the evaluation criteria, consideration will be given to:

- a. products containing materials that are produced or distributed in a sustainable manner;
- b. purchasing local products and services where possible;
- c. products that are more energy-efficient and minimise their adverse environmental impact;
- d. suppliers that minimise their energy consumption and adverse environmental impact;
- e. suppliers that offer product stewardship by assisting the Club in responsible disposal of products and minimisation of waste;
- f. the overall track record and reputation of the supplier in terms of environmental issues.

11. FORMATION OF SUPPLY RELATIONSHIPS

- 11.1 Wherever possible, the Club will seek to develop ongoing relationships with suppliers, especially for commonly purchased goods and services.
- 11.2 With reference to the principles outlined in this Policy, the Club may establish schemes and/or processes to approve supply relationships on the basis of a qualified or exclusive basis.



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
**POLICY STATEMENT
PROCUREMENT POLICY**

POLICY
NUMBER
1.8
Oct 2021
Version: 0

-
- 11.3 In exceptional circumstances, an exemption to using a contracted Club supplier may be approved by the Board of Management.
- 11.4 The Club will monitor the performance of its suppliers to ensure that it continues to obtain best value for money in procurement activities.

12. TIMELY AND ACCOUNTABLE DECISION-MAKING

This Policy is underpinned by the Tender Procedure and Quotation Procedure that support timely decision-making. These Procedures include specific delegations of authority to club officers, staff, club representatives and the Board of Management.