



## Purchasing Policy

<b>Policy No</b>	PN-0005	<b>Version</b>	3.1
		<b>Date of Board Approval</b>	13/07/2020
<b>Pillar Area</b>	Governance	<b>Board Reviewed</b>	11/07/2022
<b>Comment:</b> Board reviewed document. No changes made.			

### Introduction

As part of its commitment to sound financial management principles and ensuring that the best value is obtained for required items, AusDBF has a Purchasing Policy to govern the purchasing process.

### Purpose

This policy applies to all Officers and the Board / other Representatives as recognised by AusDBF including State Members when organising AusChamps.

### Objectives

The AusDBF Board is committed to setting up efficient, effective and economical procedures in all purchasing activities. This policy: -

1. Provides the AusDBF Board with an effective way of purchasing goods and services
2. Ensures the purchasing transactions are carried out in a fair and equitable manner
3. Strengthens integrity and confidence in the purchasing system
4. Ensures that AusDBF receives value for money when purchasing
5. Provides that AusDBF considers social impacts when purchasing goods and services
6. Upholds respect from the dragon boating community for the Board's purchasing practices that withstands probity.
7. Ensure AusDBF is compliant with GST legislation
8. Ensure best practice approach for purchasing.

### Operation

Threshold	Purchasing Requirement
Up to \$500 (ex GST)	Purchase can be made by Business Services Manager or Auroras Head Coach or Auroras Manager without further approval as long as within preexisting budget for that specific purchase. If not within budget, then approval must come from a current Board Member
\$500 to \$1,000 (ex GST)	Purchase can be made by any current Board Member without further approval as long as within preexisting budget for that specific purchase. If not within budget, then approval must come from the Board by consensus
\$1,000 to \$5,000 (ex GST)	Purchase can be made from a suitable supplier by any Board Member, Business Services Manager, Auroras Head Coach or Auroras Manager if approved by the Board via consensus or meeting The purchasing decision is to be based upon assessment of the supplier's response to:

	a brief outline of the specified requirement for the goods; services or works required; and value for money criteria, not necessarily the lowest price
\$5,000 to \$20,000 (ex GST)	Purchase can only be made once approved by the Board at a formal meeting Obtain at least two written quotes and the purchasing decision is to be based upon assessment of the supplier's response to: a brief outline of the specified requirement for the goods; services or works required. and value for money criteria, not necessarily the lowest price
Over \$20,000 (ex GST)	Purchase can only be made once approved by the Board at a formal meeting. The Procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations. The Board will then decide whether to either: Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. Or start a Request for Tender Process as detailed elsewhere in this Policy The purchasing decision is to be based upon assessment of the supplier's response to: detailed written specification for the goods, services or works required. and value for money criteria, not necessarily the lowest price

### **Ethics and Integrity**

All Directors and Officers shall observe the highest standards of ethics and integrity in undertaking purchasing activities and act in an honest and professional manner that supports its standing in the dragon boating community.

The following principles, standards and behaviors must be observed and enforced through all stages of the purchasing process to ensure fair and equitable treatment of all parties:

1. Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure based on achieving value for money
2. Purchasing will be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently
3. For all significant purchases, the processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with the applicable policies in order to provide a clear audit trail
4. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed
5. Information other than pricing shall be treated as commercial in confidence and will not be released unless authorized by the supplier or relevant legislation.

### **Value for Money**

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved. It is important to note that AusDBF needs to consider user requirements, quality standards and sustainability. Purchase decisions should be assessed in accordance with the selection criteria, then value for money and all evaluation documents.

It is understood that sometimes the nature of the purchase determines the supplier due to limited supply. An example of this is availability of suitable hotels for accommodation nearby to regatta venues.

The general principles relating to purchasing must include the following requirements:

1. An appropriately detailed specification to communicate requirements in a clear, concise and logical fashion.
2. Conditions of responding – timeframes adhered to.
3. Delivery cost within Australia.
4. Accounts submitted within 14 days of delivery.

Respondents to both Tenders and Requests for Quote should be advised in writing as soon as possible after the final determination is made and approved.

### **Quotation Rules**

The general principles for obtaining written quotations are as follows:

1. Ensure the requirements are clearly understood by the Director/Officer seeking the quotations
2. Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.

### **Tender Rules**

1. Invitations to Tender will be issued simultaneously to ensure that all parties receive an equal opportunity to respond
2. All prospective suppliers to be advised at the same time any new information that is likely to change the requirements
3. A detailed explanation of services or goods required will be provided ensuring competitive quotes are obtained.
4. Firms may be invited to be on the tender list

### **Supplementary Rules**

1. Australian based suppliers will need to hold an ABN
2. AusDBF reserves the right to refuse payment or full payment for unauthorized purchases or receipt amounts outside an authorised purchase amount.
3. Where practical and desired, AusDBF will formalise purchases by means of a contract
4. For purchases of clothing: Tenderers shall be expected, where necessary, to provide samples of the finished product. At the very least tenderers must supply samples of the colours and material. True and accurate samples are to be made available for sizing and fitting of all uniform items
5. Penalties may be applied to successful tenderers who do not meet the requirements of their contract
6. Where practicable all quotes should be in Australian dollars
7. Quotes must represent the FIS (Free into Store) price
8. If Supplier is to be a stallholder at AusChamps, then AusDBF needs to hold a copy of a current Public Liability Certificate with at least \$10 million cover

## Appendix

Predetermined Items	Purchasing Requirements
Australian Team Uniforms	<ul style="list-style-type: none"> <li>As these items are of utmost importance to AusDBF and the Australian Representative, cost, quality, on-time delivery and supply will be deemed as being major factors when considering the purchase of these items.</li> <li>The final uniform will be approved by the whole Board and signed off by the Chair. Tender specification will be written and supplied by AusDBF for the quotation to supply.</li> <li>Ability to order online by individual competitors</li> </ul>
Trophies and medals	<ul style="list-style-type: none"> <li>AusDBF will ensure the cast for the medals is totally owned by AusDBF and retained by AusDBF when not with a supplier for manufacturing.</li> <li>Tender specification will be written and supplied by AusDBF for the quotation to supply.</li> </ul>
Photographer - AusChamps	<p>AusDBF will ensure that the selected photographer will provide the following services at a minimum:</p> <ul style="list-style-type: none"> <li>If possible, photos are to be available for purchase on-site during the Championships in a timely fashion</li> <li>Photos can be ordered and paid for on-line during the Championships, and for a period of not less than 30 days afterwards</li> <li>A selection of photo's to be supplied free of charge to AusDBF for use in AusDBF promotional and historical purposes.</li> <li>The photographer will be on site for all race days, actively taking photos, including photographs of all races and presentations</li> </ul>
Live Streaming + Drone footage – AusChamps	<ul style="list-style-type: none"> <li>Live streaming for 5 days of Championships</li> <li>Drone footage of all 2km races where permissible</li> <li>Drone footage of all finals where permissible</li> <li>Copy of all drone footage to be supplied to AusDBF for training and promotional purposes</li> </ul>

