



TOWNSVILLE CITY NETBALL ASSOCIATION INC.			
PROCUREMENT			
Policy type	TBC	Version	V1.0
Board Approval Date	14/11/2022	Review Date	14/11/2023

Our commitment

Townsville City Netball Association Inc. (TCNAI) is committed to ensuring that its procurement practices deliver value for money in the interests of budgetary rigour, transparency and accountability, and ensuring the quality of services delivered by the association.

Recognising our relationship with the local community this policy aims to support local and regional business and our sponsors – by applying a local benefits test for all significant procurement, and ensuring that for each procurement opportunity, at least one Townsville local supplier, where possible, is invited to submit a quote or tender.

The scope of this policy

This policy refers to the procurement of goods and services undertaken on behalf of, our using the resources of Townsville City Netball whether that is buy and employee or a volunteer.

This policy which outlines how TCNAI procures goods and services should be implemented in conjunction with the schedule of delegations which specifies who can approve expenditure of various amounts and in various contexts.

The Board of Directors is ultimately responsible for ensuring that Townsville City Netball Association Inc., and all persons associated with it adhere to the procurement policy when sourcing goods and services

TCNAI responsibilities

TCNAI will consider all cost-related factors including up-front price, whole-of-life costs and transaction costs associated with acquisition, use, holding, maintenance, and disposal when determining value for money.

TCNAI will identify the procurement strategy and method (open, limited, or selective) most appropriate for delivering the best procurement outcome. This will be based on an assessment of complexity, scope, opportunities, and risks associated with the procurement objectives.

TCNAI will undertake its procurement activities with integrity, ensuring probity and accountability for outcomes, thereby ensuring that we are accountable for delivering timely outcomes for TCNAI affiliates and members whilst also ensuring our decisions are transparent.

TCNAI will ensure that the appropriate governance mechanisms are in place to maintain integrity or the procurement decision-making process. As part of this, systems for conflict of interest and complaints management for procurement are to be in place.

TCNAI will ensure that all stages of the procurement process are appropriately documented relative to the value and risk associated with the procurement. Decisions will withstand public scrutiny and preserve confidence and privacy in the procurement process.

Generally, the following procurement processes shall apply.

Likely cost of the goods or services	Procurement process	Approval
Minor Expenditure Less than \$500	Can use a preferred supplier who has previously demonstrated value for money and effective services.	Approval according to the schedule of delegations.
Moderate Expenditure Between \$501 and \$5000	Limited offer - Must have at least two quotes.	Approval according to the schedule of delegations.
Major expenditure Over \$5000	Can be a limited or open offer. Three quotes must be sourced.	Approval according to the schedule of delegations
Significant expenditure Over \$50,000	Open offer - A tender process should be conducted	Must be assessed by a specially formed tender assessment committee and approved by the Board.

The methodology can be changed by approval of the Board considering the individual circumstances

Local Buy/ Sponsors Preference

Likely cost of the goods or services	Local Buy/ Sponsorship preference
Minor Expenditure Less than \$500	Strongly encouraged to use a local supplier esp a sponsor if all other criteria are equal.
Moderate Expenditure Between \$501 and \$5000	Utilise limited offer methodology. Encouraged to use a local supplier/ sponsor where possible – need to justify if not.
Major expenditure Over \$5000	Can be a limited or open offer. Three quotes must be gained. If local supplier is within 5% of out-of-town competitor and all other criteria are equal – they should be preferred.
Significant expenditure Over \$50,000	Open offer - A tender process should be conducted. When developing the tender assessment criteria 10% should be allocated to locality and sponsorship relationships. The tender assessment criteria and the process should be approved by the Board prior to the process being undertaken.

Definitions

Goods and services include all property (except for real property) and all types of services including building and construction services, and infrastructure

Limited offer method is a procurement method where the agency invites a supplier/s of its choice to offer.

Local supplier means a supplier of goods or services that maintains a workforce whose usual place of residency (i.e. where they normally live, sleep and eat) is located within the Townsville City Council local government area. If a capable local supplier does not exist, a supplier within the North Queensland area extended progressively to the state of Queensland, then outside of Queensland, should be pursued until a suitable supplier is identified.

Open offer method is a procurement method where all interested suppliers may submit an offer.

Procurement encompasses the whole process of obtaining goods and services. Beginning with the identification of needs, procurement can include the functions of planning, design, standards determination, specification writing, selection of suppliers, financing, contract management, disposals and other related functions. For clarity, 'procurement' under this policy does not include 'grants' as defined in the Financial Accountability Handbook administered by Queensland Treasury.

Purchasing is the acquisition process for goods and services through purchasing, leasing and licensing and this expression extends to standing offer or similar arrangements by which terms and conditions of purchase are determined.

Selective offer method is a procurement method where suppliers that have met pre-established criteria are invited to offer.

Significant procurement includes goods and services identified by the agency as being high expenditure and/ or for which there is a high degree of business risk.

Related Documents

- TCNAI Complaints Policy
- TCNAI Code of Behaviour
- TCNAI Schedule of Delegations

For further details regarding relevant legislation please refer to

<https://www.legislation.qld.gov.au/browse/inforce> for Commonwealth legislation

<https://www.legislation.qld.gov.au/browse/inforce> for Qld legislation

