

Mount Roland Land Care

Purchasing policy, March 2024

Review date, March 2026

Purchasing, p1

MRLC

Purchasing Policy

Mount Roland Land Care Inc (MRLC) receives operating funds from various sources, including Federal, State and Local Government bodies, grants, membership fees and donations. As per our constitution (Section 5.1), “those funds shall be applied solely towards the promotion of the objects and purposes of MRLC...” This Purchasing Policy guides committee decision making processes, to ensure that all financial transactions are ethical, accountable and transparent. This policy is to be read in conjunction with other policy documents, in particular the Reimbursement and Payment policies.

When expenditure is being considered:

For purchases of goods or services valued at < \$200

The committee can authorise any person to purchase on behalf of MRLC.

For purchases of goods or services valued between \$200 and \$1,000

The Committee can authorise any person to obtain at least two (2) quotations for the purchase being considered on behalf of MRLC; and can authorise the Executive to select the most acceptable quotation.

For purchases of goods or services valued above \$1,000

The Committee can authorise any person to obtain at least three (3) quotations (where practical) for the purchase being considered on behalf of MRLC. The Committee will, at its next available meeting, select the most acceptable quotation and will authorise an Executive member to complete the purchase.

Between scheduled meetings the Committee may confer via email to consider quotations if the matter is considered urgent. Committee approval is required to approve payment for the goods once a valid tax invoice or receipt is received.

Payment for all goods and services purchased

The Executive and up to three committee members are authorised to approve payment, or reimbursement, of the full purchase price on presentation of a receipt or tax invoice showing the nature of the purchase and the purchase price (including GST if applicable). The receipt or invoice being presented can be electronic or as the original hard copy.

For a contract to supply services likely to exceed \$1,000

The Committee will publicly call for expressions of interest from persons or enterprises to supply the service. Those expressing their interest will be considered on their merits, skill and past history in successful supply of similar services, and shall be assessed by the executive, or an impartial sub-committee appointed by the Committee.

Expressions of interest can be advertised in a local or regional newspaper, or distributed via local interest groups, or by direct contact with potential contractors if the Committee considers it appropriate to do so.

Mount Roland Land Care

Purchasing policy, March 2024

Review date, March 2026

Purchasing, p2

MRLC

It can be very difficult to attract contractors to supply some services, such as weed spraying. In these cases, it is acceptable to engage contractors without obtaining three quotes, provided the Committee agrees.

Individuals or businesses chosen to supply the service will enter into a written contract with MRLC, which sets out the requirements of the service to be provided, including the hours, the time frame for completion and the standards to be complied with.

The contract will address issues including, but not limited to:

- responsibility for applicable insurances
- supply of equipment and materials
- lines of communication with the committee
- contractor travel arrangements
- application of biosecurity hygiene
- acceptable frequency of invoicing
- any other operational procedures.

The contract shall make it clear that there is no employer/employee relationship between the supplier and MRLC and that the contractor holds a valid ABN.

For payment the contractor will supply a tax invoice, including a valid ABN, the GST component of the total amount, and bank details to enable payment directly into their nominated account.

Where the contract for supply involves more than one invoice being presented, the Executive and up to three committee members are authorised to approve such payments as they are presented, provided they are as agreed in the contract and are within the expected value range for the service provided to that date. A member of MRLC shall be appointed to verify that the service being invoiced has been delivered before payment is approved.

Any member of MRLC, can lodge an expression of interest to supply a service. It is then the responsibility of the Committee to ensure that the situation is managed in an open, fair and equitable manner, which complies with the MRLC Conflict of Interest Policy.