Kingaroy Rugby League Football Club,

Juniors & Seniors Incorporated

P R O C U R E M E N T

P O L I C Y



PROCUREMENT POLICY

1. OBJECT

This policy sets out best practice principles for the procurement of goods, services and works by Kingaroy Rugby League Football Club, Juniors & Seniors Incorporated (also known as "the Club").

The object of the Procurement Policy is to set out quote and record keeping requirements pertaining to goods, services and works of varying value thresholds as well as approvals and internal controls to maintain ethics and probity in procurement processes undertaken by the Club.

The policy applies to all members of the Executive and the staff and volunteers of Kingaroy Rugby League Football Club, Juniors & Seniors Incorporated who have delegated authority to act and sign documents on behalf of the Club.

2. POLICY

Kingaroy Rugby League Football Club, Juniors & Seniors Incorporated procurement processes must be conducted in a fair, honest and transparent manner, with the highest levels of integrity.

Club funds must be used efficiently and effectively to procure goods, services and works that benefit members in line with the objectives of the Club and in accordance with the *Associations Incorporation Act 1981* (the Act) and Kingaroy Rugby League Football Club, Juniors & Seniors Incorporated Constitution and Rules.

The fundamental best practice principles that should be applied to every procurement, irrespective of the value and complexity of that procurement, are:

- value for money;
- open and fair competition;
- accountability;
- risk management; and
- probity and transparency.

Furthermore, the principle of responsible financial management shall be applied to all procurement activities.

3. PROCEDURES

3.1 Delegations and Approvals

The Executive shall execute its procurement authority in accordance with *Associations Incorporation Act 1981* and Kingaroy Rugby League Football Club, Juniors & Seniors Incorporated Constitution and Rules.

To give effect to the principle of responsible financial management, the availability of funds within an approved budget, or source of funds, must be established by the Treasurer prior to the commencement of any procurement action for the supply of goods, services or works.

All quotes for the supply of goods, services or works must be approved by the Executive, prior to acquisition or commencement, unless a formal delegation establishes otherwise.

All valid tax invoices for payment of supply of goods, services or works must be approved for payment in line with approved delegations.

In accordance with Kingaroy Rugby League Football Club, Juniors & Seniors Incorporated Constitution and Rules, any member of the Executive shall not vote in respect of any contract or proposed contract with the Club in which they are directly or indirectly interested.

3.2 Threshold Requirements

Item/Value	Quotes Requested	Delegation
Canteen/Bar consumables	• None if value does not exceed $1000	• Ongoing contracts/accounts must be approved by Executive • Standard consumables can be ordered on account without prior Executive approval • Items less than $100 can be purchased by Canteen convener and reimbursed through approved method • All valid receipts and invoices must be provided to Treasurer for approval and payment in accordance with the Financial Management Policy
General works & Repairs	• None if value does not exceed $1000	• Ongoing contracts/accounts must be approved by Executive • Require prior Executive approval before commencement of work
<$1000	• None	• Quotes must be approved by Executive for approval pending any delegations • All valid receipts and invoices must be provided to Treasurer for approval and payment in accordance with the Financial Management Policy • Works over $10,000 may require Tendor to be advertised if approved by Executive.
>$1,000-$10,000	• Two	
>$10,000	• Two	

3.3 Record Keeping

Records supporting any purchase need to be maintained and appropriate documentation completed to seek relevant approvals, commensurate with the nature and complexity of the transaction.

3.4 Managing Conflicts of Interest

Any actual or perceived conflict of interest having the potential to compromise ethics and probity in any procurement activities and/or damage the reputation of the Club must be declared and managed in accordance with this policy.

3.5 Grants Funding

The executive shall approval alternative quote requirements should be the procurement be through the successful application of a Grant; this will be reflective of the requirements of indidvual grant applications.

3.6 Reference documents

- Constitution - Kingaroy Rugby League Football Club, Juniors & Seniors Incorporated
- Financial Management Policy - Kingaroy Rugby League Football Club, Juniors & Seniors Incorporated
- Associations Incorporation Act 1981
- Associations Incorporation Regulation 1999
- ATO GST Ruling GSTR2013/1

3.7 Last revision date

- October 2026