



**Tomorrow Today Foundation
Policy and Procedure Documentation**

Policy:	Procurement Policy and Procedure	Last updated:	NEW
Category:	Finance	Status:	Approved
Purpose:	Outline procedures which are to be followed when procuring on behalf of Tomorrow Today	Approved by:	Board
		Endorsement Date:	15.7.2022
Definitions:	<i>National Child Safety Standard 9: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.</i>	Review Date:	July 2024

PROCUREMENT POLICY AND PROCEDURE

Background

This policy outlines requirements and procedures for procurement of goods and services on behalf of Tomorrow Today.

Objective

This policy seeks to provide a process to undertake procurement in an efficient, timely and cost-effective manner while ensuring appropriate levels of diligence and accountability are maintained by:

- Ensuring value is obtained in the expenditure of funds
- Providing ethical and fair treatment of participants
- Ensuring probity, accountability and transparency in procurement operations

Scope

- Procurement process
- Specific requirements for determining the number and type of quotes sought
- Use of documentation and template

Policy

This policy applies to all procurement of goods and services to support the operation of Tomorrow Today.

Approach to Procurement

Understanding Need:

Representatives of Tomorrow Today are expected to consider all elements relating to the procurement of goods and services, which may not be limited to simply the item that is being purchased.

- Purchase of Goods: Identify the specifications and functionality of goods required with as much detail as possible, which may include the need for installation, warranties, maintenance, energy efficiency and compliance with relevant standards or legislation.
- Purchase of Services: Consideration should be given to whether multiple pieces of work with the same supplier can be combined and whether suppliers could be engaged on an ongoing basis, rather than for single jobs.

Understanding Risks:

It is important for representatives of Tomorrow Today understand any likely risks around the procurement process and in purchasing goods or services. Risk factors include the experience and capability of people involved in the procurement, probity requirements, the supplier market and potential conflicts of interest

Delegations

Staff must seek permission from the Executive Officer and Education Benalla Program Manager when considering purchases. Both the EO and EBP Manager have a financial delegation limit of \$500. Purchases in value greater than \$500 require Board approval.

Managing Conflicts of Interest:

Any actual, potential, or perceived conflict of interest that has the potential to unfairly affect or influence the proper outcome of a decision or process, must be identified and managed in accordance with governance guidelines of Tomorrow Today which are in line with the Australian Charities and Not for Profits Commission

Child Safety

Tomorrow Today seeks to provide a safe environment for its program participants and their families. National and Victorian Child Safety Standards require people working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

Tomorrow Today (the organisation) will seek to ensure:

- When negotiating contracts with third parties, contracts include terms that allow the organisation to take action if the third party does not meet expected child safety and wellbeing standards.
- When third-party contractors are engaged, action is taken by the organisation to assess whether, and the extent to which, the engagement of third-party contractors poses risks of child abuse and harm.
- Depending on the level of risk posed by third-party contractors, the organisation should take actions to prevent or reduce risks of child abuse or harm. Appropriate actions may include:
 - requiring third-party contractors to comply with the organisation's policies and procedures
 - monitoring compliance by third-party contractors with the Child Safe Standards and/or the organisation's policies and procedures
 - working with third-party contractors to identify, prevent and reduce risks of child abuse and harm
 - where an organisation is unable to adequately manage risks of child abuse and harm posed by third-party contractors, consider terminating the contract or take other appropriate action to protect children.

Procurement Procedure

Threshold & Requirement	Up to and including \$500	Greater than \$500
Quote	A minimum of one verbal quote must be sought.	A minimum of two written quotes must be sought, with at least one quote from a local supplier wherever possible.
Request for Quote	Not Required	The <i>Request for Quote</i> template is to be used to provide details of purchase, along with supplier identification, location and contacts, insurance details
Approval Documentation	Approval from manager/Executive Officer	Documented proposal for consideration by the Tomorrow Today Board
Tenders	Not Required	To be determined by Board
Contracts	Not required	To be determined by Board

Related Documents

Code of Conduct – Staff

Code of Conduct -- Volunteer

Child Safety Code of Practice

Child Safe Policy and Procedure

Child-Focused Complaints Policy and Procedure

References

National Child Safe Standards 2022

Victorian Child Safe Standards 2022

Privacy and Data Protection Act 2014 (Vic)

Working with Children Act 2005 (Vic)

Governance for Good – The Australian Charities and Not for Profits Commission 2018