



Maleny Neighbourhood Centre is a NFP community resource, responding to diverse local needs. We deliver emergency relief, facilitating community networks and connections. Maleny Neighbourhood Centre fosters resilient and fair communities and a just society where diversity is celebrated and participation encouraged.

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Open Mon - Fri: 9am - 3pm
and booked activities anytime



FINAL

MALENY NEIGHBOURHOOD CENTRE		
2018 PURCHASING POLICY v1		
Authorised By: Management Committee		
Responsibility for the review:	Management Committee and Centre Coordinator and Development Worker (CCDW)	
Date last review:	Reviewed By:	Date of next review:
New policy - commenced 11/6/18 Approved by Management Committee on 28/6/18	(Signature)	June 2021
Review Process	This Policy will be reviewed by the Management Committee and approved on or before the next date of review.	
Documentation and Communication:	Any decisions requiring policy changes will be recorded in the Minutes of Maleny Neighbourhood Centre Management Committee and forwarded to CCDW for action and updating of policy documents. Policy changes relevant to staff and volunteers will be either emailed or discussed at staff and volunteer meetings.	
POLICY CONTEXT:		
Queensland Standards for Community Services:	Standard 1 (Governance and Management)	
Other Standards:		
Relevant Policies:	Ethics Policy Code of Conduct Financial Delegations	
Forms or other organisational documents:	Maleny Neighbourhood Centre Assn Inc Strategic Directions, including the Centre's vision, mission and objectives	
Legislation or other requirements:	Financial Accountability Act 2009	
Purpose and Commitment	The ethics or values of an organisation are explicitly or implicitly reflected in its operation, decision-making, activities, and partnerships. MNC's Ethics and Code of Conduct Policies help to ensure all transactions, including those detailed in this Purchasing Policy, are aligned with the values of the Centre.	

SCOPE	This policy details the principles and practices that inform the MNC purchasing policy. MNC will use best value for money when deciding where to shop and will always buy locally as much as possible.
Policy	<p>Principle 1 - Shop Local to support local businesses. Local is defined as in or near Maleny town.</p> <ul style="list-style-type: none"> Where possible, items required for the running of MNC will be purchased from local suppliers. If not available in or near Maleny, then the nearest suitable supplier will be selected ie a hinterland or Sunshine Coast business. When there is no other option, a business from further afield can be selected as the supplier. <p>Principle 2 Value for money</p> <ul style="list-style-type: none"> MNC has a very tight budget and therefore it is very important to ensure that we get the best value for money for all purchases while taking into account principle 1 and 3. <p>Principle 3 - Shop ethically</p> <ul style="list-style-type: none"> MNC will avoid purchasing from companies with known unethical practices. <p>Principle 4 - Community Focussed</p> <ul style="list-style-type: none"> When deciding who to do business with MNC will choose businesses that are supportive of the community.
Procedures	<p>Shopping for the Emergency Relief (ER) program</p> <p>Food - Staff will check for specials from IGA, Woolworths and other local businesses before placing the ER order with the relevant suppliers.</p> <p>Swags - The Admin Officer will source swags from the supplier that can provide the best price and deal.</p> <p>Tents - The Administration Officer will research price and availability from a range of suppliers to identify which one can provide the best price and deal. A recommendation will be put to the CCDW and when approved, the order will be placed.</p> <p>Camping stoves and gas cylinders - The Administration Officer will research price and availability from a range of suppliers to identify which one that can provide the best price and deal. A recommendation will be put to the CCDW and when approved, the order will be placed.</p>
	<p>Shopping for equipment</p> <p>The Administration Officer is responsible for purchasing goods and equipment for MNC. There is a requirement to obtain three written quotes for items with a cost of over \$500.00 per item.</p> <ul style="list-style-type: none"> The Administration Officer will research the available suppliers regarding price, reliability, value for money and availability and then make a recommendation to

	<p>the CCDW regarding which would be the best option for MNC's purpose. If the purchase is over the CCDW's \$500.00 delegation then approval must be sought from the President of the MNC Management Committee (see 2017 Financial Management and Delegations Policy).</p> <ul style="list-style-type: none">● Once authorisation has been given, the Administration Officer will place the order● In the case of a major purchase, a submission must be put to the Management Committee for authorisation.
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