

JUNEE PRESCHOOL POLICIES

Procurement Policy *Quality Area 7: Governance and Leadership*

Introduction

Procurement requires accountability for the spending of funds which is justified, planned and transparent. Goods and services procured must be 'fit for purpose' and represent value for money while being socially responsible and ensuring probity in the procurement process.

Gifts other than items of small intrinsic value should not be accepted from suppliers or prospective suppliers. If a conflict of interest exists the person must immediately declare this conflict.

Goals / What are we going to do?

To ensure that the procurement of all goods and services is conducted in an honest, competitive, fair and transparent manner that delivers the best value for money outcome whilst at the same time protecting the reputation of the Preschool.

Strategies/ How will it be done?

By adhering to the guide outlined in the following table:

Threshold	Requirements
\$0- \$5,000	Minimum 1 quote
\$5,001-\$20,000	Minimum 2 quotes
\$20,001-\$100,000	Minimum 3 quotes
>\$100,000	Expression of interest or tender process

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SOURCES

National Audits group sample procurement

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.