



Toukley Neighbourhood Centre

Ph: 02 43961555 / Email: admin@tnc.org.au / Website: www.tnc.org.au
PO Box 55, Toukley NSW 2263 / ABN: 64 997 484 484 / Association No: Y02437-47

TNC is the heartbeat of a connected, supported, empowered, inclusive and thriving community. We partner with the broader community to share what we can and provide a hand up to those in need, so they can Wallamba-bayn (come back) and join us in delivering our vision.

POLICY - PROCUREMENT

Policy Information

Title:	Procurement
Effective Date:	10-Nov-2025
Policy Owner:	Executive Officer
Applies To:	All TNC Staff and Volunteers
Next Review Date:	November 2027

Change Control

Effective Date	Author	Approver	Comments
17-Jun-2023	Bronwyn Evans	BoM	Initial document
10-Nov-2025	Donna Tudman (EO)	BoM	Reviewed and updated



Policy Overview

Purpose

This policy ensures that all procurement activities at TNC are conducted ethically, transparently, and efficiently to achieve value for money while supporting TNC's mission and community outcomes. It sets the principles for:

- Fair and impartial treatment of all suppliers
- Responsible and transparent use of TNC resources
- Encouragement of sustainable, local, and Indigenous procurement; and
- Avoidance of conflicts of interest, particularly with suppliers who donate or provide in-kind support.

Context

At Toukley Neighbourhood Centre (TNC), policies are developed in alignment with the [TNC Policy Framework](#).

TNC Policy documents are developed to:

- Assist TNC to meet the objects of the organisation and manage risk effectively
- Assist TNC staff and volunteers in performing their duties
- Outline how TNC will meet governance expectations
- Provide transparency and clarity to TNC staff and volunteers.

TNC is bound by the [Australian Charities and Not-for-profits Commission Act 2012 \(Cth\)](#) and regulated by the [ACNC](#).

Overview

This policy applies to all purchases of goods and services made with TNC funds or on behalf of TNC. Procurement must comply with:

- Australian Charities and Not-for-profits Commission Act 2012 (Cth)
- State Records Act 1998 (NSW)
- TNC Governance Framework, Code of Conduct, and Financial Delegations Policy.

All procurement must demonstrate probity, value for money, and sound management of community resources.

Definitions

Term	Explanation
ACNC	Australian Charities and Not-for-profits Commission
BoM	Board of Management
TNC	Toukley Neighbourhood Centre

Policy Principles

Principle 1: Procurement must follow a structured decision-making process

Each procurement decision must be supported by a recommendation that describes:

- The business requirement – why do we need this?
- Selection criteria – what is important to us?
- Options considered – what alternatives are there and how do they fit with the selection criteria?
- Risk analysis – what do we need to mitigate against?
- Recommended solution and rationale – why did we pick this supplier?
- Cost benefit analysis – how will this help us?

The TNC Recommendation Template provides a structured means to detail this information. Recommendations must be retained according to record keeping requirements.

Principle 2: Procurement decisions must consider value for money

Consider total cost, quality, reliability, and community benefit. Lowest price alone does not determine best value.

Principle 3: Purchasers must deal fairly, impartially, transparently and consistently with all suppliers

All suppliers are assessed using the same criteria. No preferential treatment is provided, including towards donors or sponsors.

Principle 4: All purchasing decisions must reflect honesty, integrity and accountability

All purchasing decisions reflect honesty, integrity, and accountability. Gifts or donations must not influence procurement.

Principle 5: Any real or perceived conflicts of interest must be declared, recorded and managed

Any real or perceived conflict (e.g. with donors, sponsors, or personal relationships) must be declared and recorded. Conflicted individuals are excluded from related decisions.

Principle 6: Risk management is incorporated into the procurement process

All procurements are to consider safety and other risks associated with any goods or services as part of the selection criteria.

Identify, assess, and record procurement risks in the Risk Register, with clear controls and mitigations.

Principle 7: All things being equal, preference is to be given to local and/or Indigenous-owned businesses

Where assessment of proposals / quotations results in equivalent solutions, TNC will prefer to support local and/or Indigenous-owned businesses.

Delegations and Approval Limits

Procurement approvals must align with TNC's **approved annual budget** and the **Financial Delegations** outlined in the Financial Management Policy.

- The Executive Officer (EO) may approve budgeted procurements up to \$5,000 (incl. GST).
- Any unbudgeted procurement above \$2,500, or any single procurement over \$5,000, requires Board approval via decisions via circular or at a formal meeting.
- All supporting documentation, including recommendations, quotes, risk assessments, and conflict-of-interest declarations, must be retained in SharePoint.
- Staff and volunteers do not have independent financial approval authority. They may enter transactions or prepare recommendations only, with all approvals obtained per the above limits.

Procurement Process

All procurements must follow a structured decision-making process supported by documentation that includes:

1. Business Need – reason for purchase
2. Selection Criteria – what factors are most important (e.g. price, quality, sustainability)
3. Options Considered – quotes or comparative offers
4. Risk Assessment – including WHS, reputational, and financial considerations
5. Recommended Supplier and Rationale
6. Approval and Evidence – consistent with delegation thresholds

Supporting Documents:

- Procurement Recommendation Template
- Conflict of Interest Register
- Risk Register
- Financial Delegations Policy

Ethical and Donor Relationships

TNC values community and business support but maintains strict independence in procurement decisions.

To ensure fairness and transparency:

- Donations and sponsorships must be managed separately from procurement activities.
- A supplier's donations or in-kind support must not influence purchasing decisions.
- Any supplier with a donor or sponsorship relationship must declare the association prior to consideration.
- The procurement record must include evidence that the donation or relationship did not influence the selection.
- If a conflict exists, it must be logged in the Conflict of Interest Register, and the individual excluded from decision-making.

Recordkeeping and Compliance

All procurement documentation—including quotes, approvals, and declarations—must be retained for a minimum of 2 years in SharePoint under secure access controls.

Compliance will be reviewed periodically and reported to the Board through financial and risk reporting processes.

Review and Continuous Improvement

This policy will be reviewed every two years or earlier if legislative, funding, or operational changes occur. Continuous improvement feedback may be incorporated after each major procurement review.