

**LONG REEF GOLF CLUB (LRGC)**  
**PROCUREMENT POLICY AND PROCEDURES**  
**Ref: By-Law 40**

**1. INTRODUCTION**

1.1 This document sets down the Board's policy and procedures concerning the procurement of goods and services by LRGC.

**2. POLICY**

2.1 The LRGC procurement process will allow:

- a. suppliers to be treated equally and fairly;
- b. staff/directors will not seek or receive gain;
- c. confidentiality to be maintained (including contract pricing and any other commercially sensitive information);
- d. maintenance of the highest standards of professionalism and probity;
- e. that suppliers will be dealt with in an honest and impartial manner, and in such a way as to remove any conflict of interest;
- f. that suppliers and tenderers will always be provided with the same information and equal opportunity;
- g. that all decisions are accountable and feedback is provided where necessary and;
- h. that as soon as a procurement related conflict of interest (or potential conflict of interest), for a Staff, Board or Club member becomes known, the General Manager or a member of the Board of LRGC must be immediately informed, orally or in writing.

**3. PROCEDURES**

3.1 Contracts/agreements for 12 months or less involving the purchase of operating supplies or services, where an option to cancel exists within the first 3 months, can be authorized by the General Manager. Such contracts do not need Board approval (subject to the General Manager being satisfied as to policy item 2.1 g above).

3.2 All major contracts/agreements (orally or in writing) which commit LRGC to liabilities in excess of \$50,000 per year, and/or involve a period of greater than one calendar year, must be approved by the Board.

3.3 To comply with 3.2 above all submissions to the Board for approval must be in writing and must include:

- a. background information (Request for Proposal);
- b. process used to source suppliers;
- c. criteria applied, and evaluation methodology used to arrive at recommended supplier;
- d. costs (in sufficient detail according to the nature of the contract and ;

e. Contract details, especially including the consequences of non-completion by the supplier.

3.4. To facilitate effective management of risk where procurement is concerned, all current and incoming employees and Board members of LRGc must read and understand this document, and sign a written acknowledgment that they have done so.