

Bethany Care Ltd  
**Capital Purchases**  
Policy & Procedure 4

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# Process for Capital Purchases

## 1. Object & Field of Application

- 1.1 This document details the procedure Bethany Care Ltd uses to ensure that capital purchases are free from conflicts of interest.

## 2. Scope

- 2.1 This procedure has application for all Bethany Care staff (e.g. executive officers, board members, employees, volunteer staff etc) but in particular with executive officers in their dealings with third parties.
- 2.2 This procedure should be read in conjunction with Conflict of Interest policy and procedure 11

## 3. Legislation

- 3.1 Disability Services Regulation 2006 (Qld)

## 4. Definitions

- 4.1. **Conflict of interest** - A situation in which someone in a position of trust has competing professional or personal interests.

A conflict of interest exists even if no improper act results from it, and can create an appearance of impropriety that can undermine confidence in the conflicted individual or organization. Conflicts of interest are not limited to professionals. For example, a purchasing manager of an organization has a duty to perform their work with loyalty to that employer, thus choosing sellers who offer the best products at the lowest prices, but might be tempted to have the organization buy, from the manager's sibling, products that are not as good or as cheap

## 5. General

- 5.1. All purchases will be sourced on the open market
- 5.2. If practicable, 2 to 3 quotes will be obtained to ensure value for money.
- 5.3. Any existing relationship, either personal or commercial, between Bethany staff members and a vendor or agent shall be identified.
- 5.4. No property owned by a Bethany Care staff member or their immediate family will be considered for purchase unless that person is removed from any decision-making around the purchase.
- 5.5. Where a conflict of interest has been identified, Bethany Care will ensure that the person with a conflict is not involved in decision making for the matter for which the conflict exists.
- 5.6. Where a conflict of interest has been identified, Bethany Care will ensure the issue is documented appropriately including detail of how the conflict was dealt with. These records will be kept securely for at least 7 years.

END