

Attachment 8.5

Procurement Policy and Procedure

SA Final Plan July 2021 – June 2026
July 2020

Procurement Policy

1 **PURPOSE**

This policy applies to all Australian Gas Infrastructure Group (AGIG) personnel committing company expenditure. The policy identifies the key requirements and objectives for all Procurement activities within AGIG projects and operations.

2 **POLICY**

The goal of Contracts & Procurement is to lead the undertaking of all procurement activities in an efficient, cost effective, confidential and ethical manner to enable the achievement of the vision and strategies of the business and the continued safe operation of our assets.

An efficient procurement process is crucial to ensuring that AGIG maximises cost savings whilst mitigating the risks associated with the provision of goods and services to achieve excellence in both operational and financial performance.

To achieve this, Contracts & Procurement will lead this process to ensure that AGIG will:

- Obtain the lowest total cost for goods and services whilst maintaining quality, quantity, durability, availability, serviceability and other factors affecting service and use by AGIG projects and operations.
- Establish relationships with key vendors, forming Alliances where required, and introduce excellence into the selection, management and retention of preferred vendors.
- Where economically practical and reasonable, give preference to Australian suppliers or suppliers using Australian products.
- Maintain, refine and improve the procurement to pay process to ensure that the process is as efficient and simple as possible for the business to use.
- Maintain and improve on the information systems used to deliver the procurement service to the business.
- Keep the business educated on the procurement to pay process and ensure that the personnel within Procurement Management have the skills, knowledge and values to perform their roles.

3 **BOUNDARIES**

Scope: This policy applies to AGIG employees committing company funds.

Exceptions: All AGN operational procurement is managed by APA Group under the existing Operating and Management Services Agreement (TBC).

4. **CHANGE MECHANISM**

Owner: Head of Contracts & Procurement

Review Frequency: This policy will be reviewed every two years by the Head of Contracts & Procurement