

PROCUREMENT POLICY & PROCEDURE



POLICY

Procurement is the purchase of works, assets, goods and services for the organisation.

OBJECTIVES

Triathlon ACT (TACT) procurement activities shall meet the following objectives:

- The correct goods or services are purchased, in terms of the correct quality and specification
- Best value for money is achieved
- The purchased goods or services do not introduce an unknown safety risk to TACT workers or others
- Goods or services are procured in an ethical manner
- Good corporate governance is maintained
- The goods or services are provided in a timely manner.

The determination of “value for money” shall consider workplace health and safety as one of the key deliverables of goods or services procurement, over and above cost comparisons.

RESPONSIBILITIES

- **Executive Director (ED)**

The ED is ultimately responsible for ensuring that all the procurement objectives are met and that this policy is followed by all stakeholders. This will involve approval and support of TACT Procurement Procedures, via regular oversight, training of affected workers and review of procurement activities.

- **Workers**

Workers are everyone who conducts work for, or with, TACT and includes the Executive Director, Board Members, employees, volunteers, contractors, and labour hire staff.

Workers must abide by the procurement policy and procedures of TACT.

PROCEDURE

This Procedure summarises the procedures undertaken to ensure compliance with WHS legislation in the areas of procurement of goods that we use and the management of services that we interact with. It also details the WHS responsibilities of the Technical Delegate (TD) at events.

EMPLOYERS, WORKERS AND CONTRACTORS RESPONSIBILITIES

Under WHS legislation employers are obliged to provide:

- Safe premises
- Safe machinery and substances
- Safe systems of work
- Information, instruction, training and supervision; and
- A suitable working environment and facilities.

The Executive Director (ED) of TACT is responsible for ensuring that the procurement of goods and services includes appropriate WHS specifications. For example, the inclusion of WHS clauses in a specification for the supply of goods, or the requirement for a Working With Vulnerable People (WWVP) check prior to engaging a junior coach.

At all Event Sites, for the purpose of WHS compliance, the team leader of the technical team is **the Technical Delegate (TD)**, who is responsible for understanding the hazards of the site and then passing this information on to the technical officials. This requires liaising with the Event Site Manager (or representative) prior to the event, then conducting a pre-race toolbox talk with the technical team.

At coaching sessions and coaching camps, **the Head Coach (HC)** is an employee of TACT and he/she is responsible for providing a safe environment for all workers, contractors, children and visitors. This includes interacting with any assistant coaches or staff that are engaged by TACT. The Head Coach is TACT's representative.

Under WHS legislation, workers and contractors are obliged to:

- work safely and not endanger themselves or others in performance of their tasks;
- report incidents, injuries, hazards or near misses; and
- comply within reason with employer's requests.

Summary of Compliance Activities

	GOODS	SERVICES					
	Inspection on Receipt	WHS Clauses in Specification (inc'l SWMS)	Accreditations or Licences Required (eg. Working With Vulnerable People)	Site Induction	Site Inspection Prior to Start	Workplace In-Progress Inspection	Site Inspection on Completion
All Goods	As required	As required	N/A				
All Office Services	N/A	As required	As required	As required	As required	As required	As required
Officiating	N/A	Included in training	By TD	By TD	By TD	By TD	No
Junior Coaching	N/A	By ED	By HC	By HC	By HC	By HC	No

ED Executive Director

TD Technical Delegate

HC Head Coach