

Date Approved: 23 November 2022

## 1. Objective of Policy

The Motorsport Australia Procurement Policy (Policy) governs all Motorsport Australia's procurement activities and outlines the procurement principles and rules adopted to manage the acquisition of goods and services.

The purpose of this Policy is to:

- (a) ensure that Motorsport Australia's purchasing activities support its corporate strategies, aims and objectives whilst encouraging competition;
- (b) promote the efficient use of resources, minimisation of waste and reduction of all forms of pollution;
- (c) provide a mechanism for continuous improvement in the provision of services for the Motorsport community;
- (d) achieve high standards of probity, transparency, and accountability.
- (e) assign delegations of authority for financial matters to ensure an efficient and effective operation, and internal cost control mechanisms are documented and adhered to;
- (f) manage risk associated with procurement;
- (g) Ensure that the authority to procure on behalf of Motorsport Australia is adequately delegated to approved personnel by the Motorsport Australia Board.

Any changes to the financial and procurement delegations should be approved by the Motorsport Australia Board (the Board).

## 2. Scope of Policy

This Policy applies to all Motorsport Australia staff including employees, directors, contractors, agents and volunteers and all other persons who are authorised by Motorsport Australia to undertake procurement practices on Motorsport Australia's behalf (collectively referred to as "**Staff**" in this Policy). Procurement is the act of obtaining a service or product on behalf of Motorsport Australia.

The following areas are excluded from the scope of this Policy:

- Payments with statutory/legislative requirements, such as payments to the ATO, superannuation, WorkCover or payroll deductions;
- Property purchases;
- Leases and licences;
- Legal fees and compensation;

All fuel and energy procurement must complete additional reporting requirements to facilitate collation of data to support Motorsport Australia's commitment to achieving a reduction in Greenhouse Gas Emissions.

### 3. Definitions

Capitalised terms used in this Policy have the following meanings unless stated otherwise:

- (a) **Board** means the Board of Motorsport Australia;
- (b) **CEO** means the Chief Executive Officer of Motorsport Australia;
- (c) **CFO** means the Chief Financial Officer of Motorsport Australia;
- (d) **Committee** means the Finance and Audit Committee of Motorsport Australia;
- (e) **Motorsport Australia** means the Confederation of Australian Motor Sport Ltd. trading as Motorsport Australia;

### 4. Sustainable procurement objectives

The objectives of sustainable procurement are to:

- (a) ensure Motorsport Australia maintains an efficient procurement process, using sound governance practices, that delivers the best value for money overall;
- (b) improve the environmental, social and financial outcomes of all Motorsport Australia's purchases by taking into account life cycle costs;
- (c) enable Motorsport Australia's staff involved in procurement actions to apply sustainability principles in making procurement and purchasing decisions;
- (d) challenge suppliers to deliver tangible, practical and sustainable solutions that are mutually beneficial to Motorsport Australia and the supplier;
- (e) meet Motorsport Australia's objectives with regard to recognition by the FIA under the International Sustainability Framework; and
- (f) Achieve recognition for Motorsport Australia as an environmentally responsible organisation.

### 5. Policy Statement

Acting within its capacity to afford to procure goods and services Motorsport Australia will:

- (a) acquire only necessary goods and services, that have least impact on the environment and human health;
- (b) aim to follow sustainable procurement principles while striving to continually improve the sustainability of Motorsport Australia's purchase decisions;
- (c) engage and consult with suppliers and stakeholders to promote and improve sustainable purchases and practices;
- (d) monitor and report progress towards sustainable procurement to the CAMS Board;

- (e) acknowledge and apply this Policy with our suppliers and partners; and
- (f) encourage feedback from Motorsport Australia staff, officials, volunteers and contractors to support sustainable procurement and the implementation of this Policy.

## 6. Implementation

Motorsport Australia staff undertaking procurement actions will:

- (a) avoid unnecessary consumption in the first place by examining the need for the product or service;
- (b) consider alternatives to purchasing a replacement product, such as cost-effective reuse, refurbishing, re-purposing or reconditioning the existing product or its components to extend its life or usefulness;
- (c) choose the product with the least environmental and/or social impact when all other factors being considered are equal;
- (d) consider the environmental management practices, accreditations, or compliance record of the supplier/manufacturer – refer to benchmarking environmental management programs where practicable, such as ISO 14001;
- (e) ensure suppliers meet their sustainability and environment obligations under relevant legislation and other related instruments;
- (f) consider the operating costs, emissions, pollutants, energy and water required at all stages of the life cycle;
- (g) reduce the hazardous material content in purchases, including toxicity;
- (h) consider the end-of-life options, including the reuse, repair, recycling and disposal options;
- (i) preference valid Ecolabels e.g.



- (j) make cost effective longer term investment decisions;
- (k) preference suppliers who:
  - (i) demonstrate best-practice sustainable business practices and supply sustainable products;
  - (ii) avoid misrepresenting themselves, their products or their practices; and

- (iii) provide strategies to avoid and mitigate environmental impacts before they arise;
- (iv) Are locally based;
- (v) Have a commitment to a diverse and inclusive workforce, and operating practices.

## 7. Operating Expenditure Approval/Limits

The delegations referred to in this Policy are in accordance with the Delegation of Authority as endorsed by the Committee and approved by the Board.

## 8. Implications for Non-Adherence

Any breach of this Policy may result in disciplinary action being taken by Motorsport Australia. Disciplinary action may include but not be limited to suspension of duties or obligations or termination of employment or other arrangements with the Motorsport Australia.

## 9. Related Rules, Policies or Procedures

- (a) Motorsport Australia Environmental Policy.
- (b) Motorsport Australia Consolidated Sustainability and Environmental Management Plan.
- (c) Sustainable Procurement Guide (Department of Climate Change, Energy, the Environment and Water 2021).
- (d) Australian and New Zealand Government Framework for Sustainable Procurement - AS/NZS ISO 14001:2015 Environmental Management Systems.
- (e) Staff Code of Conduct
- (f) Contract Management Policy
- (g) Conflict of Interest Policy

## 10. General

This Policy will be reviewed every 2 years if not sooner.

Policy Review Date	August, 2019
Policy Review Date	May, 2020
Policy Review Date	October, 2022
Policy Review Date	