

PROCUREMENT & CONTRACT MANAGEMENT POLICY

RACING AND WAGERING
WESTERN AUSTRALIA

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Policy Owner: Chief Financial Officer
Policy Administrator: Procurement Manager
Policy Approver: Executive Committee
Classification: Policy
Next Review Date: 23 July 2027

1. POLICY STATEMENT

The purpose of this Policy is to outline the requirements within which Racing & Wagering Western Australia (RWWA) undertakes Procurement and Contract Management activities and the associated high-level objectives.

RWWA's Procurement & Contract Management Department (P&CM) operates with a commitment to a culture of best practice and continuous improvement with a total cost of ownership (TCO) and value for money philosophy.

RWWA will conduct its procurement activities in a commercial manner whilst ensuring its practices are capable of withstanding public scrutiny. RWWA's procurement activities are planned to:

- Maximise value for money
- Optimise commercial outcomes
- Strengthen commercial viability
- Improve business outcomes
- Encourage engagement by Indigenous businesses
- Consider Environmental, Social and Governance (ESG) elements

1. SCOPE

This Policy applies to all employees, including contractors operating under appropriate delegation performing procurement activities on behalf of RWWA.

2. DEFINITIONS

The following definitions apply to this Policy:

RWWA means Racing and Wagering Western Australia

Executive means a member of the Executive Leadership Team of RWWA.

P&CM means Procurement and Contracts Management

TCO means Total Cost of Ownership

GTE means Government Trading Enterprise

Centre-Led Procurement means the procurement model utilised by RWWA which provides centralised procurement governance and support to all business units

3. POLICY DETAILS

RWWA's presence in Western Australia is both metropolitan and regional, with 51 race clubs across the state, along with input and representations across Australia and internationally. Each race club and their respective areas have their own uniqueness, adding to the complexity of RWWA's racing and wagering activities.

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RWWA has a Centre-Led Procurement & Contract Management Framework as an element to this Policy which guides the governance of strategic and transactional procurement activities for RWWA.

3.1. RWWA Procurement

As outlined above, RWWA's area of responsibility are diverse and complex in nature which creates a significant variety of unique and critical procurement requirements compared to many other organisations.

This policy and framework align itself with modern agile procurement principles, frameworks, process and procedures for managing procurement and supplier contracts as set out in the following guidelines:

- Western Australian Procurement Rules
- Western Australian Social Procurement Framework & practice guide
- Western Australian Contract Management Framework Principles
- Western Australian Environmental Procurement Guide

3.2. RWWA P&CM Objectives

As a Government Trading Enterprise (GTE), RWWA will conduct its procurement activities in a commercial manner whilst having practices that withstand relevant public scrutiny.

RWWA aims to achieve competitive, ethical, transparent, and accountable procurement and contract activities by:

1. Adopting a TCO methodology to ensure best value for money with consideration of cost, environmental, social, governance priorities along with other non-cost considerations.
2. Always act ethically with respect and accountability.
3. Identifying and implementing strategic procurement initiatives and identify forward planning opportunities.
4. Ensuring internal procurement processes & contractor performance are robust, flexible and monitored as a commitment to continuous improvement.
5. Assigning responsibility to officers with the skills appropriate to the value, risk and complexity of the procurement and contract management activity
6. Documenting and recording procurement activities.

4. RELATED DOCUMENTS

- Procurement & Contract Management Framework
- Purchase Card Policy
- Delegation of Authority

5. DOCUMENT HISTORY

Review Date	Key Changes
23 July 2024	Executive approved Policy established under prescribed templates and relevant to updated best practice and legislative guidance