

# ENGAGEMENT THIRD PARTY POLICY

From time to time the South West Sydney Academy of Sport will engage with third-party providers, suppliers, and contractors.

These may be defined as;

- Specialist sport education providers.
- Third Party providers, suppliers, and contractors, including managed service agreements.

## **Sport Education Providers**

Due to the diverse nature of sport, sport education providers may be sourced by the Academy to assist in the presentation of an athlete and/or coach education program.

The same approach should be taken when securing sport education providers as with third-party providers, suppliers, and contractors, however;

- The Academy may first seek a quotation of the service to be a provider, including content, cost, and presentation media.
- The CEO will assess all quotations and the successful supplier will be advised in writing (email), prior to the service provider being engaged. This includes services provided to the Academy on a contra, or value in kind provision.
- The Academy shall satisfy itself with the professional expertise, knowledge, and experience of the provider/presenter, as well as following process related to Working with Children Checks and associated Child Protection and Safeguarding policies, as may be required in relation to the service provider.
- When determining between multiple providers, cost should not necessarily be the deciding factor.
- Where a preferred supplier or partner exists for the provision of sport education, this provider shall have first opportunity to provide its services to the Academy on the date, or a suitable alternate date.

## **Third Party Providers, Suppliers & Contractors**

- The Academy will where appropriate, seek three separate quotations from at least three comparable suppliers/contractors within the same industry, or undertake an industry wide tender process. The tender process may be placed on the Academy website and/or social media channels, if deemed appropriate.
- Where possible at least a four-week tender submission period will be provided.
- The same presentation of sought outcomes will be presented to each prospective supplier.
- If a staff member is responsible for the initial discussion and quotation process in securing a prospective supplier, that staff member shall then report his findings to the CEO for approval. These findings shall be presented in a report detailing the advantages and disadvantages of each prospective supplier.

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Due Diligence is defined as “a comprehensive appraisal of a business undertaken by a prospective buyer, especially to establish its assets and liabilities and evaluate its commercial potential.”

The CEO, or designated officer must be satisfied that all due diligence has been taken in respect to the prospective supplier/contractor, and that its business values match those of the Academy.

This includes noting and reporting to the Board any potential conflict of interest between interested parties, including Board members, or staff members who may already have dealings with the prospective supplier.

Contracts/managed service agreements greater than \$500 per month, or a term longer than 36-months, must be ratified and approved by the CEO and Academy Finance Director.

Contracts less than the above figure and term, must be approved by the CEO.

In either case, a copy of the report detailing the process must be made available to the Board should it be requested.

**Invoicing and Payments**

Payments made to third-party providers, suppliers and contractors shall be made on receipt of invoice, which shall include the organisations contact details, ABN, and GST information.

These invoices are paid within 14 days of receipt.

Whereby a direct debit arrangement is in place, this must be approved by the CEO and where appropriate other relevant account signatories; and a copy of the agreement kept on file, within Accounts/Finance.

**Preferred Suppliers that are Partners**

At times, the Academy will seek to enter into a mutually beneficial partnership, whereby the supplier will provide the Academy with either a financial incentive, benefit, or value in kind, for undertaking a contracted term with that partner.

In these circumstances, the Academy Sponsorship Guidelines, and Anti-Bribery and Corruption policies must be adhered too, and the CEO shall request approval from the Board Executive, or Board before entering into these sponsorship agreements.

The Academy shall declare any current preferred suppliers when dealing with prospective new suppliers, or contractors. And as required, when reporting to current partners and sponsors.

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