

Procurement Policy

Section 1 - Purpose

(1) This document sets out the Policies that govern how goods and services are purchased for the University of Canberra (University).

Section 2 - Scope

(2) This Policy applies to all employees, agents and contractors of the University.

Section 3 - Principles

Policy

(3) The University will undertake all procurement in a manner that realises value for money and maintains the integrity of the University. This will be done by:

- a. understanding our procurement profile;
- b. aligning procurement processes to the nature of the acquisition;
- c. having defined procurement processes based on ethical behaviour and fair dealing;
- d. ensuring all major procurement expenditure is covered by appropriate contracts;
- e. using approved contractors and supply arrangements where they exist; and
- f. managing suppliers and establishing positive commercial relationships.

Implementation

(4) This Policy is implemented through the [Procurement Procedures](#) which sets out procedures and guidelines to undertake procurement for the University.

(5) The Chief Financial Officer has responsibility for implementing this Policy through the [Procurement Procedures](#) and is authorised to make changes to the [Procurement Procedures](#) in consultation with the Vice-Chancellor.

Status and Details

Status	Current
Effective Date	18th April 2023
Review Date	21st May 2027
Approval Authority	Vice-Chancellor
Approval Date	18th April 2023
Expiry Date	To Be Advised
Responsible Executive	Geoff Drummond Chief Financial Officer
Responsible Manager	Peter Shipp Deputy Director, Corporate Finance
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