

# 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

<b>Status</b>	Historic
<b>Effective Date</b>	18th April 2023
<b>Review Date</b>	21st May 2027
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	18th April 2023
<b>Expiry Date</b>	2nd December 2024
<b>Custodian</b>	Geoff Drummond Chief Financial Officer
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