Procurement Policy

Section 1 - Purpose

(1) The purpose of this Policy is to set out the framework that governs how goods and services including infrastructure are purchased for the University of Canberra (University) and how the resultant contracts are managed to achieve ongoing value for money to the University.

(2) This Policy, together with the Finance Governance Policy, Investment Policy, Treasury Policy, and the suite of procedures made under these policies, form part of the University's Procurement Framework. The Framework has been developed to:

a. assist the University to meet its financial management obligations;
b. ensure that University funds and resources are used only for University purposes;
c. ensure that appropriate financial controls are developed, documented and applied to prevent the abuse or misuse of University funds and other resources;
d. ensure that the University's procurement processes are undertaken with a high level of accountability, transparency and probity; and
e. maintain ethical and fair treatment for all potential suppliers.

Section 2 - Scope

(3) This Policy applies to all University staff, members of Council and Council Committees, controlled entities, affiliates and volunteers.

Section 3 - Principles

Effective governance

(4) All procurement activities must be undertaken in accordance with:

a. 'Connected ' the University's Connected Decadal Strategy 2023–2032
b. the University's Charter of Conduct and Values;
c. the Finance Governance Policy; and
d. all other policies and procedures in the University's Procurement Framework.

(5) The University will:

a. establish accessible, pragmatic, and user-friendly procurement processes that align with the nature, value, and risk of each procurement; and
b. use the University's mandated and pre-qualified suppliers when appropriate.

Value for money

(6) All procurement activities will be undertaken in a manner that seeks value for money taking into consideration factors such as fitness for purpose, total cost of ownership, and risk assessment.

(7) The University will implement robust contract management processes that foster positive relationships with suppliers, ensuring ongoing value.

Accountability

(8) Procurement activities and processes will be undertaken in a manner that:

a. promotes efficiency, effectiveness and sustainability in procurement and contract management activities; and
b. employs accountability, ethics, transparency, and probity.

Section 4 - Responsibilities

Who	Responsibilities
Associate Director, Strategic Procurement	• Promotes the implementation of, and monitors compliance with the Procurement Policy across the University. • Proposes changes to the Procurement Policy in consultation with stakeholders. • Maintains and updates documentation under the University Procurement Framework, including relevant templates. • Reviews and proposes changes to Contract Management Procedures under the University Procurement Framework in consultation with the Legal.
Audit and Risk Management Committee	Oversight of the University's governance, risk and compliance frameworks including policies, procedures, information systems and systems of internal control surrounding key financial and operational processes.

Section 5 - Definitions

Terms	Definitions
Contract Management	The process of creating, implementing, and reviewing contracts.
Procurement	The end-to end process of acquiring goods and services required to fulfill business requirements. Procurement encompasses contract management and asset disposal.
University Procurement Framework	The structured and standardised set of processes, policies, and guidelines that the University employs when acquiring goods, services, or works. It provides a systematic approach to procurement activities, ensuring transparency, efficiency, and accountability throughout the procurement process.

(9)

Status and Details

Status	Current
Effective Date	3rd December 2024
Review Date	21st May 2027
Approval Authority	Chief Operating Officer and Vice-President Operations
Approval Date	21st May 2024
Expiry Date	To Be Advised
Custodian	Geoff Drummond Chief Financial Officer
Responsible Manager	Amy Lapthorne Associate Director, Strategic Procurement
Author	Nick Markesinis Policy Specialist
Enquiries Contact	Nick Markesinis Policy Manager --- Policy