

# Procurement Policy

Version 1 – Approved 25 September 2020

## Purpose:

This policy supports the University's values and guides behaviour in relation to all operational and research procurement related activities for the purpose of advancing the University's strategic objectives.

|     | <b>Value for money</b>                                                                                                                                                                                                   | <b>Responsible</b>      |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 1.1 | Procurement decisions must first consider the use of existing University resources, facilities and expertise.                                                                                                            | Chief Operating Officer |
| 1.2 | Staff procuring goods, services and capital works will seek optimal value for money using innovative approaches to scoping the procurement needs.                                                                        | Chief Operating Officer |
| 1.3 | Goods, services and capital works procured must be fit for purpose, of sufficient standard and capable of fulfilling the intended requirements for an acceptable timeframe.                                              | Chief Operating Officer |
| 1.4 | Procurement of goods and services will be sourced through preferred suppliers if a University-wide Contract (UWC) is in place.                                                                                           | Chief Operating Officer |
| 1.5 | All procurement decisions will reflect value for money, not limited to price, consider sustainable and ethical principles including managing the risk of modern slavery, and maximise opportunities for local suppliers. | Chief Operating Officer |
| 1.6 | Contract owners must ensure value is managed through the full lifecycle of the contract.                                                                                                                                 | Chief Operating Officer |
| 2   | <b>Transparency and integrity</b>                                                                                                                                                                                        |                         |
| 2.1 | All procurement expenditure will be for University purposes and adhering to principles of probity and accountability and disclosure and management of conflicts of interest.                                             | Chief Operating Officer |
| 2.2 | Staff will act with transparency and integrity and will ensure fair dealing in arrangements with suppliers.                                                                                                              | Chief Operating Officer |
| 2.3 | Staff undertaking procurement and commercial dealings will maintain impartiality and commercial confidentiality.                                                                                                         | Chief Operating Officer |
| 3   | <b>Governance</b>                                                                                                                                                                                                        |                         |
| 3.1 | Staff will understand their responsibility and accountability when committing and authorising expenditure.                                                                                                               | Chief Operating Officer |
| 3.2 | Staff will seek to understand and mitigate risks when undertaking procurement activities.                                                                                                                                | Chief Operating Officer |

---

**Definitions and acronyms:** [excluded expenditure](#) | [value for money](#)

25 September 2020 *Once printed this is an uncontrolled document:* [Version history](#)

*All University community members must comply with all relevant laws and regulations, University By-Laws, ordinances, policies and procedures.*