

Procurement Policy

Version 3 – Approved 9 January 2026

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.

1	Value for money	Responsible
1.1	Procurement decisions will a) first consider the use of existing University resources, facilities and expertise b) ensure best value for the University including consideration of the life span of the goods, services and capital works, the purchase price, ongoing costs, cost savings, cost avoidance, and value adds to meet the need and support financial sustainability c) ensure goods, services and capital works procured are fit for purpose, of sufficient standard and capable of fulfilling the intended requirements in an acceptable timeframe d) consider sustainable and ethical principles including managing the risk of modern slavery and maximise opportunities for local suppliers and indigenous suppliers.	Deputy Vice-Chancellor (Student Services and Operations)
1.2	Procurement of goods and services will be sourced through preferred suppliers if a University-wide Contract (UWC) is in place.	Deputy Vice-Chancellor (Student Services and Operations)
1.3	Contract owners must ensure the terms and value are managed through the full lifecycle of the contract.	Deputy Vice-Chancellor (Student Services and Operations)
1.4	The University will only engage contractors to undertake duties that are not core business, and they must be suitably qualified and experienced and comply all relevant University requirements.	Deputy Vice-Chancellor (Student Services and Operations)
2	Transparency and integrity	
2.1	All procurement expenditure will be for University purposes and adhere to principles of probity and accountability and ensure conflicts of interest are disclosed and managed.	Deputy Vice-Chancellor (Student Services and Operations)
2.2	Staff will act with transparency and integrity and will ensure fair dealing in arrangements with suppliers.	Deputy Vice-Chancellor (Student Services and Operations)
2.3	Staff undertaking procurement and commercial dealings will maintain impartiality and commercial confidentiality.	Deputy Vice-Chancellor (Student Services and Operations)

3 Governance

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| 3.1 | Staff will understand their responsibility and accountability when committing and authorising expenditure. | Deputy Vice-Chancellor (Student Services and Operations) |
| 3.2 | Staff will seek to understand and mitigate risks when undertaking procurement activities. | Deputy Vice-Chancellor (Student Services and Operations) |
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Definitions and acronyms: [excluded expenditure](#) | [value for money](#)

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