

Procurement Policy

Version 2 – Approved 15 November 2023

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 must first consider the use of existing University resources, facilities and expertise.	Deputy Vice-Chancellor (Student Services and Operations)
1.2	Staff procuring goods, services and capital works will seek optimal value for money using innovative approaches to scoping the procurement needs.	Deputy Vice-Chancellor (Student Services and Operations)
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.	Deputy Vice-Chancellor (Student Services and Operations)
1.4	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)
1.5	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.	Deputy Vice-Chancellor (Student Services and Operations)
1.6	Contract owners must ensure value is managed through the full lifecycle of the contract.	Deputy Vice-Chancellor (Student Services and Operations)
1.7	The University will engage suitably qualified and experienced contractors to undertake duties that are not core business, and contractors must comply with 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 adhering to principles of probity and accountability and disclosure and management of conflicts of interest.	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](#)

15 November 2023 *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.