



Procurement Policy

Authority Source: Chief Operating Officer

Approval Date: 21/05/2024

Publication Date: 23/05/2024

Review Date: 21/05/2027

Effective Date: 21/05/2024

Custodian: Chief Financial Officer

Contact: cfo@canberra.edu.au

Accessibility: Public

Status: Published

In developing this policy the University had regard to the provisions of section 40B(1)(b) of the Human Rights Act 2004 (ACT).

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

SCOPE:

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

PRINCIPLE:

Effective Governance

1. All procurement activities must be undertaken in accordance with:
 - 1.1. 'Connected' the University's decadal [strategic plan for 2023-2032](#)

- 1.2. the University's Charter of Conduct and Values;
 - 1.3. the Financial Governance Policy; and
 - 1.4. all other policies and procedures in the University's Procurement Framework.
2. The University will:
- 2.1. establish accessible, pragmatic, and user-friendly procurement processes that align with the nature, value, and risk of each procurement; and
 - 2.2. use the University's mandated and pre-qualified suppliers when appropriate.

Value for Money

1. 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.
2. The University will implement robust contract management processes that foster positive relationships with suppliers, ensuring ongoing value.

Accountability

1. Procurement activities and processes will be undertaken in a manner that:
 - 1.1. promotes efficiency, effectiveness and sustainability in procurement and contract management activities; and
 - 1.2. employs accountability, ethics, transparency, and probity.

RESPONSIBILITIES:

Who	Responsibilities
Associate Director, Strategic Procurement	<ul style="list-style-type: none"> • 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 Office of the General Counsel.
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.

LEGISLATION:

This Policy is governed by the following legislation:

The *University of Canberra Act 1989* (ACT).

SUPPORTING INFORMATION:

Supporting information for this Policy is:

1. Financial Governance Policy
2. University Procurement Framework documentation, which includes, but is not limited to:
 - 2.1. Contract Management Policy and Procedure
 - 2.2. Indigenous Procurement Strategy
 - 2.3. Procurement Procedure
 - 2.4. Sustainability Strategy

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.