

# Procurement Policy

## 1 Purpose

To establish clear principles that support a compliant Procurement process.

## 2 Scope

This policy applies to all Procurement regardless of funding source or Settlement method.

## 3 Policy Statement

This policy and its subordinate Policy Instruments sets out the processes designed to achieve positive Procurement outcomes for the University.

In addition to satisfying the Principles set out below, this Policy affirms that all Procurement activities will be conducted:

- by appropriately trained staff; and
- within approved authorisation limits and in accordance with the Financial Delegations Schedule.

## 4 Principles

The University endeavours to:

- select Procurement options and deployment methods that drive value for money and achieve organisational objectives;
- work across Agency boundaries to maximise savings and benefits;
- obtain more efficient and effective outcomes for the University through in-depth understanding of University needs, Supplier capabilities and market conditions and trends;
- continuously improve capability and performance within the Procurement function by:
  - focusing on outcomes;

- building internal capability;
- monitoring and managing the performance of Procurement Expenditure;
- identifying opportunities for improvement; and
- engaging with internal clients to better understand their needs.
- use Procurement processes to advance economic, environmental and social objectives;
- consider whole of life assessment for the acquisition of Goods and/or Services;
- manage Procurement appropriately and responsively through planning and risk management;
- undertake Procurement with integrity by:
  - being accountable for the delivery of timely outcomes using public resources;
  - ensuring Procurement decisions are transparent and defensible; and
  - meeting the expected standards of Probity and accountability.

## 5 References

Nil.

## 6 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

## 7 Policy Information

<b>Accountable Officer</b>	Deputy Vice-Chancellor (Enterprise Services)
<b>Responsible Officer</b>	Director (Business Services)
<b>Policy Type</b>	Executive Policy
<b>Policy Suite</b>	<a href="#">Procurement Procedure</a> <a href="#">Procurement Threshold and Authorisation Schedule</a>
<b>Subordinate</b>	

<b>Schedules</b>	
<b>Approved Date</b>	1/4/2020
<b>Effective Date</b>	1/4/2020
<b>Review Date</b>	1/4/2025
<b>Relevant Legislation</b>	<a href="#">Financial Accountability Act 2009</a> <a href="#">Financial Accountability Regulation 2019</a> <a href="#">Financial and Performance Management Standard 2019</a> <a href="#">Modern Slavery Act 2018</a> <a href="#">Queensland Procurement Policy 2021</a>
<b>Policy Exceptions</b>	<a href="#">Policy Exceptions Register</a>
<b>Related Policies</b>	<a href="#">Code of Conduct Policy</a> <a href="#">Enterprise Risk Management Policy</a> <a href="#">Fraud and Corruption Management Policy</a> <a href="#">Leasing Policy</a> <a href="#">Petty Cash Policy</a> <a href="#">Professional Services Policy</a>
<b>Related Procedures</b>	<a href="#">Conflict of Interest Procedure</a> <a href="#">Corporate Card Procedure</a> <a href="#">Leasing Procedure</a> <a href="#">Modern Slavery Prevention Procedure</a> <a href="#">Petty Cash Procedure</a>
<b>Related forms, publications and websites</b>	Corporate Procurement Plan (under development) <a href="#">Financial Delegations Schedule</a> <a href="#">Procurement Guideline</a> Procurement Strategy (under development) <a href="#">Queensland Government Supplier Code of Conduct</a>

	<p><a href="#">Tender Timeline</a></p> <p><a href="#">Transactional Payments List</a></p> <p><a href="#">University Tender Probity Framework and Plan</a></p>
<b>Definitions</b>	<p><b>Terms defined in the Definitions Dictionary</b></p> <p><a href="#">Expenditure</a></p> <p>Decreases in economic benefits during the Reporting Period in the form of outflows or depletions of Assets or incurrences of liabilities that result in decreases in equity. This encompasses losses as well as expenses that arise in the ordinary course of business.</p> <p><a href="#">Goods and/or Services</a></p> <p>Goods and/or Services can be either produced by the University for which fees can be charged, or acquired by the University. Goods and/or Services produced are tangible and/or intangible products which are the outcome of human effort and/or knowledge that the University is either obliged to charge or has a right to charge a third party for the provision of these products. Goods and/or Services acquired are tangible and/or intangible products which are the outcome of human efforts and/or knowledge acquired to meet University needs. Goods and/or Services can be in the form of physical goods or intangible services.</p> <p><a href="#">Procurement</a></p> <p>The entire process by which all classes of materials, facilities and services are obtained by the University. This can include the functions of planning, design, establishing standards, evaluating risk, writing specifications, selecting Suppliers, developing contracts and method of payment and subsequent disposal.</p> <p><a href="#">Purchasing</a></p> <p>The method for acquiring the Goods and/or Services required. This can include credit cards, purchase orders and/or leasing arrangements.</p> <p><a href="#">Supplier</a></p> <p>An organisation known to be capable of supplying the required Goods and/or Services.</p> <p><a href="#">University</a></p>

	<p>The term 'University' or 'UniSQ' means the University of Southern Queensland.</p>
	<p><b>Definitions that relate to this policy only</b></p>
	<p><b>Agency</b></p> <p>A department or a statutory body as those expressions are defined in the Financial Accountability Act 2009.</p>
	<p><b>Probity</b></p> <p>Probity is evidence of ethical behaviour in a particular process.</p>
	<p><b>Settlement</b></p> <p>A method of acquisition such as Purchasing, leasing, renting and/or hiring activities.</p>
<b>Keywords</b>	Purchasing, Corporate Card, Credit Cards, Goods, Goods and/or Services, Consultants, Contractors, Expenditure, QITC, Professional Services, Services
<b>Record No</b>	13/405PL