

Procurement and Purchasing Policy



1 Purpose

To establish a framework to be applied in compliance with the relevant legislation under which the University is bound, and to maximise the benefits to the University that can be delivered through an effective and efficient procurement process.

2 Scope

This policy applies to the acquisition of all Goods and Services made by the University and University controlled entities irrespective of the funding source or the settlement method. Settlement methods include purchasing, leasing, renting and/or hiring activities.

3 Policy Statement

The University is an 'Agency' as defined by the [Queensland Procurement Policy](#).

This policy and its related procedures have been established to enable the University to comply with the Queensland Procurement Policy and facilitate effective, efficient and compliant procurement outcomes. Procurement activities will be conducted by appropriately trained staff and within the approved Purchasing delegations.

4 Principles

In undertaking procurement and purchasing the University will endeavour to:

- Drive value for money in its procurement activities through:
 - selection of the procurement option that best provides value for money outcomes; and
 - deployment of the most appropriate processes to facilitate the delivery of optimal procurement outcomes.
- Work across Agency boundaries to achieve savings and benefits through:
 - maximising savings and benefits; and
 - reduced duplication.

- Understand its requirements, the market, the suppliers and have the capability to deliver better outcomes through:
 - building capability and performance at the University;
 - managing the performance of its procurement expenditure;
 - being outcome focused;
 - appropriately evaluating each procurement activity for opportunities to innovate and improve the performance of procurement activities; and
 - engaging with clients so as to understand their procurement requirements and achieve effective and efficient outcomes.
- Use its procurement processes to advance the University's economic, environmental and social objectives in accordance with any directives made under the Queensland Procurement Policy.
- Manage procurement appropriately and responsively through:
 - taking a planned approach to procurement; and
 - management of risk through effective oversight, accountability and appropriate internal controls.
- Undertake procurement with integrity, ensuring accountability for outcomes 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.

Procurement and purchasing must be undertaken in accordance with the University's Procurement and Purchasing Policy and Financial Delegations Schedule.

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

Subordinate Schedules	
Accountable Officer	Deputy Vice-Chancellor (Enterprise Services)
Responsible Officer	Deputy Vice-Chancellor (Enterprise Services)
Policy Type	Executive Policy
Approved Date	24/7/2015
Effective Date	24/7/2015
Review Date	24/7/2018
Relevant Legislation	Australia New Zealand Government Procurement Agreement (ANZGPA) Crime and Corruption Act 2001 Financial Accountability Act 2009 Financial Accountability Regulation 2009 Financial and Performance Management Standard 2009 Public Interest Disclosure Act 2010 (Qld) Public Records Act 2002 Public Sector Ethics Act 1994 Queensland Financial Accountability Handbook Queensland Information Standard 31: Retention and Disposal of Public Records Queensland Procurement Policy
Related Policies	Code of Conduct Policy Contract Management Policy (under development) Corporate Credit Card Policy

	<p>Financial Risk Management Policy (under development)</p> <p>Fraud Corruption and Control Management Policy and Procedure</p> <p>Leasing Policy</p> <p>Petty Cash Policy</p> <p>Professional Services Policy</p> <p>Public Interest Disclosure Policy and Procedure</p> <p>Records and Information Management Policy</p> <p>Risk Management Policy and Procedure</p> <p>Travel Policy</p>
Related Procedures	<p>Corporate Credit Card Procedure</p> <p>Financial Risk Management Procedure (under development)</p> <p>Leasing Procedure</p> <p>Petty Cash Procedure</p> <p>Procurement and Purchasing Procedure</p>
Related forms, publications and websites	<p>Council Delegations Schedule</p> <p>Department of Housing and Public Works Policy and guidance</p> <p>Financial Delegations Schedule</p>
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Goods and Services</p> <p>Goods and Services can be either produced by the University for which fees can be charged or acquired by the University. Goods and 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 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 Services can be in the form of physical goods or intangible services.</p> <p>University</p>

	The term 'University' or 'USQ' means the University of Southern Queensland.
	Definitions that relate to this policy only
Keywords	
Record No	13/405PL