1. Preamble

1.1 Purpose

The University recognises that appropriate, managed and compliant procurement is essential to the effective operation of the University.

This policy sets out the University’s procurement principals concerning the acquisition of goods and services for the University and accords with the Guiding Principals in *B2B Blueprint to Beyond*.

2. Scope

This policy applies to goods and services procured for the University with the following exceptions:

- Property – the acquisition and disposal of real estate
- Human Resources – determination of benefits, wages and salaries
- Emergency scenarios – for example, where staff, student or public safety is in question, or where it is essential to restore pieces of critical infrastructure.

This policy applies to UNSW staff and affiliates with a financial delegation to purchase goods and services for the University and all funding types.

3. Definitions

**Procurement** means all activities involved in the acquisition of goods or services either outright or by lease.

**Tender** means a price, bid, offer, quotation, consultant proposal or expression of interest lodged in response to an invitation or request for tender.

**UNSW Procurement** means the Procurement staff employed by the IT, Facilities Management and Finance departments of UNSW.
4. Policy Statement

The University will support appropriate and timely procurement activity through adherence to four core principals which will underpin the University’s procurement.

- Value for money
- Probity
- Risk management
- Fit for Purpose

Value for money

The relevant and whole of life costs and benefits of each purchase will be considered when undertaking procurement activities.

The procurement activities of the University will use competitive procurement processes where appropriate.

The University will promote the use of resources in an efficient, effective and ethical manner.

Probity

Procurement decisions must be made in an accountable and transparent manner. Appropriate documentation must be undertaken; the nature and type of documentation will be dependent on the procurement activity undertaken.

The University must demonstrate that it is fair and equitable when dealing with suppliers and manages conflicts of interest appropriately.

Confidentiality of information must be observed at all times.

Subject to the UNSW Register of Delegations and Financial Services procedures, an officer of the University may purchase goods and services in accordance with the limits set out for government agencies in the General Purchasing Delegations of the NSW Government.

Risk management

The University will build risk management into its procurement processes to identify and consider relevant risks and ensure that appropriate risk management activity is undertaken.

Fit for Purpose

Goods and services procured must be fit for purpose, including the accurate commissioning of such goods and services by the University.

5. Legal & Policy Framework

Relevant policy/procedures/guidelines include:
General Purchasing Delegations of the NSW Government
UNSW Register of Delegations
UNSW Code of Conduct
Occupational Health and Safety Policies
Gifts and Benefits Procedure
Record Keeping Policy
Fraud and Corruption Policy
Conflict of Interest Policy
6. Implementation

6.1 Roles & Responsibilities

- Strategic Procurement will:
  - provide information and training to UNSW staff and affiliates on procurement processes which promote better practices;
  - manage the procurement of goods or services where the risk, spend or profile of the goods or services warrant professional administration by procurement professionals, including the form of contract;
  - develop and update procurement related policies and procedures;

6.2 Support & Advice

Procurement advice may be obtained from Procurement Managers in IT@UNSW, Facilities Management and UNSW Procurement.

6.3 Communication

Standard communication strategy will apply to this policy and any subsequent updates.

7. Review

This policy will be reviewed for accuracy and completeness no later than three years from date of approval. The review process will commence no later than April 2013. The Director of Strategic Procurement will initiate the Review.

8. Acknowledgements

The Commonwealth Government Procurement Policy Framework
NSW Government Procurement Framework.
Appendix A: History

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