



Version	Approved by	Approval date	Effective date	Next full review
3.1	Director of Governance	19 August 2019	19 August 2019	February 2021
Policy Statement				
Purpose	This Policy sets out UNSW Procurement principles concerning the acquisition of goods, services, infrastructure and capital works and enables UNSW Strategy 2025 by ensuring that Procurement provides guidance to obtain value for money, provides easy-to-use tools and access to arrangements with suppliers to simplify the Procurement process while complying with the Procurement principles.			
Scope	<p>This Policy covers all activities involved in the acquisition of goods, services, infrastructure and capital works whether purchased or leased.</p> <p>Activities include but are not limited to:</p> <ul style="list-style-type: none"> ▪ identifying the need to procure ▪ selecting suppliers ▪ contracting and placing orders ▪ managing Contracts and suppliers <p>This Policy must be complied with by all UNSW Staff members regardless of their level, seniority or scope of authority, who are involved in, or impacted by, Procurement decisions and processes at UNSW. UNSW Staff listed as Financial Delegates are responsible for ensuring compliance with this Policy and will act as the representative making the commitment on behalf of UNSW.</p> <p>This Policy applies to the acquisition of goods, services, infrastructure and capital works which include but are not limited to the following categories or circumstances:</p> <ul style="list-style-type: none"> ▪ Information and Communications Technology (ICT) ▪ Estate management and construction ▪ Research/teaching equipment and consumables ▪ General goods and services (e.g.: accommodation, catering, office products) ▪ Travel (refer to the Travel Policy and Travel Procedure) ▪ Independent Contractors and Consultants ▪ Grants provided to or by UNSW <p>The following are exceptions:</p> <ul style="list-style-type: none"> ▪ Property – the acquisition, leasing and disposal of real estate ▪ Human Resources – determination of benefits, wages, salaries, recruitment, selection and appointment of all employees at UNSW (full time, fixed term and/or casual) ▪ In-house - goods or services developed / provided in-house and paid by UNSW internal journal/budget as long as additional funding is not required. Goods or services developed / provided by companies set up by UNSW Staff are not considered as exceptions. ▪ Emergency (refer to the definition for further details). In the case of an emergency, UNSW suppliers or UNSW panel suppliers should be considered as a priority. Urgent situations arising through a lack of planning do not constitute an emergency. 			
Policy provisions				

1. Procurement Principles

UNSW Procurement activities must always be underpinned by the following six core principles:

- Value for Money
- Probity and equity
- Risk management
- Fit for purpose
- Responsible Procurement (social, sustainable and ethical sourcing)
- Recordkeeping

2. Implementation

2.1. Roles & Responsibilities

Strategic Procurement will:

- A. Manage and support the Procurement of goods, services, infrastructure and capital works on behalf of UNSW:
 - a. where risks have been identified, or
 - b. when the total value is >\$350K excl. GST where no UNSW suppliers or UNSW panel suppliers are in place, or
 - c. when the total value is >\$1M excl. GST where UNSW panel suppliers are in place, or
 - d. where the acquisition warrants administration by Procurement (e.g.: low value of strategic importance, complex or require Procurement expertise)
- B. Support as required and provide probity advice for the Procurement of infrastructure and capital works on behalf of UNSW:
 - a. when the total value is > \$10M excl. GST (UNSW panel suppliers for building Contractors and major construction works)
- C. Approve and enter into arrangements with UNSW suppliers and/or UNSW panel suppliers for the supply of goods, services, infrastructure and capital works commonly purchased across UNSW so as to simplify the Procurement process while complying with the Procurement principles (see section 1 above)
- D. Provide guidance to source quality products at least cost taking into account the whole of life cost (where appropriate)
- E. Provide advice on any issues throughout the Procurement process – from identifying a need to purchase goods, services, infrastructure and capital works to managing the Contract
- F. Provide easy-to-use tools that cover complex to simple Procurement activity to be used by non-Procurement and Procurement Staff to operationalise this Policy

The Director of Strategic Procurement is:

- G. Responsible for establishing, including amending and reviewing, the *Procurement Procedure* and Procurement Guidelines to enact this Policy

UNSW Staff are:

- H. Responsible for the Procurement activities that they undertake and must ensure that they:
 - comply with this Policy, the [Procurement Procedure](#) and the Procurement Guidelines and
 - apply the correct financial delegations (see [Register of Delegations](#)).

UNSW Staff listed as Financial Delegates are accountable for ensuring compliance with this Policy as the representative making the commitment on behalf of UNSW.

Accountabilities	
Responsible Officer	Vice-President, Finance and Operations
Contact Officer	Director of Strategic Procurement
Supporting Information	
Legislative Compliance	This Policy supports UNSW's compliance with the following legislation: Public Finance and Audit Act 1983 (NSW) University of New South Wales Act, 1989 (NSW) State Records Act, 1998 (NSW) Independent Commission Against Corruption Act 1988 (NSW) Government Information (Public Access) Act 2009 (NSW)

Supporting Documents	Procurement Procedure UNSW Register of Delegations UNSW Code of Conduct H316 Health and Safety Purchasing Guideline Health and Safety - Procedures Health and Safety - Work Health and Safety Policy Gifts and Benefits Procedure Purchase Order Procedures Credit Card Policy Credit Card Procedure Business Expense Policy Business Expense Procedure Escalation Process – potential non-compliant expenditure of UNSW funds (Appendix 1 of the Business Expense Procedure) Recordkeeping Policy Fraud and Corruption Prevention Policy Conflict of Interest Policy General Purchasing Delegations of the NSW Government Environment Policy Recruitment Toolkit Equity, Diversity and Inclusion Policy
Superseded Documents	Procurement Policy, v3.0
File Number	2018/10634
Definitions and Acronyms	
Consultant	An external person or organisation engaged with a specific skill-set and knowledge not normally available at UNSW to provide professional or expert advice in a specific field. They have greater subject matter expertise than would be feasible for UNSW to retain in-house and are typically engaged on short term basis.
Contract	An agreement between two or more parties (supplier and UNSW) that sets out what will be delivered at what cost. This may be a UNSW Purchase Order, a UNSW template contract, a UNSW Contractor/Consultancy agreement or other form of contract.
Emergency	<p>Emergency situations include but are not limited to:</p> <ol style="list-style-type: none"> 1. Natural or manmade disasters (such as earthquakes, cyclones, tsunamis, volcanic eruptions, flooding, fires or contamination) 2. Failures of critical infrastructure or equipment where: <ol style="list-style-type: none"> a. necessary actions are required in the event of a fire alarm, life safety system alarm, gas leak alarm, flood alarm, power failure etc, or b. an issue is identified that is required to be “made safe” in order to restore health and safety conditions, or c. an issue is identified that is required to be mitigated in order to prevent an “unsafe” condition, or d. there is a requirement to take action in order to mitigate or prevent any likely or further damage to UNSW facilities or activities, or e. there is a risk that delayed action may result in actual damage to UNSW’s facilities or activities 3. Critical health or environmental emergencies (such as a pandemic or food safety incident) 4. Political emergencies (such as war) 5. Any other situations documented and approved by a member of the Management Board.
Financial Delegates	Refer to the UNSW Register of Delegations
Independent Contractor	An external person which contracts with UNSW because there is a need to augment existing resources (e.g. due to a short-term increase in projects), or to fulfil a short-fall in capacity where certain skills and knowledge are ordinarily present at UNSW. Contractors are deemed as UNSW employees at law if directly engaged as sole traders via UNSW payroll. Contractors can also be engaged via a recruitment agency.
Policy	Principles set out in this Procurement Policy document

Procurement	All activities involved in the acquisition of goods, services, infrastructure and capital works either purchased or leased, including but not limited to: <ul style="list-style-type: none"> ▪ identifying the need to procure ▪ selecting suppliers ▪ contracting and placing orders ▪ managing contracts and suppliers. 			
Staff	All employees and personnel of UNSW, its affiliates and subsidiaries who are authorised to purchase goods and services on behalf of UNSW, including but not limited to continuing, fixed-term and casual staff and all persons who are engaged to perform work as Independent Contractors or Consultants of UNSW			
Strategic Procurement	Procurement staff engaged by Finance to undertake and/or to provide support with Procurement activities.			
UNSW panel suppliers	Refer to the Procurement Procedure			
UNSW supplier	Refer to the Procurement Procedure			
Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	Vice-Chancellor	13 December 2011	1 January 2012	New Policy
2.0	President and Vice-Chancellor	31 July 2014	1 August 2014	Full review
3.0	President and Vice-Chancellor	30 November 2017	26 February 2018	Full review. Intentional delay between approval and effective date to enable staff training.
3.1	Director of Governance	19 August 2019	19 August 2019	Administrative update to add the <i>Business Expense Policy</i> and Procedure and the Escalation Process to the Supporting Documents