



Procurement Policy

Authority Source: Vice-Chancellor

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

PURPOSE:

This document sets out the policies that govern how goods and services are purchased for the University of Canberra ("University").

SCOPE:

This policy applies to all employees, agents and contractors of the University.

PRINCIPLE:

Policy

The University will undertake all procurement in a manner that realises **value for money** and maintains the **integrity** of the University.

This will be done by:

1. Understanding our procurement profile;
2. Aligning procurement processes to the nature of the acquisition;
3. Having defined procurement processes based on ethical behaviour and fair dealing;
4. Ensuring all major procurement expenditure is covered by appropriate contracts;
5. Using approved contractors and supply arrangements where they exist; and
6. Managing suppliers and establishing positive commercial relationships.

Implementation

This policy is implemented through the Procurement Manual which sets out procedures and guidelines to undertake procurement for the University.

The Chief Financial Officer has responsibility for implementing this policy through the Procurement Manual and is authorised to make changes to the Procurement Manual in consultation with the Vice-Chancellor.

RESPONSIBILITIES:

| Who | Responsibilities |
|-----|------------------|
| | |

SUPPORTING INFORMATION:

Procedures and/or guidelines supporting this policy:

- [Procurement Procedures Manual](#)

DEFINITIONS:

| Terms | Definitions |
|-------|-------------|
| Nil | |