

# Procurement Policy

## 1. Purpose

This Policy sets out the principles that apply to the Procurement of goods and services at UNSW College (the College).

## 2. Scope

This Policy applies to all goods and services procured for or on behalf of the College, except:

- (a) real property;
- (b) human resources (including the determination of benefits, wages and salaries);
- (c) emergency scenarios (where, for example, staff, student or public safety is at risk or where it is essential to restore critical infrastructure); and
- (d) capital expenditure and building work.

This Policy applies to College employees and contractors authorised to approve purchases of goods and services for or on behalf of the College.

## 3. Policy Statement

All Procurement activities at the College are undertaken in accordance with any legislative requirements and the College's four overarching Procurement Principles: value for money, probity and equity, risk management and fitness for purpose.

### 3.1. Procurement Principles

#### (a) Value for Money

The College seeks value for money in all Procurement activities. To achieve value for money an open, competitive environment is required, where suppliers can be confident that proposals are assessed on merit. It does not automatically mean 'lowest price'. Value for money incorporates and considers:

- i. fitness for purpose;
- ii. fair market price;
- iii. return on investment;
- iv. whole-of-life costs;
- v. timely delivery;
- vi. post-delivery support;
- vii. environmental sustainability;
- viii. evidence of previous performance or experience;
- ix. effective warranty; and

- x. conformity to law.

(b) Probity and Equity

All Procurement activities are undertaken taking into consideration the principles of probity and equity, which include:

- i. fairness and impartiality;
- ii. use of competitive process;
- iii. consistency of process;
- iv. tender and quotation security and confidentiality (for both the College and suppliers);
- v. identification and resolution of any real or perceived conflicts of interest; and
- vi. accountability and transparency.

(c) Risk Management

All Procurement activities must identify and consider relevant and associated risks, and ensure that appropriate risk management activity is undertaken. This policy and associated procedures will assist to mitigate risks associated with Procurement activities.

(d) Fitness for Purpose

The College ensures goods and services procured are fit for purpose and commissioned accurately.

#### **4. Procurement Requirements**

(a) Adherence to Procurement Processes

All Procurement activities must be conducted in accordance with the Procurement Procedure.

(b) Preferred Suppliers

College Preferred Suppliers should be used where available. Where appropriate, the College shall use UNSW preferred suppliers, particularly if there are no College Preferred Suppliers for the goods or services being acquired.

(c) Segregation of Duties

Procurement processes must include appropriate oversight and segregation of duties to avoid end-to-end control by any one individual. The person approving the financial commitment on behalf of the College should not be the person who has obtained quotes from suppliers.

(d) Conflicts of Interest

Any conflict of interest should be reported and managed in accordance with any relevant College conflict of interest policy or procedure and any associated UNSW policy, as applicable from time to time.

(e) Delegations and Approval

Procurement of goods or services can only be approved by persons holding the relevant financial delegation and imbued with the appropriate authority. Please refer to the College Register of Delegations for details.

(f) Gifts and Hospitality

Employees involved in Procurement activities are prohibited from accepting gifts, extensive hospitality or other benefits from current or prospective suppliers.

Modest hospitality (such as in-house lunch, coffee, tea) associated with business meetings to discuss the acquisition of goods or services by the College or as a part of ongoing supplier relationship management is acceptable. Receipt of restaurant lunches and dinners, the provision of alcohol, tickets to the theatre or sporting events are examples of prohibited benefits.

If employees are unsure of whether a gift or invitation would be in breach of this Policy they should get in touch with Finance.

(g) Recordkeeping

Accurate and thorough records must be maintained throughout all Procurement processes.

(h) Environment and Sustainability

When buying goods and services, the College evaluates (subject to cost and other considerations):

- i. strategies to avoid unnecessary consumption and manage demand;
- ii. minimisation of environmental impacts by considering the life of goods and their disposal, as well as selecting goods with an energy and water efficiency rating of at least 4 stars, where possible; and
- iii. suppliers' socially responsible practices including compliance with legislative obligations to employees.

(i) Work, Health and Safety

Health and safety specifications must be identified for goods and services being procured.

(j) Hazardous and Restricted Goods

The College must procure hazardous and restricted goods in accordance with the applicable College policy and procedures.

## 5. Roles, responsibilities and delegations

Role	Responsibility
Approver	The Chief Executive Officer is responsible for the approval of this Policy.
Responsible Officer	The Chief Financial Officer is responsible for the implementation, dissemination and review of this Policy.
Contact Officer	The Head of Financial Operations is responsible for the day-to-day implementation of this Policy and is the first point of contact for all enquiries that relate to this Policy.
Legal and Compliance Team	The Legal and Compliance Team is responsible for the administration and publishing of this Policy.
Staff, Supervisors and Executives	College staff, supervisors and executives are responsible for assisting in the implementation of and adherence to this Policy.

## 6. Definitions

Definitions and Acronyms	
Conflict of Interest	When an employee is influenced by a private interest (financial or otherwise) when carrying out their work-related duties. Conflicts of interest may be actual (involving a real and direct conflict between an employee's current duties and responsibilities and existing private interests); potential (arising when an employee has private interests that could conflict with their official duties in the future); and/or perceived (existing where it could be perceived by a third party that an employee's private interests could improperly influence the performance of their duties, whether or not this is in fact the case).
Disclosure Statement	The confidential form to be downloaded from the Human Resources intranet page, and current HR process of Disclosure/Conflict of Interest to be followed: for the purpose of reporting an actual, potential or perceived conflict of interest or a lack of such a conflict (where it is necessary to make such a report, for example, when requesting a tender exemption under the Procurement Policy and Procedure).
Preferred Supplier	A supplier that has entered into an agreement with the College for the supply of goods or services across the College following an approval as a preferred supplier under the Procurement

Definitions and Acronyms	
	Procedure. For a list of current Preferred Suppliers please contact the Head of Financial Operations.
Procurement	<p>All activities involved in the acquisition of goods and services either outright or by lease. This includes the process of acquiring goods and services by:</p> <ul style="list-style-type: none"> <li>(a) identifying the need to purchase;</li> <li>(b) selecting suppliers;</li> <li>(c) contracting; and</li> <li>(d) managing the contracts and suppliers.</li> </ul>

Related Policy Documents and Supporting Documents	
Policy	<ul style="list-style-type: none"> <li>• <u>Staff Code of Conduct</u></li> <li>• <u>Conflict of Interest Policy</u></li> <li>• <u>Business Expense Policy</u></li> <li>• <u>Corporate Credit Card Policy</u></li> </ul>
Procedures	<ul style="list-style-type: none"> <li>• <u>Procurement Procedure</u></li> <li>• <u>Conflict of Interest procedure</u></li> </ul>
Other	<ul style="list-style-type: none"> <li>• <u>Register of Delegations</u></li> </ul>

## 7. Policy Governance

Procurement Policy	
Category/Business Group	Finance
Published Externally (Yes/No)	Yes
Approver	Chief Executive Officer
Responsible Officer	Chief Financial Officer
Contact Officer	Head of Financial Operations
Effective Date	4/06/2024
Next Review Date	4/04/2027
Version	3.0

## 8. Version History

Version	Approved by	Approval date	Effective date	Sections modified
3.0	Chief Executive Officer – Sarah Lightfoot	4/06/2024	4/06/2024	Changes made to align this Policy with new UNSW College Branding
2.0	L. Pearcey	13/07/2021	13/07/2021	Updates to reflect revised procedural framework following audit recommendations
1.0	R. Forage	01/12/2016	01/12/2016	Administrative updates: change of a Policy template to reflect the new UNSW Global Branding Guideline.

Please visit our website to ensure that you have the latest version of this Policy. Policies are available at: [unswcollege.edu.au/about/policies](https://unswcollege.edu.au/about/policies)