



Procurement policy

Section 1 - Preamble

(1) This Policy is effective from 4 July 2023.

Section 2 - Purpose

(2) This Policy ensures that the procurement of all goods or services is conducted in an honest, competitive, fair and transparent manner with consideration of quality, service, environmental and social impacts and value for money.

Section 3 - Scope

(3) This Policy applies to all purchases of goods and services with funds administered by the University or its controlled entities, regardless of the source of funding.

Section 4 - Policy

Procurement principles

(4) The procurement of goods and services will:

- a. align with the University's strategic objectives and business needs
- b. be conducted with honesty, integrity, probity, diligence, fairness and consistency
- c. take into account financial and non-financial factors including price, the total life cycle consideration, environmental, social and economic factors that will deliver value for money
- d. be conducted in accordance with due diligence requirements including in relation to the risk of foreign interference, and accord with the University's risk appetite and policies, including in relation to integrity and conflict of interest
- e. comply with specific defence requirements as related to defence projects, research and activities
- f. be conducted by an appropriate market approach that encourages the market to be innovative, to generate benefits and to improve performance
- g. be conducted in accordance with the University's policies relating to record-keeping, reporting and other requirements documenting all relevant approvals and other procurement related decisions.

(5) The University will develop strategies to procure goods and services that consider the risks and levels of complexity.

(6) Deakin's Defence Security Officer must undertake a security risk assessment of all suppliers involved in or relating to Defence impacted research, contracts or other activities.

Exemption from a market approach

(7) A market approach is not required for:

- a. the procurement (including leasing) of land and buildings;
- b. the purchase of goods or services from Commonwealth, State or Territory public sector entities (including statutory authorities and government business enterprises);
- c. the procurement of legal services, including engaging counsel or barristers for any current or anticipated litigation or dispute, by General Counsel;
- d. the purchase of clinical or educational placement services provided by health, education and equivalent organisations;
- e. procurement funded by grants, loans or other assistance, where the funding contract sets out conditions which do not comply with this Policy;
- f. the engagement of an expert or natural person under an employment agreement;
- g. critical incidents that necessitate urgent procurement needs.

(8) All other requests for exemption from a market approach must be approved by the Special Advisor, Strategic Procurement. Requests with total expenditure over the life cycle of a good or service of greater than \$500,000 also require approval from the Deputy Vice-Chancellor, University Services.

Non-allowable items

(9) University funds must not be used for:

- a. the purchase of gifts valued at over \$100;
- b. personal expenses (refer to the [Business Expenses Policy](#));
- c. travel expenses of any nature by a partner or dependent (refer to the [Travel policy](#)).

Responsibilities

(10) The University will support staff and associates to recognise and understand their procurement obligations by providing education, training and information.

(11) The Manager, Procurement, Policy and Process is responsible for:

- a. ensuring all staff and associates are provided with information and training, making them aware of their responsibilities under this Policy and [Procurement procedure](#);
- b. monitoring practices and processes and benchmarking performance;
- c. assessing the procurement capability of the organisation.

(12) Purchasers are responsible for ensuring that they comply with this Policy and the [Procurement procedure](#).

Non-compliance

(13) Instances of non-compliance with this Policy and the [Procurement procedure](#) will be reported in accordance with the [Compliance Management policy](#) and may lead to disciplinary action in accordance with the [Deakin University Enterprise Agreement 2023](#).

(14) The University requires all individuals acting on its behalf to conduct business honestly, ethically and professionally and does not tolerate fraud and corruption and any form of dishonesty in its transactions.

Section 5 - Procedure

(15) The [Procurement procedure](#) documents how to comply with this Policy.

Section 6 - Definitions

(16) For the purpose of this Policy:

- a. associates: contractors, consultants, volunteers, visiting appointees and visitors to the University
- b. goods and services: the supply of equipment, consumables and like items (goods) or the provision of services or the execution of works (services).
- c. total life cycle considerations: a full consideration of the goods or services to be purchased including but not limited to planning, development, implementation, ongoing management, maintenance, transition and asset disposing.
- d. market approach: a process where Deakin approaches the market calling for offers for a particular good or service. A market approach may take the form of an expression of interest, request for quotation, request for information, request for proposal or request for tender.
- e. value for money: a process for assessing the best outcome from a market approach activity that assesses the capabilities and competencies of each supplier against the price submitted by each supplier. It takes into account financial and non-financial factors including price, the total life cycle consideration, environmental, social and economic factors.

Status and Details

Status	Current
Effective Date	4th July 2023
Review Date	13th May 2026
Approval Authority	Vice-Chancellor
Approval Date	4th July 2023
Expiry Date	To Be Advised
Responsible Executive	Kerrie Parker Deputy Vice-Chancellor, University Services dvc-us@deakin.edu.au
Implementation Officer	Vanessa Evans Chief Financial Officer vanessa.evans@deakin.edu.au
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