

# Procurement Policy

## Section 1 - Background and Purpose

(1) To ensure that the University's procurement needs are met via the application of a consistent approach to procurement strategy selection.

(2) To ensure therefore, that all procurement processes executed are the most suitable and effective method for the procurement need.

## Section 2 - Scope

(3) Applies to:

- a. all Campuses
- b. all Staff and Contractors
- c. all University Purchases

## Section 3 - Policy Statement

(4) La Trobe University expects all staff members undertaking procurement related activities to:

- a. comply with the [Code of Conduct](#);
- b. comply with the [Conflict of Interest Policy](#);
- c. comply with the relevant local laws;
- d. raise a complaint or concern should they identify unacceptable or inappropriate behaviour relating to procurement activities.

(5) Strategic Procurement and Category Management principles are central to this Procurement Policy.

(6) Achieving best overall value for the University is a primary objective.

- a. University staff involved in procurement activities should establish and execute a procurement strategy that is appropriate to the value and risk associated with the requirement;
- b. It is the role of the Strategic Sourcing and Business Services to advise University staff in all elements of the procurement process;
- c. A Procurement Category Management approach will be consistently applied, strategy selection should consider the following factors :
  - i. scope: Including current and future requirements of the University;
  - ii. specification, demand and price considerations will be consistently applied;
  - iii. the Market: capability and dynamics. The position of University's procurement need in this context also giving due consideration to the potential to source from within the local community;

- iv. supplier selection should address political, economic, social, technological, legal and environmental considerations as applicable;
  - v. award Criteria: Establishing balanced award criteria appropriate to the requirement, and structured to achieve best value for the University;
  - vi. contractual: Clear, concise and communicated contract terms and conditions which appropriately manage risk;
  - vii. the Category Management process is multi-faceted. The above factors are not an exhaustive list. Further information regarding the Category Management process and its application can be found via the [Procurement Services Intranet site](#).
- d. Ethical and equitable procurement activities will be conducted at all times for all procurement requirements, this means;
- i. fair and equal treatment of potential suppliers;
  - ii. a consistent approach to probity considerations in all procurement activity;
  - iii. early identification and management of conflicts of interest;
  - iv. appropriate handling of (supplier) gifts & gratuities;
  - v. management of confidentiality where appropriate in all procurement activities.
- e. Appropriate governance thresholds, policies and guidelines will consistently apply to all procurement activity;
- i. corporate (financial) approvals;
  - ii. organisational (procurement) support.
- f. Auditable records of all procurement activities will be maintained;
- g. Breaches/Misuse

- La Trobe University may conduct an enquiry into any alleged or actual breach of the Policy, Guidelines or Code of Conduct relating to procurement activities of staff. Each enquiry will be managed having regard to the facts and circumstances of each case and in accordance with the Collective Agreement.

## Section 4 - Procedures

(7) Supporting guidelines can be found on the La Trobe University [Procurement Services Intranet site](#).

## Section 5 - Definitions

(8) For the purpose of this Policy:

- a. Category Management approach: a systematic, disciplined approach to managing a product category as a strategic business unit;
- b. La Trobe University Collective Agreement: is an agreement approved by the Fair Work Commission (“the Collective Agreement”).

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	22nd November 2016
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<b>Approval Date</b>	20th November 2016
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<b>Responsible Policy Officer</b>	Jodie Banfield Chief Financial Officer
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