

Procurement Policy (Extract)

Purpose

The purpose of this policy is to provide a clear and transparent framework and the principles to:

- a. guide the procurement and purchase of all goods and services for the University
- b. establish the standards of behaviour required to be met by all persons involved in procurement activities
- c. ensure procurement activities across the University meet value for money, probity and legislative requirements, and
- d. guide the compliant management of the University's budgets and the expenditure of funds.

Policy statement

Procurement principles

All procurement activities and behaviours should support the University's operational and strategic interests and align with the University's core values of integrity, courage, innovation and excellence and its student-centred ethos outlined in the Flinders University 2025 Agenda and this policy, as follows:

- **Value for money:**

The University will:

- i. strive to achieve best value for money outcomes in all its procurements and purchases
- ii. encourage competition and participation from the marketplace
- iii. seek to evaluate all proposals for procurements and purchases based on the following criteria and considerations:
 - non-financial costs and benefits (including fitness for purpose and compliance with defined requirements)
 - price and financial costs and benefits (including whole-of-life costs)
 - value added offers, innovations and benefits, and
 - ethical, sustainable and social impacts.

- **Ethical, sustainable and social responsibility:**

The University aspires to:

- i. be ethical in all its procurement activities.
- ii. facilitate responsible environmental management practices identified in the Flinders University Sustainability Plan to 2025 through a focus on:
 - reducing energy consumption
 - reducing emissions, and
 - achieving resources recovery.
- iii. address and meet (where required) its legal requirements and obligations, including under the:
 - Independent Commissioner Against Corruption Act 2012 (ICAC)
 - Modern Slavery Act 2018 (Cth)
 - Australian Competition and Consumer Act 2010.
- iv. be a socially inclusive organisation which does not discriminate and provides equal opportunity for all peoples' including Aboriginal and/or Torres Strait Islander cultures, as established in the Flinders

University Reconciliation Action Plan, and the Indigenous Procurement Strategy.

- For Certified Indigenous Businesses (i.e. Supply Nation certified or those registered with the Office of the Registrar of Indigenous Corporations (ORIC, www.oric.gov.au), lower quotation requirements exist.
- v. procure goods and services that can be used by people with a disability, in line with the Flinders University Disability Action Plan.
- vi. provide local, South Australian and Northern Territory regional industry, goods and services providers and suppliers with opportunities to participate in all procurements and offerings.

The University prefers to engage suppliers who:

- are committed to facilitating ethical, sustainable and socially responsible procurement processes and operations in line with the University's Values
- always act with integrity and professionalism, including:
 - ensuring private, confidential or commercially sensitive information is not inappropriately used or shared
 - declaring any conflicts of interest
 - not offering staff or their families hospitality, gifts or benefits where it may be perceived as a conflict of interest (e.g. prior to or during a procurement process for the selection of a supplier).
- **Probity:**

The University will:

- i. maintain confidentiality and be fair, impartial and consistent in all procurement activities
 - ii. ensure all staff involved in procurement activities are aware of their obligations and are equipped to fulfil their roles, and
 - iii. support the use of external probity specialists where justified by the nature of the procurement and/or for the mitigation of potential high-level risks.
- **Safety and Risk:**

The University is committed to meeting its Work Health and Safety and Risk Management Policy obligations and requirements and will:

- i. consider, identify and take appropriate steps to mitigate any risks or impacts on safety associated with procurements, and
- ii. consider safety and risk criteria in evaluation plans for consideration and decision-making.

Procurement standards

The following standards and behaviours must be met by all persons involved in procurement activities across the University:

- **Ethical and professional:**

Behave in an ethical manner and with integrity and transparency to ensure probity obligations and requirements are met, including:

- i. complying with the University's policies and procedures
- ii. complying with the University's Code of Conduct
- iii. complying with the University's ICAC and OPI obligations and requirements, and

- **Conflict of interest:**

Comply with the principles and requirements of the University's Conflict of Interest Policy.