



4.0	President and Vice-Chancellor	28 May 2021	31 January 2024 A new Finance Policy has replaced this Policy.
Policy Statement			
Purpose	This Policy sets out UNSW Procurement principles concerning the acquisition of goods, services, infrastructure and capital works and enables UNSW Strategy 2025+ by ensuring that Procurement provides guidance to obtain value for money, provides easy-to-use tools and access to arrangements with suppliers to simplify the Procurement process while complying with the Procurement principles.		
Scope	<p>This Policy covers all activities involved in the acquisition of goods, services, infrastructure and capital works whether purchased or leased.</p> <p>Activities include but are not limited to: identifying the need to procure selecting suppliers contracting and placing orders managing Contracts and suppliers</p> <p>This Policy must be complied with by all UNSW Staff members regardless of their level, seniority or scope of authority, who are involved in, or impacted by, Procurement decisions and processes at UNSW. UNSW Staff listed as Financial Delegates are responsible for ensuring compliance with this Policy and will act as the representative making the commitment on behalf of UNSW.</p> <p>This Policy applies to the acquisition of goods, services, infrastructure and capital works which include but are not limited to the following categories or circumstances: Information and Communications Technology (ICT) Estate management and construction Research/teaching equipment and consumables General goods and services (e.g.: accommodation, catering, office products) Travel (refer to the Travel Policy and Travel Procedure) Independent Contractors and Consultants Grants provided to or by UNSW.</p> <p>The following are exceptions: Property – the acquisition, leasing and disposal of real estate Human Resources – determination of benefits, wages, salaries, recruitment, selection and appointment of all employees at UNSW (full time, fixed term and/or casual) In-house - goods or services developed / provided in-house and paid by UNSW internal journal/budget as long as additional funding is not required. Goods or services developed / provided by companies set up by UNSW Staff are not considered as exceptions. Emergency (refer to the definition for further details). In the case of an emergency, UNSW suppliers or UNSW panel suppliers should be considered as a priority. Urgent situations arising through a lack of planning do not constitute an emergency.</p>		
Policy provisions			

1. Procurement Principles

UNSW Procurement activities must always be underpinned by the following six core principles:

- Value for Money
- Probity and equity
- Risk management

Legislative Compliance

This Policy supports UNSW's compliance with the following legislation:

[Public Finance and Audit Act 1983 \(NSW\)](#)

[University of New South Wales Act, 1989 \(NSW\)](#)

[State Records Act, 1998 \(NSW\)](#)

[Independent Commission Against Corruption Act 1988 \(NSW\)](#)

[Government Information \(Public Access\) Act 2009 \(NSW\)](#)

Policy	Principles set out in this Procurement Policy document
Procurement	All activities involved in the acquisition of goods, services, infrastructure and capital works either purchased or leased, including but not limited to: identifying the need to procure selecting suppliers contracting and placing orders managing contracts and suppliers.
Staff	All employees and personnel of UNSW, its affiliates and subsidiaries who are authorised to purchase goods and services on behalf of UNSW, including but not limited to continuing, fixed-term and casual staff and all persons who are engaged to perform work as Independent Contractors or Consultants of UNSW.
Total Value	Total Contract Value including any extension periods and any applicable disposal cost.
Procure to Pay	Procurement staff engaged by Operational Finance to undertake and/or to provide support with Procurement activities.
UNSW panel suppliers	Refer to the Procurement Procedure
UNSW supplier	Refer to the Procurement Procedure