Procurement Procedure

1 Purpose

To implement the University's Procurement Policy.

2 Scope

This procedure applies to all Procurement regardless of funding source or Settlement method.

3 Procedure Overview

This procedure sets out the University's process for the efficient and effective Procurement of Goods and/or Services.

4 Procedures

4.1 Procurement Obligations

Employees may be involved in Procurement in different roles such as:

- internal customer;

- Employee Authorised to Purchase;

- Financial Delegate.

They need to make certain that:

- the amount to be spent does not exceed their individual Authorisation to purchase or (where applicable) their financial Delegation;

- the amount to be spent is in-line with approved funding allocations;

- they have considered relevant University policies and procedures.

4.2 Code of practice

All Employees involved in Procurement activities must consistently apply the University's Procurement thresholds. Activity at each stage of the process should be defensible, documented, available for review and able to withstand public scrutiny.

4.3 Procurement planning

The Procurement Services team, under the auspices of the Chief Operating Officer and Chief Financial Officer, will develop and maintain a Corporate Procurement Plan that aligns with the University's Strategic Plan and an annual Forward Procurement Plan covering major purchases forecast within the current financial year. Asset acquisition planning must consider warranty, installation, and ongoing maintenance requirements in accordance with the Assets Policy suite.

4.4 Sustainable and social Procurement

The University tries to obtain Goods and/or Services in a way that achieves value for money on a whole-of-life basis. That means that the process considers the University, society and the economy, as well as the environment. As appropriate, the University will advise potential Suppliers that environmental management, performance considerations and regulatory requirements can influence Procurement decisions.

This is reflected in:

- evaluation criteria, where not less than 5% of the overall score will be based on factors such as energy efficiency, product packaging and disposal or recyclability at end of life;

- ethical considerations such as reporting and remediating modern slavery risks;

- training employment outcomes and business opportunities for First Nations Peoples.

4.5 Roles

The Procurement process has three distinct roles for Employees as detailed in Table 1.
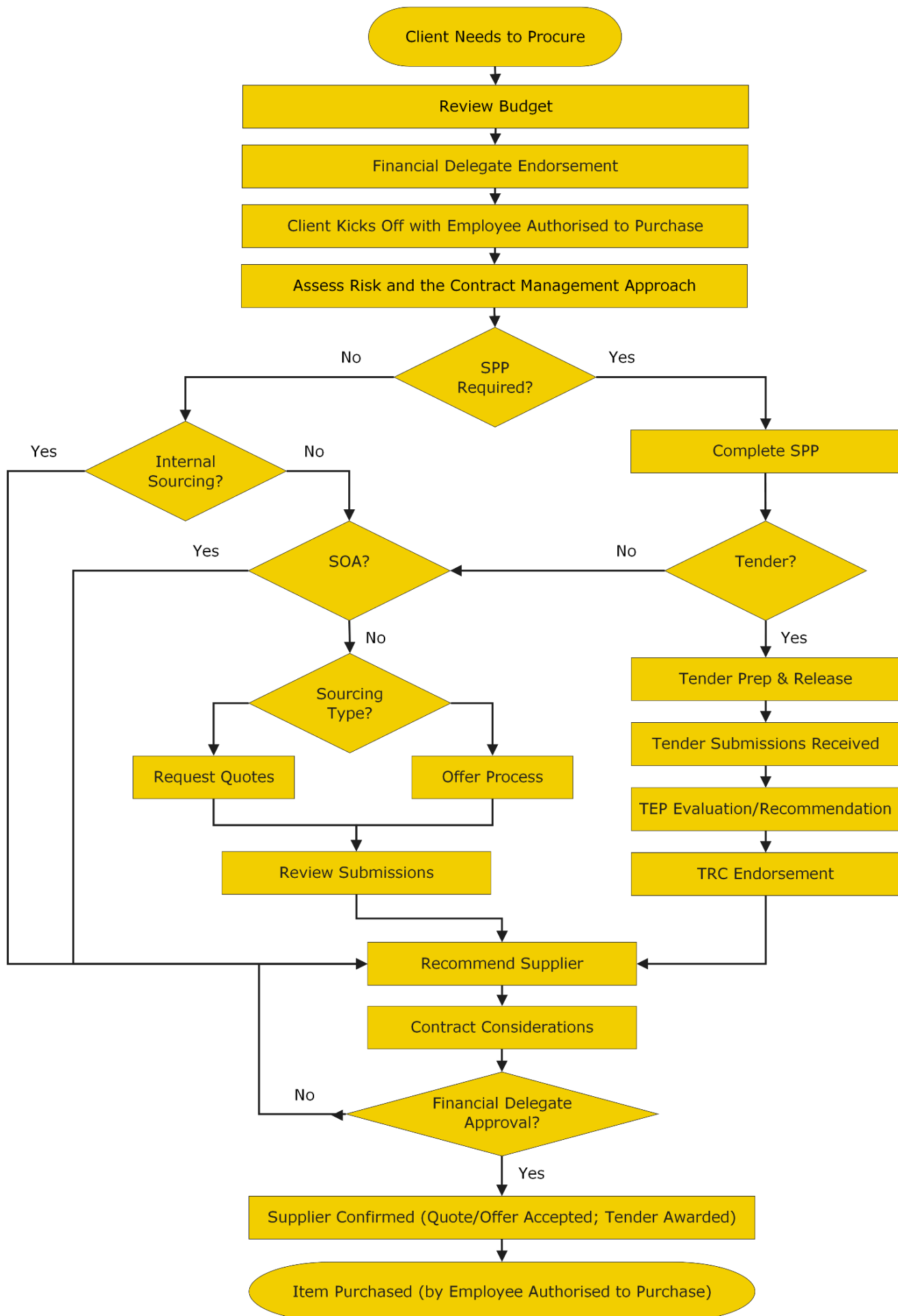
Table 1: Key roles

Role	Financial Delegate[*]	Employee Authorised to seek and obtain a quote	Employee Authorised to Purchase[*]
They can…	Commit funds	Get a quote	Buy something
Limits/Restrictions	Must respect budget limits and not exceed individual Financial Delegations	Authorised and trained Employees only	Authorised Employees only

Who has this role?	Refer to Financial Delegations Schedule	Authorised Employees	Authorised Employees approved by COO and CFO

Quotes for purchases with a value of less than $100,000 (excluding GST), may be obtained by any University Employee without an authorisation to purchase.

For purchases with a value greater than $100,000, only Employees Authorised to Purchase may undertake Purchasing Activities such as obtaining quotes, unless the requirement can be met by a Standing Offer Arrangement (SOA). This does not preclude subject matter experts (SMEs) providing Employees Authorised to Purchase with a list of potential Suppliers or other relevant Purchasing information.

All quotations irrespective of value must follow University Procurement guidelines.

* Cannot be substituted for one another; one person will not normally hold both roles.

4.6 Procurement process

The figure below provides an indicative overview of the Procurement process. To understand the process (and where alternate pathways/exemptions are possible) please refer to the detail throughout this procedure.

```
                    ┌─────────────────────────┐
                    │  Client Needs to Procure │
                    └─────────────────────────┘
                                  │
                    ┌─────────────────────────┐
                    │      Review Budget       │
                    └─────────────────────────┘
                                  │
                    ┌─────────────────────────┐
                    │ Financial Delegate Endorsement │
                    └─────────────────────────┘
                                  │
          ┌──────────────────────────────────────────────┐
          │ Client Kicks Off with Employee Authorised to Purchase │
          └──────────────────────────────────────────────┘
                                  │
          ┌──────────────────────────────────────────────┐
          │ Assess Risk and the Contract Management Approach │
          └──────────────────────────────────────────────┘
                                  │
         No          ◇ SPP Required? ◇          Yes
   ┌──────────────────                ──────────────────┐
   │                                                     │
   │                                          ┌────────────────┐
   │                                          │  Complete SPP  │
   │                                          └────────────────┘
   │                                                     │
  Yes    ◇ Internal Sourcing? ◇   No            No  ◇ Tender? ◇
   │        │                     │          ┌───────       │
   │        │                     │          │              Yes
   │        │     Yes  ◇ SOA? ◇   │          │     ┌──────────────────┐
   │        │      ┌───           │          │     │ Tender Prep & Release │
   │        │      │         No   │          │     └──────────────────┘
   │        │      │   ◇ Sourcing Type? ◇    │              │
   │        │      │    │              │      │     ┌──────────────────┐
   │        │      │  ┌──────┐    ┌──────────┐│     │ Tender Submissions Received │
   │        │      │  │Request│   │  Offer   ││     └──────────────────┘
   │        │      │  │Quotes │   │ Process  ││              │
   │        │      │  └──────┘    └──────────┘│     ┌──────────────────┐
   │        │      │      │           │        │     │ TEP Evaluation/Recommendation │
   │        │      │    ┌──────────────────┐  │     └──────────────────┘
   │        │      │    │ Review Submissions│  │              │
   │        │      │    └──────────────────┘  │     ┌──────────────────┐
   │        │      │            │              │     │  TRC Endorsement │
   │        │      │            │              │     └──────────────────┘
   │        └──────┴────┐ ┌─────────────────────┐              │
   └─────────────────────│  Recommend Supplier  │──────────────┘
                         └─────────────────────┘
                                  │
                      ┌─────────────────────┐
                      │ Contract Considerations │
                      └─────────────────────┘
                                  │
       No        ◇ Financial Delegate Approval? ◇
   ┌──────────────                         
   │                                  │ Yes
   │              ┌──────────────────────────────────────────┐
   │              │ Supplier Confirmed (Quote/Offer Accepted; │
   │              │            Tender Awarded)                │
   │              └──────────────────────────────────────────┘
   │                                  │
   │              ┌──────────────────────────────────────────┐
   │              │ Item Purchased (by Employee Authorised to │
   │              │               Purchase)                   │
   │              └──────────────────────────────────────────┘
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4.7 Internal Sourcing

Before sourcing any Goods and/or Services externally, an Employee Authorised to Purchase will investigate if the supply can be met from internal University sources. Examples of internal sources include catering. For more detail refer to the Internal User Charging and Cost Recovery Procedure.

4.8 External sourcing methods

There are three sourcing methods, listed in Table 2. These methods are indicative only. Refer to the Procurement Threshold and Authorisations Schedule for detailed information.

Table 2: Sourcing methods

Sourcing Method	Request for Quote	Offer Process	Tender Process
Purchasing Threshold (Exclusive of GST)	<$100,000	$100,000 - $500,000	$500,000 +
Risk Assessment	Start with notional risk assessment, i.e., low, medium or high. If medium or high, move on to formal risk assessment and shift to "Offer Process"	Formal risk assessment	Formal risk assessment
Significant Procurement Plan Required?	No. Refer to Risk Assessment	<$250,000, only if formally assessed as High Risk ? $250,000 required	Yes
Exemption from process for Standing Offer Arrangement?	Yes	Yes	If SOA allows or specifies an item at $500,000 + Refer to Procurement Services team if this is a panel arrangement

4.8.1 Procurement thresholds

Procurement thresholds guide Procurement decisions. The expected cost is compared against Procurement thresholds to identify the right sourcing method or way of Buying as well as who can approve the purchase. A transaction should not be split into parts or separate transactions simply to achieve a lower threshold.

4.8.2 Estimating costs

Estimating the cost of a purchase depends on:

- the proposed length of the agreement (including options for extension);

- the purchase price (including associated costs such as installation); and

- estimated annual cost.

Example: An SOA has an estimated cost of $100,000 per year and is expected to last three years, with two optional one-year extensions. That is a total of 5 years and the estimated cost is $500,000.

4.8.3 Formal risk assessment

When a formal risk assessment is required, a Procurement Lead will facilitate and document the process using the Procurement Risk Assessment Matrix. The outcome will:

1. guide Procurement planning considerations such as referral for specialist assistance (i.e. University Legal Office / Assurance Services); and

2. determine if quality assurance is required (i.e., what has to happen to make sure the quality delivered meets expectations).

4.8.4 Significant Procurement Plan (SPP)

A Procurement Lead will liaise with the business unit client and/or other stakeholders to develop the SPP and will submit when complete (refer to Table 2). If this is a Tender, the Tender Evaluation Panel (TEP) will be identified and involved at this stage.

SPPs may be completed for a single project or for a category of spend (i.e. facilities refurbishments) based on the lifecycle cost of the Goods and/or Services.

SPPs are not required when:

- a total exemption from the Procurement process has been approved;

- renewing an available option under an SOA to extend;

- as directed by the Director (Procurement).

Completed SPPs must be endorsed by the relevant Deputy Vice-Chancellor before the process can continue. SPPs for proposed purchases >$500,000 will also need to be submitted to the Director (Procurement) for Tender Review Committee (TRC) endorsement and identification of the Tender Evaluation Panel (TEP).

4.9 Standing Offer Arrangements (SOA) and/or panel supply arrangements

The University may develop or access a Standing Offer Arrangement (SOA) for a set time to purchase specific types of Goods and/or Services from pre-approved/pre-qualified Suppliers. In this type of arrangement, the quantity is not set up front and the University does not have to repeat the Procurement process every time.

4.9.1 University-established SOAs

If the University has an SOA, it is the first preference for all purchases of Goods and/or Services covered by that arrangement.

Exceptions should be limited to situations where:

- there is no availability within the SOA; and

- SOA conditions permit the University to source elsewhere.

When these SOAs are due for renewal, the University will test the open market to make sure the arrangement remains competitive and to give new Suppliers an opportunity to participate.

It is possible to extend an SOA after the built-in extensions are exhausted. However, this requires significant rationale and exemptions. Refer to Sections 4.24 and 4.25.

If the SOA has an option to renew built-in, and if use of this option is approved, this will be facilitated by the Contract Owner. All requests for renewal are due at least two months before the SOA expires.

The Director (Procurement) will maintain and make available to relevant Employees, a list of current University SOAs detailing Suppliers, expiry date and the University contact.

4.9.2 Externally-established SOAs

The University may also use 'externally-established' whole-of-government, whole-of-Agency or third party grouped arrangements. This includes arrangements made by other Queensland Universities.

Before accessing these SOAs, the Director (Procurement) will ensure that:

- the SOA offer process conducted by the external party is consistent with University requirements; and

- the terms and conditions of the SOA provide for the University to receive all the commercial benefits in the SOA terms and conditions; and

- the standard products and support services are complementary to the University environment.

Some external SOAs may require that the University rely on internal procedures for sourcing (for example, where there is more than one Supplier on a supply panel). In this case, the University will make allowance for only one quote to be obtained up to the amount of $50,000. Sourcing of Goods and/or Services greater than $50,000 in this situation will revert to the University's Procurement Threshold and Authorisation Schedule.

4.10 Tender Evaluation

A designated Procurement Lead is the appointed facilitator of the Tender process, including all Purchasing Activities and all communication with tenderers. However, they do not evaluate Tender responses for the purposes of competitive assessment. Instead, the designated Procurement Lead, with the University client, will identify relevant Employees to form a Tender Evaluation Panel.

The Panel will:

- participate in the development of the Significant Procurement Plan;

- prepare the Tender;

- evaluate all responses received by the closing date and time;

- determine whether to exclude late/non-conforming Tender submissions;

- evaluate submissions against the pre-agreed evaluation criteria and methodology to identify a recommended Supplier;

- decide if further due diligence is required on the recommended Supplier;

- perform referee checks on the recommended Supplier (where required); and

- document the recommendation and produce a Tender Timeline.

The Panel must include at least two representatives excluding the Procurement Lead. One of the Panel members should be external to the section that is undertaking the Tender. High risk and/or high value ($20,000,000+) Tenders require additional members for Probity.

4.11 Tender Review Committee

The Tender Review Committee (TRC) offers expert input on topics such as financial review, compliance, Probity and legal review. TRC terms of reference are defined in the Procurement Guidelines. The Director (Procurement) will be the first point of contact for all TRC matters and will involve other TRC Members as appropriate based on the significance and risk of the requirement. TRC Members will be available for consultation and for endorsement of the Forward Procurement Plan.

For individual Tenders, the TRC will review final documentation, including the Tender Timeline and will assess the recommendations prior to award. Endorsement by the TRC is mandatory as per Table 2.

4.12 ICT Procurement

ICT Procurement requires additional procedures.

Where the University is required to execute a licencing agreement, the agreement must be progressed according to the Contract Management Framework.

All requests for the purchase of ICT Goods and/or Services, including cloud-based solutions, must be directed via ServiceHub. General enquires can be directed to ICT.Procurement@usq.edu.au or via the Director (Procurement).

4.12.1 Software

All requests for the purchase of software, including cloud-based solutions, must be submitted via the ServiceHub and vetted and authorised under the auspices of the Chief Digital Information Officer (or delegate).

Software renewals will be treated on a case-by-case basis and will include a specified review date. Requests for renewal should be submitted via ServiceHub.

ICT maintains a list of planned renewals that will occur between review periods. Items on this list do not require individual exemptions.

If no review dates for a particular software are provided, the renewal will be treated as a Sole

Supply, except where re-sellers exist and can submit a proposal for a competitive bid. Refer to Section 4.24.2.

4.13 Contractors and Consultancies

In addition to this procedure, the process of hiring contractors and consultants must align with the Professional Services Policy suite. Prior to award, an Employee Authorised to Purchase must refer to the Professional Services Flowchart to ensure compliance with legislative requirements.

4.14 Intangible Assets

Employees Authorised to Purchase will carefully consider factors such as rights, ownership and Intellectual Property (including licensing) when procuring Intangible Assets. For further information on Intellectual Property' refer to the University's Intellectual Property Policy and Procedure and/or seek advice from the Legal Office.

4.15 Leasing vs Buying proposals

Leasing may be considered per the Leasing Procedure thresholds and will include a business case. Refer to the Leasing Procedure.

4.16 Deposits for Goods and/or Services

The University's preference is not to pay deposits or progress payments for Goods and/or Services. If required, the Financial Delegate may approve, provided they have assessed the risk. For deposits or progress payments of $5,000 or more, the Director (Procurement) must be consulted for advice prior to the Financial Delegate approval.

4.17 Insurance

Before proceeding with the Procurement of Goods and/or Services and where risk is evident, an Employee Authorised to Purchase should ensure adequate insurance coverage is in place by liaising with the Financial Delegate.

Where advice is required, contact the University Insurance team at insurance@unisq.edu.au.

4.18 Hazardous substances, licensable materials and dangerous goods

University Authorised Purchasing Officers must be aware of Work Health and Safety (WH&S) considerations when procuring Goods and/or Services and that they are responsible for requesting a current Safety Data Sheet (SDS) at the time of purchase.

Managers requesting hazardous substances and/or equipment are responsible for complying

with all University and legislated WH&S requirements including the retention of the SDS. Further advice should be obtained from the Work Health and Safety team prior to purchase.

All Suppliers must comply with Australian design standards and all applicable workplace health and safety legislation.

4.19 Secondhand goods

Secondhand goods can be purchased where it is clear that they meet the required specifications and analysis indicates the goods:

- provide value for money based on a whole-of-life analysis;

- are not encumbered;

- carry an acceptable warranty; and

- comply with current Australian design standards.

Where the item does not meet Australian design standards, the Work Health and Safety team must be engaged to assist in undertaking a safety risk assessment prior to purchase.

For purchases relating to props and costumes for performing arts productions, the requirement to meet current Australian design standards and acceptable warranty may not necessarily apply but a consideration of the WH&S impacts must be performed.

A request to purchase secondhand goods must be endorsed by the Financial Delegate and will be made to the appropriate approval officer.

Table 3: Approval thresholds for purchase of secondhand goods

Estimated Total of Acquisition	Approving UniSQ Officer
Under $150,000	Procurement Lead
Over $150,000	Director (Procurement)

4.20 Built environment considerations

Before proceeding to procure Goods and/or Services which are to be installed within the University's built environment, Authorised Purchasing Officers should consult with Facilities Management on any likely impact installation may have on the physical space and services, for consideration of aspects such as size, mass, access, energy requirements, heat load,

environmental impact, etc.

4.21 Managing and monitoring Supplier performance

The University will manage and monitor Supplier performance where:

- There is high relative Expenditure ($250k and greater); or there is a high relative risk (as determined by the Procurement risk assessment); or

- there is difficulty in securing supply; or

- the supply is part of an SOA.

4.22 Complaints about Procurement activities

The University will maintain a fair, equitable and non-discriminatory process for addressing Complaints and concerns raised about University Procurement activities in accordance with the University Complaint Management Framework.

The University encourages informal resolution of issues in the first instance. For example, an Employee Authorised to Purchase will attempt to resolve Complaints where possible, by providing more information. Communications regarding Complaints will be kept as signed and dated file notes.

If informal resolution is not successful, a Complaint may be made in writing to the Director (Procurement) or, if the Complaint is about the Director (Procurement), to the COO and CFO.

Complaints about Procurement activities will be investigated by the Director (Procurement), COO and CFO or another University Member as appropriate.

4.23 Exemption Tracking

The Procurement Services team will maintain a register of all exemption requests and will note exemptions within the purchase record. The Director (Procurement) will provide oversight and regular monitoring of the exemption register and values, reporting any concerns to the COO and CFO. An analysis and report will be provided to Vice-Chancellor's Executive (VCE) on a quarterly basis.

4.24 Exemption from Supplier selection process

Limited exemptions are possible and should be submitted with supporting evidence to the Director (Procurement) for consideration.

Endorsement (prior to submission) by the relevant Deputy Vice-Chancellor (or nominated

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

$100,000 Financial Delegate is required for acquisitions over $100,000. The request will be forwarded to the appropriate approving officer (where required) prior to obtaining quotes. Refer to Table 4.

Table 4: Approval thresholds for Sole Supply or limited Supplier requests

Estimated Total of Acquisition	Approving UniSQ Officer
Over $10,000	Director (Procurement)
* Director (Procurement) at their discretion may seek further endorsement from the COO and CFO for requests that are deemed significant in value and/or risk.	

The approving officer will respond in writing and may seek more information.

If the request is approved, the remaining standard Procurement process remains unchanged.

4.24.1 Limited Supplier exemption

Exemptions for limited supply may apply when the required number of quotes or responses cannot be obtained. For example, three quotes are required but only two Suppliers are available.

4.24.2 Sole Supply exemption

Sole Supply exemptions may apply if there is only a single Supplier available.

A situation may also qualify for a Sole Supply exemption (regardless of available Suppliers) if:

- there is a need to renew existing software deemed critical to University operations; or

- where a research funding head agreement nominates a specific Supplier or contractor; or

- seeking alternate supply would be infeasible and threaten continuity of supply; or

- alternate supply is unavailable for a specific timeframe; or

- the requirement justification for Sole Supply is defensible.

The purchase of University motor vehicles are treated as a standing Sole Supply status and do not require an exemption request.

4.25 Total Exemption

In exceptional circumstances, a total exemption from the procedure may be possible.

The Procurement Exemption Request - Total must be completed and submitted to the Director (Procurement), including detailed circumstances and rationale for the exemption.

Endorsement (prior to submission) by the relevant Deputy Vice-Chancellor (or nominated $100,000 Financial Delegate) is required for acquisitions over $100,000.

The Director (Procurement) will review requests for approval and will use their discretion based on the severity of the procedure breach to elevate to the COO and CFO for further advice. In approving Exemption requests, the Director (Procurement) will identify the breach and will provide advice on remediation strategies to the client.

4.25.1 Expedited approval

Rarely, in situations of genuine urgency (i.e., one which will cause adverse effects critical to the continuation or delay of University operations) an expedited approval process is available.

Accountability for the justification rests with the Divisional Head who must endorse, and be prepared to defend, the decision.

Table 6: Approval officer thresholds for situations of genuine urgency

Estimated Total of Acquisition	Approving Officer	Additional Requirements
Up to $150,000	Director (Procurement)	
Over $150,000	Chief Operating Officer and Chief Financial Officer	Director (Procurement) to endorse before submission to COO and CFO

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Chief Operating Officer and Chief Financial Officer
Responsible Officer	Director (Procurement)
Policy Type	University Procedure
Policy Suite	[Procurement Policy](#)
Subordinate Schedules	[Procurement Threshold and Authorisation Schedule](#)
Approved Date	20/5/2025
Effective Date	20/5/2025
Review Date	28/9/2025
Relevant Legislation	*[Competition and Consumer Act 2010](#)*
	[Crime and Corruption Act 2001](#)
	[Financial Accountability Act 2009](#)
	[Financial Accountability Handbook](#)
	[Financial and Performance Management Standard 2019](#)
	[Modern Slavery Act 2018](#)
	[Public Sector Ethics Act 1994](#)
	[Queensland Procurement Policy 2021](#)
	[Queensland Quality Assurance Policy](#)
Policy Exceptions	[Policy Exceptions Register](#)
Related Policies	[Assets Policy](#)
	[Code of Conduct Policy](#)
	[Conflict of Interest Policy](#)
	[Costing and Pricing Policy](#)
	[Delegations Policy](#)
	[Expenditure Policy](#)
	[Financial Management and Accountability Policy](#)

	Hospitality and Entertainment Policy (under development)

Intangible Assets Policy

Intellectual Property Policy

Leasing Policy

Portable and Attractive Items Policy

Professional Services Policy

Property, Plant and Equipment Assets Policy

Work Health and Safety Policy |
| **Related Procedures** | Assets Procedure

Commercialisation of Intellectual Property Procedure

Conflict of Interest Procedure

Corporate Card Procedure

Expenditure Procedure

Hospitality and Entertainment Procedure (under development)

Intangible Assets Procedure

Intellectual Property Procedure

Internal User Charging and Cost Recovery Procedure

Leasing Procedure

Modern Slavery Prevention Procedure

Portable and Attractive Items Procedure

Professional Services Procedure

Property, Plant and Equipment Assets Procedure |
| **Related forms, publications and websites** | Asset/PAI Disposal Request Form

Contract Disclosure Guidelines

Contract Management Framework |

	[Corporate card payment form](#) [Corporate Procurement Plan](#) [Environment and Sustainability](#) [Financial Delegations Schedule](#) [Financial Management Practice Manual (FMPM)](#) Forward Procurement Plan (under development) [Invitation to quote to $100 000](#) [Motor Vehicle Purchase (Departmental use/Pool use/Management Package)](#) [Policy exemption request - total form](#) [Procurement Guidance](#) [Procurement Guideline](#) [Procurement risk assessment matrix](#) [Professional Services Flowchart](#) [Queensland Government Office of the Chief Advisor - Procurement](#) [Queensland Government Supplier Code of Conduct](#) [Significant procurement plan - longform](#) [Significant procurement plan - shortform](#) [Statement by Supplier form](#) [Tender Timeline](#) [Transactional Payments List](#) [University Complaint Management Framework](#) [University Tender Probity Framework and Plan](#)
Definitions	**Terms defined in the Definitions Dictionary** [Asset(s)](#)

A resource (tangible or intangible) controlled by the University as a result of past events and from which future economic benefits are expected to flow. Assets may be donated to the University, acquired for consideration or subject to financing arrangements.

[Browser](#)

A University Employee that has completed the applicable training to obtain quotes up to $100,000 and/or be able to select goods from the University's eCommerce platform for on sending to a Buyer role. The Browser role is not authorised to purchase and has no buying capability.

[Browsing](#)

The method for obtaining quotes up to the prescribed amount and/or reviewing and adding to a shopping cart catalogued Goods and/or Services required through the University's eCommerce platform.

[Buyer](#)

A University Employee that has completed the applicable training and has been assigned the role as 'Buyer' within the University's eCommerce system. A Buyer is generally appointed due to their centrality and oversight of business unit needs and has authority to progress the shopping cart to a buying stage. This role is not authorised to purchase and only has buying capability through the University's eCommerce platform.

[Buying](#)

The method for processing a shopping cart request for catalogued Goods and/or Services selected through the University's eCommerce platform.

[Chief Operating Officer (COO) and Chief Financial Officer (CFO)](#)

The position nominated by the Vice-Chancellor to fulfil the responsibilities under the Financial Accountability Act 2009 and in accordance with the Queensland Financial Accountability Handbook, Information Sheet 2.5 - Chief Finance Officer.

[Complaint](#)

A Complaint is an "expression of dissatisfaction made to or about the University, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required".

Conflict of Interest

If a University Member has an interest that conflicts or may conflict with the discharge of the University Member's duties the University Member should Declare the nature of the interest and the conflict to the University Member's Supervisor as soon as practicable after the relevant facts come to the University Member's knowledge and must not take action or further action relating to a matter that is or may be affected by the conflict until authorised. An Executive Leader may direct a University Member to resolve a conflict or possible conflict between an interest of the University Member and the University Member's duties. A reference to an interest or to a Conflict of Interest is a reference to those matters within their ordinary meaning under the general law, and, in relation to an interest, the definition in the Acts Interpretation Act 1954, Schedule 1, does not apply. A Conflict of Interest will arise when a University Member's Private Interests conflict with their duty to the University or to serve the public interest as a University Member. The risk of having a conflict of interest increases where a University Member's responsibilities include the authority to make decisions. A conflict of interest may be potential, perceived or actual - when a University Member is in a role where future decision making may be influenced by their Private Interests if a certain condition is fulfilled, they have a potential conflict of interest; a perceived conflict of interest arises where it appears that decisions a University Member make in the course of their University employment may be influenced by their Private Interests, whether or not this is in fact the case; an actual conflict of interest exists where a University Member's actions could be unduly, improperly or excessively influenced by their Private Interests. Serious misconduct can occur when a conflict of interest is concealed, understated, mismanaged or abused.

Contract Owner

Employee who has been identified by the Contract Delegate as having a responsibility to approve the referral of University Contracts to Specialist Advisors and identify members of Contract Management Teams within their business unit. They are responsible for the outcomes of the contract and usually fulfil the first escalation role. In the case of a contract having multiple Contract Managers, the Contract Owner will also assume responsibility for coordinating the activities of these individuals.

Delegation

A formal authority or power granted to Council members, Employees and Council committees to make Decisions on behalf of the University.

[Employee](#)

A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

[Employee Authorised to Purchase](#)

A University Employee that has been approved by the Chief Operating Officer and Chief Financial Officer to conduct Purchasing activities as part of their role and who has completed the applicable training.

[Expenditure](#)

Decreases in economic benefits during the Reporting Period in the form of outflows or depletions of Assets or incurrences of liabilities that result in decreases in equity. This encompasses losses as well as expenses that arise in the ordinary course of business.

[Financial Delegate](#)

An officer of the University who has financial authority in accordance with the University Financial Delegations.

[Goods and Services Tax (GST)](#)

Any tax imposed on the supply of goods or services under an Australian Commonwealth or State law including without limitation a New Tax System (Good s and Services Tax) Act 1999 .

[Goods and/or Services](#)

Goods and/or Services can be either produced by the University for which fees can be charged, or acquired by the University. Goods and/or Services produced are tangible and/or intangible products which are the outcome of human effort and/or knowledge that the University is either obliged to charge or has a right to charge a third party for the provision of these products. Goods and/or Services acquired are tangible and/or intangible products which are the outcome of human efforts and/or knowledge acquired to meet University needs. Goods and/or Services can be in the form of physical goods or intangible services.

[Information Systems](#)

The organised collections of hardware, software, equipment, policies, procedures and people that store, process, control and provide access to information.

Intellectual Property

The result of an individual's intellectual endeavours that is capable of being protected by legal rights. Examples include, but are not limited to: inventions and discoveries in relation to new products and processes that can be protected by a patent; Copyright in Teaching Materials; other works in which Copyright subsists including literary works (including computer programs), dramatic works, musical works, artistic works, films, sound recordings, broadcasts, published editions and certain types of performances; industrial designs, which protect the shape, configuration, pattern or ornamentation of a product, that is, what gives a product a unique appearance; plant breeders' rights, which protect varieties of plants and trees; trademarks, which protect the branding, reputation and goodwill of products and services; circuit layout rights, which protect the layout plans or designs of electronic components in integrated circuits, computer chips, or semi-conductors used in personal computers and computer-reliant equipment; and trade secrets and know-how, that is, knowledge about products, processes, and inventions and discoveries: prior to the time they are incorporated into a publication or become the subject of a patent or design application; or which are never made the subject of an application for Intellectual Property registration.

Manager(s)

A University Member who is responsible for managing staffing and physical resources of the University.

Portable and Attractive Item (PAI)

Non-consumable items of a portable and desirable nature which are susceptible to theft or loss due to their portable nature and attractiveness for personal use or resale. Typical examples of such items include, but are not limited to, computers, tablets, LCD monitors (above standard size only), computer hard drives, printers, cameras, mobile phones, mobile data devices, GPS devices, programmable calculators, portable media players/recorders, televisions audio-visual equipment, digital projectors and power tools. Non-consumable items not deemed to be Portable and Attractive include furniture, white goods, USB data storage devices or other items as nominated by the Chief Operating Officer and Chief Financial Officer.

Procurement

The entire process by which all classes of materials, facilities and services are obtained by the University. This can include the functions of planning, design, establishing standards, evaluating risk, writing specifications, selecting Suppliers, developing contracts and method of payment and subsequent disposal.

Procurement Officer

A University Employee within Finance and Business Solutions, Procurement Officers include Manager (Procurement), Director (Procurement), UniSQ Procurement Leads and designated Employees Authorised to Purchase.

Purchasing

The method for acquiring the Goods and/or Services required. This can include credit cards, purchase orders and/or leasing arrangements.

Standing Offer Arrangement (SOA)

A Standing Offer Arrangement (SOA) is usually set up to obtain frequently used products or services. SOAs set out the terms and conditions, including price, under which a business agrees to supply an undefined volume of Goods and/or Services for a defined period.

Supplier

An organisation known to be capable of supplying the required Goods and/or Services.

University

The term 'University' or 'UniSQ' means the University of Southern Queensland.

University Members

Persons who include: Employees of the University whose conditions of employment are covered by the UniSQ Enterprise Agreement whether full time or fractional, continuing, fixed-term or casual, including senior Employees whose conditions of employment are covered by a written agreement or contract with the University; members of the University Council and University Committees; visiting, honorary and adjunct appointees; volunteers who contribute to University activities or who act on behalf of the University; and individuals who are granted access to University facilities or who are engaged in providing services to the University, such as contractors or

	consultants, where applicable.
	Definitions that relate to this procedure only
	Agency A department or a statutory body as those expressions are defined in the Financial Accountability Act 2009. **Probity** Probity is evidence of ethical behaviour in a particular process. **Purchasing Activities** Any activity undertaken in the purchase of Goods and/or Services. **Settlement** A method of acquisition such as Purchasing, leasing, renting and/or hiring activities. **Significant Procurement Plan (SPP)** An internal plan used to document the Procurement requirements and controls for high risk purchases, and/or purchases greater than $250,000. **Sole Supply** Where market providers are limited to one, or there are no other market providers available at the time of purchase that can provide the required Goods and/or Services. **Tender** A formal offer process for purchases greater than $500,000 which includes review by the University's Tender Review Committee.
Keywords	Consultants, Contractors, Credit Card, Corporate Card, Expenditure, QITC, QTender, Goods, Goods and Services, Professional Services, Purchase, Purchase Order, Purchasing, Services, Significant, SPP, Supplier, Tender
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