



Procurement and Purchasing Policy

1. COMPLIANCE OBLIGATION SUPPORTED

[Curtin University Act 1966 \(WA\)](#)

[Financial Management Act 2006 \(WA\)](#)

2. PURPOSE

To define the principles and framework by which the University procures goods, services, infrastructure and works using University funds.

3. POLICY STATEMENT

- 3.1 The University commits to a fair, ethical and transparent procurement process that demonstrates prudence, probity and compliance with legislation and the University [Code of Conduct](#).
- 3.2 Curtin staff will ensure that procurement maximises value and minimises risk and is aligned to the [University's values and strategic plan](#).
- 3.3 During the procurement process, the following factors will be considered:
- (a) the total cost of ownership (including costs of purchasing, standardisation of goods and services, maintenance costs and disposal costs);
 - (b) the fitness for purpose and quality of goods and services;
 - (c) minimising long-term risk to the University (including business continuity, commercial, health, safety, environmental and reputational risks);
 - (d) maximising the University's impact consistent with the University's values and strategic plan (including sustainability and social procurement goals); and
 - (e) the benefit for the University as a whole from arrangements such as collaborative procurement initiatives and preferred supplier agreements.
- 3.4 All University expenditure will meet the following principles:
- (a) the expense is necessary and appropriate to meet a valid University business purpose;
 - (b) it is not extreme or excessive and reflects a prudent decision to incur the expenditure;
 - (c) it is permitted under the terms of any associated funding contract, University policy and procedure, or applicable legislation.
 - (d) it is approved in accordance with relevant University policy and procedures including the [Delegations Policy](#), and the [Register of Delegations](#).
 - (e) It is properly transacted and recorded in accordance with University policies and procedures, including the Purchasing Procedures.

4. SCOPE OF POLICY

This policy applies to all procurement of goods, services, infrastructure and works using University funds (including University managed funds), even when there is an expectation that Curtin will be reimbursed by or reimburse another individual or organisation. This policy applies to the University community, including Council members, staff, University Associates, Curtin controlled entities, and all persons participating in University business or activities, including whether as a student, visitor, adjunct appointee, service provider, contractor or volunteer.

This policy does not apply to remuneration of University employees, which is subject to separate procedures and delegations.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Procurement

All activities involved in the acquisition of goods, services, infrastructure and capital works including but not limited to:

- (a) identifying the need to procure;
- (b) selecting external suppliers, whether or not via a tender evaluation process;
- (c) negotiating and awarding contracts;
- (d) purchasing and payment processes;
- (e) managing contracts and suppliers including the supply chain; and
- (f) governance and compliance of contractual requirements, obligations, policies, regulations, and relevant legislation.

Purchasing

A subset of the procurement function that includes all activities involved in the recording and transacting of University business expenditure including:

- (a) ordering goods or services via credit card, purchase order or contract;
- (b) receiving goods and services and approving invoices;
- (c) making payments to suppliers; and
- (d) Recording the transaction in University systems.

6. SUPPORTING PROCEDURES

[Procurement Procedures](#)

[Purchasing Procedures](#)

[Travel Procedures.](#)

[Travel Procedures for Students](#)

[Assets Procedures](#)

[Act of Grace Payment Procedures](#)

[Incidental Expenditure Guidelines:](#)

RELATED DOCUMENTS/LINKS

[Risk Management Policy](#)

[Code of Conduct](#)

[Disclosure of Relationships and Interests Procedures](#)

[Register of Delegations](#)

[Contracts and Agreements Registration Procedures](#)

[Remuneration and Benefits Policy](#)

[Curtin University values, vision and strategy](#)

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Policy Manager	Chief Financial Officer
Approval Authority	Senior Executive Team
Review Date	1 st April 2028 (5 years from date of approval)

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Approved	26/06/2012	Planning and Management Committee	PMC 66/12	Attachment 2 to Document No 00622/12, to be operational one week after date of approval
	Administratively Updated	19/10/2016	Director, Legal and Compliance Services		Minor Updates
	Amended	22/02/2017	Planning and Management Committee	PMC 05/17	Attachment D to Item 7, amendment in section 2.2

	Approved	02/03/2023	Senior Executive Team (SET)	SET 13/22	Attachment A to Item 9.1
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