

# UNIBUY PROCUREMENT PROCEDURES 2019

Issued by: Chief Financial Officer  
Dated: 4 July 2019  
Last amended: 5 May 2021 (commencing 24 May 2021)  
Signature:  
Name: Wayne Andrews

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## PART 1 – BEFORE BUYING

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### 1 Purpose and application

- (1) These procedures are to give effect to the [Procurement Policy 2019](#). (“the policy”).
- (2) These procedures apply to:
  - (a) the University, staff, students and affiliates;
  - (b) controlled entities;
  - (c) any entity which is bound to follow it by the terms of an agreement with the University;
  - (d) all University purchases; and
  - (e) all University activities.

### 2 Commencement

These procedures commence on 5 July 2019.

### 3 Interpretation

Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the policy.

<b>ad-hoc purchases</b>	means the acquisition of goods and services from a supplier not included on the University’s UniBuy catalogue.
<b>asset</b>	means a thing that can produce future benefit. An asset is a complete item, not a component.
<b>capitalised asset</b>	means an asset which: <ul style="list-style-type: none"><li>• cost \$10,000 or over (GST exclusive); and</li><li>• is recorded as such in the asset register.</li></ul>
<b>designated procurement systems</b>	means systems used in the procurement of goods and services including but not limited to: <ul style="list-style-type: none"><li>• UniBuy;</li><li>• Archibus;</li><li>• travel and expense management system;</li><li>• MyLab; and</li><li>• the University’s specialist purchasing systems, as approved by the Chief Financial Officer.</li></ul>
<b>DFAT</b>	means the Commonwealth Department of Foreign Affairs and Trade.
<b>hazardous material</b>	means any item or agent (biological, chemical, radiological or physical), which has the potential to cause harm to humans, animals or the environment, either by itself or through interaction with other factors.

<b>laboratory reagents</b>	means chemicals, biological materials, genetically modified organisms, pharmaceuticals, and radioactive material.
<b>MyLab</b>	means the University system for procuring laboratory reagents and consumables.
<b>OGC</b>	means the Office of General Counsel.
<b>open purchase order</b>	means a purchase order which has not been fully receipted.
<b>personal information</b>	means information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. A detailed definition is found in section 4 of the <a href="#">Privacy and Personal Information Protection Act 1998</a> (NSW).
<b>purchase requisition</b>	means the approvable document created by a purchaser in UniBuy which contains information specifying goods and services being purchased.
<b>Request for Quotation (RFQ)</b>	means a document requesting a formal quotation from the market detailing the requirements, performance and technical specification of the goods or services required by the University.
<b>Strategic and Tactical Sourcing team</b>	means the sourcing specialist team in Procurement Services.
<b>UniBuy</b>	means the University approved procurement system.
<b>UniBuy catalogue</b>	means the negotiated purchasing relationship between the University and certain suppliers to provide specified goods and services at a set price, which is enabled for purchase through UniBuy.
<b>UniBuy desk</b>	means the procurement support specialist team in Procurement Services.

#### 4 Applying the procurement principles

- (1) All procurement activity, excluding corporate credit card purchases, must comply with the principles specified in the policy, and demonstrate their application as outlined below.
  - (a) Responsibility for compliance is with:
    - (i) Procurement Services, for UniBuy catalogue goods and services; and
    - (ii) purchasers, for ad-hoc purchases.
- (2) **Value for money.** Responsible purchasers must:
  - (a) Evaluate all quotations received for a particular procurement activity taking into account:
    - (i) costs arising over the life of the goods or services being purchased, including holding costs, maintenance and cost of disposal;
    - (ii) risk inherent in the acquisition or use of the goods or services to be acquired, including safety and supplier risk (including financial); and
    - (iii) price.

(3) **Probity.** Responsible purchasers must demonstrate:

(a) **accountability** by:

- (i) using the appropriate delegations;

**Note:** See the [University of Sydney \(Delegations of Authority\) Rule 2020](#).

- (ii) using only University designated procurement systems; and

- (iii) documenting decisions, actions and communications with relevant parties.

**Note:** See [Recordkeeping Policy 2017](#).

(b) **transparency** by:

- (i) identifying and managing any actual, apparent or perceived conflicts of interests or external interests as soon as they are known;

- (ii) not soliciting or accepting gifts or benefits, either for themselves or for another person, which may compromise or influence them in their official University capacity or might appear to do so;

**Note:** See the [Code of Conduct – Staff and Affiliates](#) and [External Interests Policy 2010](#).

- (iii) maintaining organisational processes that allow the reporting of inappropriate conduct and auditing of procurement practices;

- (iv) establishing and documenting the evaluation process and selection criteria before opening quotations;

- (v) assessing quotation responses consistently, using pre-determined evaluation methodologies and selection criteria;

- (vi) establishing an open, fair and defensible process for awarding contracts; and

- (vii) recording contracts in the contracts register maintained by Archives and Records Management.

**Note:** See clause 12 of the policy and [Government Information \(Public Access\) Act 2009](#).

(c) **confidentiality** by:

- (i) maintaining the confidentiality and anonymity of suppliers throughout the procurement process;

- (ii) maintaining confidentiality of supplier information and all documentation received; and

- (iii) requiring that all parties comply with confidentiality agreements or contractual obligations, where applicable.

**Note:** See also [Privacy Policy 2017](#).

(d) **fairness** by:

- (i) providing suitable suppliers with a reasonable opportunity to participate in the approach to market; and

- (ii) defining the scope of services, specifications or requirements so as not to unfairly limit the ability of suppliers to respond (e.g. through specifying proprietary materials or equipment).

- (4) **Safety.** Responsible purchasers must demonstrate safety considerations by:
- (a) purchasing laboratory reagents and consumables from [MyLab](#);
  - (b) including safety and performance standards as an evaluation criterion where relevant, when selecting a supplier;
  - (c) requiring imported goods to meet mandatory Australian safety standards as prescribed by the [Australian Competition and Consumer Commission](#);
    - (i) Imported goods must comply with Australian safety standards in accordance with Australian safety laws.
  - (d) reviewing products and services procured to determine inherent risk; and
  - (e) complying with the [Work Health and Safety Policy 2016](#).
- Note:** See Section 11 of the [Work Health and Safety Procedures 2016](#) for a list of safety considerations.
- (5) **Legality.** Responsible purchasers must demonstrate compliance with legal requirements by:
- (a) using standard contract templates approved by [OGC](#), specified in these procedures and the policy;
  - (b) obtaining legal advice from OGC when not using approved standard templates; and
  - (c) complying with all applicable University rules, policies and procedures.
- (6) **Risk management.** Responsible purchasers must demonstrate appropriate risk management by complying with:
- (a) the [University's Risk Appetite and Tolerance Statement](#);
  - (b) the [Risk Management Policy 2017](#);
  - (c) the [Privacy Policy 2017](#); and
  - (d) the [Recordkeeping Policy 2017](#).
- (7) **Ethical behaviour, sustainability and social responsibility, including modern slavery in the supply chain.** Responsible purchasers must demonstrate consideration of social responsibility, environmental factors and sustainability by:
- (a) including sustainability standards as an evaluation criterion where relevant, when selecting a supplier;
- Note:** See the [Sustainability Strategy 2020](#) and the [Environmental Sustainability Policy 2015](#).
- (b) considering the selection of goods and services that promote social responsibility; and
  - (c) considering the selection of goods and services which have lower environmental and sustainability impacts across their lifecycle compared with competing products and services.
- Note:** See clause 9 of the policy, [Disability Discrimination Act 1992 \(Cth\)](#), the [Sustainability Strategy 2020](#) and the [Environmental Sustainability Policy 2015](#).

## 5 Procurement requirements

- (1) When acquiring goods or services, excluding corporate credit card purchases, purchasers must:
  - (a) demonstrate that there is a business need for the goods and services, by providing adequate documentation including the purchase requisition and relevant attachments; and
  - (b) demonstrate that there is or will be approved funding available, by providing the relevant account code in the purchase requisition.

**Note:** See the Corporate Credit Card Procedures for purchasing rules.

- (2) When acquiring goods or services on an ad-hoc basis, excluding corporate credit card purchases, purchasers must also:
  - (a) satisfy themselves that the acquisition of the goods or services will comply with the provisions of the following statutes:
    - (i) [Autonomous Sanctions Act 2011](#) (Cth);
    - (ii) [Charter of the United Nations Act 1945](#) (Cth);
    - (iii) [Defence Trade Controls Act 2012](#) (Cth);
    - (iv) [Customs \(Prohibited Exports\) Regulations 1958](#) (Cth);
    - (v) [Customs Act 1901](#) (Cth); and
    - (vi) [Weapons of Mass Destruction \(Prevention of Proliferation\) Act 1995](#)

**Note:** Purchasers should contact OGC for assistance

- (b) where the University assumes contractual responsibility for compliance with legislation, satisfy themselves that the University is able to and will comply; and
  - (c) if acquiring goods or services which are subject to the International Traffic in Arms Regulations, satisfy themselves that the University is able to and will comply with any conditions imposed on the acquisition of the goods or services.
- (3) Purchasers should contact the [UniBuy.Desk@sydney.edu.au](mailto:UniBuy.Desk@sydney.edu.au) for assistance as needed.

## 6 UniBuy requirements

- (1) Purchasers must raise a purchase requisition in UniBuy for the procurement of all goods and services except for purchases made:
    - (a) using a corporate credit card;
    - (b) through the University's travel and expense management system;
    - (c) through the University's specialist purchasing systems; or
    - (d) through MyLab.
      - (i) Purchasers can access MyLab through the MyLab page on the staff intranet and requesting a MyLab user profile.
- Note:** See the [Corporate Credit Card Procedures](#), [Travel Policy 2018](#) and [Travel Procedures 2018](#).
- (2) The engagement of specific individuals otherwise than as employees must comply with the [Workforce Engagements and Payments Policy 2016](#).

- (3) **Financial Control and Treasury** must:
- (a) approve acquisitions in foreign currency where the cost is over \$200,000 (exclusive of GST); and
  - (b) be consulted prior to acquisitions of equipment where the cost is over \$200,000 (exclusive of GST) where a lease is being considered.
    - (i) The University's preferred financing methodology is to purchase assets.
    - (ii) Assets may only be leased with the approval of the Chief Financial Officer after a lease versus buy analysis is conducted by Treasury, Financial Services.
- Note:** See: [Treasury Management Policy 2018](#).  
Contact: [Syd\\_Uni\\_Treasury\\_Ops@sydney.edu.au](mailto:Syd_Uni_Treasury_Ops@sydney.edu.au).

## PART 2 - BUYING

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### 7 Approved buying channels

- (1) Purchasers must only buy goods and services using one of the following methods, listed in order of preference:
- (a) UniBuy catalogue items;
  - (b) [MyLab](#) for laboratory reagents and consumables;
  - (c) using a university corporate credit card for:
    - (i) one-off ad-hoc purchases of goods and services valued at **\$5,000 or below**; and
    - (ii) all travel related expenses; and
  - (d) if the goods or services are not included on the UniBuy catalogue, through:
    - (i) an ad-hoc purchase request; or
    - (ii) a sourcing request, for purchases valued \$250,000 or more exclusive of GST.

### 8 Buying from UniBuy catalogue or with corporate credit card

- (1) Purchasers must acquire goods and services from the UniBuy catalogue whenever available.

**Note:** See guide on [How to request something in UniBuy](#).

- (2) Purchasers may use a corporate credit card to acquire goods and services if:

- (a) the required goods or services are:
  - (i) infrequently, and not regularly, purchased; and
  - (ii) unavailable through a UniBuy catalogue;
- (b) the goods or services are valued at **\$5,000 or below** (exclusive of GST); or
- (c) the purchase is a travel related expense.

**Note:** See the [Corporate Credit Card Procedures 2019](#).

- (3) Quotations are **not required** for acquisitions through:

- (a) the UniBuy catalogue where the catalogue specifies a price for an item; or
- (b) the University corporate credit card, consistent with the [Procurement Policy, Corporate Card Procedures 2019](#) and these procedures.

- (4) Unpriced catalogue items, arising from a contract held in UniBuy with a supplier, must meet the quotation thresholds set out in clause 9.

## 9 Quotation thresholds for ad-hoc buying

- (1) All ad-hoc purchases or purchases of unpriced catalogue items must meet the quotation threshold requirements set out in the following table.

Quotation threshold	Requirement
Purchases valued at \$30,000 or less (exclusive of GST)	At least one written quotation <b>Note:</b> See clause 10
Purchases valued greater than \$30,000 and less than \$250,000 (exclusive of GST)	At least three written quotations <b>Note:</b> See clauses 11 and 12
Purchases valued at \$250,000 and above (exclusive of GST)	Must go through a tendering process <b>Note:</b> See clause 13

## 10 Ad-hoc purchases for \$30,000 or less exclusive of GST

- (1) Subject to the requirements of clause 12 in relation to high risk purchases, if the goods or services required are:
- not available for purchase through a UniBuy catalogue; or
  - available through the catalogue but unpriced or partially priced; and
  - are valued at **\$30,000 or less** (exclusive of GST);
- the purchaser must:
- raise an ad-hoc requisition in UniBuy; and
  - obtain at least **one written quotation**.
- (2) To request quotations from suppliers, the purchaser should:
- use the [standard RFQ form](#) ; and
  - attach the proposed [University standard contract template](#) to the RFQ.
- (3) [University standard contract templates](#) must be used for purchases relating to:
- professional services, other than legal services;  
**Note:** Legal services may only be obtained through the Office of General Counsel.
  - information technology software and services;
  - building and construction; and
  - research and teaching.  
**Note:** See clause 12 for more details



- (4) The [University standard consultancy letter template](#) must be used for the procurement of specific individuals for labour only services.
- (a) This type of engagement must comply with the [Workforce Engagements and Payments Policy 2016](#)
- (5) The RFQ must specify the University's requirements including:
- (a) performance;
- (b) technical specifications;
- (c) the method for responding;
- (d) time for submitting responses; and
- (e) insurance.
- (6) After completing the assessment of the responses and recommending a supplier, the purchaser must:
- (a) raise the *ad hoc* requisition in UniBuy; and
- (b) attach all supporting information, including:
- (i) the RFQ;
- (ii) all quotations received; and
- (iii) all additional information considered to support the selection of the supplier.

**Note:** See clause 17.

- (7) The UniBuy desk will review the purchase requisition and then the system will forward it to the relevant financial delegate for approval, based on the account code and total purchase value.
- (a) If the selected supplier is not registered in the University's procurement system, the UniBuy Desk will contact the supplier to facilitate the setup of the supplier in the system.

**Note:** See [Supplier and Payment Procedures 2019](#).

- (8) Once approved by the relevant delegate, a purchase order will be automatically generated.

**Note:** The UniBuy Desk ([UniBuy.Desk@sydney.edu.au](mailto:UniBuy.Desk@sydney.edu.au)) will assess whether a contract will need to be published in UniBuy and advise the purchaser if this is required.

## **11 Ad-hoc purchases above \$30,000 and below \$250,000 exclusive of GST**

- (1) Subject to the requirements of clause 12 in relation to high risk purchases, if the goods or services required are:
- (a) not available for purchase through a UniBuy catalogue; and
- (b) valued **at more than \$30,000 but less than \$250,000** (exclusive of GST);
- the purchaser must:
- (a) **raise an ad-hoc requisition** in UniBuy; and
- (b) **obtain at least three written quotations.**

- (2) To request quotations from suppliers, the purchaser should:
  - (a) use the [standard RFQ form](#);
  - (b) attach the proposed [University standard contract template](#) to the RFQ, unless a specific contract template is required; and

**Note:** See clause 12 to assist in determining the correct contract template.

  - (c) define the evaluation criteria for reviewing and selecting a response to the RFQ.
- (3) Where a University standard contract template or agreement is not available or the template requires amendment, OGC must be consulted before any contract is executed, regardless of value.
- (4) The RFQ must specify the University's requirements including:
  - (a) performance;
  - (b) technical specifications;
  - (c) the method for responding;
  - (d) time for submitting responses; and
  - (e) insurance.
- (5) All suppliers invited to submit a quotation must be given the same information at the same time and operate under the same conditions.
  - (a) Potential suppliers may seek clarification of the specifications or other requirements after requests for quotations are issued.
  - (b) Any material changes to the requirements, expectations or specification must be communicated to all potential suppliers in writing at the same time, to ensure there can be no claims of unfair advantage.
- (6) Based on the responses received from suppliers, the purchaser must evaluate the quotations received on cost as well as non-cost elements and identify the best value for money.
- (7) After completing the assessment of responses and recommending a supplier, the purchaser must:
  - (a) raise the ad-hoc requisition in UniBuy; and
  - (b) attach all supporting information, including:
    - (i) the RFQ;
    - (ii) all quotations received; and
    - (iii) all additional information considered to support the selection of the supplier.

**Note:** See clause 17.
- (8) The UniBuy desk will review the purchase requisition and then the system will forward it to the relevant financial delegate for approval, based on the account code and total purchase value.
  - (a) If the selected supplier is not registered in the University's procurement system, the UniBuy Desk will contact the supplier and facilitate the establishment of the supplier in the system.

**Note:** See [Supplier and Payment Procedures 2019](#).

- (9) Once approved by the relevant delegate, a purchase order will be automatically generated.

**Note:** The UniBuy Desk ([UniBuy.Desk@sydney.edu.au](mailto:UniBuy.Desk@sydney.edu.au)) will assess whether a contract will need to be published in UniBuy and advise the purchaser if this is required.

## 12 High risk ad-hoc purchases less than \$250,000 exclusive GST

- (1) Specific guidance for managing high risk purchases can be found on the University [Buying Goods and Services](#) intranet page.

**Note:** Refer to [Guidance on contracting for the procurement of goods and services](#).

- (2) Purchases which are deemed to be high risk are:

- (a) labour services, consultancy and professional services (excluding agency labour hire);
- (b) construction works and construction-related consultancy services;
- (c) leases, occupation licences, sale and purchase of land and other dealings with real property;
- (d) facilities management (including cleaning, security, building maintenance, ground keeping);
- (e) venue hire;
- (f) information technology related services;
  - (i) Purchase requisitions raised for information technology services will be forwarded to the ICT team to approve before being forwarded for financial approval.

**Note:** Specific delegations apply to the acquisition of information technology or related services. See [University of Sydney \(Delegations of Authority\) Rule 2020](#).

- (g) research, research services and clinical trials;

**Note:** See the [Research Agreements Policy 2011](#) and the [Educational Services Agreements Policy 2017](#)

- (3) Other purchases may be high-risk if they involve the acquisition of goods or services which:

- (a) could severely or critically affect the University's functions or service delivery;
- (b) are related to projects which involve multiple vendors;
- (c) could attract publicity or media attention, increasing the likelihood of additional probity or risk management requirements, or political scrutiny;
- (d) include asset purchases with a value \$250,000 or more (exclusive of GST);
- (e) include equipment leases; or
- (f) include acquisitions in foreign currency with a value of \$200,000 or more (exclusive of GST).

- (4) In addition to the requirements of clauses 10 and 11, all high risk purchases must be referred to the UniBuy desk for assistance and guidance, which may include:

- (a) requiring University approved contract forms to be used to engage suppliers;
- (b) obtaining approval from relevant delegates; and
- (c) other relevant guidance from Procurement Services.

### 13 Ad-hoc purchases of \$250,000 and more exclusive of GST

- (1) If the goods or services required are:
  - (a) not available for purchase through a UniBuy catalogue; and
  - (b) valued at **\$250,000 or above** (exclusive of GST);the purchaser must:
  - (c) **raise a sourcing request** in UniBuy; and

**Note:** To find the form, log in to UniBuy guided buying and select the “More” tile.

  - (d) work together with the Procurement Sourcing Team for specialist oversight and support.
- (2) After submitting the sourcing request through UniBuy, a representative from Procurement Services will contact the purchaser to commence the procurement process.

### 14 Selecting suppliers

- (1) The UniBuy Desk can assist in identifying suitable suppliers if the purchaser is not aware of potential supplier sources.

**Note:** Contact [UniBuy.Desk@sydney.edu.au](mailto:UniBuy.Desk@sydney.edu.au)
- (2) When approaching the market with an RFQ and selecting suppliers, the purchaser must satisfy themselves that:
  - (a) there is an opportunity for competition in the relevant market;
  - (b) potential suppliers have time and capacity to respond to requests; and
  - (c) material submitted by potential suppliers can be managed confidentially and in accordance with intellectual property rights.
- (3) Suppliers who have no previous history with the University must be established in the University’s payment system, consistently with the [Supplier and Payment Procedures 2019](#).

## PART 3 – AFTER BUYING

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### 15 Variations to purchase order amounts

- (1) Purchasers can vary an open purchase by:
  - (a) adding a new line item to the purchase requisition for quantity and price; or
  - (b) changing the price or quantity of the existing line items.
- (2) Purchasers can increase or decrease a purchase order value in UniBuy, unless:
  - (a) the purchase order has been closed (i.e. no longer required and formally closed); or
  - (b) fully receipted (i.e. no remaining funds on the purchase order).
- (3) Purchasers can vary a closed or fully receipted purchase order by requesting the UniBuy desk to re-open the purchase order.
  - (a) The purchaser must provide the UniBuy desk sufficient explanation for the variations required.

- (4) Variations which increase the value of a purchase will generally re-trigger a financial approval for the total increased amount of the purchase order.
- (5) A financial approval will not be re-triggered for purchase order variation for the lesser of:
  - (a) \$500; or
  - (b) 10% of the total purchase order amount.

## 16 Receipting and payment

- (1) University purchase orders must be issued prior to the acquisition of goods and services, except for:
  - (a) purchases made through:
    - (i) a corporate credit card;
    - (ii) the University's specialist purchasing systems;
  - (b) acquisition of utilities; or
  - (c) retainer of legal practitioners by OGC.
- (2) Purchase orders must be created before suppliers deliver the goods and services, to ensure the University approved purchase order or contract terms (including payment terms) are in effect.
- (3) The person responsible for taking delivery of goods or receiving services must certify, by receipting the transaction in the UniBuy system:
  - (a) that the goods were received in good order and condition, or
  - (b) that the service was satisfactorily performed and to the extent required.
- (4) Payment to the supplier will be generated through UniBuy after the purchase order has been receipted.
  - (a) Payment will only be approved if matched to an approved purchase order, invoice and based on the receipting of the goods or services in the UniBuy system.
- (5) Purchasers must record assets valued at \$10,000 or more in the University's asset register.

**Note:** See [Asset Financial Management Procedures 2019](#).

## 17 Recordkeeping and disclosure

- (1) Purchasers must retain and store all documents relating to each procurement activity, consistently with the [Recordkeeping Policy 2017](#) and [Recordkeeping Manual](#).

**Note:** At the date of these guidelines, records are to be retained for a minimum of 7 years.
- (2) All procurement related documents must be attached and stored in UniBuy as supporting documents to the relevant purchase order.
- (3) Procurement related documents may be examined by:
  - (a) internal and external audit staff;
  - (b) the Independent Commission Against Corruption (ICAC);
  - (c) police; and
  - (d) any member of the public under the [Government Information \(Public Access\) Act 2009](#) (NSW).

- (4) Procurement related documents include, but are not limited to:
- (a) financial records;
  - (b) supporting documentation;
  - (c) requests for quotes;
  - (d) written quotes received;
  - (e) evaluations;
  - (f) contracts; and
  - (g) other terms of engagement.
- (5) Procurement Services must provide an executed copy of the contract to Archives and Records Management for inclusion in the University's contracts register.
- Note:** See clause 12 of the policy. Contact [recordsonline@sydney.edu.au](mailto:recordsonline@sydney.edu.au)
- (a) The [Government Information \(Public Access\) Act 2009](#) (NSW) requires the University to publicly disclose the details of contracts with private sector entities valued at \$150,000 or more (inclusive of GST), including contracts created under a purchase order.

## NOTES

### UniBuy Procurement Procedures 2019

Date adopted:	4 July 2019
Date amended:	5 May 2021
Date commenced:	5 July 2019 24 May 2021
Administrator:	Chief Procurement Officer
Review date:	5 July 2024
Related documents:	<a href="#">Privacy and Personal Information Protection Act 1998</a> (NSW) <a href="#">Government Information (Public Access) Act 2009</a> (NSW) <a href="#">University of Sydney (Delegations of Authority) Rule 2020</a> <a href="#">Code of Conduct – Staff and Affiliates</a> <a href="#">Environmental Sustainability Policy 2015</a> <a href="#">External Interests Policy 2010</a> <a href="#">Privacy Policy 2017</a> <a href="#">Procurement Policy 2019</a> <a href="#">Recordkeeping Policy 2017</a> <a href="#">Risk Management Policy 2017</a>

[Travel Policy 2018](#)

[Treasury Management Policy 2018](#)

[Workforce Engagements and Payments Policy 2016](#)

[Work Health and Safety Policy 2016](#)

[Corporate Credit Card Procedures](#)

## AMENDMENT HISTORY

Provision	Amendment	Commencing
Various	Administrative amendment correcting various broken links	31 August 2020
3	Definition of 'OGC' added. Definitions of 'designated procurement systems', 'DFAT', 'Request for Quotation', 'UniBuy catalogue' and 'UniBuy Desk' amended. Definitions of 'comprehensive buying' and 'tailored sourcing' deleted.	24May 2021
4(1)	Amended. Subclause (a) added.	
4(2)	Subclause (a) amended. Subclause (b) deleted.	24 May 2021
4(3)	Subclauses (b),(c) amended. Subclause (d) added.	24 May 2021
4(4)	Subclause (c) amended. Note added.	24 May 2021
4(5)	Subclause (a),(b) amended.	24 May 2021
4(6)	Amended.	24 May 2021
4(7)	Amended.	24 May 2021
5(1)	Amended.	24 May 2021
5(2)	Added	24 May 2021
6(1)	Amended.	24 May 2021
6(2)	Deleted	24 May 2021
6(2);6(3)	Amended	24 May 2021
7(1)	Amended	24 May 2021
8	Amended	24 May 2021
9	Amended to show thresholds in a table.	24 May 2021
10(1); 10(2)	Amended	24 May 2021
10(3);10(4)	Added	24 May 2021

10(5);10(6)	Amended	24 May 2021
10(7);10(8)	Added	24 May 2021
11(1);11(2)	Amended	24 May 2021
11(3)	Added	24 May 2021
11(4)	Deleted	24 May 2021
11(7)	Amended	24 May 2021
11(8);11(9)	Added	24 May 2021
12(1);12(2)	Subclause 12(1) deleted and replaced with new clauses.	24 May 2021
12(3)(d)	Value amended	24 May 2021
12(4)	Subclauses (b) and (c) amended.	24 May 2021
13(1)	Amended	24 May 2021
13(2)	Added	24 May 2021
14(1);14(2);14(3); 14(4)	Amended	24 May 2021
14(5)	Deleted	24 May 2021
15(5)(a)	Amended	24 May 2021
16(1)	Amended	24 May 2021
17(2)	Amended	24 May 2021
17(5)	Amended	24 May 2021