

Procurement

- 1.0 Purpose
- 2.0 Scope
- 3.0 Policy Statement
- 4.0 Roles, responsibilities and delegations
- 5.0 Definitions
- 6.0 Information
- 7.0 Related policy documents and supporting documents

1.0 Purpose

Griffith University is committed to delivering procurement that supports its purpose and values, achieves its strategic goals and operational priorities, comply with all relevant legislation, and meet obligations and targets set out in the Queensland Procurement Policy.

This Policy is the primary document within the University's Procurement Framework. It establishes the principles, governance and high-level requirements that underpin the University's procurement activities. It outlines expectations for ethical, transparent, and accountable procurement and positions procurement as a strategic enabler of value for money and broader economic, environmental, and social (purposeful public procurement) outcomes.

Operational processes, detailed requirements, controls, and step-by-step guidance are set out in the University's Procurement Procedure, Contract Management Procedure and supporting documents.

2.0 Scope

This Policy applies to all staff, University appointees, its controlled entities, and to all procurement activities authorised and conducted by or on behalf of the University, irrespective of funding source, unless expressly excluded otherwise in funding or grant agreements or associated procedures.

This policy does not apply to the following:

- Real estate/property transactions (e.g., acquisition, disposal, leasing land or existing buildings).
- Arrangements or transactions typically classified as grants, where value is not exchanged on a commercial basis.
- Financial investments, loans and guarantees.
- Employment contracts.

3.0 Policy Statement

As a Queensland statutory body, the University operates within a legislative and policy framework that mandates compliance with key financial and procurement requirements, including:

- *Financial Accountability Act 2009*
- *Financial and Performance Management Standard 2019*
- *Financial Accountability Regulation 2019*
- Queensland Procurement Policy.

Procurement is recognised as a key enabler of the University's strategic objectives, including its commitment to the United Nations Sustainable Development Goals (SDGs), and its contribution to broader Queensland Government outcomes.

The University's Agency Procurement Plan outlines the strategies, targets, and performance measures that give effect to this Policy.

3.1 Procurement principles

The University adopts the Queensland Procurement Policy principles as the foundation of its procurement approach.

Principle 1: Achieve value for money

The University must ensure that procurement decisions achieve value for money, considering the optimal balance of cost, non-cost factors, risk and relevant economic, environmental and social (purposeful public procurement) outcomes.

Principle 2: Behave ethically, and embed integrity, probity and accountability

The University must ensure that all procurement activities are conducted in a manner that:

- Upholds the highest standards of ethical behaviour.
- Maintains integrity, accountability and transparency.
- Ensures fairness and impartiality in supplier engagement.
- Complies with applicable legislation, policies and probity requirements.

Principle 3: Collaborate for more effective outcomes

The University must seek to improve procurement outcomes through:

- Capability development and functional maturity improvement.
- Engagement with industry supply markets.
- Collaborating with government agencies and relevant sector networks.

Principle 4: Support strong governance and planning

The University must maintain effective governance, oversight, and planning to ensure procurement is:

- Aligned with strategic goals and operational priorities.
- Proportionate to value and risk.
- Supported by appropriate controls and assurance mechanisms.

Detailed requirements and expectations that give effect to these principles are set out in the Procurement Procedures and Contract Management Procedures.

3.2 Purposeful procurement approach

The University applies a responsible and purposeful procurement approach that is consistent with Queensland Government priorities and aligns with the University's sustainability objectives, including the United Nations Sustainable Development Goals (SDGs).

Procurement decisions must consider the following outcomes where relevant and proportionate to the value, risk and nature of the procurement.

- **Opportunities for local and diverse suppliers** - Provide full, fair, and reasonable opportunity for Queensland suppliers including:
 - Aboriginal and Torres Strait Islander businesses and social enterprises

- local and regional suppliers, small and family businesses and medium enterprises
- businesses owned by women, people with disability, and linguistically and culturally diverse people
- businesses owned by, or employ veterans, or that support veteran transitions from the Australian Defence Force to civilian employment, or that partner with veteran charities or training programs.
- **Ethical supply chains and human rights** - Identify and manage risks such as modern slavery, human rights abuses, gender-based violence and child labour in line with applicable legislation and recognised standards.
- **Environmental sustainability** - Minimise environmental impacts and support resource efficiency across the lifecycle of goods and services, including:
 - emissions reduction and transition to low-carbon solutions
 - waste minimisation and circular economy principles (e.g., reuse, repair, recycling)
 - avoidance of unnecessary consumption, including plastic, single use plastic and disposable items
 - sustainable sourcing and resource efficiency (e.g., materials, water, energy)
 - ethically sourced and sustainably farmed food, including those harvested from terrestrial and aquatic ecosystems
 - reduction in environmental harm, including impacts on ecosystems, biodiversity and natural resources.
 - consideration of recognised standards, certifications and environmentally responsible supply chains.
- **Fair and ethical employment practices** - Engage suppliers that comply with applicable workplace and industrial relations and support lawful and fair employment practices. Where services are outsourced, workers' workplace rights must be considered on a case-by-case basis, with appropriate regard to rights and protections afforded to University staff.
- **Safe, healthy and inclusive practices** - Support safe, healthy accessible and inclusive environments, including equity, wellbeing and respect, in accordance with applicable legislation and University policies and related procedures.
- **Animal welfare** - Where relevant, ensure compliance with applicable animal welfare legislation, standards and guidelines.

Performance measures, targets and reporting arrangements are defined in the University's Agency Procurement Plan.

3.3 Governance structure and compliance reporting

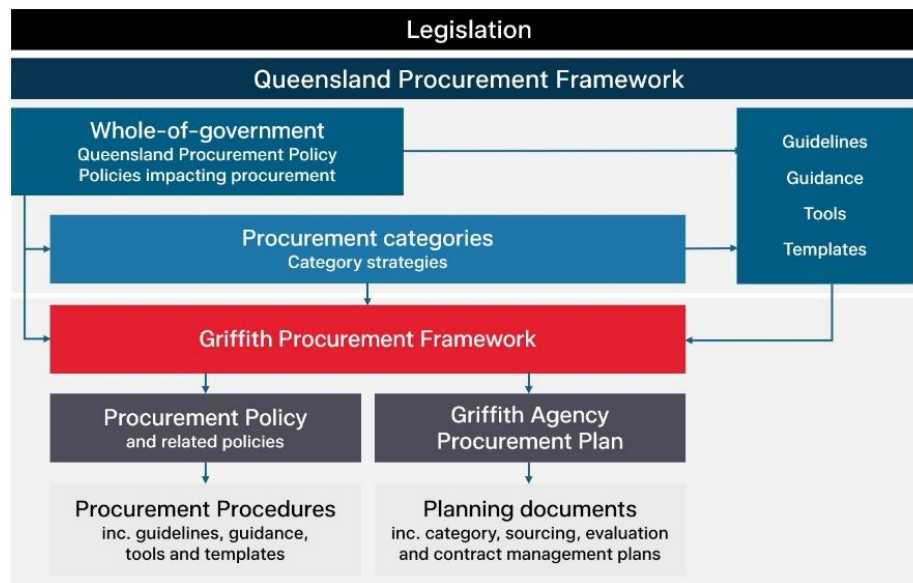
3.3.1 Procurement framework

The University operates within the Queensland Procurement Framework and maintains an internal Procurement Framework that:

- Aligns with government requirements.
- Integrates policies, procedures, planning, and assurance mechanisms.
- Is supported by guidelines, tools, and systems.

Diagram 1 below illustrates how the two frameworks integrate.

Diagram 1 Procurement framework



3.4.2 Procurement operating model

The University operates a hybrid centre-led procurement model that:

- Provides central oversight and strategic direction.
- Enables local decision-making within defined governance arrangements.
- Supports a category management approach to procurement.

Accountability is applied using a risk- and value-based approach to ensure appropriate oversight and decision-making.

3.4.3 Compliance, evidence and reporting

The University must:

- Comply with the Queensland Procurement Policy Reporting Framework.
- Ensure procurement data and information is accurate, reliable and fit for purpose.
- Support internal governance, external accountability, and public reporting requirements.

Detailed reporting requirements and processes are defined in the Procurement Procedures and relevant reporting frameworks.

3.4 Procurement Assurance Model

The University adopts the Queensland Government Procurement Assurance Model (PAM) to support ethical, transparent and accountable procurement.

This includes:

- Promoting ethical supplier behaviour.
- Supporting supplier capability development.
- Applying appropriate accountability measures.

Application of the PAM, including its structure, processes and defined responsibilities is set out in the Queensland Government's Procurement Assurance Model Framework.

The University applies the PAM in accordance with this framework, with requirements for when and how the PAM is applied defined in the Procurement Procedures and Contract Management Procedures.

3.5 Procurement thresholds, delegations and exemptions

The University establishes procurement thresholds, delegations, and exemption provisions to ensure that procurement activities are appropriate and proportionate to value and risk. Detailed requirements, approval authorities, and conditions are defined in the Procurement Procedures and Contract Management Procedures.

4.0 Roles, responsibilities and delegations

ROLE	RESPONSIBILITY
Vice Chancellor	<ul style="list-style-type: none"> • Approving Authority for this Policy. • Accountable for ensuring appropriate governance and oversight of procurement. • Accountable Officer with responsibilities as defined in the Queensland Procurement Policy.
Executive Group	<ul style="list-style-type: none"> • Ensuring implementation and compliance within their areas of responsibility.
Chief Operating Officer	<ul style="list-style-type: none"> • Accountable for oversight of procurement governance and policy compliance. • Sub-delegated authority to approve Procurement Thresholds (excluding mandated QPP minimum thresholds) and determine Procurement Delegation authority (e.g., positions with authority to approve category plans, sourcing and evaluation plans, sourcing award and contract management plans).
Chief Financial Officer	<ul style="list-style-type: none"> • Responsible for oversight and approval of Procurement Procedures and Contract Management Procedures.
Strategic Procurement and Supply	<ul style="list-style-type: none"> • Develop and maintain the Procurement Framework. • Provide strategic oversight and advice. • Support capability development and continuous improvement. • Category management (including strategic sourcing and contract management, forward procurement pipeline). • Monitor compliance and performance.
Departments, Business Units, Schools and Elements	<ul style="list-style-type: none"> • Undertake procurement activities in accordance with this Policy and Procurement Procedures.

- Ensure appropriate management of procurement and contracts within their areas.

Service Centre

- Support purchasing, supplier onboarding and payment activities in accordance with University requirements and controls.
- Provide purchasing and payment guidance, resources and training.

Delegate

- Exercise procurement delegations in accordance with applicable policies, procedures and legislation.
- Ensure procurement decisions are appropriate, defensible and aligned with University requirements.

Staff

- Comply with this Policy, Procurement Procedures, and relevant legislation.
 - Support ethical, transparent and accountable procurement practices.
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5.0 Definitions

Refer to the University's [Glossary of Procurement Definitions](#).

6.0 Information

Title	Procurement Policy
Document number	2026/0001083
Purpose	<p>Griffith University is committed to conducting procurement activities that align with its purpose and values, support its strategic goals and operational priorities, comply with all relevant legislation, and meet its obligations under the Queensland Procurement Policy.</p> <p>This Policy is the primary document within the University's Procurement Framework. It establishes the principles, governance and high-level requirements that underpin the University's procurement activities. It defines the expectations for ethical, transparent, and accountable procurement and positions procurement as a strategic enabler of value for money and broader economic, environmental, and social (purposeful public procurement) outcomes.</p> <p>Operational processes, detailed requirements, controls, and step-by-step guidance are set out in the University's Procurement Procedure, Contract Management Procedure and supporting documents.</p>

Audience	Staff
Category	Operational
Subcategory	Finance
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goals: 8: Decent Work and Economic Growth 12: Responsible Consumption and Production 14: Life Below Water 15: Life on Land
Approval date	14 August 2026
Effective date	12 October 2026
Review date	2029
Policy advisor	Chief Financial Officer
Approving authority	Vice Chancellor

7.0 Related Policy Documents and Supporting Documents

Legislation	<i>Child Safe Organisations Act 2024 (Qld)</i> <i>Disability Discrimination Act 1992</i> <i>Financial Accountability Act 2009 (Qld)</i> <i>Financial Accountability Regulation 2019</i> Financial and Performance Management Standard 2019 <i>Griffith University Act 1998</i> <i>Human Rights Act 2019 (Qld)</i> <i>Information Privacy Act 2009 (Qld)</i> <i>Modern Slavery Act 2018</i> <i>Privacy Act 1988</i> <i>Work Health and Safety Act 2011 (Cth)</i>
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All other legislation applicable to the nature of the goods and services being provided.

Policy	<p>Queensland Procurement Policy</p> <p>Queensland Government's Procurement Assurance Model Framework</p> <p>Assets Management Policy</p> <p>Child Safety and Wellbeing Policy</p> <p>Code of Conduct</p> <p>Conflict of Interest Policy</p> <p>Delegations Policy</p> <p>Environmental Sustainability Policy</p> <p>Fraud and Corruption Control Policy</p> <p>Gender-based Violence and Sexual Harm Prevention and Response Policy</p> <p>Gifts and Benefits Policy</p> <p>Health, Safety and Wellbeing Policy</p> <p>Hospitality and Entertainment Policy</p> <p>Information Management Policy</p> <p>Modern Slavery Policy</p> <p>Public Interest Disclosure Policy</p> <p>Risk and Resilience Management Policy</p> <p>Travel Policy</p> <p>Refer to the Policy Library for other policies that may be applicable to the nature of the goods and services being provided.</p>
Procedures	<p>Procurement Procedure</p> <p>Contract Management Procedure</p>
Local Protocol	Not applicable.
Forms	<p>Templates, tools and systems are accessible through the Strategic Procurement and Supply Service webpage.</p> <p>Knowledge articles and request forms are accessible through Services@Griffith.</p>