

Procurement Policy

Applies to all of Uniting

Procurement (Finance & Fees)

Policy statement

This policy outlines the fundamental guiding principles and obligations under which Uniting will operate when engaging with third-party suppliers for the acquisition of goods and services.

This policy is applicable to all of Uniting and applies to all staff regardless of employment status.

All aspects of the procurement process operate within and support the organisation's corporate values and Employee Code of Conduct.

Contents

1	Purpose.....	3
2	Legislation and standards	3
3	Policy statements	3
4	Procurement principles	4
5	Policy escalation and support	4
6	References and resources	5
7	Related documents	5
8	Metadata	5

1 Purpose

Effective engagement of, and support from, third-party suppliers is a key aspect to how Uniting operates, adds value to and delivers services to clients.

This policy outlines the fundamental guiding principles and obligations under which Uniting will operate when engaging with third-party suppliers for the acquisition of goods and services.

The policy covers the acquisition of all goods and services (including contract labour, capital works and equipment) from third-party suppliers for all Uniting operations for both direct and indirect requirements. This policy also covers the use of Corporate Purchase Cards (P-Cards), but does not cover direct employment HR contracts.

2 Legislation and standards

This policy document is supported by the relevant Australian Consumer Law (ACL) and Competition and Consumer Act (CCA) legislation.

3 Policy statements

The Procurement Policy & Procedure framework outlines the specific requirements for the end to end procurement process, however, as it relates to the overarching Uniting Procurement Policy, the key points are:

- Industry best practice supplier evaluation and tendering processes will be used when engaging suppliers through a formal Request for Quote/Request for Proposal engagement process
- Evaluation criteria will be established for each individual tender engagement as appropriate, and will include corporate social responsibility, health and safety criteria and risk evaluation assessment criteria
- Appropriately delegated and trained staff will be responsible for the execution of the procurement process and the completion of the appropriate process documentation for transparency and auditability
- Uniting uses a Corporate Purchasing Card (P-Card) program and procedure for low dollar value or non-strategic transactions under defined clip levels, as well as the use of online catalogues for high-volume recurrent purchases where possible
- Competitive quoting, tender and/or negotiation processes will be used for purchases outside of the low dollar value strategy
- With the exception of valid/approved exception categories, system generated purchase orders (POs) should be established for all acquisitions in line with a 'no-PO – no pay' approach and a three-way match (invoice, PO, goods receipt) accounting principle

- Through our procurement process we will endeavour to minimize our environmental footprint wherever possible

All procurement activity performed must comply with the appropriate and applicable laws including all privacy, consumer protection, safety, environmental and competition legislation.

4 Procurement principles

Supporting the Policy, the underlying principles behind all procurement activity in Uniting are:

- To identify and develop relationships with key suppliers in each business area that support our business objectives and complement the offerings and value we deliver to our clients
- Drive the best overall value by selecting goods and services that meet the business requirements while representing the best overall return for the financial commitment
- Identification and management of commercial and operational risks within the scopes and services provided by third-party suppliers
- Engage with our suppliers in an ethical and transparent manner that meets all applicable legal, regulatory and contractual obligations, as well as supporting the commitment Uniting has to all aspects of corporate social responsibility within our supply chain as outlined in the Supplier Code of Conduct
- The procurement process is executed in accordance with documented authority levels and appropriate roles and responsibilities within Uniting.

5 Policy escalation and support

Any questions regarding this policy should be addressed to the Head of Procurement.

Further, the independently operated STOPline supports the process as a whistleblowing service and can be contacted in the case of any perceived infractions or serious concerns of suspected wrongdoing within the procurement process.

Contact details below:

Head of Procurement procurementsupport@uniting.org
 02 9275 9496

STOPline service: 1300 30 45 50
unitingcarenswact@stoline.com.au
www.unitingcarenswact.stoplinereport.com

6 References and resources

All related national and state based legislation referenced in this policy document

7 Related documents

- Uniting Supplier Code of Conduct
- Procurement Procedure
- Employee Code of Conduct
- Corporate Purchase Card Procedure

8 Metadata

Publication date	01 August 2018	Review date	01 August 2018
Replaces	Procurement Policy		
Version number	V1.1		
Applies to	All Uniting	Financial Performance and Assurance	Choose an item.
Responsible Review Officer	Head of Procurement		
Practice Area or Service	Finance and Fees	Choose an item.	Choose an item.
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Office use only			
Executive Approval	[Date]	Staff Committee	[Date] Staff Newsletter [Date]
Approved by: "[Insert Name]" "[Insert Title]", Uniting "[Insert Month & Year]"	"[Digital Signature]"		