



Procedure: Procurement Probity

Purpose

To inform staff of the probity framework for purchasing goods and services with University funds.

Procedure

Conflict of interest

1. Staff involved in University purchasing activities disclose all actual or perceived conflict of interest arising from purchasing activities in accordance with the University's [Disclosure of Interest policy](#).
2. Particular attention is given where potential suppliers:
 - a. are current or past employee(s) of the University; and/or
 - b. have a personal relationship with any ANU employees involved in the procurement process.
3. University staff must:
 - a. not seek to benefit from practices that are dishonest, unethical or unsafe;
 - b. not accept any form of entertainment or gifts from respondents during a procurement process; and
 - c. avoid all situations that could give rise to a conflict of interest, either real or perceived.
4. Where a conflict of interest, either real or perceived, has been identified, the authorised delegate contacts the Corporate Governance & Risk Office (CGRO) to undertake an independent risk assessment.

Fair dealing requirements for major procurements

5. The authorised delegate is responsible for ensuring the University:
 - a. gives all tenderers the opportunity to make an offer on the same terms;
 - b. does not provide misleading information;

- c. identifies and addresses any actual or perceived conflict of interest arising as a result of the tender process; and
 - d. conducts the tender process confidentiality.
6. The appointed evaluation panel is responsible for ensuring the University:
- a. assesses offers fairly and consistently and in accordance with the criteria in the request documentation; and
 - b. adheres to the published conditions of the request documentation, particularly in regard to the evaluation process.

Probity advice/risk assessment

7. If the tender process relates to a major procurement, i.e. procurement activity of AUD 250,000 or greater in value, a full risk assessment is undertaken in accordance with the [University's Risk Management policy](#) and consideration is given to the appointment of an independent probity advisor in consultation with CGRO.

Documentation

8. A Probity Plan is completed for all major procurements.

Document information

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