

# Purchasing - Procurement Authorising Board Procedure

## Section 1 - Purpose / Objectives

(1) This procedure provides the terms of reference, structure, composition and operating instructions for the VU Procurement Authorising Board.

## Section 2 - Scope / Application

(2) This procedure applies to members and associates of the University Procurement Authorising Board.

## Section 3 - Definitions

(3) Nil

## Section 4 - Policy Statement

(4) See [Purchasing Policy](#).

## Section 5 - Procedures

### Part A - Roles/Responsibility

Roles	Responsibilities
The Procurement Authorising Board	<ul style="list-style-type: none"> <li>- provides oversight and governance of the Procurement function across the University, specifically focusing on policy, procedures, practices and performance.</li> <li>- provides authorisation and/or approving significant University-wide Procurement projects.</li> <li>- provides strategic counsel and advice to the Director, Procurement &amp; Business Operations as and when required.</li> </ul>
Procurement	<ul style="list-style-type: none"> <li>- Identifies opportunity for tender</li> <li>- Perform market benchmark to identify full potential</li> <li>- Convene PAB for RFT initiation and approval of recommended supplier</li> <li>- Runs RFT</li> <li>- Perform tender evaluation/analysis</li> <li>- Contracting with supplier</li> </ul>
Key Stakeholders	<ul style="list-style-type: none"> <li>- Provide Scope of Works or Statement of Requirements for RFT</li> <li>- Involved in the RFT process including evaluations/analysis</li> </ul>

(5) Roles and Responsibilities are as defined in the process flow charts:

- a. Procurement Authorising Board Engagement Process
- b. Procurement Authorising Board Framework

## Part B - Procedures

- (6) The Procurement Authorising Board provides oversight and governance of the Procurement function across the University, specifically focusing on policy, procedures, practices and performance.
- (7) The Key Stakeholder and / or Procurement will prepare the tender report and submit it to PAB. NB: The proponent cannot be a member of the PAB, as this would create a conflict of interest and a subsequent audit issue.
- (8) No member of the PAB may be involved in the preparation of the tender report, as this would create a conflict of interest and a subsequent audit issue.
- (9) A register of PAB approvals will be maintained for internal monitoring and compliance.
- (10) The Procurement Authorising Board is responsible for the authorisation and/or approving of significant University-wide Procurement projects. The Procurement Authorising Board will also provide strategic counsel and advice to the Director, Procurement & Business Operations as and when required.
- (11) The Procurement Authorising Board does not select the successful tenderer but reviews the decision and process of selecting successful supplier. The board considers every tender that Procurement undertakes on behalf of the University.
- (12) The Procurement Authorising Board will consist of permanent membership from Infrastructure & CIO, Finance, Procurement and Legal supported by the variable membership from the key stakeholders as detailed below.
- (13) The Procurement Authorising Board is responsible for the authorisation of significant, University-wide Procurement projects and plans.
- (14) The Chair of the PAB must not be involved in the development of recommendations to the PAB, nor be involved in any other matters that may compromise, or be perceived to compromise, the independence of the PAB.

## Part C - Membership of the Procurement Authorising Board

### (15) Permanent Membership

- a. Vice President, Infrastructure and CIO- CHAIR Person (or representative)
- b. PVC, Planning and Finance (or representative)
- c. Director, Procurement and Business Operations (or representative)
- d. Director, Portfolio of the Vice Chancellor (or representative)

### (16) Variable Membership

- a. Representative of Key Stakeholders of the category under review
- b. Members of the University community, where applicable

### (17) Tender and Contract Approval

- a. The tender recommendation report will be approved by the Chair Person of the Procurement Authorising Board
- b. The contract agreement with the successful supplier following approval from Procurement Authorising Board will be approved by PVC, Planning and Finance for all budgeted spend. For non-budgeted spend, approval by the Vice Chancellor is required.
- c. Contract agreement may be signed by Director, Procurement & Business Operations as stipulated in [Financial Delegations Schedule](#).

d. All Capital Works Projects must be designated on "List A" of the Capital Works Plan and approval as stipulated in Delegations Framework and Register.

(18) Any variation of scope or cost increases above 5% from the awarded contract value must be reapproved by Procurement Authorising Board.

## **Section 6 - Guidelines**

(19) Nil

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	30th January 2015
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<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	28th January 2015
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