

## STRATEGIC PROCUREMENT OUTLOOK

### SECTION RESPONSIBILITIES

Develop, implement and promote:

- Policies and procedures
- Systems and process

Source, evaluate, implement and monitor:

- Approved suppliers

Train, educate and confer with:

- Staff and stakeholders



### PROCUREMENT REQUIREMENTS

We have both ongoing operational and occasional specialised needs for a wide range of goods and services sourced under the procurement policy basis. These requirements may be provided on a specific site, state, national or international basis.

### PROCUREMENT PROCEDURES

All strategic procurement is managed by a specialised procurement section in the Office of Finance, Planning & Reporting within the division of Corporate Services.

### LISTING OF PLANNED ACTIONS

#### PROCUREMENT

All procurement action listed on page two as planned procurement has been included on the basis that it is either strategic or operationally required and will be conducted under the procurement policy basis.

#### TRAINING

All training action listed on page two as planned training has been included on the basis that it is either promoting the effective use of systems or delivering skills.

#### COMPLIANCE

All compliance action listed on page two as planned compliance has been included on the basis of ensuring that approved suppliers in place are communicated to and understood by staff, and staff are adhering to engaging approved suppliers.

#### SUPPLIER MANAGEMENT

All supplier management action listed on page three as planned supplier management has been included on the basis that it is either monitoring key performance indicators or relationship building.

#### POLICIES AND PROCEDURES

All policies and procedures action listed on page three as planned policies and procedures action has been included on the basis that it is either developing or maintaining procurement or supply area systems or processes.

#### OTHER

All other action listed on page three as planned other action has been included on the basis that it is either implementing initiatives or assisting other areas of the university.

#### UPDATING OF LISTINGS

Any further projects for which we require procurement action in the course of 2009 will be included following a periodic review of the annual procurement plan. Any revision or cancellation of listed procurement actions will be noted. Suppliers and staff should note the version date on the bottom of the page.

## PLANNED ACTIONS

### PROCUREMENT

REFERENCE	DESCRIPTION	APPROACH
1	Computers	2007 (ongoing)
2	Electricity, gas & water – operational review	2009 (ongoing)
3	Multi function devices	Current
4	Printers	Current
5	Fleet <ul style="list-style-type: none"> <li>- Vehicle standardisation &amp; sourcing (tool of trade)</li> <li>- Leasing</li> <li>- Fuel cards</li> <li>- Salary sacrifice</li> <li>- Internal administration</li> </ul>	January onwards
7	Travel <ul style="list-style-type: none"> <li>- Current process and supplier review</li> </ul>	January onwards
8	Furniture <ul style="list-style-type: none"> <li>- Current purchasing processes</li> </ul>	July
9	Purchasing Card <ul style="list-style-type: none"> <li>- Usage review</li> </ul>	March

### TRAINING & INFORMATION SESSIONS

REFERENCE	DESCRIPTION	DELIVERY
1	Finance One <ul style="list-style-type: none"> <li>- Purchasing module</li> </ul>	Ongoing
2	Procurement <ul style="list-style-type: none"> <li>- Purchasing &amp; accounts payable processes</li> </ul> (OS/BPI - Murdoch 2010 project)	Ongoing

### COMPLIANCE

REFERENCE	DESCRIPTION	MONITORING
1	Major transactional audit <ul style="list-style-type: none"> <li>- Communication and remedies</li> </ul>	March
2	Major transactional audit <ul style="list-style-type: none"> <li>- Communication and remedies</li> </ul>	October
3	Random transactional audit <ul style="list-style-type: none"> <li>- Communication and remedies</li> </ul>	Ongoing

### SUPPLIER MANAGEMENT

REFERENCE	DESCRIPTION	REPORTING
1	Major KPI review <ul style="list-style-type: none"> <li>- Approved suppliers</li> </ul>	March
2	Major KPI review <ul style="list-style-type: none"> <li>- Approved suppliers</li> </ul>	October
3	Minor KPI review <ul style="list-style-type: none"> <li>- Approved suppliers</li> </ul>	Ongoing

# Strategic Procurement Plan 2009



## POLICIES AND PROCEDURES

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REFERENCE	DESCRIPTION	UPDATE
1	Procurement - Review	July
2	Travel - Review	January onwards
3	Fleet - Review	January onwards

## OTHER

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REFERENCE	DESCRIPTION	TIMING
1	Review expiring agreements - Review	Ongoing