

# **Procurement Steering Group Terms of Reference**

## **Section 1 - Establishment**

(1) The Procurement Steering Group is established as a management group to facilitate the strategic approach to the procurement lifecycle, deliver better value and manage risks in accordance with the Procurement Policy.

## **Section 2 - Functions and Responsibilities**

(2) The Procurement Steering Group is expected to ensure the Procurement Policy principles are appropriately addressed.

(3) The Procurement Steering Group will also provide oversight of the University's procurement objectives and performance by ensuring the following:

- a. Strategic Alignment: review and provide feedback to relevant stakeholders to support the delivery of procurement activities in line with organisational objectives
- b. Process Delivery: review and endorse procurement strategies, alternative procurement methods and approve the award for significant sourcing activities
- c. Governance: oversight on procurement practices with relevant policies and legislation. Ensure all procurement activities operate on a culture of strong probity and accountability. The Procurement Steering Group will develop actions on any compliance or audit activities
- d. Performance and Capability: oversight on the performance management of procurement activities and building procurement capability across the University

(4) Strategies and submissions endorsed or approved by the Procurement Steering Group are not precluded from existing delegated financial authorities.

## **Section 3 - Membership**

(5) The membership of the Procurement Steering Group shall comprise the following:

- a. Chief Financial Officer (Chair)
- b. 3 x staff representative from the Colleges (HE & VET) and Research
- c. 1 x staff representative from ITMS
- d. 1 x staff representative from Property & Facilities

(6) Other employees and representatives responsible for items on the Procurement Steering Group Agenda may be requested to attend meetings on an ad-hoc or permanent basis.

## **Section 4 - Chair**

(7) The Chair of the Procurement Steering Group shall be the Chief Financial Officer (or nominee).

## **Section 5 - Secretary**

(8) The Secretary of the Procurement Steering Group shall be the Senior Manager Financial Planning (or nominee).

## **Section 6 - Term of Office**

(9) Members will hold office for the term of their substantive position with the University.

## **Section 7 - Quorum**

(10) A quorum shall comprise three (3) members of the Procurement Steering Group.

## **Section 8 - Meetings**

(11) The Procurement Steering Group will meet as required, and at least four times per year.

## **Section 9 - Agenda**

(12) The agenda is to be distributed with supporting documentation at least seven days prior to the meeting date.

(13) The agenda may include the following:

- a. Endorse Spend Category Plans
- b. Endorse and Approve Significant Sourcing Events (Endorse Strategy and Approve Award)
- c. Endorse Actions resulting from legislative requirements
- d. Endorse Actions resulting from the University Policy and Procedures
- e. Endorse Procurement Functional Strategy, Targets and Progress
- f. Endorse Governance Activity Reporting and Progress
- g. Endorse Key Contract Management and Supplier Relationship Management Plans

## **Section 10 - Minutes**

(14) Meeting minutes will be taken and distributed within one week of the meeting.

## **Section 11 - Reporting**

(15) The Procurement Steering Group must provide a report in a timely manner to the next meeting of the Audit, Risk and Compliance Committee.

## Section 12 - Conflicts of Interest

(16) Where a member has an actual, potential or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required, as per the terms of the Conflicts of Interest Policy.

## Section 13 - Non-compliance

(17) Non-compliance with Governance Documents is considered a breach of the [Code of Conduct – Staff](#) or the [Code of Conduct – Students](#), as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the [Charles Darwin University and Union Enterprise Agreement 2022](#) and the [Code of Conduct – Students](#).

(18) Complaints may be raised in accordance with the [Code of Conduct – Staff](#) and [Code of Conduct - Students](#).

(19) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the [Fraud and Corruption Control Policy](#) and [Whistleblower Reporting \(Improper Conduct\) Procedure](#).

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	14th October 2021
<b>Review Date</b>	12th October 2023
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	8th July 2022
<b>Expiry Date</b>	31st December 2024
<b>Committee Chair</b>	Rick Davies Vice-President Corporate and Chief Financial Officer
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