Procurement Steering Group Terms of Reference

Section 1 - Establishment

(1) The Procurement Steering Group (PSG) is established as a management group to facilitate a strategic approach to the University's procurement processes and outcomes.

Section 2 - Functions and Responsibilities

(2) The Procurement Steering Group will oversee and ensure the University's Procurement Policy principles are being appropriately implemented.

(3) The Procurement Steering Group will provide leadership of the University's procurement objectives, processes and performance by:

a. providing advice to relevant stakeholders to support the delivery of procurement activities in line with the University's business and strategic requirements;
b. assisting in the development of any plans in areas such as Indigenous procurement and sustainable procurement;
c. reviewing and approving/endorsing all Alternative Procurement Method (APM) and contract extension requests, as well as recommendations made by Tender Evaluation Panels;
d. encouraging procurement activities to operate with a culture of strong probity, accountability and transparency;
e. assisting on compliance with the Modern Slavery Act 2018; and
f. developing actions in response to any review or internal audit.

(4) Strategies and submissions endorsed or approved by the Procurement Steering Group are subject to existing delegated financial authorities under the Delegations Policy and in the Delegations Register.

Section 3 - Membership

(5) Membership of the Procurement Steering Group will comprise:

a. Chief Financial Officer (Chair) (ex-officio);
b. Executive Officer Corporate (ex-officio);
c. one representative from each higher education faculty, nominated by the Faculty Pro Vice-Chancellor;
d. one CDU TAFE representative, nominated by the Pro Vice-Chancellor CDU TAFE; and
e. one Research representative, nominated by the Deputy Vice-Chancellor Research and Community Connection.

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

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Section 4 - Chair

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

(8) If the Chair is not available, the Executive Officer Corporate will chair the meeting.

Section 5 - Secretary

(9) The Procurement Administrator will act as secretary to the Procurement Steering Group.

Section 6 - Term of Office

(10) Ex-officio members are members of the committee for the duration of appointment to their position.

(11) Nominated members will hold office for a term of two (2) years from the date of appointment.

Section 7 - Quorum

(12) A quorum shall comprise at least 50% of the members of the Procurement Steering Group.

Section 8 - Meetings

(13) The Procurement Steering Group will meet at least 4 times per year, and the Chair may call additional meetings if necessary.

Member Conduct

(14) Professional conduct of members is expected at all times. The Chair may call members to order as required.

(15) As required, members must treat items of discussion with confidentiality.

Section 9 - Out of Session Approvals

(16) Out-of-session approvals require the approval of the Chair to proceed to the Procurement Steering Group.

(17) Procurement requests and recommendations requiring a resolution prior to the next scheduled meeting will be managed ‘out-of-session’ via email. The expectation is that members will respond individually to the ‘out-of-session’ request within three (3) business days.

Section 10 - Agenda

(18) The agenda will be distributed with supporting documentation normally at least seven (7) days prior to the meeting date.

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Section 11 - Minutes

(19) Meeting minutes and action items will be made available within two (2) weeks of the meeting.

(20) The minutes will detail the item under discussion, the main points of the discussion, the resolution reached and the primary reasons for reaching that determination.

Section 12 - Reporting

(21) The minutes and action items from the Procurement Steering Group will be provided to the next meeting of the Audit, Risk and Compliance Committee (ARCC).

(22) Information relating to matters under consideration and issues resolved will be disseminated to the University.

Section 13 - Conflicts of Interest

(23) 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 14 - Non-compliance

(24) Non-compliance with governance documents is considered a breach of the Code of Conduct - Employees 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 2025 and the Code of Conduct - Students.

(25) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(26) 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

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Glossary Terms and Definitions

"Faculty" - An organisational and academic unit in the University that delivers courses and conducts research.

"University" - Charles Darwin University, a body corporate established under section 4 of the Charles Darwin University Act 2003. The University is comprised of the various faculties, CDU TAFE, organisational units, and formal committees, including the governing University Council and Academic Board.

"Governance document" - means policy or procedure published in the Governance Document Library. Policies and procedures are collectively called ‘governance documents’ and are often referred to as ‘policy’ or ‘University policy’.