

Terms of Reference

Name	Strategic Procurement Governance Committee (SPGC)
Purpose	To exercise the necessary governance of CAUDIT's procurement activities to ensure that they comply with CAUDIT Policies and Procedures, Commonwealth and State Legislation (where appropriate) and best practice procurement governance; and ensure that any conflict of interest or questions relating to probity are effectively managed.
Membership	<p>The Committee shall comprise of:</p> <ol style="list-style-type: none">1. A chair appointed by the CAUDIT Executive. Whilst it would be preferable for the chair to be an IT Director, the appointment is at the discretion of the CAUDIT Executive and need not necessarily be a serving IT Director. The Chair will be appointed for a period of 2 years, with the option to extend this for a further 2 years at the discretion of the CAUDIT Executive. The role of the Chair is to support the DSP and the SPGC to achieve its stated goals through:<ul style="list-style-type: none">▪ Leadership of the Committee▪ Championing of its work with the CAUDIT Executive Committee, CAUDIT Members and other CAUDIT Committees▪ Maintaining a strong working relationship with the DSP▪ Providing advice and facilitating networks for the DSP▪ Advising on the effective functioning of the SPGC▪ Working in partnership with the CAUDIT Executive Committee to align SPGC's agendas with CAUDIT's Strategic Objectives and Priorities.2. Up to 2 general members drawn from and representative of the diversity of CAUDIT membership.3. General members are appointed for a period of 2 years, with half of the members being up for re-appointment each year. There are no limitations on the number of times a member can serve on the Committee.4. One or more other members appointed by the CAUDIT Executive.5. One member appointed by the NZ Representative of the CAUDIT Executive.6. Where there are more nominations than positions available, the Chair of the Committee and the CAUDIT Executive will review the applicants and make a selection at their discretion.7. One member appointed by the USLC Executive as an Observer.8. Members may be asked to provide input outside of scheduled meeting times.9. The DSP will provide support for the committee.
Goals	<ol style="list-style-type: none">1. To provide assurance with respect to CAUDIT procurement processes and probity.2. To maintain oversight of processes and policies to ensure alignment with common higher education and research procurement practices.

Meeting Frequency

The SPGC shall meet at least once every half year.

The Chair may call other meetings as may be required.

Reporting and Communication

The Chair will report to the Executive as required.

In general communication between SPGC and the membership of CAUDIT and constituent groups should be through the Chair or delegate.

For specific activities focused on a particular issue the Chair may nominate an individual to take a lead role on the activity on behalf of the SPGC.

Committee Review

CAUDIT Executive to review the SPGC and its terms reference annually to ensure the SPGC is operating at a level and in a manner necessary to achieve the above and other objectives as directed by the CAUDIT Executive Committee and as requirements change

Governance

The quorum shall be one half of the Committee membership plus one.

Approved: CAUDIT Executive Committee – 05 August 2015

Reference: Executive Meeting Minutes

Date for Review: Q3 2017