



Purchasing Accreditation Committee Charter

Purpose:	To provide expert oversight for the procurement processes associated with any purchases equal to or above \$100,000 (incl. GST) conducted by council.
Membership:	Chief Executive - Chairperson Executive Officers and Managers - Members Coordinator Procurement & Contracting - Secretariat
Quorum:	3 Members
Meeting Frequency:	Fortnightly on Wednesday at 10am
Scope of Activity:	<p>Give process approval on all procurement activities for purchases less than \$500,000 (incl. GST).</p> <p>Give process approval and endorsement on all procurement activities for purchases equal to or greater than \$500,000 (incl. GST).</p> <p>Endorse strategic procurement plans, probity plans and tender documents for all major purchases.</p> <p>In addition to the above activities PAC will:-</p> <ul style="list-style-type: none">• Ensure that all activities leading to the purchase of goods and services are carried out in accordance with the principles of open and effective competition, ethical and fair dealing, value for money and accountability.• Ensure that purchasing processes are planned and managed in a strategic manner which demonstrates our proactive approach, within the context of Council's purchasing policies and guidelines.• Promote a purchasing workforce that is professional, skilled and motivated.• Promote the use of best practice processes which include electronic commerce that provide purchasing, contracting, electronic ordering and information provision functions.• Ensure that monitoring, review and improvement of operational purchasing processes is carried out.• Promote and communicate key Local Government purchasing reforms.
Reporting:	Quarterly Forums will be held with members of PAC Charter to be annually reviewed
Delegated Authority:	NIL