



# POSITION DESCRIPTION

**Position Title:** Board member (**public employee**) - Government Procurement Board

**Legislation:** *Government Procurement Act 2001*

**Minister:** Minister for Finance

**Notifying Body:** Chief Minister, Treasury and Economic Development Directorate, Procurement ACT

**Location:** Canberra

**Last Reviewed:** June 2026

*This is a non-remunerated position*

## **THE GOVERNMENT PROCUREMENT BOARD**

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The Government Procurement Board (**Board**) is established under the *Government Procurement Act 2001 (Act)* and the *Government Procurement Regulation 2007 (Regulation)* and is supported by Terms of Reference and a Strategic Direction, issued by the Minister for Finance under the Act.

Under section 29 of the Act, the purpose of the Board is, through the exercise of its functions, to provide strategic direction in relation to procurement for the Territory.

Further under section 29 of the Act, the functions of the Board are:

- to review procurements of a kind prescribed by regulation and government procurement practices;
- if required, to make recommendations, in writing, to Territory entities in relation to procurements reviewed;
- if appropriate, endorse government procurement practices reviewed;
- to recommend that the Minister give a direction about government procurement practices to Territory entities under section 43 of the Act;
- to provide advice to the Minister on any issue relevant to procurements by Territory entities or the operation of the Act; and
- to exercise any other function given to the board under the Act or any other territory law.

The Board also acts as the governing body for the Procurement Accreditation Program – Goods and Services.

The Board comprises of a Chairperson (who must not be a public employee), a Deputy Chairperson (who must be a public employee), three public employee members, and four non-public employee members.

The Board's composition includes a range of individuals with skills encompassing project management, risk management, finance, construction, law, ICT, health, community and human services, civil engineering and experience in the private and/or not-for-profit sector.

The Board typically meets once per week to provide strategic recommendations and advice to the ACT Government on higher value, higher risk procurements, and as otherwise required to discharge its functions.

Additional details about the current Board can be found at [https://www.procurement.act.gov.au/about/procurement\\_board](https://www.procurement.act.gov.au/about/procurement_board).

Appointments to the Board are ministerial appointments and are subject to the relevant processes under the Act and the Regulation, and associated ACT Government policies and procedures. This includes the conduct of this recruitment process, briefing the Minister, briefing Cabinet. For this reason, appointments to the Board typically take 4-6 months to be made.

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## **POSITION OVERVIEW**

Expressions of interest are sought from eligible and suitably qualified people for part time appointment to the Board. Opportunities will arise in late 2026 for a public employee member role.

Board members must act in the best interests of the Territory, avoid or appropriately manage conflicts of interest and conflicts of duties, act with honesty, diligence and adhere to principles of transparency, accountability and probity. For this purpose, the public employee members are appointed in their own right, and not as representatives or advocates of their Territory directorate or entity.

### **Board member (public employee)**

Board members contribute their skills and expertise to undertaking the functions of the Board, consistent with the applicable Terms of Reference and Strategic Direction. For a public employee member, this includes actively supporting the capability uplift of their own, and other Territory entities.

A public employee member must be a public employee for the duration of their appointment, and their appointment will be ended if they cease to be a public employee during their appointment term.

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## **MEETINGS AND REMUNERATION**

### **Meetings**

The Board typically meets weekly to review procurement proposals, and consider accreditation matters and other business via video-conference. Meetings are typically two hours, depending on the number of items for consideration, and meeting papers are provided to members ahead of each weekly meeting. The Board also considers urgent procurement proposals out of session, as they arise.

Additionally, the Board generally meets annually in Canberra for strategic planning.

The Board may also meet for other purposes relevant to its functions, such as to discuss annual reporting.

In addition to the above meetings, the Board undertakes activities that support its functions, such as contributing to capability uplift initiatives and Procurement ACT publications.

### **Remuneration and conditions**

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Public employee members of the Board are **not remunerated**.

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## **CRITERIA FOR MEMBERSHIP OF BOARD**

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### Public Employee Member – Selection Criteria

1. **Demonstrated understanding of the ACT Government procurement framework**, including the ACT Government Procurement Framework, or the demonstrated ability to quickly acquire this knowledge.
2. **Demonstrated experience as a Board member, or engagement at senior governance level**, exercising sound judgement and providing advice and recommendations, preferably in relation to procurement decisions; **or** experience working strategically with a Board or governing body to influence decision-making, preferably in a procurement context.
3. **Senior or executive-level experience in procurement**, or legal expertise in a relevant field, particularly education, transport and city services, procurement or commercial law, small to medium enterprises, and/or Aboriginal and Torres Strait Islander business.
4. **Demonstrated ability to work constructively with others**, with flexibility and efficiency, in collaborative and professional environments.
5. **Demonstrated commitment to the ACT Public Service values** of respect, integrity, collaboration and innovation, in a government or professional setting.