AGENDA

Commercial in Confidence
Committee Members - Attendees

Craig Lehman (Chair)  
The University of Newcastle
Michael Gibson (Deputy Chair)  
Griffith University
Tony Wilson  
Edith Cowan University
Phil Clark  
University of Western Sydney
Rob Ackland  
Flinders University
Phil Manser  
Monash University
Kent Levander  
HES Board Representative

Via Conference Phone

Cynthia Hansen  
Higher Ed Services

In Attendance

Jan Rose  
Higher Ed Services

Apologies

David Papov  
University of Melbourne

Related Material

<table>
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<tr>
<th>HES-34132</th>
<th>AUPN – Meeting 4/2012 – Notes</th>
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<tr>
<td>HES-30047</td>
<td>AUPN – Outstanding Actions</td>
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<td>HES-30072</td>
<td>AUPN – Terms of Reference – Standing Committees</td>
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<td>AUPN - Terms of Reference – Executive Committee</td>
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<td>HES-32058</td>
<td>AUPN – Presentation – Induction for new members 2012</td>
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<tr>
<td>HES-34459</td>
<td>AUPN - Meeting NUPFC 2013 WG t'conf 15 Jan 13 – Notes</td>
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<td>HES-34236</td>
<td>AUPN – Workshop SP Nov 2012 Evaluations</td>
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AUPN Executive Committee meeting 1/2013
AGENDA

1. Opening Comments from the Chair (Craig Lehman)

The Chair to welcome everyone to the meeting, being the first meeting of the Executive for 2013, and to introduce the new member, Tony Wilson, Manager of Business Services within the Finance and Business Services Centre at Edith Cowan University.

2. Conflict of Interest

Members are required to declare any potential conflict of interest to the items presented in the agenda.

3. Previous Meeting (HES-33682)

Recommendation: The Notes from the previous meeting held on the 12th November 2012 be accepted.

4. Information for new Committee members (HES-32058)

The Induction PowerPoint presentation for Committee Members was sent to Tony as an introduction to the AUPN Executive Committee role and structure.

This is an opportunity for members to respond to any questions Tony may have as a new member.

5. Participating Universities (for noting only)

As at 8 January 2013, thirty-two (32) universities have been invoiced for their contribution to the AUPN based on their status from 2012; a further 2 have advised they are considering participation:

- Victoria University
- The University of New South Wales

The list of confirmed contributing universities is available on the AUPN web site.

6. Current Committees (for noting only)

Names of the Committee and Group members for 2013 are available on the AUPN website under “Committees” (see Appendix A).

There are currently 6 committees and working groups

- Executive 9 members
- SC (Collaborative Agreements) 4 members
- SC (Capabilities) 3 members
- SC (Sustainability) 3 members plus 1 invitee
- NUFP Conference Working Group 2 members
- PF Benchmarking Working Group 3 members

Note: the Procurement Capabilities SC has not required the services of Teresa Scott from the APCC for the past 2 years. Her name has now been removed from the contact list.

The incoming AUPN Chair has advised that a review of the future focus of existing Committees is timely and this will be addressed under item 10 on the agenda.
7. Executive Committee for 2013-2014 (for noting only)

The current office holders on the Executive Committee are:

**Chair:** Craig Lehman, The University of Newcastle  
**Deputy Chair:** Michael Gibson, Griffith University

Tony Wilson has joined the Committee for the first time and Marc Diaz, the former Chair for the past 5 years, is no longer a member. Marc Diaz has agreed to remain on the Collaborative Agreements Standing Committee whilst this is active.

A letter has been sent to Marc Diaz on behalf of Higher Ed Services and the AUPN Executive to formally thank Marc for his contribution over the years.

Regional representation

At the previous meeting, concern was expressed that there was a lack of representation from Regional Universities. It was proposed that the incoming Procurement Director, UNE, might be approached to join the Committee.

**Recommendation:** The Chair of the Executive to contact Bruce Pain at UNE to invite him to join the Executive.

8. AUPN Financial Statement 2013 (for noting only)

The final figures for 2012 will not be available until the Financial Audit for 2012 has been completed. These will be made available to the Executive as soon as they have been released.

A Budget for 2013 will be finalised when the income has been recognised and the funds available from 2012 are known. A copy of a preliminary draft budget for 2013 is available as Appendix C.

Note, the allowance for workshops has been increased to include anticipated travel expenses for one person from each AUPN university as approved in the November 2012 meeting.

9. Outstanding Actions Review (HES-30047 ver. 16.3)

The Outstanding Actions report to be reviewed and updated to reflect the current status.

10. AUPN Strategic Focus and Key Initiatives 2013 and 2014 – AUPN Chair

The AUPN approved its rolling Business Plan in late 2012 and determined some activities in accordance with that plan for 2013 aimed at benefiting all 32 universities who are currently participating members. One of the most important considerations for the Executive is providing leadership and a national voice focusing on the most relevant and leading issues facing procurement managers in Australian universities now and over the next few years. Another important aspect, vital to the success of AUPN strategies is active engagement with other bodies such as TEFMA, CAUDIT, UFOG and other active university groups who share similar views and are involved in some aspect of the procurement process.

Some of the key issues facing university procurement operations relate to the ability of procurement managers to

- have credible tools to measure success and ROI, using internationally recognised measures;
- ensure strong ethical standards and risk mitigation policies and procedures are in place and are actively monitored; and
- be able to define and judge where the best opportunities present to develop ongoing and sound collaborative procurement opportunities based on natural synergies.
The AUPN has a number of standing committees in place, but an opportunity exists to finesse their focus to benefit universities nationally.

The AUPN Chair will speak to this item in more detail.

11. Executive Committee

11.1. Procurement Capability Enhancement Project for Australian Universities

In the last Executive Committee meeting, a proposal was made to the Executive Committee for Higher Ed Services to plan and create a series of projects over the next 3 – 4 years to address proactively procurement improvements through the AUPN for the sector.

A draft project plan has been prepared and a Workshop planned with the Chair and Deputy Chair to refine the plan prior to presentation to the Executive.

A meeting has not been able to take place as planned and thus detailed recommendations about projects will need to be deferred until the circulation of an out-of-session paper to the Executive Committee for consideration and approval. It is proposed that an Executive Committee teleconference be scheduled if required, to discuss and endorse the recommendations.

11.2. Procurement Function benchmarking working group

At the previous meeting, Craig volunteered, and was accepted, as a member of the Working Group. This brings the WG to three including Phil Manser and Phil Clark. A Paper was provided to the Executive Committee and was approved in August 2012. Funding was approved to a maximum of $12,000 to be taken from the Strategic Development Fund.

It was suggested that the exercise should be geared around identifying maturity rather than an inward-looking comparative exercise within the sector. A good maturity assessment would provide a useful vehicle for communications with Universities Australia, ICAC and others.

A draft Survey questionnaire has been prepared for consideration by the Executive.

Recommendation: That the Executive approve the questions for the survey and participate in a trial run before it is released to the AUPN universities.

11.3. NUF&P Conference 2013 working group (HES-34459)

The next Conference will be held in Manly, Sydney with the theme “Embracing the Future”. The Conference will be held in the first week of August this year.

The working group was formed to consider possible speakers and topics for the Conference organizer and to make suggestions for the Executive on how an AUPN session might be structured to be attractive to procurement people and provide an opportunity for questions and discussion.

The Notes from the latest discussions by the working group have been included for review.

An invitation was sent to the AUPN universities for volunteers to join the working group. Rob Shannon, University of Western Australia, will be joining the Working Group from 23 January 2013.

Recommendation: That the Executive approve the recommendations being made by the NUFPC WG.

The WG will continue to refine the details for the AUPN Procurement Professionals session and advise progress at the next meeting in May.
11.4. Collaborative Agreements Request

A request has been made for the AUPN Executive to consider facilitating an Airline Agreement with Emirates Airlines along the same lines as was taken for the Qantas and Virgin Australia discussions. In the light of the new relationship entered into by Emirates and Qantas in January 2013, the Executive Committee may wish to review its position on the request.

Recommendation: Refer the matter to SC on Collaborative Agreements

12. Standing Committees

12.1. Collaborative Agreements Standing Committee (for noting only)

12.1.1. Visa Management Collaborative Agreement project (VM) (HES-33971)

At the previous meeting, the Standing Committee recommended that any further action should be channeled through the HR groups. It was agreed that a joint AUPN/HR workshop would be raised with the Higher Ed Services HR group to discuss the outcomes of the survey and to allow the sector to determine whether there were grounds for any further action beyond this.

Kent Levander will provide an update from the HR group.

12.2. Procurement Capabilities Standing Committee Jan Rose pp David Papov (for noting only) see Appendix D

12.2.1. Training and Development Programme

The majority of claimants have been processed for 2012; there is one more to be invoiced due to unavoidable delays.

The final figure will not be ascertained until the accounts have been audited but estimates indicate that, to date, Higher Ed Services has paid out in excess of $44,500 in funding the Training and Development programme.

Invitations for applications in Round 1 for 2013 went out in January; the closing date is 16th February 2013. There is approximately $45,500 ex GST available for allocation in 2013.

12.2.2. 2013 survey

This will be held around September/October 2013 to ascertain the value of the programme to date.

12.3. Sustainable Procurement Standing Committee - Rob Ackland (for noting only)

12.3.1. Sustainable Procurement in Universities workshop (HES-34236)

The workshop was held on the 26th November at the Park Royal Hotel, Melbourne Airport and ran very smoothly. There were 25 attendees in total with 2 no shows; several attendees came from areas pertaining specifically to Sustainability and not from Procurement alone. There were 13 presentations including an excellent one from The Procurement Director for CAUDIT.

The quality of most of the speakers was outstanding and the 12 evaluation forms that were completed reflect this.

The format was based a Round Table format, the location (at the Park Royal, Melbourne Airport) was everything that was required except for a minor hitch with the air-conditioning.
The programme and presentations are available on the web site under the AUPN’s Activities and Events.

One of the questions on the Evaluation Form asked “What topics or policy areas would interest you for possible future events”

Responses received included the following:

- Fair Trade
- Sporting Equipment
- A workshop with the group to generate a training module for non-procurement professionals, there’s some great ideas and knowledge in the room.
- Travel
- Collaborative tendering opportunities
- Measurement and categorising sustainable purchase.
- How to define “Sustainable” / “green” purchasing.
- It would be great to hear from other Unis what they have been doing i.e. cost savings, changes in processes to assist with sustainability.
- Centralised procurement v decentralised procurement
  - Total outsourcing/partnering (other than teaching services)
- Supply chain analysis and reputational risks

13. AUPN Newsletter (for noting)

An end of year newsletter was discussed at the August meeting and again in November. All members agreed to give some consideration for articles such as a brief case study or interesting information. Nothing has been received.

A draft Newsletter is in progress; contributions are still being sought.

14. Meeting dates for 2013 (for noting only)

The next three face to face meetings for 2013 will be held on:

- 6 May 2013
- 5 August 2013
- 4 November 2013

All Executive members have confirmed their ability to attend.

As is normal, all reasonable travel expenses will be covered for the Executive members to attend these meetings. For those who will be travelling interstate, arriving the night before is recommended to allow for a reasonably early start to the meeting on the Monday morning. The cost for a night’s accommodation is also covered by the AUPN.

For those of you who will be attending the conference, this arrangement should reduce the cost of attendance considerably.

15. Other Business
APPENDIX A – Committees & Working Groups (membership) for 2013

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APPENDIX B – Committees and Working Groups (attendance)

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As at 14th January 2013
# APPENDIX C – Financial Statement for 2013

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### Strategic Development Funds

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**Committees and Working Groups**

**Procurement Capabilities**

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**Sustainable Procurement**

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**Collaborative Procurement**

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**Special Projects Expenditure**

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**Forums and Events**

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**SDF Special Project Contingency**

| | | $6,540 |

**Strategic Development Funds 2013**

| $223,040 | $223,040 |

### HES-34296 - AUPN - Meeting 1/2013 - Agenda

Commercial in Confidence

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APPENDIX D – Training and Develop funding Summary

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Training and Develop funding – Summary to date

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