

## **Grant Governance Group**

### **Australian National Higher Education Procurement Benchmarking Programme**

#### **Preamble**

The Federal Minister for Education, Science and Training has approved a grant to the University of Newcastle as “Lead University” under the Workplace Productivity Programme for the project known as the Australian National Higher Education Procurement Benchmarking Programme.

The University of Newcastle agreed to act as “Lead University” to ensure that a grant application was made on behalf of the university sector for the purposes of benchmarking the procurement function and a range of commodities and services, an area in which the University has an interest and expertise.

The University has contracted Higher Ed Services Pty Ltd (HES), a company owned by the AVCC, to perform the services required as the Programme Manager to enable the University to fulfil its obligations under the Conditions of Grant.

HES will support a Grant Governance Group of senior representatives from the lead university, HES and participating universities with the intention that such body will provide an advocacy role for the national programme and provide support to HES concerning the governance of the Projects.

#### **1. Terms of Reference**

- 1 to mitigate any risk to the Lead University (Newcastle) as the grant recipient and to HES as the Programme Manager
- 2 to receive progress reports on a regular basis from HES on the grant programme and other such reports as may be required
- 3 to monitor the Project Budget against the sub-project costs and number of participating universities throughout the Programme
- 4 to consider recommendations from the ANHEPBP Advisory Committee through HES
- 5 to ensure that there is equity in treatment under the grant for all participating universities
- 6 to consider any requests from HES for supplementary WPP funding in subsequent rounds
- 7 to consider any further proposals for WPP funding which may logically arise from, or be an extension to, the ANHEPBP

#### **2 Constitution**

- a) Lead University representative (Chair)
- b) HES Board member (Deputy Chair)
- c) Two Participating universities’ Representatives
- d) HES CEO
- e) AUPN Chair (or nominee)

## Grant Governance Group

### 3 Membership

Dr Sue Gould (DVC –Services, University of Newcastle)  
Ms Anne Dwyer (HES Board Director, University of Technology Sydney)  
Ms Loren Miller (Monash University)  
Mr David Menarry (Curtin University)  
Ms Cynthia Hansen (CEO, HES)  
Mr Bill Auckett (AUPN Chair)

#### **Executive Officer**

Jan Rose (ANHEPBP Project Director)

### 4 Notes

- 1 it is anticipated that the Grant Governance Group will meet three times each year and additional teleconferences may be held as required
- 2 a majority of the members then holding office shall constitute a quorum
- 3 additional members may be co-opted as required

#### **Document Updates**

1. Terms of Reference Approved 2 February 2007
2. Updated Membership: 1 January 2008