

## RESUME

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### EDUCATION

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- Master of History – University of New England – 2015.
- Master of Laws (LLM) – Public Procurement Law and Policy – Nottingham University - 2012
- Master of eCommerce - Griffith University - 2002
- Master of Business Administration (MBA) - USQ – 1997
- Master of Business (Logistics Management) - RMIT - 1992
- Graduate Diploma in Purchasing and Materials Management - RMIT – 1991
- Diploma of Training and Assessment Systems – 2002
- Diploma of Business - 2002
- TAE40110 Certificate IV in Training and Assessment - 2010
- TAA40104 Certificate IV in Training and Assessment – 2008
- BSZ40198 Certificate IV in Assessment and Workplace Training – 2001
- Advanced Training Techniques for Professional Trainers - 1996
- Executive Development Course - UNSW (Institute of Administration) – 1995
- Business Certificate, Purchasing and Planning - Footscray TAFE - 1987

### PROFESSIONAL AFFILIATIONS

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- Fellow of the Chartered Institute of Purchasing and Supply Australia – FCIPS
- Associate Fellow, Australian Institute of Management
- Member, International Purchasing and Supply Education and Research Association
- Member, Australian Institute of Training and Development
- Member, Australian Institute of Project Management

### LECTURING EXPERIENCE

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**Central Queensland University**

**2002 - 2010**

***Sessional Lecturer***

Sessional Lecturer in the following units:

**Post-Graduate:**

- HRMT20019 – Innovation and Change
- MGMT20074 – Integrating Organisational Processes
- MGMT20085 – Managing Operational Effectiveness
- MGMT20093 – Managing in a Dynamic Environment
- MGMT20112 – Strategy Formulation and Initiatives
- MGMT20124 – People, Work and Organisations
- MGMT20125 – Leadership and Governance

**Undergraduate:**

- HRMT11011 – Human Resources in Organisations
- HRMT19014 – Human Resource Planning, Recruitment and Selection
- HRMT19020 – Managing Organisational Change
- MGMT19103 – Logistics Management
- MGMT19105 – Quality Management
- MGMT19106 – Supply Chain Management
- MGMT19114 – Strategic Management

Also taught Purchasing and Materials Management Diploma course by distance education, and writing of course materials for both Introduction to Purchasing and Materials Management and Advanced Purchasing and Materials Management courses.

**PROFESSIONAL EXPERIENCE**

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**Supply Chain Management Education Australia**  
*(Also trading as RMK Business Consulting)***June 2001 – Present****General Manager**

Self-employed as General Manager of a Business Management Consultancy, providing consultancy services and training to both private and government organisations. This includes the following:

**Australian Institute of Management, Tasmania****June 2013 – ongoing**

Present VET courses, including Project Management, New Supervisors, New Managers, Finance for Non-Finance Managers, Manage Team Budgets, Manage People Performance, Contract Management, and others.

**Retirement Benefits Fund Tasmania****February – June 2013**

Undertake an analysis and review of current procurement and contract related processes and documentation.

Act as Probity Auditor for a major tender process.

**Government of Western Australia****February 2013 – ongoing**

Undertake procurement, tendering, specification and contract management courses leading to qualifications.

**Nyrstar Tasmania****June 2013**

Undertake Contract Management Training

**Griffith University****November 2012**

Design and deliver a Contract Management course specifically related to ICT procurement.

**University of the Sunshine Coast****July 2012 – ongoing**

Provide consulting and training services in relation to procurement and contract management documentation.

**Queensland Government Chief Procurement Office****March 2012 – ongoing**

Develop and deliver Advanced Contract Management one day Workshop.

**Queensland Rail**

**June/July 2012**

For the Vendor Management Team, provide Key Performance Indicator workshops and consulting services, in addition to Contract Law training and coaching services.

**Central Queensland University**

**June 2010 - Ongoing**

Provide consultancy and training services in procurement, including rewriting Procurement Policy and Procedures, Contract Documentation, develop and deliver training courses in procurement and contracts at various levels.

**Queensland Health**

**March 2010**

Write, develop and deliver training courses for Contract Management for Gold Coast Hospital.

**Queensland Health**

**November 2009**

Write, develop and deliver training courses for Significant Procurement Planning for Queensland Health.

**The Chartered Institute of Purchasing and Supply Australia**

**March 2009 - ongoing**

Deliver the CIPS International Certificate in Purchasing and Supply to the Papua New Guinea government.

Act as a tutor for online students undertaking CIPS qualifications.

**Parmalat Australia**

**March 2009 - ongoing**

Facilitate workshops for Parmalat employees undertaking CIPS qualifications and provide tutorial support.

**Woolworths Limited**

**March 2009**

Write, develop and deliver a negotiation workshop for Woolworths employees.

**Fiji Pharmaceuticals**

**July 2008**

Write, develop and deliver training courses for Warehousing personnel (two days) and Procurement Personnel (three days) for Fiji Pharmaceuticals, part of the Fiji Government Health Department.

**Queensland Health**

**August 2007 – March 2008**

Design a training course for the new Queensland Health Purchasing Policy and Procedures. Deliver this training in one hour, half day and full day sessions throughout Queensland at Queensland Health hospitals, districts and other facilities. From hundreds of participants, received a consistent 4 plus rating out of 5.

**Queensland Government Chief Procurement Office and NSW State Procurement Trainer**

**March 2002 – Present**

Deliver training to Government employees across all sectors in Government Procurement, Levels 1 – 4, conduct RPL/RCC assessments and modify existing course materials, incorporating up to date information and competency unit information and assessment tools.

**Shared Information Services****November 2007**

Design and present a half day course on procurement practices and trends for Manager and Director level participants.

**Caloundra City Council****Purchasing Training Course**

Design and deliver a series of 1 day introductory purchasing fundamentals and new Purchasing Policy training course for Caloundra City Council staff.

**Snowy Hydro****Purchasing Training Course**

Design and deliver two 2 day introductory purchasing fundamentals training course for Snowy Hydro staff.

**Century Drilling****Purchasing Training Course**

Design and deliver 10 day purchasing fundamentals training course for Century Drilling staff.

**Queensland Ombudsman****New Performance Management Workshops**

Deliver a range of workshops to staff within the Queensland Ombudsman's office to introduce their new performance management system.

**Caloundra City Council****Purchasing Policy and Procedures Training Course**

Design and deliver a series of one day training courses on the new Council Procurement Policy.

**Northern Group Training****Assessor and Trainer**

Assess competencies and deliver workplace training to students enrolled in the Certificate III in Transport and Distribution (Warehousing).

**Queensland Police Service****Develop Training Materials**

Develop training materials and Learning Guides related to Policy at Certificate IV and Diploma levels for use by public service and police personnel.

**Institute of Applied Logistics****Trainer and On-line Tutor**

Provide both face to face and on-line training and tutoring for competency based Transport and Distribution and Logistics courses to Advanced Diploma levels. Act as Client Training Manager for IAL clients and primary Queensland contact. IAL clients include Cleanaway, Chep Australia, Patrick Logistics and Applied Chemicals.

**Mayne Health****August 2001 – December 2001****Queensland Project Team Leader**

Mayne Health owns and operates over 60 private hospitals around Australia. As Queensland Team Leader, responsible for a team of four contractors (including assignment and coordination of tasks) updating a number of Queensland Hospital Inventory areas (Imprests), specifically undertaking the following tasks:

Reviewing the physical environment of all hospital held stock areas and recommending changes;

- Identifying all items within Inventory (Imprest) areas, including those not on the SAP system;
- Adding inventory items and updates to the SAP Materials Management module;
- Developing and updating bin locations for all inventory areas;
- Update all re-order points and max/min levels for all products used;
- Print and attach barcode labels for all items;
- Train hospital staff in new bin location and scanning methodologies;
- Install and implement scanning solutions in all areas for re-order of stock.

**Awarded the TMP Worldwide ‘Technical and Operations Contractor of the Quarter Award’, December 2001.**

**Carson Australasia Pty Ltd****September 2005 – 2014****General Manager**

Manage day to day business, staffing, and administration for this Registered Training Organisation. Assist with training as required in areas of expertise.

**PREVIOUS WORK EXPERIENCE**

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**Argent Australia Pty Ltd****September 1999 – June 2001****National Logistics Manager**

Argent Australia is a National company involved with the importation, sales and distribution of plumbing products. The company’s Head Office is in Brisbane, with branches in Sydney and Melbourne, employing some 70 people. Annual turnover is in the vicinity of \$15m.

The National Logistics Position reported to the General Manager, and key responsibilities included: purchasing and importing from overseas sources, transportation, warehousing, inventory control, project management and distribution of product throughout Australia. Part of my responsibilities was to evaluate, select and implement a company-wide ERP system (including developing the User Requirements), which included financial, production, sales and supply chain modules. I was further involved with the subsequent Contract Negotiation, Change Management, Training, Testing and updating of Policies and Procedures.

**Bob Littler Agencies Pty Ltd****February 1999 - August 1999****Logistics Manager**

Bob Littler Agencies are a Marine products importation and distribution organisation, with branches in Western Australia and Victoria. It employs 55 staff, and has an annual turnover is in the vicinity of \$20m. It imports products from Asia, Europe and North America for distribution and sale to Marine distributors and ship builders.

As part of the Executive Management Team, the Logistics Manager’s key responsibilities include management of the Head Office warehouse in addition to the two interstate warehouses, controlling an

inventory of some 7500 stock lines, managing the purchasing from local and overseas sources and supervision of 17 purchasing and warehousing staff.

**Indec Consulting**

**June 1997 - January 1999**

**Senior Management Consultant**

As part of a National Consulting chain, responsible for new Business Development, and provision of consulting services, project management, high level advice and management reports to a number of public sector and semi-government organisations, including: Department of Local Government and Planning, Brisbane City Council, Gold Coast City Council and Queensland Rail.

- Consultation areas included:
- Strategic Planning
- Supply Chain Management
- Business Planning
- Business Process Re-engineering;
- Change Management

**Toowoomba City Council**

**January 94 – May 1997**

At Toowoomba City Council located in Queensland, a number of positions were held at various times with varying responsibilities over a three and a half year period. They were as follows:

**Acting Director, Resources Department**

**August 1994 - February 1995**

As part of the Executive Team, managed the Resources Department comprising some 180 technical and clerical staff employed in the Fleet, Technical Trade Services, Supply, Nursery and Quarry Branches. This necessitated attendance at all Council meetings and the provision of high level advice to Councillors and State Government officers.

**Project Manager, Business Management Unit**

**July 1996 - May 1997**

Reporting to the CEO, this position involved reviewing council-wide operations in light of National Competition Policy (NCP) reforms. This included providing assistance for the establishment of Business Units within council (such as Marketing and Business Plans), and researching, writing and presenting reports on protocols to be adopted by Council. This position required extensive liaison with other local and State government representatives on issues related to NCP.

**Manager Supply and Special Projects**

**January 1994 - July 1996**

Manage the tendering, RFO, purchasing, stores, technical purchasing, sign-making, plant nursery and departmental administration functions with a total staff of 19. Responsibilities included policy formulation and development, developing optimum inventory and customer service levels, managing all contract negotiation and management activities (tenders and standing offer arrangements), and provision of high level advice to other council activities.

**Other key secondary roles included:**

Project Manager and internal consultant for the implementation of Activity Based Costing over an 18-month period, resulting in significant process improvement, reduction of non-value added activities and cost savings in the vicinity of \$200,000 throughout the organisation.

Trained Workplace Change Facilitator and Chairman of Corporate Steering Group on Workplace Change and Continuous Improvement, resulting in improved workforce participation and process cost reductions.

**Ford Motor Company**  
**Purchasing Agent, Original Equipment**

**February 1990 - December 1993**

Managed a purchasing budget of \$50 million for purchase of original equipment from both local and overseas sources.

Responsibilities included reducing supplier base through Quality requirements and establishing Long Term Partnership Agreements, ensuring suppliers met Quality and Production schedules on a Just-in-Time basis, chairing of cross-functional design teams, negotiating multi-million dollar Long Term Agreements for production components and assisting suppliers to meet Ford Quality Systems conformance.

**Mobil Oil Australia Limited**  
**Purchasing Manager**

**January 1988 - February 1990**

Managed the purchasing function for the Altona Oil Refinery (jointly owned by Mobil Oil and Esso). Responsibilities included purchasing of all refinery requirements, establishing and negotiating Blanket Order Agreements with long-term suppliers, providing assistance and advice to warehouse staff on required stock holdings, and liaising with both local and overseas suppliers.

**Royal Australian Air Force**

**January 1979 - January 1988**

Within the Supply Branch of the RAAF, served at a number of locations throughout Australia at and held various procurement and supervisory responsibilities, including local purchasing, inventory control, catering purchasing and asset/facilities management.