



Procurement Activity Plan 2016-2017

Purpose

The Kyabram District Health Service (KDHS) procurement activity plan aims to provide detailed information to all employees of KDHS on the procurement priorities for the coming 12 months.

Procurement Profile

The procurement team profile is outlined below, with additional procurement transactional services being provided within the Buildings & Infrastructure, Food Services, Perioperative Services, Pharmacy and Supply departments. The central procurement team are responsible for supporting these supply streams in terms of guidance and procurement services as required.

Procurement Team Members

Chief Procurement Officer – David Edwards

Procurement Manager – Danielle Shelton

Procurement Officer – Fiona Langdon under contract with Echuca Regional Health

Contracts Manager – Lisa Wagner

Procurement Capability Analysis

KDHS new procurement team are fresh in their roles and will require a range of supports and training to effectively met their procurement responsibilities.

As a result the activity plan will ensure a range of training activities are completed in 2016 to expand the skills and capabilities of all team members.

Procurement Activity Plan

The Procurement team at KDHS will be focussing on the following procurement systems improvements:

Action	Responsible	Timeline	Comments
Finalising procurement framework, policies, procedures, templates and checklists. <ul style="list-style-type: none"> Detailed procurement category analysis Procurement activity plan Procurement framework Procurement Policies (Collective Purchasing, Critical Incident) Procurement Procedure Updating Procurement templates and checklists 	David Edwards	June 2016	
Recruit and train new contracts officer	Danielle Shelton	June 2016	
Training for procurement staff <ul style="list-style-type: none"> CPO – probity and contract management training Procurement Manager – HPV full procurement training modules Contracts Officer – probity and contracts training Contracts Clerk - contracts training 	Individual Staff Members	June 2016	
New Contract Management Process <ul style="list-style-type: none"> New Contract Management Plan process Review and update Contracts Register 	David Edwards Danielle Shelton with Relationship Managers	June 2016 June 2016	
<ul style="list-style-type: none"> Database Management System implementation Supporting new staff with procurement responsibilities 	Danielle Shelton Danielle Shelton	September 2016 September 2016	
Integration of Theatre Procurement Systems into iprocurement.	Danielle Shelton and Fiona Langdon	June 2016	
Implementation of bar code reader ordering for key imprest systems	Danielle Shelton and Fiona Langdon	December 2016	

Procurement Key Contracts due for update – 2016-2017

Entity Name	Contract For	End Date
Jacksons Meat Supply	Supply of Fresh Meat	March 2016
JL King and Co	Supply of Fruit and Vegetables	March 2016
Advantage Salary Packaging	Provision of Salary Packaging Services	March 2016
Gouge Linen Service	Provision of Linen Services	April 2016
Quality Teams	Provision of Corporate Uniforms	June 2016