



# Procurement Activity Plan 2018-2019

CHIEF PROCUREMENT OFFICER - DAVID EDWARDS

## 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

Contract Procurement Provider – Fiona Langdon with Echuca Regional Health

Procurement Officer – Jo-Anne Fraser

## Procurement Capability Analysis

KDHS procurement team will ensure that they access a range of supports and training to effectively meet their procurement responsibilities. KDHS will work with Health Purchasing Victoria to roll out the new Procurement Training framework for relevant staff.

The activity plan will ensure a range of training activities are completed in 2018-19 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
Maintain procurement framework, policies, procedures, templates and checklists. <ul style="list-style-type: none"> <li>Detailed procurement category analysis</li> <li>Procurement activity plan</li> </ul>	David Edwards	December 2018
Recruit and train new one day per week procurement officer (focussed on supporting contract management processes)	Danielle Shelton	September 2018
Training for procurement staff <ul style="list-style-type: none"> <li>CPO – relevant HPV procurement training modules</li> <li>Procurement Manager – relevant HPV procurement training modules and contracts training</li> <li>Procurement Officer – relevant HPV procurement training modules and contracts training</li> </ul>	Individual Staff Members	June 2019
HPV Online Probity Training completed for all Board and Staff involved with Procurement	Danielle Shelton	March 2019
New Contract Management Process <ul style="list-style-type: none"> <li>Review and update Contracts Register ensuring all functionality is implemented</li> <li>Supporting new staff with procurement responsibilities</li> </ul>	Danielle Shelton and new Procurement Officer Danielle Shelton	December 2018 Ongoing
Integration of Theatre Procurement Systems into iprocurement.	Danielle Shelton and Fiona Langdon	June 2019
Implementation of bar code reader ordering for key imprest systems	Danielle Shelton and Fiona Langdon	June 2019

## Procurement Key Contracts due for update – 2018-2019

Contract For	End Date
Architect and Building Services Providers	September 2018
Staff Uniforms	October 2018
Building Construction Contractors	November 2018
HVAC Maintenance and Servicing	December 2018
Theatre Packs	Various
Provision of Information and Communications Technology	March 2019
Security Services	March 2019
Generator Maintenance & Servicing	March 2019
Fire Systems Service and Maintenance	June 2019