



Procurement Activity Plan 2019-2020

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 – Michelle Messenger

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 2019-20 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"> Detailed procurement category analysis Procurement activity plan Social Procurement Strategy and associated requirements/activities and reporting 	David Edwards	June 2020
Recruit and train new one day per week procurement officer (focussed on supporting contract management processes)	Danielle Shelton	August 2019
Training for procurement staff <ul style="list-style-type: none"> CPO – relevant HPV procurement training modules Procurement Manager – relevant HPV procurement training modules and contracts training Procurement Officer – relevant HPV procurement training modules and contracts training Social Procurement requirements 	Individual Staff Members	August 2019
HPV Online Probity Training completed for all Board and Staff involved with Procurement	Danielle Shelton	December 2019
New Contract Management Process <ul style="list-style-type: none"> Review and update Contracts Register ensuring all functionality is implemented Supporting new staff with procurement responsibilities 	Danielle Shelton and Michelle Messenger Danielle Shelton	Ongoing Ongoing
Integration of Theatre Procurement Systems into iprocurement.	Danielle Shelton and Fiona Langdon	June 2020
Implementation of bar code reader ordering for key imprest systems	Danielle Shelton and Fiona Langdon	June 2020

Procurement Key Contracts due for update – 2019-2020

Contract For	End Date
Provision of Refrigerated Management Services	July 2019
Staff Uniforms	December 2019
Theatre Packs	Various