



# Procurement Activity Plan 2021-22

CHIEF PROCUREMENT OFFICER – ANNE MCEVOY

## 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 – Anne McEvoy

Procurement Manager – Danielle Shelton

Contract Procurement Provider – Fiona Langdon with Echuca Regional Health

Procurement Officer – Kerrie Poltorasky

## 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 Healthshare 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 2021-22 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>	Jon Laughlin	December 2021
Recruit and train new one day per week procurement officer (focussed on supporting contract management processes)	Danielle Shelton	September 2021
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	September 2021
HPV Online Probity Training completed for all Board and Staff involved with Procurement	Danielle Shelton	October 2021
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 Kerrie Poltorasky Danielle Shelton	December 2021 Ongoing
Integration of Theatre Procurement Systems into iprocurement.	Danielle Shelton and Fiona Langdon	December 2021
Implementation of bar code reader ordering for key imprest systems	Danielle Shelton and Fiona Langdon	December 2021

## Procurement Key Contracts due for update – 2021-22

Contract For	End Date
Provision of Pharmacy Services August 2021	August 2021
The Provision of Residential Medication Management Review Services	August 2021
The Provision of Quality use of Medicines Services	August 2021
Provision of Hairdressing Services	September 2021
Staff Uniforms Lead Agency KDHS Loddon Mallee HSV (Health Share Victoria)	November 2021
Provision of Pest Control Services	November 2021
Fresh Meat Supplies	December 2021
Provision of Refrigerated Management Services	December 2021
Provision of Salary Packaging Services	March 2022
Provision of Accounting Services	June 2022