



WA Country Health Service (WACHS) Procurement and Contract Management Executive Sub-Committee - Terms of Reference

1. Name

WA Country Health Service (WACHS) Procurement and Contract Management Executive Sub-Committee

2. Purpose

The Procurement and Contract Management Executive Sub-Committee Executive Sub-Committee is responsible to the WACHS Executive Committee. Its primary role is to:

- Ensure an appropriate plan and priority setting occurs with regard to procurement and contract management activities
- Oversee reform initiatives in procurement strategy across the organisation to ensure WACHS is well positioned to meet its strategic objectives;
- Oversee the development and review of policy in areas of procurement and contract management;
- Maintain oversight of areas of risk relating to procurement and contract management activity, and oversee mitigation strategies and assessment of the controls in place; and
- Monitor performance of procurement and contract management activities in line with ensuring value for money and achievement of outcomes.

3. Background

WACHS manages procured goods and services that represent a significant proportion of the WACHS budget. Many of the services procured are frontline services, while others are critical in supporting frontline services and include hospital services, community and aged care services, patient services, and supplies used every day in hospitals around the State.

Procurement and contract management has been identified as a key enabler in the provision of health services, and is relied upon by WACHS to drive value for money to enable resources to be directed to the delivery of high quality health services, and to drive enhanced financial performance through transparent and proactive performance management arrangements.

The Procurement and Contract Management Executive Sub-Committee reports and makes recommendations to the WACHS Executive in line with the WA Health Reform Program 2015-2020, the WA Health Strategic Procurement Program, and WACHS Strategic Directions 2015-2018. The committee provides governance and assurance over procurement and contract functions and activities.

4. Scope

The Procurement and Contract Management Executive Sub-Committee's responsibilities include:

- Provide strategic direction and advice to WACHS CEO for WACHS Procurement and Contract Management function;
- Provide procurement and contract management performance, risk and compliance assurance to WACHS CEO;
- Review the WACHS Forward Procurement Plan and Contracts Register and make recommendations to WACHS CEO; and
- Review new items in the WACHS Forward Procurement Plan with a total contract value of \$5m and above and make recommendations to WACHS CEO.

5. Membership

Membership will be balanced to ensure an appropriate mix of operational representation, project/business sponsors for current major initiatives, and senior representatives from other business areas. Specific members may change as projects evolve however positions/roles will remain.

6. Chair

The Chair of the Procurement and Contract Management Executive Sub-Committee is a member of the WACHS Executive.

- Executive Director Business Services WACHS

Members

- Director Procurement and Contract Management, WACHS
- Regional Directors (x3), WACHS
- Executive Director Business Services, WACHS
- Executive Director Nursing & Midwifery, WACHS
- Assistant Director Policy & Education, Office of the Chief Procurement Officer, WA Health

Ex-Officio Attendees – Advisory

- As required

A quorum is deemed to be at least 50% of the members and proxies including the Chair. A quorum excludes the Executive Officer and any invitees or ex-officio attendees. Should a quorum not be present, the committee may still meet, however all decisions must be approved at the subsequent meeting with a quorum present.

Additional invitees are permitted as required and approved by the Chair.

7. Secretariat

WACHS Procurement and Contract Management Directorate will provide secretariat support to the Procurement and Contract Management Executive Sub-Committee and will appoint an Executive Officer.

Papers and meeting schedules are to be circulated as per the [WACHS Executive Sub-Committee Operations Procedure](#).

8. Meeting Frequency

The Procurement and Contract Management Executive Sub-Committee will meet quarterly.

Out of session meetings may be scheduled to deal with urgent issues as required.

9. Reporting

The Chair will make the draft minutes and actions of meetings of the Procurement and Contract Management Executive Sub-Committee available to the WACHS Executive for noting (via WACHS Executive Secretariat) within ten working days of the meeting.

The Chair is to escalate any issues requiring attention of the WACHS Executive.

10. Evaluation

The Chair of the Procurement and Contract Management Executive Sub-Committee will conduct an annual assessment which includes reviewing the Terms of Reference and the role of any panels, networks or working parties established by the Procurement and Contract Management Executive Sub-Committee any material changes should be submitted to the WACHS Executive for approval.

DOCUMENT CONTROL

Version Number	Date	Approved by
1.00	29/01/2018	Chief Operating Officer
2.00	17/02/2020	Chief Operating Officer

This document can be made available in alternative formats on request for a person with a disability

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