

# Terms of Reference



## SWSLHD Strategic Procurement Advisory Board (SPAB)

### 1. GOVERNING BODY

The Strategic Procurement Advisory Board (SPAB) is a District committee that reports to and is under the authority of the Chief Executive (CE). These Terms of Reference set out the purpose, objectives, composition, reporting, administrative arrangements, and review process for the SPAB.

### 2. MEMBERSHIP

Title	Position	Directorate
Chief Executive, SWSLHD	Member	LHD Executive
Director Finance & Corporate Services	Member	LHD Finance
Director Strategy & Partnerships	Member	Innovation & Business
Bankstown Hospital General Manager	Member	Facility
Director, Capital Works & Infrastructure	Member	Redevelopment & Assets
Executive Director ICT (or their proxy)	Member	LHD ICT
District Procurement Manager	Chair	LHD Procurement
Clinical Director Cardiovascular	Member	Clinical Stream
Director Corporate Services – Camden & Campbelltown Hospitals, Liverpool Hospital, Bankstown	Member	Corporate Services
Director Nursing Midwifery & Performance	Member	Nursing
Chief Procurement Officer- Ministry of Health (or their proxy)	Member	NSW Health
Director Operations	Member	SWSLHD Mental Health Service
Executive Director, Procurement (or their proxy)	Member	Healthshare NSW
Health Infrastructure Representative (on invite only)	Ex-officio	Health Infrastructure
Vandelay Healthcare Group - Consultant	Member	External
Executive Assistant Finance	Secretariat	SWSLHD Finance

- **Attendance is essential, if a member is unable to attend, a representative needs to be nominated**
- **Procurement/ Supply Chain consultant/s will influence discussions with no voting privileges**

### 3. QUORUM

Half of the membership plus one. If a quorum is not met, the following must occur:

# Terms of Reference



- At the chair's discretion the continuation of the meeting will be decided.
- If the meeting proceeds, all decisions will be preliminary.
- Decisions will then proceed to a quorum consensus out of session.

## 4. FREQUENCY

The Strategic Procurement Advisory Board convene monthly, 11 times per year (February – December), in the SWSLHD Boardroom, Eastern Campus.

## 5. TERMS OF REFERENCE

- The Strategic Procurement Advisory Board Terms of Reference will be reviewed annually.

## 6. PURPOSE

- The SPAB is the SWSLHD principal advisory and decision making group that ensures strategic and value based procurement of goods and services including redevelopment activity, asset replacement, and ICT.

## 7. OBJECTIVES

- Deliver state priorities by executing the NSW Health procurement objectives and the WoG procurement strategy, financial performance, practices, policies and guidelines.
- Ensure a thorough clinical engagement approach to procurement which is designed to achieve value for money, efficiency and effectiveness, probity and equity, risk assessment and mitigation and effective competition and innovation.
- Ensure strategic procurement decisions are informed, made from an enterprise-wide perspective, deliver re-investment opportunities and promote financial sustainability.
- Ensure the safety of patients and staff are considered in all procurement initiatives and decision making.

### Responsibilities:

1. Make recommendations to the CE regarding strategic procurement (advancement to Business Case), and in doing so review:
  - soundness of the commercial strategy, including sensitivities and issues
  - strategic alignment, including financial and capital implications
  - healthcare centred solutions with clinical engagement and evaluation
  - compliance with NSW Health legislation,
  - compliance with NSW Health policy, guidelines and procedures and
  - risk mitigation strategies, including proposed management and financial controls.

## Terms of Reference



- Consider digital ICT implications for all projects
2. Provide scalable health strategies with the aim of improving the healthcare and health solutions for all SWSLHD health facilities and services.
  3. Monitor and approve the pipeline (flow & progress) of procurement roadmaps to identify and address strategic and other implications and ensure efficient management of the approval process.
  4. Provide advice to the SWSLHD Chief Executive, as requested, on matters related to effective, sustainable and efficient performance, including advice on:
    - delivery of strategic category management plan across all clinical and corporate streams
    - delivery of agreed health strategies and procurement roadmap milestones
    - delivery of the procurement strategy with respect to the redevelopment and asset replacement activity
  5. Review the delivery of major procurement/tenders, as appropriate, to improve processes and inform future decision-making.

### **Administration:**

The Executive Director Finance, provides Secretariat support for the SPAB and will review these terms of reference bi-annually.

### **Meeting papers:**

Secretariat will prepare and circulate at least five working days in advance of each meeting a formal agenda, together with copies of papers relevant to the business of the meeting.

# Meeting Schedule - 2023

## Strategic Procurement Advisory Board Meeting

Meetings are held on the second Friday of each month

<i>Date</i>	<i>Time</i>	<i>Location</i>
Friday, 10 <sup>th</sup> February 2023	9:30am – 11:00am	SWSLHD Boardroom   Microsoft Teams
Friday, 10 <sup>th</sup> March 2023	9:30am – 11:00am	SWSLHD Boardroom   Microsoft Teams
Friday, 14 <sup>th</sup> April 2023	9:30am – 11:00am	SWSLHD Boardroom   Microsoft Teams
Friday, 12 <sup>th</sup> May 2023	9:30am – 11:00am	SWSLHD Boardroom   Microsoft Teams
Friday, 9 <sup>th</sup> June 2023	9:30am – 11:00am	SWSLHD Boardroom   Microsoft Teams
Friday, 14 <sup>th</sup> July 2023	9:30am – 11:00am	SWSLHD Boardroom   Microsoft Teams
Friday, 11 <sup>th</sup> August 2023	9:30am – 11:00am	SWSLHD Boardroom   Microsoft Teams
Friday, 8 <sup>th</sup> September 2023	9:30am – 11:00am	SWSLHD Boardroom   Microsoft Teams
Friday, 13 <sup>th</sup> October 2023	9:30am – 11:00am	SWSLHD Boardroom   Microsoft Teams
Friday, 10 <sup>th</sup> November 2023	9:30am – 11:00am	SWSLHD Boardroom   Microsoft Teams
Friday, 8 <sup>th</sup> December 2023	9:30am – 11:00am	SWSLHD Boardroom   Microsoft Teams

\*\* Papers will be distributed within 7 days prior to the meeting date \*\*

Meeting Secretariat: Executive Assistant to Director of Finance & Corporate Services  
 Email: [SWSLHD-DistrictFinance@health.nsw.gov.au](mailto:SWSLHD-DistrictFinance@health.nsw.gov.au)  
 Phone: 8738 6898