

## Terms of Reference

### Major Procurement, Assets and Imaging Steering Committee

<b>NAME:</b>	Major Procurement, Assets and Imaging Steering Committee
<b>GOVERNANCE:</b>	Sydney Local Health District (SLHD) Board
<b>OBJECTIVE/S:</b>	To provide advice to the Chief Executive, SLHD and SLHD Board on the prioritisation, implementation, management and coordination of assets, imaging and other major procurements and contracts (>\$250,000).
<b>MEMBERS:</b>	<p>Chief Executive, SLHD          Executive Director of Operations, SLHD          Executive Director of Finance, SLHD          Executive Director of Medical Services, Clinical Governance and Risk, SLHD          Director of Strategic Health Sourcing, SLHD          Director of Planning, SLHD          Executive Director of Nursing and Midwifery, SLHD          Chief Information Officer, SLHD          Executive Director of Capital Infrastructure and Engineering, SLHD          Director of Pharmacy, SLHD          Director of Workforce and Corporate Operations, SLHD          Director of Internal Audit, SLHD          All SLHD Facility General Managers          All Clinical Managers/Operations Managers/Operational Support Managers for the Clinical Streams          Directors of Facility Departments of Medical Imaging (Radiology, Molecular Imaging, Nuclear Medicine)          Head of Oral Surgery and Diagnostic Imaging, SDH          Business Manager, Medical Imaging Stream, SLHD          Business Managers of all SLHD Operating Theatres          Manager, Supply Services, PCS, SLHD          Manager, Contracts &amp; Compliance, PCS, SLHD          Chairman, RPA Medical Board and Medical Staff Council, SLHD          Representative, Business and Asset Services, Ministry of Health          Representative, Strategic Asset Management, Ministry of Health          Representative, Pathology NSW          Graduate Management Trainee, SLHD          Other members as invited (based on items under consideration)</p> <p>Optional Attendees: All Clinical Directors</p>
<b>CO-CHAIRS:</b>	Chief Executive, SLHD Clinical Director, Medical Imaging
<b>SECRETARIAT:</b>	Graduate Management Trainee, SLHD

<b>QUORUM:</b>	The quorum for the committee shall be the nearest whole number above one half of the membership and at least two Clinical Stream Directors or representatives present for the meeting to proceed.
<b>MEETING FREQUENCY:</b>	2 <sup>nd</sup> Tuesday of each Month
<b>ROLE:</b>	<p>To provide advice to the Chief Executive, SLHD and SLHD Board on asset planning and management through:</p> <ul style="list-style-type: none"> <li>• assurance that quality and safety is embedded in the asset procurement process;</li> <li>• engagement in strategic asset planning and locally funded initiatives planning for equipment purchases (&gt;\$250,000);</li> <li>• oversight of asset management activities that support procuring new assets or replacing existing assets;</li> <li>• effective application of relevant Government and NSW Ministry of Health Total Asset Management policies for all procurements within SLHD; and</li> <li>• review and assess applications/business cases for relevance to the SLHD Asset and Imaging Strategic Plans.</li> </ul> <p>To provide advice to the Chief Executive, SLHD and SLHD Board on the prioritisation, implementation, management and coordination of major procurements and contracts (&gt;\$250,000) through:</p> <ul style="list-style-type: none"> <li>• review of all major procurement and imaging applications/business cases;</li> <li>• management of strategic operational support services for procurement and imaging to improve SLHD efficiency and effectiveness, including reviewing and prioritising capital and staffing enhancements;</li> <li>• oversight and monitoring of mitigation strategies associated with identified procurement risks;</li> <li>• provision of recommendations to the Chief Executive, SLHD on priorities for major procurements and imaging;</li> <li>• Policy development and/or the interpretation of relevant State Procurement Policies to the SLHD;</li> <li>• oversight of the development of business cases to NSW Ministry of Health (and other relevant bodies) to support funding for major procurements and imaging;</li> <li>• performance reporting of benefits realisation against contract implementation targets.</li> </ul> <p>If matters are urgent or equipment is required, then this can be considered outside the Committee's normal cycle by the Chair of the committee.</p>
<b>PERFORMANCE REVIEW:</b>	Annual
<b>REPORTS:</b>	Chief Executive, SLHD / SLHD Board
<b>MINUTES:</b>	SLHD FRAP Committee

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