



## NSW HEALTH CONTRACTS NETWORKING GROUP

### Terms of Reference

#### Purpose of the Group

The group provides a structured mechanism for NSW Health Contracts Managers to exchange ideas, learn from each other's experiences and collaborate on common projects.

The focus of the group is

- To drive best practice in NSW Health procurement activities
- Share information
- Drive value in procurement activities
- Provide advice on procurement matters and make recommendations on policy implementation

#### Executive Sponsor

The Executive Sponsor will champion, guide and support the NSW Health Contracts Networking Group in its endeavours.

HealthShare NSW Director, Procurement is the Executive Sponsor.

#### Membership

Membership is open to officers of NSW Health who have a lead role in managing local procurement and includes Contracts Managers from Local Health Districts and other NSW Health organisations, members of the HealthShare Local Tenders & Contracts team, a representative of MoH Business and Asset Services Branch and Strategic Procurement Services.

Voting membership, chair and deputy excludes HealthShare and the Ministry of Health officers

#### Office Bearers

Chair and deputy chair are elected for a twelve month term of office.

Secretariat for the Group and organisation of meetings will be provided by HealthShare

#### Collaboration Methods

- Group meetings will be held five times per year approximately bimonthly
- Meeting papers to be distributed by email approximately one week prior to the meeting
- Guests may be invited to join Group meetings on a one-off basis to aid discussion of a particular topic, for example, as speakers, observers or invited guests
- Vendor presentations are generally discouraged to avoid any conflict of interest. However there may be instances where it is beneficial to NSW Health for such invitations to be granted. These invitations can be arranged with prior approval of the CNG..
- Sub-groups will formed as required



- An agreed work plan will be developed annually to provide structure to meetings and activities and track outcomes
- Members of the group shall not share or distribute confidential information without the agreement of the owner
- It is each member's responsibility to make it clear where a matter shall remain confidential and not for discussion outside the Group
- When sharing documents, members should make it clear if there is a restriction as to circulation of the documents beyond the Group, copyright and /or restrictions on use of the contents

### **Review**

These terms of reference will be reviewed annually

The group will review its aims, achievements and future on an annual basis

### **Meeting Agendas**

The agenda may be customised as required and will generally include:

- Confidentiality & Conflict of Interest
- PROcure Contract Management and Procurement Lifecycle System
- Procurement Software Applications
- CNG Work Plan / Projects and outcomes
- Ministry Update – projects, policy
- HealthShare update – projects, processes
- Health Agency Updates – projects & successes
- Administration and documents
- Training
- Guest Speakers