

Casterton Memorial Hospital



Strategic Analysis

Purpose

This Policy describes the compliance to HealthShare Victoria (HSV) collective purchasing agreements and details the associated HSV requirements that Casterton Memorial Hospital will ensure that its staff abide by as part of any procurement activities.

Casterton Memorial Hospital will comply with:

- All the requirements of HSV's Purchasing Policy 2,
- Determine the complexity of the procurement activity and the corresponding capability level required to complete a successful procurement

Target Audience

This procedure applies to all staff at Casterton Memorial Hospital who have authorised/approved responsibility for undertaking procurement activities.

Policy & Procedure

Casterton Memorial Hospital will;

- Understand the complexity of both internal and external factors of procurement activities.
- Systematically review market analysis, including the characteristics, capacity, and capability of the supply chain
- Access procurement capability, ascertaining the right match of people, resources, systems, and processes to the complexity of the procurement for the most appropriate value outcomes.

Market Analysis

Casterton Memorial Hospital may;

- Consider the outcome of the complexity assessment to determine if the assessment at the category level establishes the basis to approach the market;
- Undertake further complexity analysis of the individual procurement activity where the category provides insufficient detail to determine the optimal approach to market;
- Conduct market analysis to identify the capability and capacity of the market to supply and identify opportunities for market-based solutions
- Reassess the procurement requirements regarding the market analysis; and prepare a statement of grounds or business case, which supports the decision to proceed with procurement and identifies the optimal market engagement strategy

Accountable officer

Casterton Memorial Hospital will not carry out procurement where there is an insufficient level of capability. The assessment of capacity will;

- Be carried out by people with appropriate knowledge and expertise
- Identify the capabilities needed to carry out the procurement activity; and
- Identify whether the capabilities in the organisation need to be developed or supplemented to undertake the procurement activity

If Casterton Memorial Hospital's capability does not match the procurement complexity, the CE ought to ensure the required level of capability is secured from external sources

References/legislation/supporting documents

- Health Purchasing Victoria's Health Purchasing Policies (2023)
- Health Services Act (1988)
- Whole of Victorian Government – State Purchasing Contracts (SPC)
- Sole Entity Purchasing Contracts (SEPC)
- Guide to Exemptions from HSV Collective Agreements
- HSV's Procurement Activity Plan (PAP)

Links to other related Casterton Memorial Hospital documents

- Procurement Policy
- Procurement – Emergency Procurement Plan
- Procurement - Complaints Management
- Procurement - Contract Management
- Procurement - Supplier Engagement
- Procurement - Capability Development

Committee Approval / Endorsement

Name of Committee	Date of Endorsement
FRAC	June 2024