

REMOTE HEALTH CAPITAL EQUIPMENT GROUP

Role:

The Remote Health Capital Equipment Group (RHCEG) plays a key role in the strategic management of Remote Health capital equipment requirements by appropriate prioritisation of needs, adherence to appropriate procurement processes and monitoring outcomes.

Responsibilities:

- Coordinate RHB capital equipment requirements, ensuring a strategic and cost effective approach
- Review regional capital equipment recommendations utilising a weighted risk and needs scoring system, and confirm priorities for purchase
- Utilise relevant groups to direct capital equipment decision-making as required
- Allocate specific procurement tasks to appropriate individuals/groups as required
- Maintain capital equipment requirements and procurement information on a master spreadsheet
- Recommend capital equipment priorities to the Director, RHB
- Ensure Procurement Directions are adhered to for capital equipment purchases
- Facilitate ad hoc funding opportunities
- Progress urgent unanticipated capital equipment needs
- Review and monitor outcomes of the RHB Capital Equipment program

Membership:

Proposed membership of the Remote Health CEG is as follows:

- Central Finance and Budget Coordinator (Chair)
- Top End - Administration Operations Coordinator
- Central Australia - Administration Operations Coordinator
- Professional Practice Coordinator
- NGO Manager

Exec Assistant: Executive Support Officer

Other persons may be invited by the Committee to attend meetings on a specific needs basis.

Frequency of Meetings:

Meetings to be scheduled on a monthly basis and be of 2 hours duration.

Quorum:

The quorum shall be four (4) members / proxy, and must have Top End and Central Australian representation.

Where a quorum is not achieved, the meeting may be noted as discussion only, for ratification at the next formal meeting of the Remote Health Capital Equipment Group.

Proxy:

The key role provided by all members of the Group dictates that proxies are important for the progress of business; Top End and Central Australian operational teams must especially prioritise representation.

The nominated proxy will have the same authorities as the nominator for the period of nomination, and should be well briefed prior to the meeting.

Proxies must be notified to the Chair prior to a scheduled meeting.

Developed by: Professional Practice Group	Page 1	Reviewed:
Endorsed by: Director Remote Health Branch		
Release Date: November 2008		Next Review: November 2011

