

Guide to reporting requirements for the HSV Purchasing Policies

31 May

• Annual self-assessment

- Health services must conduct an annual self-assessment of their compliance with the HSV Purchasing Policies and HSV Collective Agreements as per HSV PP1 2.2 e) i).
- The health service's Chief Procurement Officer should submit the self-assessment to HSV. HSV will seek approval of the self-assessment from the health service's CEO.
- The health service's CEO must approve the self-assessment in accordance with Sections 132(2)(d) and (4) of the *Health Services Act 1988* (Vic). Health services may also choose to have their board or governance committee approve the self-assessment, however, regardless of internal processes, the self-assessment **must be submitted to HSV by 31 May each year**.



31 May

• Annual activity reports

- Health services must submit the following documents to HSV annually by **31 May each year**:
 - Procurement Activity Plan, as per HSV PP1 2.2 e) iv).
 - Current Contract Register, as per HSV PP1 2.2 e) v).
 - On-selling Register, as per HSV PP1 2.2 e) vi).



Jun-Oct

• Annual attestation

- Health services must attest to their compliance with the HSV Purchasing Policies and HSV collective agreements in the health service's report of operations (annual report), as per HSV PP1 2.2 e) ii). The report of operations does not need to be submitted to HSV.
- The annual self-assessment, triennial audit report and/or any performance audit(s) are not an attestation, however, they can be used to support the attestation.



30 Jun

• Triennial audit

- Health services must complete a triennial audit (every three years) of their compliance with the HSV Purchasing Policies and HSV Collective Agreements as per a schedule set by HSV.
- An accompanying letter from the health service's CEO must be submitted with the audit in accordance with the *Health Services Act 1988* (Vic) Section 132(2)(d) and (4).



All

• Additional information

- All documents should be submitted to HSV via the CPO portal on the HSV website or emailed to compliance@healthsharevic.org.au.
- All documents should be created using the various reporting templates provided on the HSV website.

