



Procurement and Contract Management Policy

1. Purpose

This Policy sets out the minimum process, documentation and governance requirements for procurement and contract management activities undertaken by WA health system entities. WA health system entities must conduct procurement and contract management activities to the highest standards of integrity, probity and accountability.

WA health system entities must ensure their procurement of goods, services and works, including associated procurement activities are conducted in accordance with:

- (a) *General Procurement Direction 2021/01 – Western Australian Procurement Rules* (Procurement Rules); and
- (b) for Health Service Providers, the delegation from the Department of Health's Chief Executive Officer to Health Service Provider officers under the *Health Services Act 2016* for capital and maintenance works of public health service facilities.

This Policy should be read in conjunction with the Procurement Rules and the Western Australian Government's *Delivering Community Services in Partnership Policy*.

This Policy is a mandatory requirement under the *Procurement Policy Framework* pursuant to section 26(2)(d) of the *Health Services Act 2016*. This Policy should be read in conjunction with the *Integrity Policy Framework* and the *Procurement Policy Framework*.

This Policy is also a mandatory requirement for the Department of Health pursuant to section 29 of the *Public Sector Management Act 1994*.

This Policy supersedes MP 0003/16 *Procurement and Contract Management Policy* and MP 0013/16 *Works Procurement Policy*.

Integrity Statement

WA health system entities must conduct procurement activities to the highest standards of integrity, probity and accountability.

In complying with this Policy, WA health system entities must ensure that:

- all decisions regarding procurement are made by an appropriately authorised officer, and are transparent and capable of review
- all conflicts of interest are identified, declared and managed in the public interest
- the principles of consistency, impartiality and confidentiality are upheld
- adequate records are maintained to provide for scrutiny and review of decisions.

WA health system entities must comply with all requirements related to the use of the mandatory *Conflicts of Interest Policy*, and the *Gifts, Benefits and Hospitality Policy*, including requirements to use the mandatory systems to register, declare and seek approval for any conflicts of interest that arise or gifts received.

Please refer to the [Integrity Policy Framework](#) for further details.

2. Applicability

This Policy is applicable to WA health system entities.

3. Policy requirements

WA health system entities must ensure that their procurement activities are conducted in accordance with the Procurement Procedures.

4. Compliance monitoring

WA health system entities are required to ensure compliance with this Policy. WA health system entities must ensure the requirements under this Policy are properly documented and recorded in accordance with the *State Records Act 2000*.

The System Manager may request WA health system entities submit evidence of compliance in relation to the requirements of this Policy. In these cases the System Manager will work with WA health system entities to agree on the information to be provided and timeframes this is required within.

5. Related documents

The following documents are mandatory pursuant to this Policy:

- [Procurement Procedures](#)
- The [Department of Finance](#) has provided a suite of templates for use when undertaking procurements under the *Delivering Community Services in Partnership Policy*. When undertaking Community Services procurements, it is mandatory to use any templates which have been provided by the Department of Finance for the purpose of undertaking Community Services procurements.

6. Supporting information

A range of documents and templates that inform this Policy (i.e. documents that are not mandatory to the implementation of this Policy but may support the implementation of the Policy) are available.

- The [Office of the Chief Procurement Officer](#) provides a range of templates and guides, primarily focused on supporting the documentation of internal decision making processes, and other processes specific to the WA health system.
- In addition, the [Department of Finance](#) also maintains a suite of templates and guides which support procurement and contract management processes.
- [Request Conditions and General Conditions of Contract \[Works June 2015 - June 2021\]](#)
- Service Delivery Procedures (July 2016)

7. Definitions

The following definition(s) are relevant to this Policy.

Term	Definition
Documentation Requirements	The documentation needed to adequately record information regarding decisions, activities, processes or other actions. Where available, supporting templates that provide guidance on the appropriate level of detail, should be followed.
Instrument of Authorisation	The instrument through which an officer has been provided with the authority to approve, action or otherwise make a decision in relation to an identified matter.
WA health system entity	<ul style="list-style-type: none">• All Health Service Providers as established by an order made under section 32(1)(b) of the <i>Health Services Act 2016</i>• Department of Health as an administrative division of the State of Western Australia pursuant to section 35 of the <i>Public Sector Management Act 1994</i>. Note: Contracted health entities are not considered WA health system entities.

8. Policy contact

Enquiries relating to this Policy may be directed to:

Title: Office of the Chief Procurement Officer

Directorate: Health Support Services

Email: ocpo@health.wa.gov.au

9. Document control

This mandatory policy will be reviewed as required to ensure relevancy and currency.

Version	Published date	Effective from	Review date	Effective to	Amendment(s)
MP 0161/21	2 June 2021	2 June 2021	June 2024	20 July 2021	Original version
MP 0161/21 v.2.0	20 July 2021	20 July 2021	June 2024	Current	Current Supporting Information superseded by 'Request Conditions and General Conditions of Contract (Works June 2015- June 2021

10. Approval

Initial Approval	Nicole O'Keefe, Assistant Director General, Strategy and Governance, Department of Health
Approval date	2 June 2021
Current Approval	Jodie South, A/Assistant Director General, Purchasing and System Performance, Department of Health
Approval date	16 July 2021

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