



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

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

In complying with this policy, WA health 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 entities must comply with all requirements related to the use of the mandatory [MP 0138/20 Managing Conflicts of Interest Policy](#), and the [MP 0136/20 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 the WA health entities.

## **3. Policy Requirements**

WA health entities must ensure that their procurement activities are conducted in accordance with the [Procurement Procedures](#).

## **4. Compliance Monitoring**

A range of systems and processes have been established to provide visibility over procurement activity, and support compliance against policy requirements. These include (but are not limited to) the Procurement Development and Management System (PDMS), procurement data and analytics tools, and procedural controls for payment of invoices.

The System Manager may request WA health entities submit evidence of compliance in relation to the requirements of this policy.

## **5. Related Documents**

The following documents are mandatory pursuant to this Policy:

- [Procurement Procedures](#)
- The Department of Finance [Community services templates](#) for undertaking community services procurements under the [Delivering Community Services in Partnership Policy](#).

## 6. Supporting Information

The following information is not mandatory but informs and/or supports the implementation of this policy:

- The [Office of the Chief Procurement Officer](#) templates and guides, primarily focused on supporting the documentation of internal decision making processes, and other processes specific to the WA health system.
- The [Department of Finance](#) 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  |
|--------------------|---|
| WA health entities | WA health entities include: <ul style="list-style-type: none"><li>• Health Service Providers as established by an order made under section 32 (1)(b) of the <i>Health Services Act 2016</i>.</li><li>• 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>.</li></ul> |

## 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](mailto:ocpo@health.wa.gov.au)

## 9. Document Control

| Version          | Published date  | Effective from  | Review date   | Amendment(s)   |
|------------------|-----------------|-----------------|---------------|--|
| MP 0161/21       | 2 June 2021     | 2 June 2021     | June 2024     | Original version   |
| MP 0161/21 v.1.1 | 20 July 2021    | 20 July 2021    | June 2024     | Current Supporting Information superseded by 'Request Conditions and General Conditions of Contract Works June 2015- June 2021   |
| MP 0161/21 v.2.0 | 1 November 2022 | 1 November 2022 | November 2025 | Policy review and amendments as per below: <ul style="list-style-type: none"><li>• WA health system changed to WA health entities.</li><li>• New definition for WA health entities inserted and definition for WA health system deleted.</li></ul> |

|  |                   |                   |                  |                                |
|--|-------------------|-------------------|------------------|--------------------------------|
| <ul style="list-style-type: none"> <li>• Refined Compliance Monitoring section.</li> <li>• Amendments to related document: Procurement Procedures.</li> <li>• Removed definitions Documentation Requirements and Instrument of Authorisation as not applicable.</li> <li>• Transitioned to updated mandatory policy template.</li> </ul>   |                   |                   |                  |                                |
| MP 0161/21<br>v.2.1  | 24 August<br>2023 | 24 August<br>2023 | November<br>2025 | Amendments as listed<br>below. |
| <ul style="list-style-type: none"> <li>• Related document: Procurement Procedures minor amendments to improve and clarify the purpose of specific procedures.</li> <li>• The Approver for the “Exemption from Standing Offer Arrangements (Whole of Health)” has been amended from Chief Procurement Officer (CPO) to the Director of the Office of the Chief Procurement Officer (OCPO) to improve approval responses.</li> </ul> |                   |                   |                  |                                |

## 10. Approval

|                      |   |
|----------------------|---|
| <b>Approval by</b>   | Nicole O’Keefe, Assistant Director General, Strategy and Governance, Department of Health |
| <b>Approval date</b> | 2 June 2021   |

**This document can be made available in alternative formats on request for a person with a disability.**

© Department of Health 2023

Copyright to this material is vested in the State of Western Australia unless otherwise indicated. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the provisions of the *Copyright Act 1968*, no part may be reproduced or re-used for any purposes whatsoever without written permission of the State of Western Australia.