



Department of  
**Education**

**PROCUREMENT AND CONTRACT MANAGEMENT POLICY**

**PROCUREMENT AND CONTRACT MANAGEMENT FRAMEWORK**

**PROCUREMENT AND CONTRACT MANAGEMENT AUTHORISING SCHEDULE**

This PDF contains the following documents:

**Document 1:**

*Procurement and Contract Management  
Policy v1.0*

Effective: 10 September 2024

**Document 2:**

*Procurement and Contract Management  
Framework v1.0*

Effective: 10 September 2024

**Document 3:**

*Procurement and Contract Management  
Authorising Schedule v1.0*

Effective: 10 September 2024



Department of  
**Education**

# PROCUREMENT AND CONTRACT MANAGEMENT POLICY

EFFECTIVE: 10 SEPTEMBER 2024

VERSION: 1.0 FINAL

## 1 POLICY STATEMENT

The Department is committed to optimising procurement and contracting outcomes in compliance with the WA Procurement Rules and Procurement Directions.

The Policy sets out the requirements, mandatory actions and responsibilities for procurement activity and contract management for Department employees.

## 2 POLICY RULES

Employees must

- comply with the Procurement and Contract Management Framework,
- comply with Practice Notes issued by the Chief Procurement Officer,
- complete procurement and contract approvals in compliance with the Procurement and Contract Authorising Schedule.

### **Guidance**

*Practice Notes and guidelines are issued under the Procurement and Contract Management Framework. Practice Notes provide prescriptive or advisory information to align to better procurement and contract management practices and ensure consistent and value for money outcomes. Practice notes also provide updated information or approaches to conform to changes to General Procurement or Agency Specific Directions issued by the Department of Finance.*

## 3 RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE

Line Managers and Principals are responsible for compliance with the Policy.

The Specialist Advisor – Commercial is responsible for compliance monitoring.

## 4 SCOPE

This Policy applies to all employees of the Department and schools.

## 5 DEFINITIONS

### **Chief Procurement Officer**

The Chief Procurement Officer is the Specialist Advisor – Commercial and Contracting Services,

### **Procurement**

Procurement is defined in the Procurement Act 2020 to include:

- i. obtaining goods, services or works by purchase, lease, licence, public private partnerships or other means; and
- ii. disposing of goods or works; and

- iii. purchasing community services

### **Procurement Activity**

Procurement Activity is defined in the Procurement Act 2020 to mean decisions or other things done in the course of, or as a result of, a process to procure goods, services or works.

### **Contract Management**

Contract management is the governance, performance management, and contract administration activities undertaken to manage contract performance and outcomes (including any corrective or change actions), in compliance with Department Policy and procedures.

## **6 RELATED DOCUMENTS**

### **Relevant legislation or authority**

Procurement Act 2020 (WA)

School Education Act 1999 (WA)

### **Related Department policies**

Records Management Policy

Staff Conduct and Discipline Policy

Intellectual Property Policy

Incoming Sponsorship to Public Schools Policy

Acceptance and Provision of Gifts Policy

Conflict of Interest Policy

### **Other documents**

Code of Conduct (Department of Education)

Commissioner's Instruction and Public Sector Code of Ethics (Public Sector Commission)

## **7 CONTACT INFORMATION**

### **Policy manager:**

Specialist Advisor - Commercial and Contracting Services

### **Policy contact officer:**

Manager, Contract Management and Advisory Services

Commercial and Contracting Services

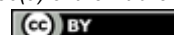
Department of Education  
 151 Royal St, East Perth  
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**8 REVIEW DATE**

10 September 2027

**9 HISTORY OF CHANGES**

Effective date	Last update date	Policy version no.	Ref no.	Notes
This table will be completed by the Governance Unit.				
10 September 2024		1.0	D23/1869964	Endorsed by the Director General at the Corporate Executive meeting held on 10 April 2024 D23/1869962





Department of  
Education

# Procurement and Contract Management Framework for the Department of Education and Public Schools

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D22/0593346

Version 2023/11

D22/0593346

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## 1 Purpose

The Procurement and Contract Management Framework (**Framework**) outlines the legislative and policy environment for all Department of Education (**Department**) Contracting Lifecycle activities and prescribes accountability and responsibility for undertaking those activities. Detailed guidance, templates and tools are available on Ikon and the Department of Finance website and support and advice for all Contracting Lifecycle activities is provided by the Commercial and Contracting Services Directorate.

The Framework is consistent with whole of government procurement legislation and policy including but not limited to the Procurement Act 2020 and the WA Government Procurement Rules and should be read in conjunction with those documents.

The Framework satisfies the requirements of WA Procurement Rules F1, F2 and F3.

## 2 Scope and Application

### Application

The Framework applies to all officers, staff, and principals in all Department offices, regional offices, and public schools (**Department Officers**). All Department Officers are responsible for understanding and complying with all legislative and policy requirements relevant to the Contracting Lifecycle activity they are undertaking.

### Scope

The Framework applies to the planning, sourcing, and contract management (**Contracting Lifecycle**) for goods and/or services, and community services. References to Contract in this Framework should be read to include any and all of the contract arrangements listed below:

- a) Goods and Services (including Common Use Arrangements)
- b) Community Services
- c) Works Procurement – Direct to Market (D2M) Program
- d) Public Private Partnerships (PPP)
- e) Disposal of goods
- f) Any contract arrangement with a financial implication for the purchase of a goods or service regardless of the source of funding.

The Framework does not apply to:

- a) Procuring works (capital or minor works projects, including maintenance) outside the D2M Program. This is undertaken by the Department of Finance, as per *WAPR Rule C1 Involve the Department of Finance – Works Procurement*. Refer to Ikon ([Undertake a school-funded capital or minor works project](#)).
- b) Community Service Grant Agreements, which are covered by the Grant Management Framework. Refer to Ikon ([Grant Management Framework](#)).
- c) Outgoing Sponsorship Agreements, which are covered by the [Outgoing Sponsorships Framework](#).
- d) [Memorandums of Understanding](#) (between other Government agencies or where no legally binding contracted commitment is intended)

### 3 Procurement Directions

#### Procurement Directions

General Procurement Directions and Agency Specific Procurement Directions are issued under the Procurement Act 2020 from time to time and State agencies must comply with the Directions.

The [Western Australian Procurement Rules \(WAPRs\)](#) are issued as General Procurement Direction 2021/02.

#### Agency Specific Procurement Directions

The Department has an Agency Specific Procurement Direction (D24/0028203) that enables it to procure and deliver New Works with a Total Estimated Value less than or equal to \$50,000 (GST inclusive) under the [Direct to Market Program](#) without the involvement of the Department of Finance.

### 4 Governing Principles

Contracting Lifecycle activities must be undertaken in accordance with the overarching Governing Principles.

- a) Apply all reasonable considerations to ensure adherence to this Framework, including any Practice Notes, and the WAPR.
- b) Ensure all decisions and actions are based on integrity, fairness and achieving the best outcome for the Department and the State.
- c) Ensure procurement and contract management actions are based on principles of informed decision making, and continuous disclosure.
- d) Identify and manage governance and operational risk throughout the Contracting Lifecycle.
- e) Undertake responsible budget acquisition and management, staff resourcing and timeline management.
- f) Assure and realise Value for Money throughout the Contracting Lifecycle.
- g) Ensure all process approvals in the Contracting Lifecycle are documented, comply with this Framework and ensure fair and equitable treatment of potential suppliers.
- h) Ensure that contract management provides assurance that contract outcomes are realised, that supplier relations remain at arms-length, are honest and build trust, and that all contract records and administration are complete, up to date and compliant with Record Keeping obligations.
- i) Act honestly, ethically, respectfully, and with integrity, in all procurement and contract management actions and behaviour, and preserve confidentiality when undertaking procurement or contract management.
- j) Proactively determine and manage actual, potential, or perceived [conflicts of interest](#) in procurement and contract management functions throughout the Contracting Lifecycle.
- k) Identify and safeguard against bias and the perception of bias, and
- l) Recognise the potential for fraud or misconduct and safeguard against fraud or misconduct.

## 5 Mandatory Requirements

### Engage with the Commercial and Contracting Services Directorate

Commercial and Contracting Services provides procurement advice, support, and assistance to Department and School based staff when undertaking Contracting Lifecycle activities to ensure compliance with this Framework and the WAPR.

Procurement of goods and services for contracts with a Total Estimated Value of \$50,000 (inc. GST) or greater must be facilitated by Commercial and Contracting Services, except for CUAs that do not include agency involvement obligations<sup>1</sup>. Advice should be sought from Commercial and Contracting Services for any planned procurements where it is plausible that the procurement may exceed \$50 000.

All community services agreements of any value must be facilitated by Commercial and Contracting Services, including from the early planning phase.

### Keep Adequate Records

In accordance with the *State Records Act 2000* and the Department's [Records Management Policy](#), officers must maintain a level of documentation commensurate with the scale, scope, value and risk of the Contract throughout the Contracting Lifecycle.

### Use the Procurement and Contract Management System (PaCMS)

PaCMS is the Department's central procurement and contract documents record system for all parts of the Contracting Lifecycle and must be used for all goods and services contract actions valued at a Total Estimated Value of \$50 000 (inc. GST) or more, and community services contract actions of any value. This Includes procurement initiation and approvals, all contract management approvals, events, issue reporting, other contract reporting and change/variation management, and to record all contract spend and spend management.

PaCMS is the Department's Contract Register and complies with the Department's financial delegations, the Procurement and Contract Management Authorising Schedule, Government procurement policies, record keeping policies and agency reporting obligations.

## 6 Contracting Lifecycle

The Contracting Lifecycle involves three phases of *Contract Planning, Sourcing and Contract Management* with roles and responsibilities allocated as depicted in the matrix below. The matrix may not depict every activity or action applicable to a specific Contract.

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<sup>1</sup> Seek advice from Commercial and Contracting Services regarding CUA use and requirements.

## The Contacting Lifecycle Responsibilities Matrix

Contracting Lifecycle Activities	Key Business Area/school responsibilities	Key Commercial and Contracting Services Responsibilities
<p><b>CONTRACT PLANNING</b></p> <p><b>Complete Procurement Readiness Activities / Business Case preparation.</b></p> <ul style="list-style-type: none"> <li>• <b>Define business need and contract objectives</b></li> <li>• <b>Evaluate and review current or past arrangements</b></li> <li>• <b>Assess and understand required timelines to implement</b></li> <li>• <b>Identify required staff resources</b></li> <li>• <b>Acquire and / or approve budget</b></li> <li>• <b>identify contractual and procurement risk</b></li> <li>• <b>Identify market conditions and profiles</b></li> </ul>	<p>Responsible for leading contract planning activities including:</p> <ul style="list-style-type: none"> <li>• Needs analysis</li> <li>• Timely planning</li> <li>• Stakeholder consultation</li> <li>• Budget approval and management</li> <li>• Market sounding and price models</li> <li>• Determining the Total Estimated Value of the proposed Contract</li> <li>• Determining contract scope and objectives</li> <li>• Risk identification</li> <li>• Preparation of Procurement initiation documents and Business Cases.</li> </ul>	<p>Assists and supports contract planning activities including:</p> <ul style="list-style-type: none"> <li>• Support with market sounding</li> <li>• Assists with establishing procurement timelines</li> <li>• Provides contracting, procurement, and risk advice</li> <li>• Provides advice about market approaches</li> <li>• Review procurement initiation documentation.</li> </ul>
<p><b>PROCUREMENT and SOURCING</b></p> <p><b>Complete procurement activities to award of Contract</b></p> <ul style="list-style-type: none"> <li>• <b>Clarify Scope</b></li> <li>• <b>Develop sourcing strategy/market approach</b></li> <li>• <b>Establish contract terms and deliverables</b></li> <li>• <b>Draft detailed requirements and specification</b></li> <li>• <b>Develop qualitative criteria</b></li> <li>• <b>Establish Key Performance Indicators</b></li> <li>• <b>Issue tender and facilitate tender evaluation</b></li> <li>• <b>Complete due diligence and award contract.</b></li> </ul>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Developing contract requirements, scope, specifications and KPIs</li> <li>• Reviewing and contributing to Procurement Plans, Request development, qualitative criteria, and evaluation reports to meet agreed timelines and quality standards</li> <li>• Contributing to industry briefings</li> <li>• Ensuring availability of key staff and resources, including approving officers</li> <li>• Complying with agreed timelines</li> <li>• Participating in evaluation and negotiations</li> <li>• Approving procurement and contract documents</li> <li>• Managing Conflicts of Interest.</li> </ul>	<p>Responsible for:</p> <ul style="list-style-type: none"> <li>• Probity oversight</li> <li>• Support and advice on development of procurement documents</li> <li>• Advice on Procurement approach, appropriate contract terms.</li> <li>• Assistance with industry briefings</li> <li>• Support with Contract Negotiations</li> </ul> <p>Undertakes:</p> <ul style="list-style-type: none"> <li>• Liaison with business area and Department of Finance (if required)</li> <li>• Preparation of Request and evaluation report to meet agreed timelines</li> <li>• The issue and close of tenders</li> <li>• The management and facilitation of the evaluation of offers</li> </ul>

	<ul style="list-style-type: none"> <li>• Risk assessment.</li> </ul>	<ul style="list-style-type: none"> <li>• Liaison with Respondent.</li> <li>• Contract award and publishing</li> <li>• Management of timelines.</li> </ul>
<p><b>CONTRACT MANAGEMENT</b></p> <p><b>Implement Contract Governance and Management.</b></p> <ul style="list-style-type: none"> <li>• <b>Assemble contract management resources</b></li> <li>• <b>Establish contract administration processes</b></li> <li>• <b>Monitor and manage contract performance</b></li> <li>• <b>Undertake supplier management</b></li> <li>• <b>Undertake contract pricing, cost, and budget management</b></li> <li>• <b>Monitor and record contract spend</b></li> <li>• <b>Ensure value for money</b></li> <li>• <b>Ongoing risk management.</b></li> </ul>	<p>Responsible for Contract management activities including:</p> <ul style="list-style-type: none"> <li>• Contract governance and performance</li> <li>• Maintaining value for money</li> <li>• Appointing Contract Manager</li> <li>• Setting up contract administration</li> <li>• Managing transition arrangements</li> <li>• Implementing governance and performance measures.</li> <li>• Drafting Contract Management Plan</li> <li>• Contractor/Service Provider relationship management</li> <li>• Completing timely service reviews and evaluations</li> <li>• Completing variations and extensions in line with contract</li> <li>• Managing contract changes and scope variations</li> <li>• Managing contract issues and disputes</li> <li>• Budget control and contract spend recording and management</li> <li>• Managing Conflicts of Interest</li> <li>• Risk management.</li> </ul>	<p>Supports and advises on:</p> <ul style="list-style-type: none"> <li>• Handover from procurement to contract manager.</li> <li>• Review of contract change and management documents.</li> <li>• Measures for supplier relationship management.</li> <li>• Contract performance management and administration.</li> <li>• Spend management,</li> <li>• Contract reporting.</li> <li>• Contract variations and extensions.</li> <li>• Contract disputes and issues mediation and disputes</li> <li>• Contract termination.</li> </ul>

## 7 Chief Procurement Officer

The Chief Procurement Officer is the Specialist Advisor – Commercial and Contracting Services.

The Chief Procurement Officer is responsible for:

- a) Understanding the Department's business and its role in public value creation
- b) Promoting integrity, compliance, and good practice in all Contracting Lifecycle activities.
- c) Building and continuously improving procurement and contract management capability and technical expertise within the Department.
- d) Implementing and managing this Framework, including making amendments and changes to suit new conditions, or provide improvements.
- e) Establishing Practice Notes, guidelines, Ikon information, templates, and other tools to support the implementation of and compliance with this Framework, good practice, or that support Contracting Lifecycle functions.
- f) Establishing procurement and contract management proficiency requirements.
- g) Meeting agency reporting, compliance and governance measures designated by General Procurement Directions, the WAPRs, other procurement connected policies and any Agency Specific Procurement Direction.

## 8 Practice Notes and guidelines

The Chief Procurement Officer (Specialist Advisor – Commercial) may issue Practice Notes and guidelines to support this Framework. Practice Notes and guidelines will enhance effective operations across the Contracting Lifecycle or the Procurement and Contract Management Authorising Schedule.

Practice Notes and guidelines may specify, define, or guide discrete actions that assure good practice or compliance with the WAPR, General Procurement Directions, Agency Specific Procurement Directions or this Framework.

Practice Notes that include specified requirements must be complied with.

## 9 Procurement and Contract Management Authorising Schedule

In accordance with *WAPR - Rule F3 Establish and Maintain a Delegation and Authorisation Register*, the Accountable Authority (the Director General) has delegated the authority to make procurement decisions to Authorising Officers within the Department through the (Schedule) (Annexure 1) (D22/0593352).

## 10 Key Roles and Responsibilities

### Authorised Officer

The Authorised Officer for the WAPR is the Director General. Under the Procurement and Contract Management Authorising Schedule the Authorised Officer is the position delegated by the Schedule to provide approvals for Contracting Lifecycle actions relevant to their business area.

### Contract Manager

The responsibilities of the contract manager may depend on the complexity of the contact. However, as a minimum standard, a contract manager is responsible for:

- a) Understanding the role and responsibilities in managing the contract and ensuring value for money.
- b) Having in-depth knowledge about the operation and performance of the contract they manage.
- c) Ensuring the contract meets the contractual requirements, objectives, timeframes and continues to provide value for money for the Department.
- d) Maintaining adequate contract management records and provide reporting to senior management as appropriate.
- e) Declaring any conflict of interest as it arises.
- f) Undertaking regular training on contract management in line with their role and requirements set by the Chief Procurement Officer.
- g) Ensuring re-tendering activities are commenced in a timely manner to ensure ongoing delivery of services.

### **Endorsing Officer**

An officer from the Commercial and Contracting Services Directorate. Responsible for compliance management, and having considered all provided and relevant documents, provides advice on Procurement Activities and contract management on procurement and contract risks, practice and alignment with the WAPR and this Framework for procurement and contract management activities.

## **11 Related Legislation and Policies**

### **Legislation**

1. [Auditor General Act 2006 \(WA\)](#)
2. [School Education Act 1999 \(WA\)](#)
3. [Electronic Transactions Act 2011](#)
4. [Financial Management Act 2006 \(WA\)](#)
5. [Freedom of Information Act 1992 \(WA\)](#)
6. [Australia's free trade agreements \(FTAs\) | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#)
7. [Goods and Services Tax Act 1999](#)
8. [Public Interest Disclosure Act 2003](#)
9. [Procurement Act 2020 \(WA\)](#)
10. [Public Sector Management Act 1994 \(WA\)](#)
11. [State Records Act 2000 \(WA\)](#)
12. [Treasurer's Instructions](#)
13. [Integrity Strategy for WA Public Authorities 2020 – 2023](#)

### **Department Policies and Ikon Services**

The following Departmental policies are to be used in conjunction with this Framework. The following list is not exhaustive, and other Departmental policies may apply to a specific procurement process.

- a) [Fraud and corruption control plan – Ikon – Department of Education](#)
- b) [Corruption Prevention and Detection – Policies – Department of Education](#)
- c) [Our Code of Conduct and Standards – Ikon – Department of Education](#)

- d) [Conflict of interest Policy and Procedures– Ikon – Department of Education](#)
- e) [Working with Children Checks in Department of Education Sites Policy – Policies – Department of Education](#)
- f) [Records Management Policy – Policies – Department of Education](#)
- g) [Information and Communication Technologies Security Policy – Policies – Department of Education](#)
- h) [Software Use Policy – Policies – Department of Education](#)
- i) [Students Online in Public Schools Policy – Policies – Department of Education](#)
- j) [Acceptance and Provision of Gifts Policy – Policies – Department of Education](#)
- k) [Criminal History Screening for Department of Education Sites Policy – Policies – Department of Education](#)
- l) [Expenditure on Hospitality Policy – Policies – Department of Education](#)
- m) [Intellectual Property Policy – Policies – Department of Education](#)
- n) [Official Travel Policy – Policies – Department of Education](#)
- o) [Staff Conduct and Discipline Policy – Policies – Department of Education](#)
- p) [Identify and manage risks in the workplace – Ikon – The Department of Education](#)
- q) [Access the Financial management manual for central and regional services – Ikon – Department of Education](#)
- r) [Finance and accounting manual – Ikon – The Department of Education](#)

## 12 Definitions and Glossary

Word or Phrase	Meaning
<b>Accountable Authority</b>	The Director General Department of Education – as defined by section 4 of the <i>Financial Management Act 2006 (WA)</i> .
<b>Authorised Officer</b>	The Accountable Authority or the Department of Education Officer delegated or authorised by the Procurement and Contract Management Authorising Schedule.
<b>Contract</b>	An agreement between two parties intended to create binding, legal and enforceable performance, and payment obligations to provide goods and/or services and achieve an objective or service outcome. Under this Framework a Contract includes arrangements with a third-party service provider or arranger, where the intent is to provide a service for the benefit of a school or services on behalf of school students where the intent is to create enforceable service delivery or to provide indemnities or protections in the event of service failure or cancellation.
<b>Contract Management</b>	<p>Contract management refers to the activities undertaken, after the contract has been awarded or commenced to achieve optimal contract outcomes and value for money.</p> <p>Contract management includes.</p> <p><b>Contract Governance:</b> establishing and managing the stakeholder engagement mechanisms, decision making and reporting, risk assessment, monitoring and issue management.</p> <p><b>Performance Management:</b> measuring, monitoring, and assessing contract performance in line with the contract, and enable early warning of, and response to, performance issues.</p> <p><b>Supplier Relationship Management:</b> ensuring collaborative engagement approaches with the contractor.</p>



	<b>Contract Administration:</b> Regular reporting, including, escalating issues, disputes or other contentious matters in relation to the contract, or contractor performance for the information or consideration of line management.
<b>Department Officer</b>	A person employed by the Department of Education, including principals and school officers.
<b>Endorsing Officer</b>	An officer from the Commercial and Procurement Services Directorate denoted by the Procurement and Contract Management Authorising Schedule, who having considered all provided and relevant documents, provides advice on procurement risks, practice and alignment with the WA Procurement Rules and the Department's Procurement Framework in relation to procurement and contract management activities.
<b>Practice Note</b>	A Practice Note defines and specifies actions and requirements that support implementation of this Framework and specify actions, activities or operational requirements to support good practice or compliance with the WAPR, General Procurement Directions, and Agency Specific Procurement Directions.
<b>Procurement</b>	Procurement is defined in Part 1 section 4 of the Procurement Act to include: <ul style="list-style-type: none"> <li>a) obtaining goods, services or works by purchase, lease, licence, public private partnerships or other means; and</li> <li>b) disposing of goods or works; and</li> <li>c) purchasing community services</li> </ul>
<b>Procurement Activities</b>	Procurement Activities is defined in Part 1 section 4 of the Act to mean decisions or other things done in the course of, or as a result of, a process to procure goods, services (including community services) or works.
<b>Procurement and Contract Management System (PaCMS)</b>	The system used by the Department of Education as its Contract Register (WAPR F5) and to manage and record Endorsing Officer and Authorised Officer approvals and to house and manage all final documents for Procurements and Contracts across the Department.
<b>Procurement Directions</b>	The <a href="#">Procurement Act</a> establishes the power for the Department of Finance (as authorised delegate under the Procurement Act), to issue general or specific Procurement Directions. <b>General Procurement Directions</b> are Directions that all State agencies must comply with. General Procurement Directions enable core Government requirements such as the Aboriginal Procurement Policy, and the Delivering Community Services and Partnership Policy. <b>Agency Specific Procurement Directions</b> may be issued to a specified agency and apply only to that agency in respect of Procurement functions and activities.
<b>Request</b>	The relevant sourcing or approach-to-market documentation. This can include a Request for Tender, Request for Proposal, an Expression of Interest document, or a Request for Quotation, as the circumstances require. The document type, specifications, and form of contract (terms and conditions) will be determined by the Chief Procurement Officer.
<b>Responsible Officer</b>	The Department of Education Officer accountable for a Contract, and may also be a senior contract sponsor, accountable budget manager or similar.
<b>Total Estimated Value</b>	The total estimated value of a Procurement is the reasonably assessed monetary value of the total cost of the Procurement and resulting contract (including panel of standing offer contracts) to the State agency, including all extension options, indexation and is inclusive of GST.
<b>Variations</b>	A variation is an agreed change to the contract (for example, in scope or in price). Variations do not include: <ul style="list-style-type: none"> <li>(a) exercising an extension option provided within the original contract</li> <li>(b) spending more (or less) under a panel/standing offer arrangement than originally estimated (where there is no contractual maximum expenditure cap).</li> </ul>
<b>Value for Money</b>	Value for money includes the assessment the initial price and any ongoing costs and is the most economic combination of fitness for purpose, price, cost to implement and maintain, sustainability, risk exposure, supplier capability and consideration of government's social, economic, and environmental priorities. Value

for money is the paramount outcome of all Procurement Activities and Contracts and underpins ongoing contract management.

### 13 Custodians

Specialist Advisor - Commercial and Contracting Services is the custodian of this Framework.

The Manager, Contract Management and Advisory Services is the contact officer for this Framework. Contact as below:

Manager, Contract Management and Advisory Services  
Commercial Services

T: 9264 5567

E: [buying@education.wa.edu.au](mailto:buying@education.wa.edu.au)

### 14 Version and Revisions:

Version	Effective Date	Reference Number	Notes
1.0	10 September 2024	D22/0593346	Original version.
1.1			
1.2			
1.3			



Department of  
Education

**Shaping the future**

**Procurement and Contract Management Framework**

**Procurement and Contract Management Authorising Schedule**  
**For the Department of Education and Public Schools**

**Version 2023/11**

**D22/0593352**

## Introduction

The Procurement and Contract Authorising Schedule (Schedule) provides the endorsement and approvals required to meet the minimum requirements of the [Procurement Act 2020 \(WA\)](#), [General Procurement Directions](#) and the [Western Australian Procurement Rules](#) (WAPR) when procuring goods, services and community services (including the Direct to Market Program and Public Private Partnerships), or disposing of goods and equipment.

## Operation

This Schedule sets out the details (including any conditions or limitations) of the Authorised Officer to:

- a) Initiate or commence a procurement process
- b) award contracts
- c) complete contract variations
- d) give an approval or exemption required by the Western Australian Procurement Rules and
- e) make other procurement decisions, as determined by the Accountable Authority.

**The Schedule applies to all Department offices, regional offices and public schools.** Authorised Officer positions may only authorise or approve for their own business area, unless specified otherwise. Where stipulated, authorisation/approval for specified actions can only occur after endorsement by an Endorsing Officer from the Commercial and Contracting Services Directorate.

## Department Delegations

This Schedule is aligned with the [Department Delegations](#) to implement and facilitate compliant [Western Australian Procurement Rules](#) endorsement and approval actions for procurement activity and contract management.

## Procurement and Contract Management Framework

This Schedule is an annexure to, and should be applied in conjunction with, the Procurement and Contract Management Framework (D22/0593352).

## Changes and amendments

This Schedule may be amended at any time by the Specialist Advisor - Commercial (Commercial and Contracting Services) to adjust for any contemporary issues or changes to procurement or contract management matters relevant to the Department of Education.

# Schedule

## Definitions

**Accountable Authority (AA)** means the Director General of the Department of Education – as defined by Part 4 of the *Financial Management Act 2006 (WA)*.

**Endorsing Officer (EO)** means an officer from the Commercial and Contracting Services directorate, who, based on the information provided, provides advice on compliance, procurement risks and practice in relation to procurement and contract management activities, in accordance with the WA Procurement Rules and the Procurement and Contract Management Framework.

**Authorised Officer (AO)** means the Accountable Authority, or an officer of the Department duly delegated or authorised under the *School Education Act 1999 (SEA)*, and for the purposes of this Schedule, an Authorised Officer is the officer or position enabled by this Schedule to approve or execute procurement activity or contracts, subject to complying with this Schedule and the Procurement and Contract Management Framework.

Under this Schedule, Authorised Officer (AO) positions are defined as follows, except where a specified position is nominated:

- a) **Manager PS8+** means an employee who is either a Public Sector Civil Service Association (CSA) General Agreement level 8 or Specified Calling level 5.
- b) **Principal** means a principal of a public school under the School Education Act (SEA) Employees' (Teachers and Administrators) General Agreement.
- c) **Independent Public School (IPS) principal** means a principal of a Group D school in Annex 1A of the principal, of a Group D school in Annex 1A of the [Delegations Database](#).
- d) **Director PS9+** means an employee who is either a Public Sector CSA General Agreement Level 9, Specified Calling Level 6 or SEA Director.
- e) **Assistant executive director** means an employee who is a Public Sector CSA General Agreement Class 1 or Class 2, or an SEA Assistant Executive Director on similar salary.
- f) **Executive director or director of education** means an employee who is either a Public Sector CSA Agreement Class 2 or Class 3, or an SEA Executive Director or Director of an education region on similar salary.

g) **Deputy director general** means an employee who is responsible for the business area who is remunerated under the Salaries and Allowances Tribunal determination.

**Aboriginal business** means an Aboriginal business that is registered on the [Aboriginal Business Directory WA](#) or [Supply Nation's Indigenous Business Direct](#).

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**Addendum** means a change or update to a **request** that has been issued to the market (to correct, update or provide clarification).

**Australian Disability Enterprise (ADE)** means a disability business listed on the [Buy Ability](#) website.

**Buyer's guide** means a set of information, guides, pricing and engagement rules, and other requirements for a Department of Education **standing offer panel contract**.

**Change of control** means a change to the control of a company or business through ownership or management changes that results in the decision-making capacity being exercised by a different business, group of owners, shareholders and/or directors.

**Contract** means an agreement between two parties intended to create binding, legal and enforceable performance, and payment obligations to provide goods and/or services and achieve an objective or service outcome. Under this framework a contract includes arrangements with a third-party service provider or arranger, where the intent is to provide a service for the benefit of a school or services on behalf of school students where the intent is to create enforceable service delivery or to provide indemnities or protections in the event of service failure or cancellation.

**Contract value** means the total estimated value of a procurement that is the reasonably assessed monetary value of the total cost of the procurement and resulting contract (including panel of standing offer contracts) to the State agency, including all extension options, indexation and is inclusive of GST.

**Contract variation in-scope** means a variation to the contract that has been expressed in the contract. Usually applies to the basis of price or rate changes based on an index or measure, such as demand thresholds, CPI, wage indices, indexation or exchange rate.

**Contract variation - unscheduled** means a variation to the contract where either party seeks to change the terms, deliverables, delivery timeframes, or contract scope that was not contemplated at the time of contract award. Unscheduled variations usually involve some form of negotiation and require express agreement of both parties and may impact prices, or the contract value. Unscheduled contract variations should include written application, consideration, and a written agreement to the change by the parties.

**Novation** means the transfer of a **contract** from one supplier to another, including all obligations and responsibility for contract performance.

**Panel contract** means a **standing offer** contract for the supply of goods and/or services or community Services that are repetitive and 'as required' products or services where there is no warranty for a certain supply volume or supply times or periods. Standing offers may be with a single or multiple suppliers (panel).

**Procurement or procurement activity** has the same meaning as the Procurement and Contract Management Framework.

**Proprietary product** means goods, products or services that are essential to conform or integrate to current business circumstances and where no reasonable alternatives are suitable or available, on a value for money basis, to meet compelling technical or operational circumstances where no alternative product or service can reasonably be considered.

**Registered Aboriginal business** means an Aboriginal business that is registered on the [Aboriginal Business Directory WA](#) or [Supply Nation's Indigenous Business Direct](#).

**Review committee** means the **State Tender Review Committee** or **Community Services Procurement Review Committee**, as appropriate. Review committees are independent assurance bodies supported by the Department of Finance.

**Request** means the relevant sourcing or approach-to-market documentation such as request for tender, request for proposal, an expression of interest document or a request for quotation, as the circumstances require. The document type, specifications and form of contract (terms and conditions) will be determined by the WAPR.

**Validity period** means the period of time that the prices and other details of a respondent's offer remain valid and unchangeable (when responding to a **request**).

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## Part 1 - Goods and Services Planning and Procurement

### Authorisations for procurement of goods and services – contract value \$50,000 including GST and over

Values are inclusive of GST and include all contract extension periods, estimated indexation or other variation mechanisms applied to the contract.

<b>Initiation of procurement or contract</b>	Approve the commencement of a procurement or contract formation process
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#### NOTES:

Contract Value	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	<i>Not required</i>	<i>Not required</i>	<i>Not required</i>	<i>Not required</i>	<i>Not required</i>
<b>Authorised Officer position (approver)</b>	Principal – all public schools  Manager, Residential Colleges  Manager PS8+	IPS Principal	Director PS9+  Chief Policy Officer  Chief Psychologist  Assistant Executive Director  Specialist Advisor CCS	Executive Director  Chief Information Officer  Director of Education (for public schools in their region)	Director General  Deputy Director General  Executive Director, School Curriculum and Standards

**Procuring from Aboriginal businesses or Australian Disability Enterprises only - exception**

Approve limiting a market request to registered Aboriginal businesses or Australian Disability Enterprises

**NOTES:** WAPR C2.2(a) and C4.2. Includes approval not to use mandatory CUA (WAPR C2.2) or use prescribed procurement method (WAPR C4.2)

Contract Value	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal – all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Form of contract - exemption**

Approve a different form of contract to that prescribed by the WAPR

**NOTES:** Approval to use a bespoke contract or accept alternative forms of contract (WAPR D1.2)

Contract Value	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Proprietary products - exemption**

Approve specifying a proprietary product in a request

**NOTES:** WAPR D2.4A(1). Covered Procurements (\$680,000 including GST or higher) require the advice of the Department of Finance.

Contract Value	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Request - advertising time**

Approve reducing the prescribed WAPR advertising period of a request that is a Covered procurement

**NOTES:** WAPR D4.1.B.6. May only reduce to a minimum of 10 days for Covered procurements (\$680,000 including GST or higher) due to state of urgency making prescribed periods impracticable.

Contract Value	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards



**Procurement method - exemption**

Exemption from using the procurement method prescribed in the WAPR (limited or open sourcing)

**NOTES:** WAPR C5.2.A(1) WAPR C5.2.B. Department of Finance written advice must be sought for procurements valued at \$250,000 including GST and above. For emergency situations see Part 3. **Approved exemptions must be recorded in Exemption Register.**

Contract Value	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Contract term - exemption**

Approve specifying a contract term exceeding 5 years in a request

**NOTES:** WAPR C2.3. Approve a contract term exceeding 5 years from contract commencement. **Approved exemptions must be recorded in Exemption Register.**

Contract Value	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Procurement plan - exemption**

Approve submitting a request to the Department of Finance for exemption from submitting a procurement plan to the State Tenders Review Committee

**NOTES:** WAPR C3(3)(b). For procurements \$5m and over. See also Part 8 Agency and Governance for WAPR F7 Exemptions.**Approved exemptions must be recorded in Exemption Register.**

Contract Value	\$5 million and above
Commercial and Contracting Services Endorsement	Specialist Advisor CCS
Authorised Officer position (approver)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Procurement plan - review**

Approve submitting a procurement plan to the State Tenders Review Committee

**NOTES:** For procurements \$5m and above. (WAPR C3(2)) Approval to submit a procurement plan to the State Tenders Review Committee for review prior to approval.

Contract Value	\$5 million and above
Commercial and Contracting Services Endorsement	Manager CCS
Authorised Officer position (approver)	Specialist Advisor CCS

**Procurement plan - approval**

Approve a procurement plan

**NOTES:** For procurements \$5m and above (WAPR C3(1)). Approve a procurement Plan after review by the State Tenders Review Committee.

Contract Value	\$5 million and above
Commercial and Contracting Services Endorsement	Specialist Advisor CCS
Authorised Officer position (approver)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Request - release or advertise**

Approve the release of a procurement request to the market (limited or open)

**NOTES:**

Contract Value	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
Commercial and Contracting Services Endorsement	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
Authorised Officer position (approver)	Principal, all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Addendum release**

Approve the release of an addendum to request to potential market respondents

**NOTES:**

Contract Value	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	<i>Not required</i>	<i>Not required</i>	<i>Not required</i>	<i>Not required</i>	<i>Not required</i>
<b>Authorised Officer Commercial and Contracting Services (approver)</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS

**Validity period extension**

Approve the extension of the period of validity of respondent offers to an issued request

**NOTES:**

Contract Value	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	<i>Not required</i>	<i>Not required</i>	<i>Not required</i>	<i>Not required</i>	<i>Not required</i>
<b>Authorised Officer position (approver)</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS

**Evaluation report - exemption**

Approve submitting a request to the Department of Finance for exemption from submitting an evaluation report to relevant review committee

**NOTES:** For procurements \$5m and above. (WAPR D7(4)). **Approved exemptions must be recorded in Exemption Register.**

Contract Value	\$5 million and above
Commercial and Contracting Services Endorsement	Specialist Advisor CCS
Authorised Officer position (approver)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Evaluation report - review**

Approve submitting an evaluation report to relevant review committee for review

**NOTES:** For procurements \$5m and above. Approval to submit an evaluation report to the State Tenders Review Committee or the Community Service Procurement Review Committee.

Contract Value	\$5 million and above
Commercial and Contracting Services endorsement	Manager CCS
Authorised officer position (approver)	Specialist Advisor CCS

## Evaluation report - approval

Approve an evaluation report (all contract values)

**NOTES:** The delegated authorised officer is not authorised to approve an evaluation report if they have participated in the evaluation. In this event, the Authorised Officer is the next most appropriate position at a higher contract value.

Contract Value	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal – all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

## Negotiation plan

Approve a negotiation plan for high value, and/or high risk, and/or complex procurements

### NOTES:

Contract Value	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal – all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards



**Award contract**

Approve the awarding of a contract and advise unsuccessful respondents

**Decline award of contract**

Approve declining all respondent offers

**NOTES:** The delegated Authorised Officer is not authorised under this section if they have participated in the evaluation. In this event, the Authorised Officer is the next most appropriate position at a higher contract value.

Contract Value	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal – all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

## Mandatory CUA - exemption

Request approval not to use a mandatory CUA from the Department of Finance

**NOTES:** Request approval to undertake a procurement and not use a mandatory CUA. WAPR C2.2(b)(i). **Approved exemptions must be recorded in Exemption Register.** Does not include emergency situations – see Part 3 Emergency Approvals

Contract Value	Up to \$50,000	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	<i>Not required</i>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools  Manager, Residential Colleges  Manager PS8+	Principal, all public schools  Manager, Residential Colleges  Manager PS8+	IPS Principal	Director PS9+  Chief Policy Officer  Chief Psychologist  Assistant Executive Director  Specialist Advisor CCS	Executive Director  Chief Information Officer  Director of Education (for public schools in their region)	Director General  Deputy Director General  Executive Director, School Curriculum and Standards

### Mandatory education panel contracts

Approve establishment of a state-wide agency panel contract / standing offer to be mandatory outside of the metropolitan region

**NOTES:** WAPR C2.5(1). WAPR only allow the Director General to approve.

Contract Value	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Specialist Advisor CCS				
<b>Authorised Officer position (approver)</b>	Director General				

### Disposal of Goods

Approve the method of disposal of surplus goods or equipment (not including agricultural stock or produce)

**NOTES:**

Contract Value	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	<i>Not required</i>	<i>Not required</i>	<i>Not required</i>	<i>Not required</i>	<i>Not required</i>
<b>Authorised Officer position (approver)</b>	Principal, all public schools Manager, Residential College Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

## Part 2 - Goods and Services Contract Management

<b>Contract Buyer's Guide</b>	Approve a buyer's guide for in contract (standing offer, panel contract)
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**NOTES:**

Contract Value	Values up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Contract management plan - exemption**

Exempt developing a contract management plan or a project management plan for a contract that is not high risk

**NOTES:** For procurements \$5m and over. WAPR Rule E1(2). **Approved exemptions must be recorded in Exemption Register.**

Contract Value	\$5 million and above
Commercial and Contracting Services Endorsement	Specialist Advisor CCS
Authorised Officer position (approver)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Contract management plan - approval**

Approve the contract management plan or a project management plan for a contract

**NOTES:** For procurements \$5m and over. WAPR Rule E1(1)

Contract Value	\$5 million and above
Commercial and Contracting Services Endorsement	Specialist Advisor CCS
Authorised Officer position (approver)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Contract extension option**

Approve exercising or declining a contract extension option provided for in the contract

**NOTES:** For extension options. Other extensions (beyond term extensions) are unscheduled variations

Contract Value	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Contract variation - in-scope**

Approve an in-scope variation

**NOTES:**

Contract Value	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Contract variation - unscheduled**

Approve an unscheduled variation.

Approve a beyond term extension (extension not provided for in the contract)

**NOTES:** WAPR 2.2(2).

Contract Value	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards



**Contract change of control**

Approve a change of control of a business (change to the controlling ownership, no change of ABN)

**NOTES:**

Contract Value	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Contract novation**

Approve the novation or assignment of a contract from one entity to another

**NOTES:**

Contract Value	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Contract termination**

Approve the termination of a contract

**NOTES:**

Contract Value	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

### Part 3 - Emergency Approvals

WAPR Definition: Emergency situation - a situation brought about by unforeseeable events that requires urgent action (to prevent physical or reputational harm, impairment to critical operations, or to prevent harm and preserve safety or wellbeing, prevent likely severe damage or mitigate damage or loss to systems, property or equipment).

<b>Exemption from mandatory CUA</b>	Approve an exemption to purchase outside of a mandatory CUA due to an emergency
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**NOTES:** WAPR C2.2(b)(ii). **Approved exemptions must be recorded in Exemption Register.**

Contract Value	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Exemption from procurement method**

Approve an exemption from using the appropriate procurement method due to an emergency

**NOTES:** WAPR C5.2.A (1)(b). Includes waiving the requirement to seek advice from Department of Finance. **Approved exemptions must be recorded in Exemption Register.**

Contract Value	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Minimum advertising times**

Approve the open advertisement time (not including a covered procurement) to less than 14 days due to an emergency

Approve an open advertisement time for a covered procurement to not less than 10 days due to an emergency

**NOTES:** WAPR D4.1.A(1). WAPR D4.1.B.6.

Contract Value	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

## Part 4 - Community Services Planning and Procurement

### Authorisations for procurement of community services – All contract values

Community services procurement includes services of all values with no minimum threshold.

Values are inclusive of GST and include all contract extension periods, estimated indexation or other variation mechanisms applied to the contract.

<b>Initiation of procurement or contract</b>	Approve the commencement of a procurement or contract formation process
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#### NOTES:

Contract Value	Values up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	<i>Not required</i>	<i>Not required</i>	<i>Not required</i>	<i>Not required</i>	<i>Not required</i>
<b>Authorised Officer position (approver)</b>	Principal – all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Procuring from Aboriginal businesses or Australian Disability Enterprises - exception**

Approve limiting a market request to registered Aboriginal businesses or Australian Disability Enterprises

Registered Aboriginal businesses include Aboriginal Community Controlled Organisations (ACCOs) as per the [Aboriginal Procurement Policy Agency Practice Guide](#)

**NOTES:** WAPR C2.2(a) and C4.2. Includes approval not to use mandatory CUA (WAPR C2.2) or use prescribed procurement method (WAPR C4.1)

Contract Value	Values up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal – all public schools  Manager, Residential Colleges  Manager PS8+	IPS Principal	Director PS9+  Chief Policy Officer  Chief Psychologist  Assistant Executive Director  Specialist Advisor CCS	Executive Director  Chief Information Officer  Director of Education (for public schools in their region)	Director General  Deputy Director General  Executive Director, School Curriculum and Standards



**Preferred Service Provider (PSP) or direct negotiations - exception**

Approve an exception to award to a Preferred Service Provider (PSP), or to a provider on a direct engagement basis

**NOTES:** WAPR C4.2. Approval not to use prescribed procurement method

Contract Value	Values up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Form of contract**

Approve a different form of contract to that prescribed by the WAPR

**NOTES:** Approval to use a bespoke contract or accept alternative forms of contract (WAPR D1.2)

Contract Value	Values up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Procurement plan - exemption**

Approve submitting a request to the Department of Finance for exemption from submitting a procurement plan to the Community Services Procurement Review Committee

**NOTES:** WAPR C3(3)(b). For procurements \$5m and over. See also Part 8 Agency and Governance for WAPR F7 Exemptions.

**Approved exemptions must be recorded in Exemption Register.**

Contract Value	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Procurement plan - review**

Approve submitting a procurement plan to the Community Services Procurement Review Committee

**NOTES:** For procurements \$5m and above. (WAPR C3(2)) Approval to submit a procurement plan to the Community Services Procurement Review Committee for review prior to approval.

Contract Value	\$5 million and above
Commercial and Contracting Services Endorsement	Manager CCS
Authorised Officer position (approver)	Specialist Advisor CCS

**Procurement plan - approval**

Approve a procurement plan

**NOTES:** For procurements \$5m and above (WAPR C3(1)). Approve a procurement plan after review by the Community Service Procurement Review Committee.

Contract Value	\$5 million and above
Commercial and Contracting Services Endorsement	Specialist Advisor CCS
Authorised Officer position (approver)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Request - release or advertise**

Approve the release of a procurement request to the market (limited or open)

**NOTES:**

Contract Value	Values up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Addendum release**

Approve the release of an addendum to request to potential market respondents

**NOTES:**

Contract Value	Values up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	<i>Not required</i>	<i>Not required</i>	<i>Not required</i>	<i>Not required</i>	<i>Not required</i>
<b>Authorised Officer Commercial and Contracting Services (approver)</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS

**Validity period - extension**

Approve the extension of the period of validity of respondent offers to an issued request

**NOTES:**

Contract Value	Values up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	<i>Not required</i>	<i>Not required</i>	<i>Not required</i>	<i>Not required</i>	<i>Not required</i>
<b>Authorised Officer position (approver)</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS

**Evaluation report - exemption**

Approve submitting a request to the Department of Finance for exemption from submitting an evaluation report to the Community Services Procurement Review Committee

**NOTES:** For procurements \$5m and above. (WAPR D7(4)). **Approved exemptions must be recorded in Exemption Register.**

Contract Value	\$5 million and above
Commercial and Contracting Services Endorsement	Specialist Advisor CCS
Authorised Officer position (approver)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Evaluation report - review**

Approve submitting an evaluation report to the Community Service Procurement Review Committee.

**NOTES:** For procurements \$5m and above.

Contract Value	\$5 million and above
Commercial and Contracting Services Endorsement	Manager CCS
Authorised Officer position (approver)	Specialist Advisor CCS

**Evaluation report - approval**

Approve an evaluation report (all contract values)

**NOTES:**

Contract Value	Values up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal – all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Award contract**

**Decline award of contract**

Approve the awarding of a contract and advise to unsuccessful respondents

Approve declining all respondent offers.

**NOTES:**

Contract Value	Values up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal – all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards



**Mandatory education panel contracts**

Approve establishment of a state-wide agency panel contract / standing offer to be mandatory outside of the metropolitan region.

**NOTES:** WAPR C2.5(1)

Contract Value	Values up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Specialist Advisor CCS				
<b>Authorised Officer position (approver)</b>	Director General				

## Part 5 - Community Services Contract Management

<b>Contract buyer's guide</b>	Approve a buyer's guide for in contract (Standing Offer, Panel Contract)
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**NOTES:**

Contract Value	Values up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Contract management plan - exemption**

Exempt the developing a contract management plan or a project management plan for a contract that is not high risk

**NOTES:** For procurements \$5m and over. WAPR Rule E1(2). **Approved exemptions must be recorded in Exemption Register.**

Contract Value	\$5 million and above
Commercial and Contracting Services Endorsement	Specialist Advisor CCS
Authorised Officer position (approver)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Contract management plan - approval**

Approve the contract management plan or a project management plan for a contract

**NOTES:** For procurements \$5m and over. WAPR Rule E1(1)

Contract Value	\$5 million and above
Commercial and Contracting Services Endorsement	Specialist Advisor CCS
Authorised Officer position (approver)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Contract extension options**

Approve exercising or declining a contract extension option provided for in the contract

**NOTES:** For extension options. Other extensions (beyond term extensions) are unscheduled variations

Contract Value	Values up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Contract variation - in-Scope**

Approve an in-scope variation

**NOTES:**

Contract Value	Values up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Contract variation - unscheduled**

Approve an unscheduled variation

**NOTES:**

Contract Value	Values up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools  Manager, Residential Colleges  Manager PS8+	IPS Principal	Director PS9+  Chief Policy Officer  Chief Psychologist  Assistant Executive Director  Specialist Advisor CCS	Executive Director  Chief Information Officer  Director of Education (for public schools in their region)	Director General  Deputy Director General  Executive Director, School Curriculum and Standards

**Contract variation – Preferred Services Provider (PSP)**

Approve an extension of a contract term using Preferred Service Provider (PSP) provisions

**NOTES:** Variations valued at over \$5 million must be submitted to CSPRC. WAPR 2.2(2).

Contract Value	Values up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools  Manager, Residential Colleges  Manager PS8+	IPS Principal	Director PS9+  Chief Policy Officer  Chief Psychologist  Assistant Executive Director  Specialist Advisor CCS	Executive Director  Chief Information Officer  Director of Education (for public schools in their region)	Director General  Deputy Director General  Executive Director, School Curriculum and Standards

**Contract change of control**

Approve a change of control of a business (change to the controlling ownership, no change of ABN)

**NOTES:**

Contract Value	Values up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards



**Contract novation**

Approve the novation or assignment of a contract from one entity to another

**NOTES:**

Contract Value	Values up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Contract termination**

Approve the termination of a contract

**NOTES:**

Contract Value	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

## Part 6 - Sale of Agricultural stock and produce

Contract value in a single calendar year.	As specified by the Department of Education <i>School Education Act 1999</i> Instruments of Delegation. S.216 (2) (f)				
<b>Commercial and Contracting Services Endorsement</b>	N/A	N/A	N/A	N/A	N/A
<b>Authorised Officer position (approver)</b>	As specified by the Department of Education <i>School Education Act 1999</i> Instruments of Delegation. S.216 (2) (f) <a href="#">Delegations Database</a>				

## Part 7 - Procurement or Contract Actions up to \$50,000 Goods and Services

**Notes:**

Procurement for values up to \$50,000 must follow WA Procurement Rules

Contract values are for one-off single arrangements.

Seek advice from Commercial and Contracting Services

Contract values include GST.

Procurement Activity/Contract Value	Up to \$50,000
	Authorising Officer Level
Approve Initiation of request for quotation or Contract up to \$50,000	Principal, all public schools Manager, Residential Colleges Manager PS8+
Approve a works or maintenance quotation or contract for services under the Direct to Market program.	
Approve the disposal of goods	
Approve the method of sale of Goods	
Release or advertise a Quotation	
Approve evaluation report	
Award contract	
Decline all quotation offers	
Advise unsuccessful respondents	
Terminate a contract	

## Part 8 - Agency and Governance Approvals

<b>Tenders WA - approval to publish contract information</b>	<p>Publish early tender advice</p> <p>Publish a request (WAPR D3.1)</p> <p>Issue addendum (modify Request) (WAPR 3.2)</p> <p>Publish and amend contract award information on Tenders WA (WAPR D8.1)</p> <p>Publish and amend contract variation information on Tenders WA (WAPR E3.1)</p> <p>Publish contract expenditure information on Tenders WA (WAPR E3.1)</p>
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### NOTES:

Contract Value	Values up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	N/A	N/A	N/A	N/A	N/A
<b>Authorised Officer position (approver)</b>	All positions CCS	All positions CCS	All positions CCS	All positions CCS	All positions CCS

**Exemption from recording contract information**

Approve exemption from recording contract details on department contract register (WAPR F5.6)  
 Approve exemption from publishing contract award details on Tenders WA (WAPR D8.2.(1))  
 Approve exemption from publishing contract expenditure details on Tenders WA (WAPR E3.2.(1))

**NOTES:** WAPR D8.2.(1) and WAPR E3.2.(1) **Approved exemptions must be recorded in Exemption Register.**

Contract Value	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
<b>Commercial and Contracting Services Endorsement</b>	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Principal, all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

## Gateway review

Approve submission of a gateway document to the Department of Finance

### NOTES:

Contract Value	\$10 million and above
Commercial and Contracting Services Endorsement	Specialist Advisor CCS
Authorised Officer position (approver)	Director General Deputy Director General Executive Director, School Curriculum and Standards

## Cooperative procurement arrangements

Approve submission to the Department of Finance to establish a cooperative procurement arrangement

### NOTES: WAPR C2.4

Contract Value	\$50,000 and up to \$100,000	Up to \$250,000	Up to \$1 million	Up to \$5 million	\$5 million and above
Commercial and Contracting Services Endorsement	Principal Consultant CCS	Principal Consultant CCS	Manager CCS	Manager CCS	Specialist Advisor CCS
Authorised Officer position (approver)	Principal, all public schools Manager, Residential Colleges Manager PS8+	IPS Principal	Director PS9+ Chief Policy Officer Chief Psychologist Assistant Executive Director Specialist Advisor CCS	Executive Director Chief Information Officer Director of Education (for public schools in their region)	Director General Deputy Director General Executive Director, School Curriculum and Standards

**Strategic forward procurement plan approval**

Approve the strategic forward procurement plan (before submission to Department of Finance)

**NOTES:**

<b>Commercial and Contracting Services Endorsement</b>	Specialist Advisor CCS
<b>Authorised Officer position (approver)</b>	Deputy Director General Education Business Services (only) Executive Director Finance and Commercial Services (only) Director General