



Department of
Education

Procurement and Contract Management Policy

Effective date: 10 September 2024

Version: 1.0

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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 Management 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:

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

T: 9264 0021

8. History of changes

Effective date	10 September 2024
Last update date Policy version no.	1.0
Notes	Endorsed by the Director General at the Corporate Executive meeting held on 10 April 2024 D23/1869962 Summary of changes to the Procurement and Contract Management policy and framework on lkon (staff only).

9. More information

Supporting content

Framework

[Procurement and Contract Management Framework](#)

Guideline

[Procurement and Contract Management Authorising Schedule](#)

Policy review date

10 September 2027
