

WA Health - Procurement<sup>1</sup> Delegation Schedule

Department of Finance involvement is required for ALL ICT Goods and Service purchases above \$50,000 and non-ICT Goods and Services purchases above \$250,000 (except Community Services)<sup>4</sup>

Procurement Values <sup>2</sup>	\$1 - \$20,000 (Direct Source)	\$20,001 - \$50,000 (Verbal Quotes)	\$50,001 - \$250,000 <sup>3</sup> (Written Quotes)	\$250,001 - \$1m (Public Tender)	>\$1m - \$5m (Public Tender)	>\$5m (Public Tender)
Approve Procurement Business Case	Not Applicable	Not Applicable	Not Applicable	Tier 3	Tier 2	Tier 1 (a) or (b)
Initiate a Purchase (Endorse Client Request Form)	Not Applicable	Tier 4	Tier 3	Not Applicable	Not Applicable	Not Applicable
Approve Procurement Plan	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Tier 1 (a) or (b)
Approve Request (Quote or Tender) for release to advertise	Not Applicable	Not Applicable	Tier 4	Tier 3	Tier 3	Tier 3
Approve Evaluation Report	Tier 5 (document decision)	Tier 4 (document decision)	Tier 3	Tier 3	Tier 2	Tier 1 (a) or (b)
Approve Negotiation Plan (for preferred Respondent negotiations)	Not Applicable	Not Applicable	Tier 3 (not mandatory)	Tier 3 (not mandatory)	Tier 2 (not mandatory)	Tier 1 (a) or (b)
Sign Award of Contract or Decline of offers letters	Not Applicable	Not Applicable	Tier 3	Tier 3	Tier 2	Tier 1 (a) or (b)
Advise unsuccessful Respondents	Tier 5 (if quotes sought)	Tier 4	Tier 3 (sign unsuccessful letter)	Tier 3 (sign unsuccessful letter)	Tier 2 (sign unsuccessful letter)	Tier 1 (a) or (b) (sign unsuccessful letter)
Publish contract award details on TendersWA	Not Applicable	Not Applicable	Delegated Officer	Delegated Officer	Delegated Officer	Delegated Officer
Approve Contract Management Plan (and annual review of Contract Management Plans)	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Tier 2	Tier 1 (a) or (b)
Exercise price variations in accordance with contract	Not Applicable	Tier 4 (if applicable)	Tier 4	Tier 3	Tier 3	Tier 3
Exercise or Decline extension options and contract variations (including price variations not in line with contract)	Not Applicable	Tier 4 (if applicable)	Tier 3	Tier 3	Tier 2	Tier 1 (a) or (b)

Professor Bryant Stokes  
A/Director General

Effective Date: 7 May 2015

<sup>1</sup> These delegations apply to all aspects of the *State Supply Commission Act* be that goods and/or services procurement, information technology and community services. These delegations also apply to procurements undertaken under section 21(a) or (c) of the *Hospital and Health Services Act 1927 (WA)* that do not exceed a total cost of \$2 million.

It is important that officers check whether there is a [Common Use Arrangement \(CUA\)](#) or existing WA Health contract before proceeding. Where a CUA exists officers are required to follow the process set out in the buying rules (see [Buyers Guide](#)).

Information regarding Health contracts can be found [here](#). Note that, where a purchase exceeds \$20,000, a Client Request Form or Business Case should be used to approve the purchase even when purchasing under a CUA.

<sup>2</sup> Thresholds are based on the **ongoing need**, not one off purchases. They are also **GST Inc**.

<sup>3</sup> Professional Consultancy Services greater than \$50k must be sent to the Office of the Chief Procurement Officer for approval prior to submission to DPC (See [Premiers Circular](#)) and prior to submission to Health Corporate Network.

Note – not all requests for Professional Services are required to be forwarded to HCN. The appropriate pathway is based on the estimated Total Contract Value.

<sup>4</sup> Department of Finance involvement is not required when purchasing under a CUA, unless specified in the Buying Rules of the CUA.

Sign Off:   
A/Director General Date: 14/5/15

WA Health - Exemption from State Supply Commission Policy<sup>4</sup> Schedule

Exemption Value <sup>5</sup>	\$1 - \$20,000 (Direct Source)	\$20,001 - \$50,000 (Verbal Quotes)	\$50,001 - \$250,000 (Written Quotes)	\$250,001 - \$1m (Public Tender)	\$1m - \$5m (Public Tender)	>\$5m (Public Tender)
Exemption from <b>competitive quotation or open tender requirements (inc PSP)</b> <sup>6</sup>	Not Applicable	<b>Chief Procurement Officer</b> (for all commercial Goods & Services including ICT) <b>Director Community Services Procurement Directorate</b> (for Community Services under DCSP Policy)	<b>Chief Procurement Officer</b> (for all commercial Goods & Services including ICT) <b>Director Community Services Procurement Directorate</b> (for Community Services under DCSP Policy)	<b>Chief Procurement Officer</b> (for all commercial Goods & Services including ICT) <b>Director Community Services Procurement Directorate</b> (for Community Services under DCSP Policy)	<b>Chief Procurement Officer</b>	<b>Chief Procurement Officer</b>
Approval for the <b>naming of proprietary products in Requests</b>	Not Applicable	Not Applicable	<b>Chief Procurement Officer</b> (for all commercial Goods & Services including ICT) <b>Director Community Services Procurement Directorate</b> (for Community Services under DCSP Policy)	<b>Chief Procurement Officer</b> (for all commercial Goods & Services including ICT) <b>Director Community Services Procurement Directorate</b> (for Community Services under DCSP Policy)	<b>Chief Procurement Officer</b>	<b>Chief Procurement Officer</b>
Approval for <b>contract periods exceeding 5 years</b> <sup>7</sup>	Not Applicable	Not Applicable	Tier 1 (a)	Tier 1 (a)	Tier 1 (a)	Tier 1 (a)
Exemption from <b>minimum open tender advertising period</b> (except AUSFTA covered procurements)	Not Applicable	Not Applicable	Not Applicable	<b>Chief Procurement Officer</b> (for all commercial Goods & Services including ICT) <b>Director Community Services Procurement Directorate</b> (for Community Services under DCSP Policy)	<b>Chief Procurement Officer</b>	<b>Chief Procurement Officer</b>
Exemption from <b>publishing contract award information on TendersWA</b> for procurements over \$50,000	Not Applicable	Not Applicable	<b>Chief Procurement Officer</b> (for all commercial Goods & Services including ICT) <b>Director Community Services Procurement Directorate</b> (for Community Services under DCSP Policy)	<b>Chief Procurement Officer</b> (for all commercial Goods & Services including ICT) <b>Director Community Services Procurement Directorate</b> (for Community Services under DCSP Policy)	<b>Chief Procurement Officer</b>	<b>Chief Procurement Officer</b>
Exemption from the <b>development of a procurement plan or contract management plan for procurements over \$5 million</b>	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	<b>Chief Procurement Officer</b>

All exemptions from **Common Use Arrangements (CUA)** must first be endorsed by the Assistant Director, Policy and Education, Office of the Chief Procurement Officer **prior to submission** to the Department of Finance.

Department of Finance support is required for **ALL ICT Goods and Services** exemptions above \$50,000 and **non- ICT Goods and Services** exemptions above \$250,000 (except Community Services)

Professor Bryant Stokes,  
A/Director General  
Effective Date: 7 May 2015

<sup>4</sup> See [State Supply Commission website](#) for more information on grounds for exemption. Exemptions templates can be found [here](#) for community services and [here](#) for commercial goods and/or services.

<sup>5</sup> All exemption values are GST Inc.

<sup>6</sup> This includes scope variations.

The Delegated Officer must be a Public Servant with sufficient system access.

<sup>7</sup> Exemptions for contract periods exceeding 5 years must be supported by the Chief Procurement Officer and the Assistant Director General, Purchasing and System Performance prior to approval.

Sign Off:   
A/Director General Date: 14-5-15



WA Health – Grant Delegation Schedule

Threshold Value <sup>8</sup>	\$1 - \$250,000	\$250,001 - \$1m	\$1m - \$5m	>\$5m
Endorse completed <b>Request and Grant Management Plan</b> .	<b>Director Community Services Procurement Directorate</b> (for Community Services under DCSP Policy)  <b>Assistant Director, Office of the Chief Procurement Officer</b> (for all other grants)	<b>Director Community Services Procurement Directorate</b> (for Community Services under DCSP Policy)  <b>Assistant Director, Office of the Chief Procurement Officer</b> (for all other grants)	<b>Chief Procurement Officer</b>	<b>Chief Procurement Officer</b>
Approve <b>Grant Agreement Request and Grant Management Plan</b> .	<b>Tier 4</b>	<b>Tier 3</b>	<b>Tier 2</b>	<b>Tier 1(a) or (b)</b>
Sign completed <b>Grant Agreement</b> .	<b>Tier 3</b>	<b>Tier 3</b>	<b>Tier 2</b>	<b>Tier 1 (a) or (b)</b>

Professor Bryant Stokes  
A/Director General

Effective Date: 7 May 2015

<sup>8</sup> Grant Values are based on the total value (not individual grants) of the Grant Program and are GST Inc. The Delegated Officer must be a Public Servant with sufficient system access.

Sign Off:   
A/Director General Date: 14.5.15



### Positions By Tier

Tier	North Metropolitan Health Service (NMHS)	PathWest	South Metropolitan Health Service (SMHS)
1(a) 1(b)	Chief Executive 1(b)	Chief Executive (NMHS) 1(b)	Chief Executive 1(b)
2	Executive Directors, Director Office of the Chief Executive	Chief Pathologist/Executive Director	Area Director Clinical Services, Area Director Nursing and Midwifery, Director of Strategic Issues, Executive Directors, Group General Managers, Area Director Corporate Services, Area Director, Infrastructure, Facilities Management & Health Services Support
3	Ambulatory Care Program Director, Area Fleet Manager, Clinical Directors, Clinical Lead - Clinical Rehabilitation Services, Clinical Lead Oral Health Improvement Unit, Contract Manager Midland Health Campus, Contract Manager Joondalup Health Campus, Deputy Executive Director NHMS MH, Deputy Nurse Co-Directors, Directors (see <a href="#">T3 Note</a> ), Executive Director Medical Services, Executive Director Midwifery Nursing and Patient Support Services, Executive Director of Nursing Services SCGOPHCG, General Manager Dental, Head of Department Anaesthetics, Managers (see <a href="#">T3 Note</a> ), Medical Co-Directors, Medical Directors (see <a href="#">T3 Note</a> ), Nurse Co-Directors, Nurse Directors SCGOPHCG, Nursing and Midwifery Directors, Office Manager Executive Director SCGOPHCG, Principal Nursing and Midwifery Director, Program Director – Adult Mental Health Program, Project Director Redevelopment, QEII Medical Centre Trust Business Manager, QEII Medical Centre Trust Project Director, Redevelopment Project Coordinators and Senior Project Coordinator Redevelopment.	General Managers, Directors, Operations Manager	Deputy Executive Director RPG, Directors Clinical Services, Directors of Nursing &/or Midwifery &/or Patient Support, Service/Medical Co-Directors, Corporate Directors, Area Manager Occupational Safety and Health, Area Manager Mental Health Strategy, Corporate/Campus Managers, General Manager Bentley Health Service, Senior Registered Nurse Level 8-10, Manager Adult Community and Allied Health Service Rockingham Peel, Area Allied Health Advisor Public Health, Director Allied Health, Operations/Business Managers, Director of Safety and Quality
4	Campus Facilities Managers, Chief Pharmacist, Chief Radiographer / Ultrasonographer, Clinical Manager Community Midwifery, Clinical Midwifery Consultant Community Midwifery Program, Clinical Nurse Managers, Clinical Product Advisor, Consultant Clinical Psychologist, Coordinators (see <a href="#">T4 Note</a> ), Directors (see <a href="#">T4 Note</a> ), Facilities Manager, Finance and Business Officers, Head of Department – Clinical/Corporate/Divisional, Managers (see <a href="#">T4 Note</a> ), Medical Administrator, Medical Director of WA Policy & Research, Nurse Directors, Occupational Health & Safety Officer, Policy and Project Officer (SQ&P), Program Managers, Project Coordinators, Project Managers, Project Officers, Psychiatrist Mother Baby Unit, Public Health Physician, Senior Finance and Business Officer, Senior Policy Officer Women's Health Policy, Senior Project Manager - Health Reform, Senior Project Officer Moorditj Djena, Senior Registered Nurse Levels 1-7 and 3-7, Senior Registered Nurse/Midwife Levels 1-7, Service Coordinator – Mental Health Emergency Response Line (MHERL), Service Manager, State Forensic Mental Health Service (SFMHS), Senior Workforce Information Analyst, Workforce Planning Consultants.	Corporate Managers (IS, Finance, HR, Resources and Quality, Heads of Department)	Area Allied Health Coordinators, Area Managers, Principals, Seniors in Charge, Coordinators Corporate Department, Coordinators of Nursing, Program Managers, Senior Registered Nurses Levels 1-7, Heads of Department – Clinical/Directorate/Corporate, Managers – Corporate Operations Group, Area Security Manager, Area ICT Manager, Public Health Manager, Public Health Coordinator, Public Health Medical Officers, Public Health Clinical Nurse Manager, Coordinator Finance Performance and Reporting – ImagingWest, Information Technology Manager – ImagingWest, PACS Manager – ImagingWest, Quality Manager-ImagingWest, Deputy Director Clinical Services

Tier	WA Country Health Service (WACHS)	Child and Adolescent Health Service (CAHS)
1(a) 1(b)	Chief Executive (1b)	Chief Executive 1(b)
2	Chief Operating Officer Northern and Remote, Chief Operating Officer Southern, Executive Director Clinical Reform, Executive Director Corporate Services, Executive Director Medical Services, Executive Director Nursing and Midwifery, Executive Director Primary Health Engagement	Executive Directors, Chair – Paediatric Medicine Clinical Care Unit, Chair – Surgical Services Clinical Care Unit, Nurse Director – Paediatric Medicine Clinical Care Unit, Nurse Director – Surgical Services Clinical Care Unit
3	Regional Director	Director – Child and Adolescent Community Health, Director – Child and Adolescent Mental Health Service, Director Perth Children's Hospital Project, Director Aboriginal Health, Director – Finance and Business
4	Area Chief Medical Imaging Consultant, Area Director Aged Care, Area Director Mental Health Area, Director Population Health, Area Director Planning and Infrastructure, Coordinator Nursing and Midwifery, Director Business and Performance Analysis, Director Corporate Services, Director Finance, Director Human Resource Operations, Director Human Resource Strategy, Director Integrity, Director ICT, Director Medical Education Unit, Director Medical Services, Director Nursing Workforce and Reform, Director Population Health, Director Safety, Quality and Performance, Manager Aboriginal Health Service Planning, Manager Biomedical Engineering, Manager Contract Management, Manager Executive Services, Manager Planning and Evaluation, Nurse Director, Operations Manager, Project Director Southern Inland Health Initiative	Finance and Business Officers, Heads of Department – Clinical, Heads of Department – Corporate, Senior Registered Nurse Levels 1 to 7



Department of Health

Tier	Reform	System and Corporate Governance	Clinical Services and Research	System Policy and Planning	Purchasing and System Performance	Public Health	Office of the Director General and Office of the Chief Psychiatrist
1(a) 1(b)	Director General 1(a) Deputy Director General 1(b)	Director General 1(a)					
2	Executive Director, ICT and Corporate Network Services	Assistant Director General, System and Corporate Governance	Assistant Director General, Clinical Services and Research	Assistant Director General, System Policy and Planning	Assistant Director General, Purchasing and System Performance	Assistant Director General, Public Health	Director of Director General's Office, Chief Psychiatrist
3	Chief Information Officer, General Manager Health Corporate Network, Group Director Health Supply Network	Chief Procurement Officer, Directors	Chief Health Professions Officer, Chief Nursing and Midwifery Officer, Executive Director, Chief Medical Officer, Chief Dental Officer	Executive Director Office of Mental Health, Director Workforce, Director Aboriginal Health, Director Health Networks, Director Community Services Procurement, Director Aged Care Policy, Manager Strategic Support Unit, Director Health Service Improvement Unit, Director Cancer and Palliative Care Network, Manager Inter-Governmental Relations	Executive Director, Group Directors	Chief Health Officer, Directors, Principal Epidemiologist, Program Manager Data Linkage Branch	Director Communications, Director Corporate Services
4	Directors	Assistant Directors, Managers, Senior Legal Advisors	Managers, Assistant Directors, Medical Advisors	Managers, Program Managers	Directors	Managers, Medical Advisors, Chief Pharmacist	Managers

Note: A Tier 5 position is defined in accordance with the WA Health Financial Delegations as a senior officer who generally reports directly to a Tier 4 position or higher.