

ACT Health

Policy

ACT Health Procurement

Policy Statement

The acquisition and disposal of all goods and/or services on behalf of ACT Health must comply with the principles of the:

1. Government Procurement Act 2001 (“the GPA 2001”);
2. Government Procurement Regulation 2007;
3. Government Procurement Amendment Regulations 2009 (No 1);
4. Director - General’s financial instructions;
5. ACT Health Procurement Standard Operating Procedures; and
6. Any other relevant policies and procedures.

Purpose

To provide policy guidance to all ACT Health employees who undertake the procurement and/or disposal of goods and/or services on behalf of ACT Health.

Scope

All ACT Health employees undertaking procurement and/or disposal activities on behalf of the Directorate are subject to the principles outlined in the *Government Procurement Act 2001*, subordinate *Regulations*. Director-General’s financial instructions and the ACT Health Procurement Standard Operating Procedures.

Registration of Major Equipment and Disposal of goods is stipulated in the Strategic Asset Management Policy for major equipment.

Roles & Responsibilities

All ACT Health employees undertaking procurement and/or disposal activities on behalf of the Directorate are required to ensure the following principles are met:

1. Value for money;
2. Probity and ethical behaviour;
3. Management of risk;
4. Open and effective competition;
5. Optimising whole of life costs;

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6. Confidentiality and conflict of interest; and
7. Anything else prescribes by legislation.

Evaluation

Outcome Measures

- 100% compliance with the Government Procurement Act 2001
- 100% compliance with the ACT Health Procurement Standard Operating Procedures.

Method

- Correct completion of relevant procurement templates.
- All procurements accurately captured on required procurement register and reported monthly to Health Procurement.
- All procurements approved by the correct responsible delegate.

Related Policies, Procedures, Guidelines and Legislation

Procedures

ACT Health Procurement and Contract Management Governance.
Strategic Asset Management Policy for Major Equipment

Legislation

1. *Government Procurement Act 2001 (ACT)*;
2. *Government Procurement Regulation 2007 (ACT)*; and
3. *Government Procurement Amendment Regulation 2009 (ACT) (No 1)*.

References

1. *Government Procurement Act 2001 (ACT)*;
2. *Government Procurement Regulation 2007 (ACT)*; and
3. *Government Procurement Amendment Regulation 2009 (ACT) (No 1)*.

Search Terms

Government Procurement Regulation, Director - General's financial instructions, purchasing, goods, services, contracts, Service Level Agreement, Memorandum of Understanding, Agreement, Contractor, Consultant, Short Form Contract, Funding

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Attachments

ACT Health Procurement and Contract Management Governance.

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Policy Team ONLY to complete the following:

<i>Date Amended</i>	<i>Section Amended</i>	<i>Divisional Approval</i>	<i>Final Approval</i>

This document supersedes the following:

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