1. Statement

All procurement in Queensland Health will comply with the Queensland Procurement Policy and demonstrate delivery of best value outcomes and be undertaken with integrity, probity and accountability.

2. Purpose

This policy provides the framework for ensuring that the procurement of all goods and services deliver value for money outcomes, with a high degree of probity, integrity and accountability which is supported by appropriate systems, controls and processes.

It underpins the requirements of the Financial Accountability Act 2009, Queensland Health Instrument of Delegation, the Financial Management Practice Manual (FMPM) and the Queensland Procurement Policy to ensure effective internal controls and management of risk for procurement activities.

3. Scope

This policy applies to all Department of Health staff, all consultants, contractors engaged by, or associated with Health who are involved in any procurement or contracting activity, or part thereof, on behalf of, or as agents for Health.

4. Requirements

4.1 Procurement Approvals

4.1.1 A Procurement Approver must:

(a) comply with the FMPM and Corporate Delegations Policy

(b) exercise their authority within their procurement approval threshold

(c) assess all high value procurement categories >$250,000 (GST exclusive) or establishing a supply arrangement over the term of a proposed contract or arrangement; inclusive of all extension options and variations

(d) only approve a procurement which was undertaken with required standards of integrity, probity and accountability in accordance with the Queensland Procurement Policy Principles and ensure regard to the Department of Health Procurement Framework, Procurement Guide and associated procurement procedures and processes

(e) only approve procurements which demonstrate delivery of best value for money outcomes and benefits

(f) not exercise a Procurement Approval and Expenditure Delegation for the same procurement activity

(g) in exercising a Procurement Approval ensure a risk assessment has been undertaken and identified risks have been appropriately managed.

4.1.2 An Expenditure Delegate must:

(a) comply with the FMPM and Corporate Delegations Policy

(b) comply with the Department of Health Procurement Framework, Procurement Guide and associated procurement procedures and processes

(c) sight evidence of the procurement approval having been exercised for all procurement categories >$250,000 (GST exclusive) over the term of a proposed contract or arrangement, inclusive of all extension options, before exercising their expenditure delegation

(d) consult legal services for approval of departures to Queensland Health Terms and Conditions, or inclusion of special conditions.

5. Schedule of Procurement Approvers

A Procurement Approver can only be authorised by the Director-General or Chief Executive Officer, Health Support Queensland (HSQ) and is applied to a position.

The Schedule of Procurement Approvers will be reviewed bi-annually by HSQ Strategic Procurement who are responsible for the management and maintenance of the schedule.
A change to an existing Procurement Approver or a request for a new Procurement Approver can be submitted through the Chief Procurement Officer for consideration and progression.

5.1 **Conflicts of Interest and Probity**

Any perceived, potential or actual conflict of interest in the purchase of goods or services must be declared and managed appropriately.

6. **Legislation**

- Criminal Code Act 1899
- Financial Accountability Act 2009
- Financial and Performance Management Standard 2009
- Government Owned Corporations Act 1993
- Information Privacy Act 2009
- Public Service Act 2008
- Public Sector Ethics Act 2008
- Public Records Act 2002
- Right to Information Act 2009

7. **Supporting documents**

- Code of Conduct for the Queensland Public Service
- Department of Health Procurement Framework
- Financial Accountability Handbook
- Queensland Procurement Policy
- To refer further supporting documents please refer to the Department of Health Procurement Guide

8. **Definitions**

Further definitions are as outlined in Financial Management Practice Manual.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement</td>
<td>means the whole process of obtaining goods and services. Beginning with the identification of needs, procurement can include the functions of planning, design, standards determination, specification writing, selection of suppliers, financing, contract management, disposals and other related functions. For clarity, ‘procurement’ under this document does not include ‘grants’ as defined in the Financial Accountability Handbook administered by Queensland Treasury.</td>
</tr>
<tr>
<td>Procurement Approval</td>
<td>means assessing and approving a procurement activity in compliance to the Queensland Procurement Policy for high value procurement &gt;$250,000 (GST exclusive) and establishing a supply arrangement to ensure value for money outcomes. A procurement approver may have regard to the Department of Health Procurement Framework and Guide. All approvals are to be evidenced in the relevant procurement approval forms as provided in the Procurement Guide.</td>
</tr>
<tr>
<td>Procurement Categories</td>
<td>means General Goods and Services, Information and Communication Technology, Transport Infrastructure and Services, Medical, Building Construction and Maintenance and Social Services</td>
</tr>
<tr>
<td>Procurement Approver</td>
<td>means an authorised officer who has been approved in accordance with the Procurement Approval Policy.</td>
</tr>
<tr>
<td>Purchasing</td>
<td>means the acquisition process for goods and services through purchasing, leasing and licensing and this expression extends to standing offer or similar arrangements by which terms and conditions of purchase are determined.</td>
</tr>
</tbody>
</table>

**Version Control**

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>29 July 2019</td>
<td>New document</td>
</tr>
</tbody>
</table>