



Department of  
Education

**Learning changes lives**

## Procurement and Contract Management Framework

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

Version 2023/12

D22/0593352

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## 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 a 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](#).

**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 Housing & Works.

**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.

| Initiation of procurement or contract           |                                |                 | Approve the commencement of a procurement or contract formation process |                                                            |                                                     |
|-------------------------------------------------|--------------------------------|-----------------|-------------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------|
| 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 | Not required                   | Not required    | Not required                                                            | Not required                                               | Not required                                        |
| Authorised Officer position (approver)          | Principal – all public schools | IPS Principal   | Director PS9+                                                           | Executive Director                                         | Director General                                    |
|                                                 | Manager, Residential Colleges  |                 | Chief Policy Officer                                                    | Chief Information Officer                                  | Deputy Director General                             |
|                                                 | Manager PS8+                   |                 | Chief Psychologist                                                      | Director of Education (for public schools in their region) | Executive Director, School Curriculum and Standards |
|                                                 |                                |                 | Assistant Executive Director                                            |                                                            |                                                     |
|                                                 |                                |                 | Specialist Advisor CCS                                                  |                                                            |                                                     |

### 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</b> (approver)          | Principal – all public schools<br><br>Manager, Residential Colleges<br><br>Manager PS8+ | IPS Principal            | Director PS9+<br><br>Chief Policy Officer<br><br>Chief Psychologist<br><br>Assistant Executive Director<br><br>Specialist Advisor CCS | Executive Director<br><br>Chief Information Officer<br><br>Director of Education (for public schools in their region) | Director General<br><br>Deputy Director General<br><br>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                               |
| 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 | IPS Principal                                                       | Director PS9+                | Executive Director                                         | Director General                                    |
|                                                                                               | Manager, Residential Colleges |                                                                     | Chief Policy Officer         | Chief Information Officer                                  | Deputy Director General                             |
|                                                                                               | Manager PS8+                  |                                                                     | Chief Psychologist           | Director of Education (for public schools in their region) | Executive Director, School Curriculum and Standards |
|                                                                                               |                               |                                                                     | Assistant Executive Director |                                                            |                                                     |
|                                                                                               |                               |                                                                     | Specialist Advisor CCS       |                                                            |                                                     |

| 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 Housing & Works. |                                                                                        |                                                       |                                                                                                                                       |                                                                                                                       |                                                                                                            |
| 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<br><br>Manager, Residential Colleges<br><br>Manager PS8+ | IPS Principal                                         | Director PS9+<br><br>Chief Policy Officer<br><br>Chief Psychologist<br><br>Assistant Executive Director<br><br>Specialist Advisor CCS | Executive Director<br><br>Chief Information Officer<br><br>Director of Education (for public schools in their region) | Director General<br><br>Deputy Director General<br><br>Executive Director, School Curriculum and Standards |

|                                   |                                                                                                    |
|-----------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Request - advertising time</b> | 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+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education<br>(for public schools in their region) | Director General<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

| Procurement method - exemption                                                                                                                                                                                                                                              |                               | Exemption from using the procurement method prescribed in the WAPR (limited or open sourcing) |                              |                                                            |                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------------------------------------------------------------------------------|------------------------------|------------------------------------------------------------|-----------------------------------------------------|
| <b>NOTES:</b> WAPR C5.2.A(1) WAPR C5.2.B. Department of Housing & Works written advice must be sought for procurements valued at \$250,000 including GST and above. For emergency situations see Part 3. <b>Approved exemptions must be recorded in Exemption Register.</b> |                               |                                                                                               |                              |                                                            |                                                     |
| 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 | IPS Principal                                                                                 | Director PS9+                | Executive Director                                         | Director General                                    |
|                                                                                                                                                                                                                                                                             | Manager, Residential Colleges |                                                                                               | Chief Policy Officer         | Chief Information Officer                                  | Deputy Director General                             |
|                                                                                                                                                                                                                                                                             | Manager PS8+                  |                                                                                               | Chief Psychologist           | Director of Education (for public schools in their region) | Executive Director, School Curriculum and Standards |
|                                                                                                                                                                                                                                                                             |                               |                                                                                               | Assistant Executive Director |                                                            |                                                     |
|                                                                                                                                                                                                                                                                             |                               |                                                                                               | Specialist Advisor CCS       |                                                            |                                                     |

|                                  |                                                                   |
|----------------------------------|-------------------------------------------------------------------|
| <b>Contract term - exemption</b> | 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<br>Manager, Residential Colleges<br>Manager PS8+ | IPS Principal            | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                                     |                                                                                                                                                          |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Procurement plan - exemption</b> | Approve submitting a request to the Department of Housing & Works 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<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                                  |                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------|
| <b>Procurement plan - review</b> | Approve submitting a procurement plan to the State Tenders Review Committee (STRC) |
|----------------------------------|------------------------------------------------------------------------------------|

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

|                                                            |                                                                                                    |
|------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Procurement plan - approval</b>                         | Approve a procurement plan after review by the State Tenders Review Committee (STRC)               |
| <b>NOTES:</b> For procurements \$5m and above (WAPR C3(1)) |                                                                                                    |
| Contract Value                                             | \$5 million and above                                                                              |
| Commercial and Contracting Services Endorsement            | Specialist Advisor CCS                                                                             |
| Authorised Officer position (approver)                     | Director General<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                                       |                                                                              |
|---------------------------------------|------------------------------------------------------------------------------|
| <b>Request - release or advertise</b> | 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                                                                              |
|--------------------------------------------------------|--------------------------------------------------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <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<br>Manager, Residential Colleges<br>Manager PS8+ | IPS Principal            | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>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 |

|                                      |                                                                                                                                                        |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Evaluation report - exemption</b> | Approval to seek an exemption from the Department of Housing & Works from submitting an evaluation report to the State Tenders Review Committee (STRC) |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|

**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<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                                   |                                                                                      |
|-----------------------------------|--------------------------------------------------------------------------------------|
| <b>Evaluation report - review</b> | Approval to submit an evaluation report to the State Tenders Review Committee (STRC) |
|-----------------------------------|--------------------------------------------------------------------------------------|

**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:** 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<br>Manager, Residential Colleges<br>Manager PS8+ | IPS Principal            | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                         |                                                                                          |
|-------------------------|------------------------------------------------------------------------------------------|
| <b>Negotiation plan</b> | 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<br>Manager, Residential Colleges<br>Manager PS8+ | IPS Principal            | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                                  |                                                                        |
|----------------------------------|------------------------------------------------------------------------|
| <b>Award contract</b>            | Approve the awarding of a contract and advise unsuccessful respondents |
| <b>Decline award of contract</b> | 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<br>Manager, Residential Colleges<br>Manager PS8+ | IPS Principal            | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                                  |                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------|
| <b>Mandatory CUA - exemption</b> | Request approval not to use a mandatory CUA from the Department of Housing & Works |
|----------------------------------|------------------------------------------------------------------------------------|

**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<br><br>Manager, Residential Colleges<br><br>Manager PS8+ | Principal, all public schools<br><br>Manager, Residential Colleges<br><br>Manager PS8+ | IPS Principal            | Director PS9+<br><br>Chief Policy Officer<br><br>Chief Psychologist<br><br>Assistant Executive Director<br><br>Specialist Advisor CCS | Executive Director<br><br>Chief Information Officer<br><br>Director of Education (for public schools in their region) | Director General<br><br>Deputy Director General<br><br>Executive Director, School Curriculum and Standards |

|                                            |                                                                                                                                 |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>Mandatory education panel contracts</b> | 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<br>Manager, Residential College<br>Manager PS8+ | IPS Principal       | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>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) |
|-------------------------------|--------------------------------------------------------------------------|

### 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<br>Manager, Residential Colleges<br>Manager PS8+ | IPS Principal            | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>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.**

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|                                                 |                                                                                                    |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Contract Value                                  | \$5 million and above                                                                              |
| Commercial and Contracting Services Endorsement | Specialist Advisor CCS                                                                             |
| Authorised Officer position (approver)          | Director General<br>Deputy Director General<br>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). Includes annual review approval WAPR Rule F11.

|                                                 |                                                                                                    |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Contract Value                                  | \$5 million and above                                                                              |
| Commercial and Contracting Services Endorsement | Specialist Advisor CCS                                                                             |
| Authorised Officer position (approver)          | Director General<br>Deputy Director General<br>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<br>Manager, Residential Colleges<br>Manager PS8+ | IPS Principal            | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                                      |                               |
|--------------------------------------|-------------------------------|
| <b>Contract variation - in-scope</b> | 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<br>Manager, Residential Colleges<br>Manager PS8+ | IPS Principal            | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                                         |                                                                                                                   |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Contract variation - unscheduled</b> | Approve an unscheduled variation.<br>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<br>Manager, Residential Colleges<br>Manager PS8+ | IPS Principal            | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                                   |                                                                                                   |
|-----------------------------------|---------------------------------------------------------------------------------------------------|
| <b>Contract change of control</b> | 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<br>Manager, Residential Colleges<br>Manager PS8+ | IPS Principal            | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                          |                                                                             |
|--------------------------|-----------------------------------------------------------------------------|
| <b>Contract novation</b> | 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<br>Manager, Residential Colleges<br>Manager PS8+ | IPS Principal            | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                             |                                       |
|-----------------------------|---------------------------------------|
| <b>Contract termination</b> | 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+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education<br>(for public schools in their region) | Director General<br>Deputy Director General<br>Executive Director,<br>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).

| Exemption from mandatory CUA                                                         |                               | Approve an exemption to purchase outside of a mandatory CUA due to an emergency |                              |                                                            |                                                     |
|--------------------------------------------------------------------------------------|-------------------------------|---------------------------------------------------------------------------------|------------------------------|------------------------------------------------------------|-----------------------------------------------------|
| 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                               |
| 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 | IPS Principal                                                                   | Director PS9+                | Executive Director                                         | Director General                                    |
|                                                                                      | Manager, Residential Colleges |                                                                                 | Chief Policy Officer         | Chief Information Officer                                  | Deputy Director General                             |
|                                                                                      | Manager PS8+                  |                                                                                 | Chief Psychologist           | Director of Education (for public schools in their region) | Executive Director, School Curriculum and Standards |
|                                                                                      |                               |                                                                                 | Assistant Executive Director |                                                            |                                                     |
|                                                                                      |                               |                                                                                 | Specialist Advisor CCS       |                                                            |                                                     |

**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 Housing & Works. **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<br>Manager, Residential Colleges<br>Manager PS8+ | IPS Principal            | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                                  |                                                                                                                                                                                                                                            |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minimum advertising times</b> | <p>Approve the open advertisement time (not including a covered procurement) to less than 14 days due to an emergency</p> <p>Approve an open advertisement time for a covered procurement to not less than 10 days due to an emergency</p> |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**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<br><br>Manager, Residential Colleges<br><br>Manager PS8+ | IPS Principal            | Director PS9+<br><br>Chief Policy Officer<br><br>Chief Psychologist<br><br>Assistant Executive Director<br><br>Specialist Advisor CCS | Executive Director<br><br>Chief Information Officer<br><br>Director of Education (for public schools in their region) | Director General<br><br>Deputy Director General<br><br>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.

| Initiation of procurement or contract           |                                                                                         |                 | Approve the commencement of a procurement or contract formation process                                                               |                                                                                                                       |                                                                                                            |
|-------------------------------------------------|-----------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| NOTES:                                          |                                                                                         |                 |                                                                                                                                       |                                                                                                                       |                                                                                                            |
| Contract Value                                  | Values 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 | Not required                                                                            | Not required    | Not required                                                                                                                          | Not required                                                                                                          | Not required                                                                                               |
| Authorised Officer position (approver)          | Principal – all public schools<br><br>Manager, Residential Colleges<br><br>Manager PS8+ | IPS Principal   | Director PS9+<br><br>Chief Policy Officer<br><br>Chief Psychologist<br><br>Assistant Executive Director<br><br>Specialist Advisor CCS | Executive Director<br><br>Chief Information Officer<br><br>Director of Education (for public schools in their region) | Director General<br><br>Deputy Director General<br><br>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<br><br>Manager, Residential Colleges<br><br>Manager PS8+ | IPS Principal            | Director PS9+<br><br>Chief Policy Officer<br><br>Chief Psychologist<br><br>Assistant Executive Director<br><br>Specialist Advisor CCS | Executive Director<br><br>Chief Information Officer<br><br>Director of Education (for public schools in their region) | Director General<br><br>Deputy Director General<br><br>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

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| 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<br>Manager, Residential Colleges<br>Manager PS8+ | IPS Principal            | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                         |                                                                     |
|-------------------------|---------------------------------------------------------------------|
| <b>Form of contract</b> | 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<br>Manager, Residential Colleges<br>Manager PS8+ | IPS Principal            | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

**Procurement plan - exemption**

Approval to seek an exemption from the Department of Housing & Works from submitting a procurement plan to the Community Services Procurement Review Committee (CSPRC)

**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<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                                  |                                                                                                      |
|----------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Procurement plan - review</b> | Approve submitting a procurement plan to the Community Services Procurement Review Committee (CSPRC) |
|----------------------------------|------------------------------------------------------------------------------------------------------|

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

|                                    |                            |
|------------------------------------|----------------------------|
| <b>Procurement plan - approval</b> | Approve a procurement plan |
|------------------------------------|----------------------------|

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

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

|                                       |                                                                              |
|---------------------------------------|------------------------------------------------------------------------------|
| <b>Request - release or advertise</b> | 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<br>Manager, Residential Colleges<br>Manager PS8+ | IPS Principal            | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                         |                                                                               |
|-------------------------|-------------------------------------------------------------------------------|
| <b>Addendum release</b> | 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 |

|                                    |                                                                                           |
|------------------------------------|-------------------------------------------------------------------------------------------|
| <b>Validity period - extension</b> | 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 |

|                                      |                                                                                                                                                                             |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Evaluation report - exemption</b> | Approve submitting a request to the Department of Housing & Works 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.**

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

|                                   |                                                                                                |
|-----------------------------------|------------------------------------------------------------------------------------------------|
| <b>Evaluation report - review</b> | 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 |

|                                     |                                                    |
|-------------------------------------|----------------------------------------------------|
| <b>Evaluation report - approval</b> | 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<br>Manager, Residential Colleges<br>Manager PS8+ | IPS Principal            | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                                  |                                                                           |
|----------------------------------|---------------------------------------------------------------------------|
| <b>Award contract</b>            | Approve the awarding of a contract and advise to unsuccessful respondents |
| <b>Decline award of contract</b> | 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<br>Manager, Residential Colleges<br>Manager PS8+ | IPS Principal            | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                                            |                                                                                                                                  |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>Mandatory education panel contracts</b> | 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) |
|-------------------------------|--------------------------------------------------------------------------|

### 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<br>Manager, Residential Colleges<br>Manager PS8+ | IPS Principal            | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                                             |                                                                                                                    |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Contract management plan - exemption</b> | 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<br>Deputy Director General<br>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<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                                   |                                                                                          |
|-----------------------------------|------------------------------------------------------------------------------------------|
| <b>Contract extension options</b> | 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<br>Manager, Residential Colleges<br>Manager PS8+ | IPS Principal            | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                                      |                               |
|--------------------------------------|-------------------------------|
| <b>Contract variation - in-Scope</b> | 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<br>Manager, Residential Colleges<br>Manager PS8+ | IPS Principal            | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                                         |                                  |
|-----------------------------------------|----------------------------------|
| <b>Contract variation - unscheduled</b> | 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<br><br>Manager, Residential Colleges<br><br>Manager PS8+ | IPS Principal            | Director PS9+<br><br>Chief Policy Officer<br><br>Chief Psychologist<br><br>Assistant Executive Director<br><br>Specialist Advisor CCS | Executive Director<br><br>Chief Information Officer<br><br>Director of Education (for public schools in their region) | Director General<br><br>Deputy Director General<br><br>Executive Director, School Curriculum and Standards |

|                                                               |                                                                                           |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>Contract variation – Preferred Services Provider (PSP)</b> | 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<br><br>Manager, Residential Colleges<br><br>Manager PS8+ | IPS Principal            | Director PS9+<br><br>Chief Policy Officer<br><br>Chief Psychologist<br><br>Assistant Executive Director<br><br>Specialist Advisor CCS | Executive Director<br><br>Chief Information Officer<br><br>Director of Education (for public schools in their region) | Director General<br><br>Deputy Director General<br><br>Executive Director, School Curriculum and Standards |

|                                   |                                                                                                   |
|-----------------------------------|---------------------------------------------------------------------------------------------------|
| <b>Contract change of control</b> | 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<br>Manager, Residential Colleges<br>Manager PS8+ | IPS Principal            | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                          |                                                                             |
|--------------------------|-----------------------------------------------------------------------------|
| <b>Contract novation</b> | 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<br>Manager, Residential Colleges<br>Manager PS8+ | IPS Principal            | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                             |                                       |
|-----------------------------|---------------------------------------|
| <b>Contract termination</b> | 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+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education<br>(for public schools in their region) | Director General<br>Deputy Director General<br>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)<br><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<br>Authorising Officer Level                                    |
|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Approve Initiation of request for quotation or Contract up to \$50,000                                | Principal, all public schools<br>Manager, Residential Colleges<br>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> | Publish early tender advice<br>Publish a request (WAPR D3.1)<br>Issue addendum (modify Request) (WAPR 3.2)<br>Publish and amend contract award information on Tenders WA (WAPR D8.1)<br>Publish and amend contract variation information on Tenders WA (WAPR E3.1)<br>Publish contract expenditure information on Tenders WA (WAPR E3.1) |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### 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<br>Manager, Residential Colleges<br>Manager PS8+ | IPS Principal            | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

|                                             |                                                                                                            |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Cooperative procurement arrangements</b> | Approve submission to the Department of Housing & Works 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                                                                              |
|--------------------------------------------------------|--------------------------------------------------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <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<br>Manager, Residential Colleges<br>Manager PS8+ | IPS Principal            | Director PS9+<br>Chief Policy Officer<br>Chief Psychologist<br>Assistant Executive Director<br>Specialist Advisor CCS | Executive Director<br>Chief Information Officer<br>Director of Education (for public schools in their region) | Director General<br>Deputy Director General<br>Executive Director, School Curriculum and Standards |

**Strategic Forward Procurement Plan approval**

Approve the strategic forward procurement plan (before submission to Department of Housing &amp; Works)

**NOTES:**

| <b>Commercial and Contracting Services Endorsement</b> | Specialist Advisor CCS |
|--------------------------------------------------------|------------------------|
| <b>Authorised Officer position (approver)</b>          | Director General       |