

# **GOVERNMENT OF WESTERN AUSTRALIA**

## ***Procurement Act 2020***

### **State of Emergency – Western Australian Procurement Rules and centralised purchasing of essential products**

#### **Purpose<sup>1</sup>:**

To provide agencies with advice regarding procurement of essential products during the State's response to Novel Coronavirus (COVID-19).

A State of Emergency was declared in Western Australia, effective 16 March 2020.

Pursuant to the Emergency Management Act (2005), the Commissioner of the Western Australia Police Force is the State of Emergency Coordinator (SEC) and is responsible for directing and coordinating the response to the emergency.

#### **General Procurement Direction: 2022/01**

**Purpose** – direction in relation to the purchase of essential products taking into account Procurement Rule C5, emergency situation, and C2.2. When executing any contracts or placing any orders, agencies should consider the complexity of the service and or product, appropriateness of terms and conditions or any other relevant factors and take steps to manage risks. An agency must always document their procurement decisions during or as soon as possible after the purchase and should clearly state that the procurement was for emergency purposes. Agencies must retain documents in accordance with the State Records Act and the agency's approved record-keeping plans. Agencies should also check existing contracts and consider how these arrangements may be best managed to support the agency's intended purchasing actions. Legal advice may need to be obtained where necessary.



Kate Ingham  
Deputy Director General  
Department of Finance  
As delegate of the Minister for Finance.

10 January 2022

Date

<sup>1</sup> Purpose – the contextual information under this heading does not form part of the direction.

**Direction in relation to essential products**

1. It is imperative that essential products be available to meet the needs of critical clients across the State.
2. At this time, essential products are deemed as products relating to personal protective equipment (PPE) and rapid antigen tests (RATs). These products are listed in detail at Attachment A. This requirement may be extended to other products as and when required.
3. The Department of Finance (Finance) will coordinate the purchase of all available stock of non-clinical PPE.
4. The Department of Health will coordinate the purchase of all available stock of rapid antigen tests. Noting that Finance may from time to time procure RATs to supplement the Department of Health stockpile.
5. The prioritisation and distribution of these products will be determined by the SEC in consultation with the Chief Health Officer and the Department of Health. This is to ensure that stock is available to critical clients during the Stage of Emergency in line with the SEC's priorities. Please refer to the [PPE priority list](#) for further information.
6. In accordance with the above directions, Common Use Arrangement (CUA) contractors responsible for provision of the essential products have been contacted and instructed not to fill any new or existing orders without approval from Finance.

**How to acquire essential products**

7. Agencies requiring supply of essential products should direct their enquiry to [PDWSalesReports@finance.wa.gov.au](mailto:PDWSalesReports@finance.wa.gov.au).
8. Agencies are advised not to stockpile goods during the State of Emergency and to only procure essential products as and when required.

**Further Assistance**

For further enquiries regarding this Direction please contact the Department of Finance at [procurementadvice@finance.wa.gov.au](mailto:procurementadvice@finance.wa.gov.au).

**END OF DIRECTION**

## **Attachment A – Essential Products**

- Rapid antigen tests
- Long sleeved hospital gowns/medical aprons/isolation gowns (disposable)
- Gloves (disposable)
- Surgical face masks (disposable)
- Face shields (disposable)
- Eye protection (disposable)
- P2/N95 respirator masks (disposable)
- Sheets/Pads for Hospital Trolleys/Beds
- Footwear covers