

# DISCLOSURE OF CONTRACT INFORMATION POLICY<sup>®</sup>

## DOCUMENT SUMMARY/KEY POINTS

### NSW Ministry of Health Policy Directive

#### Disclosure of Contract Information

[http://www0.health.nsw.gov.au/policies/pd/2011/pdf/PD2011\\_011.pdf](http://www0.health.nsw.gov.au/policies/pd/2011/pdf/PD2011_011.pdf)

- The above linked document is a NSW Health Policy Directive (PD) and requires mandatory compliance.
- The PD describes the obligations of NSW Health agencies and the associated responsibilities under the Government Information (Public Access) Act 2009 regarding contract information with the public sector. The obligations and responsibilities are:
  - All disclosures will be made on the NSW Government e-tenders website, [www.tenders.nsw.gov.au](http://www.tenders.nsw.gov.au).
  - Broadly, if you enter into any type of procurement contract or agreement with the private sector of \$150,000 (GST incl.) or more in value, the details of that contract or agreement must be disclosed. (Refer to Section 11 of the PD for exemptions)
  - “Contracts” include leases, consultancies, NGO Funding & Performance Agreements, State Contracts Control Board and Health Administration Corporation standing offer agreements, period offers, purchase orders, Preferred Supplier Agreements, Local Health Network contracts and other formal agreements that commit to purchasing volumes of a good or service over a period of time that will result in total expenditure of \$150,000 (GST incl.) or more.
  - Agencies are to maintain a contract register and disclose contract information with the private sector with a value of \$150,000 or more on their websites. A link to the NSW Government e-tenders website should also occur. Chief Executives are to ensure that these links are in place and remain operational.
  - Disclosure is the responsibility of the officer undertaking or managing a procurement activity or raising a Purchase Requisition. This officer is required to provide all necessary information to their HSS Service Centre to enable the contract information to be published.

<b>Approved by:</b>	SCHN Policy, Procedure and Guideline Committee	
<b>Date Effective:</b>	1 <sup>st</sup> July 2015	<b>Review Period:</b> 5 Years
<b>Team Leader:</b>	Director	<b>Area/Dept:</b> Finance & Corporate Services

- The form, Contract Award Details, available as Attachment 3 of the PD or from the Procurement Portal on the 'Templates, Checklists & Forms' menu, Disclosure of Contract Information, is to be used as the pro forma for the disclosure of information.
- Copies of Class 3 contracts (as defined in Part 8 of the PD) will be published on the Department's Right to Information web page by the Procurement Advisory Service for the whole of the Health system.
- The Chief Procurement Officer is required to approve the withholding of any information from disclosure or the removal of any commercial-in-confidence information from contracts prior to publishing.

**SCHN Contact**

- Director of Finance & Corporate Services
- Deputy Director, Corporate Services (CHW or SCH)

## CHANGE SUMMARY

- New SCHN Document
- Replaces CHW Policy No: 2011:8020-01:00 of the same title.

## READ ACKNOWLEDGEMENT

- Relevant staff working in Finance or Corporate Services are to read the Policy Directive. All other managers should be aware of the Policy Directive.

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