

Procurement governance policy

This is a mandated policy under the operational policy framework. Any edits to this page must follow the process outlined on the [creating, updating and deleting operational policies](#) page.

Overview

The procurement governance framework outlines the policies, processes, and guidelines for all procurement activities conducted within the Department for Education. It defines the role of the department's Procurement Governance Committee and the obligations on procurement authority delegates, and all employees operating within the framework.

This policy outlines the authorities, accountabilities, and relationships in place to ensure a high-performing procurement function across the department.

Scope

The policy applies to all employees, school governing councils, school councils, preschool management committees, education offices, and public authorities operating within the department's procurement framework.

In this document 'school and preschool' includes all government schools, special purpose schools, special schools, preschools, and children's services centres as defined by the *Education and Children's Services Act 2019*. Business unit is a catch-all term to refer to all non-school, corporate, and ancillary functions within the department.

The policy covers activities related to the procurement of goods and services required by the department for its:

- operations, regardless of value
- construction projects up to and including \$165,000 (GST inclusive). Construction projects above \$165,000 (GST inclusive) are managed by the Department of Infrastructure and Transport.

A procurement activity is the procurement of goods and services required by the department to perform its core operations and responsibilities, and the disposal and distribution of assets at their end of life. It also applies when the department receives the predominant benefit from the expenditure of departmental funds. It does not apply to construction projects above \$165,000 (GST inclusive) or leasing of government office accommodation, or provision of funding to a third party defined as a grant in [Treasurer's Instruction 15](#). For more information, see [Treasurer's Instruction 18](#).



Contents

Procurement governance policy.....	1
Overview	1
Scope.....	1
Detail.....	4
Role of procurement	4
Procurement principles.....	4
Key stakeholders.....	6
Reporting requirements.....	8
Operational governance.....	10
Purchases from registered South Australian Aboriginal businesses.....	10
Limitation of liability	10
Use of appropriate agreement	11
Leasing.....	11
Engaging consultants	11
Emergency situation procurement procedures.....	11
Unsolicited proposals	12
Supplier complaints.....	12
Child protection obligations	13
Information security and privacy.....	13
Records management	14
Roles and responsibilities.....	14
Chief Executive.....	14
Procurement Governance Committee (PGC)	15
Managers.....	15
Employees	15
Procurement and Contracting Unit.....	15
Definitions	16
school and/or preschool.....	16
business unit.....	16
value for money.....	16

whole of life cost.....	16
complexity assessment	16
contract delegation.....	16
contractor	16
pre-procurement delegation	16
procurement delegation	17
risk.....	17
across government contract.....	17
Supporting information.....	17
Related legislation.....	17
Related policies.....	17
Record history.....	18
Approvals.....	18
Revision record	18
Contact	21

Detail

Role of procurement

The Procurement, Contracting and Transport Directorate forms part of the Office of the Chief Operating Officer within the department's [corporate structure](#). Procurement is an important contributor to the department's [strategic plan](#) to enable South Australian children and young people enrolled in public education to learn and thrive. Procurement supports the department to achieve its strategic goals, including providing targeted resources and better support for its 1100 [schools and preschools](#).

Procurement principles

In line with [Treasurer's Instruction 18](#) and its associated policies, the department has embedded the following key principles into its procurement framework:

1. Achieving value for money

Value for money is a key principle of the department's procurement framework. It is the optimal outcome based on a balanced judgement of whole-of-life costs and qualitative factors. The lowest price does not always represent the best value. Non-financial factors also contribute to achieving the desired procurement outcome.

To achieve value for money, the whole-of-life cost must be considered during initiation planning, including acquisition, operation, maintenance, and disposal costs.

Qualitative factors include:

- the capability and capacity of the supplier and their offer to deliver intended outcomes
- the ability and/or suitability of the offer to deliver the requirement and desired outcomes of the procurement
- flexibility and adaptability of the offer to foster continuous improvement and innovation
- the supplier and their offer's economic contribution to South Australia
- environmental and sustainability considerations.

2. Supporting and strengthening collaborative relationships

Employees undertaking procurements should engage with key stakeholders and end users at the commencement of the procurement process. The Procurement and Contracting Unit, through its business partnering model, facilitates early engagement with [business units](#). This helps to clearly define procurement requirements and enables enhanced outcomes. Industry engagement improves the planning and management of procurements and builds trust and credibility with suppliers.

3. Maximising opportunities for South Australian businesses and creating South Australian jobs

The [South Australian Industry Participation Policy](#) (SAIPP) will be applied, where relevant, to maximise the opportunities offered to local South Australian, Aboriginal and diverse suppliers and support creating jobs in South Australia. This policy promotes government expenditure that supports economic development for South Australia.

In accordance with Treasurer's Instruction 18, a South Australian business is defined as 'a business that operates in South Australia and more than 50% of the workforce delivering the contract resulting from the procurement on behalf of the business are residents of South Australia'.

Government procurement is a key contributor to the South Australian economy. The department is aligned with an across government initiative to target an increase in spending going to South Australian businesses. This is outlined in the [SAIPP Procedural Guidelines](#) and reflected in the [procurement procedure \(PDF 666KB\)](#).

Refer to the SAIPP for information and guidance on the across government objectives to increase the number of apprentices and trainees and stimulate innovation and new business in South Australia.

4. Promoting innovation through outcomes-based procurement

Outcomes-based procurement seeks innovation from the supply market by focusing on the desired procurement outcomes rather than defining how the outcome should be achieved. Innovation is a key driver for business competitiveness and job creation and should be encouraged at every stage. This should be done through effective industry engagement, detailed market analysis, outcomes-based procurement practices and implementing opportunities for continuous improvement.

5. Maintaining probity, accountability, transparency, and ethical procurement

Procurement processes must be undertaken in a manner that ensures probity is upheld at every stage. This is done through:

- open and competitive procurement processes
- effective communication with the market
- fair and transparent sourcing strategies
- consistent provision of information to suppliers
- effective complaints management processes
- maintaining appropriate and auditable record keeping
- Identifying, declaring, and appropriately managing conflicts of interest
- transparent decision-making processes and providing constructive feedback to suppliers
- ensuring all employees are held accountable for their actions.

Ensuring good probity and ethical practices in procurement will improve the likelihood of obtaining value for money and reduce financial and legal risk to the department.

Throughout the procurement process, employees must adhere to the [Code of Ethics for the South Australian Public Sector](#) (the Code), a code of conduct for the purposes of the [Public Sector Act 2009 \(SA\)](#). The Code details the professional, ethical, and behavioural standards for public sector employees, and applies to all public sector employees regardless of the nature or level of employment.

Where an unethical procurement practice is suspected, notify the Procurement and Contracting Unit through [edProcure](#), who will determine an appropriate course of action to manage the issue.

Further information regarding probity and ethical conduct is available in Department of Treasury and Finance (DTF)'s [probity and ethical procurement guideline \(PDF 219KB\)](#).

6. Achieving environmentally sensitive, low-carbon, socially-just outcomes

The department is committed to minimising damage to the environment over the lifecycle of the goods and services procured, by integrating sustainability considerations into all procurement processes. By aligning our purchasing practices with sustainability goals, we can promote the growth of green industries, and contribute to a more sustainable and climate resilient future. DTF's [green procurement guideline \(PDF 240KB\)](#) provides practical information on how to consider green procurement outcomes throughout each stage of the procurement process. It also outlines how to identify and understand some common issues and environmental impacts associated with procurement.

Procurement should be used as an enabler to generate social benefits, particularly through targeting disadvantaged groups and stimulating local industries. The department maintains integrity by ensuring that it works with suppliers who share common values and standards and comply with applicable laws and regulations. This contributes to the achievement of socially-just outcomes. These priorities are outlined in DTF's [economic and social procurement guideline \(PDF 213KB\)](#) and are reflected throughout the department's procurement processes.

Key stakeholders

The Chief Executive

In line with Treasurer's Instruction 18, the Chief Executive is ultimately responsible for the effective governance and management of the department's procurement function. This includes compliance with whole of government requirements and ensuring successful operational management of procurements, regardless of value.

The Chief Executive has established a Procurement Governance Committee (PGC) to oversee the department's procurement function and to ensure government requirements are met. Accordingly, the Chief Executive has assigned the department's procurement delegation to the PGC to ensure timely and informed decisions are made. Specific procurement delegations have been assigned to individual officers as detailed in the [financial and procurement authorisations listing \(XLSX 3.4MB\)](#).

The Chief Executive must approve all purchase recommendations for procurements valued above \$55,000 (GST inclusive) where there is a South Australian business that can supply the required good or service, but the recommended supplier is not South Australian. The purchase recommendation must detail why a non-South Australian business is being recommended. This requirement cannot be delegated by the Chief Executive. This provision does not apply to secondary procurement processes under mandated panel arrangements conducted in accordance with approved panel rules.

Chief Executive sign off is not required where it can be clearly demonstrated by the procurement officer that there are no South Australian businesses able to supply the good or service. In these cases, approval to engage a non-South Australian business has been delegated in line with the department's financial and procurement authorisations unless the market approach recommended a direct negotiation.

The Chief Executive must approve exemptions to [PC027 – Disclosure of government contracts](#). For the avoidance of doubt, this function cannot be delegated.

Procurement Governance Committee (PGC)

The PGC is the governance body for procurement operations within the department and is responsible for the provision of advice and support to the Chief Executive in discharging their responsibilities under Treasurer's Instruction 18.

The PGC supports the Chief Executive to ensure all procurements are driven by business needs, use best practice, manage risk exposure and align with the government's strategic procurement objectives.

The PGC's [Terms of Reference \(PDF 1MB\)](#) are approved by the Chief Executive and define its function, operating guidelines, roles, and responsibilities.

Chief Procurement Officer

The Chief Procurement Officer (CPO) leads the Procurement and Contracting Unit and is responsible for managing the strategic direction of procurement within the department. The CPO leads the Procurement and Contracting Unit in providing the requisite authority to deliver departmental objectives. The CPO ensures reporting and audit requirements under Treasurer's Instruction 18 are met, including undertaking an annual internal suitability review of the department's procurement framework.

The PGC has sub-delegated the approval of acquisition plans and purchase recommendations to the CPO for the procurement of cleaning services, canteen services, out of school hours care services, provision of uniform and accessories services and transport services, regardless of value or complexity.

Procurement and Contracting Unit

The Procurement and Contracting Unit supports the department's broader strategic objectives through providing centralised expert procurement services. It provides support to departmental employees to undertake effective procurement processes that meet governmental requirements, through:

- contributing to the department's strategic direction
- developing, implementing, monitoring, and reviewing procurement policies, guidelines and practices incorporating department and across government requirements

- managing market approach processes and coordinating complex and strategic procurements on behalf of business units, where appropriate
- providing leadership and direction both within the department and to end users with a focus on good practice, continuous improvement and staff training and development
- providing linkages between government and industry
- ensuring the department's alignment with strategic across-government objectives including environmental sustainability targets and affirmative action for Aboriginal businesses
- communicating relevant procurement information throughout the department
- maintaining the department's contract register and coordinating procurement reporting requirements
- centrally managing forward procurement planning
- providing oversight of contract management activities
- managing procurement risk
- providing a secretariat role to the PGC and implementing PGC decisions
- information sharing with across government procurement governance structures, including the Procurement Review Committee, Heads of Procurement, and Industry Advisory Group.

All department employees who undertake procurements are required to undertake training on the Industry Participation Policy at least annually, or more frequently when there are significant updates to the policy. For more information, submit a request through [edProcure](#).

School, preschool, and corporate employees

All school, preschool, and corporate employees must:

- comply with procurement policies, procedures, and guidelines
- purchase goods and services from established contracts where appropriate
- purchase within delegated authorities
- maintain accurate records regarding the decision-making process for all purchases.

Reporting requirements

Forward procurement plan

The department will utilise the Procurement Services South Australia Procurement Activity Reporting System (PARS) to maintain a rolling 24-month forward procurement plan for procurements with an estimated value above \$55,000 (GST inclusive), including current contracts due for expiry or renewal. This will be collated annually, published and made available to enable suppliers to prepare for upcoming opportunities.

Procurements valued above \$55,000 (GST inclusive) must be recorded in the forward procurement plan at

least 3 months prior to approaching the market. If the procurement is not captured in the annual forward procurement plan process, approval must be received from the CPO or Deputy Chief Procurement Officer (DCPO) to publish the procurement in the PARS. The 3-month requirement must be met, unless an authorised person approves that the procurement is an urgent pressing need that could not have been foreseen, in which case the procurement will be recorded as soon as possible once the department becomes aware of the need.

Procurements may be withheld from disclosure in the forward procurement plan where the following conditions exist:

- the procurement relates to the care or support of a member of the community, for instance in the case of child protection
- the procurement relates to commercially sensitive projects undertaken by the department, such as feasibility of commercial projects
- the procurement relates to an investigation of misconduct or fraud.

To withhold a procurement from disclosure in the PARS, approval must be received from an authorised person prior to commencing the procurement process.

Quarterly report

The Procurement and Contracting Unit submits a quarterly report to the Department of Treasury and Finance (DTF) through the PARS. This report provides data related to financial reporting, procurement and contracting activity, people, operational reporting, and contract management. The quarterly report reflects the requirements outlined in DTF's [reporting schedule \(PDF 236KB\)](#).

Annual requirements

In line with Treasurer's Instruction 18, the department is required to review and plan the development of its procurement capability, and plan industry engagement activities at least once in each financial year. The Procurement and Contracting Unit will annually complete a capability assessment and development plan and industry engagement plan.

Internal review

An internal audit of the department's procurement function, including performance and capability, spend and risk profile, will be undertaken every two years. Details of the review will be provided to DTF through the PARS by 31 October of that year.

Contract management activity

An annual review report must be completed for all complex and strategic contracts, and routine contracts valued above \$550,000 (GST inclusive). This report will be utilised by Procurement and Contracting to prepare an annual report to the PGC. The report will detail key criteria including contract expenditure, contract management resources, contract outcomes, supplier performance, contract variations and risk. For more information, see the [contract management procedure \(PDF 211KB\)](#).

Operational governance

Pre-procurement authority

Pre-procurement authorisation is the authority to approve a procurement activity before it occurs.

Written approval must be obtained from an appropriate financial delegate to confirm the availability of relevant funding before any procurement process can start.

Financial delegations are located in the [financial and procurement authorisations listing \(XLSX 3.4MB\)](#), which is maintained by the Financial Compliance and Policy Unit and is reviewed annually as a minimum.

Procurement authority

Procurement authority is the authority required to undertake a procurement on behalf of a school, preschool, or a business unit.

The Chief Executive has delegated procurement authority and approval of acquisition plans and purchase recommendations to individual officers in line with the procurement delegations.

In addition, principals and preschool directors may sub-delegate their purchase authority to other key employees if required, provided that it is approved and minuted by the relevant school governing council, school council or preschool management committee.

Contractual authority

Contractual authority is unique and differs to both expenditure and procurement authority.

The Chief Executive has delegated approval and execution of contracts and agreements in line with the contractual and commercial agreements section of the department's [finance and procurement authorisations register \(XLSX 3.4MB\)](#).

Purchases from registered South Australian Aboriginal businesses

A modified procurement process exists for purchasing goods and services from registered South Australian Aboriginal businesses, as defined in section 4.7 of the Office of the Industry Advocate's [IPP procedural guidelines](#).

The IPP guidelines enable the department to purchase goods and services valued up to and including \$550,000 (GST inclusive) from an [eligible Aboriginal business](#) by seeking at least one quote. For more information, see the [procurement procedure \(PDF 666KB\)](#).

Limitation of liability

The default liability cap for standard goods and services contracts is between 1 and 5 times the value of the contract. The Chief Executive is authorised to approve cap limits outside of this range.

Use of appropriate agreement

Where the standard goods and services agreement is not appropriate, the Crown Solicitor's Office must be consulted via the Legal Services Directorate (see [access to legal services across the department procedure \(PDF 584KB\)](#)) to develop a bespoke contract with appropriate liability provisions. The Procurement and Contracting Unit can provide advice regarding liability limitation provisions.

Leasing

A lease arrangement should not be considered unless it is determined to be the only viable method of procurement. Property leasing and vehicle leasing through the mandated across government fleet arrangements are exempt from this directive.

When considering any leasing option, submit a request through [edProcure](#) for more information and advice.

Engaging consultants

A consultant is a person or entity that is engaged for a specified period to carry out a task that requires specialist skills and knowledge not available in the department. The engagement of a consultant is appropriate when specific skills, knowledge or expertise required to carry out certain functions are not available from within the department or elsewhere within the public sector.

In line with DTF guidelines, any consultant must be able to achieve the objectives of the task free from direction by the department as to the way it is performed. Consultants may be engaged in circumstances in which the engagement of a person under normal circumstances is not a feasible alternative.

All consultancies, irrespective of value, must be disclosed in accordance with [PC027 – Disclosure of Government Contracts](#).

Before engaging a consultant, regardless of the contract value, submit a request through [edProcure](#) for advice to ensure the correct procurement and departmental processes are followed.

Emergency situation procurement procedures

Emergency procurement provisions should be limited to situations where a real emergency, crisis or disaster has arisen. An emergency (as defined in the [Emergency Management Act 2004 \(SA\)](#)) is an event that causes, or threatens to cause:

- the death of, or injury or other damage to the health of, any person
- the destruction of, or damage to, any property
- a disruption to essential services or to services usually enjoyed by the community
- harm to the environment, or to flora or fauna.

In an emergency situation, the procurement process must comply with this policy, the procurement procedure, and with DTF's [emergency situations procurement schedule \(PDF 214KB\)](#), where possible. An expedited and flexible procurement process may be warranted to facilitate an immediate response to an

emergency. Financial approvals must be obtained in accordance with the [finance and procurement authorisations register \(XLSX 3.4KB\)](#) and Treasurer's Instruction 18. Contract disclosure requirements still apply.

At a minimum, the following information must be recorded for emergency procurements:

- goods/services being procured
- the purpose of the procurement
- total value (GST inclusive)
- supplier name and contact details
- short summary of the procurement process and associated risk
- contact details of the party managing the procurement.

Where a school, preschool, or business unit believes that an emergency situation requires the procurement of goods or services outside of this policy, contact the Chief Procurement Officer or Deputy Chief Procurement Officer (8226 3332 or through [edProcure](#)) for direction on an appropriate procurement process.

This policy does not cover urgent or unplanned procurements undertaken by schools, preschools, or business units as part of their normal, ongoing operations. It cannot be applied for the purposes of avoiding planning, approval, or competitive procurement processes. Schools and preschools are strongly discouraged from having urgent or unplanned procurements form part of their normal ongoing arrangements.

Unsolicited proposals

Any unsolicited proposals valued greater than \$1,100,000 (GST inclusive) must be assessed in line with the [Guidelines for Assessment of Unsolicited Proposals](#) and [DPC Circular 038 – Unsolicited Proposals](#). Unsolicited proposals valued up to and including \$1,100,000 (GST inclusive) must be managed in accordance with DTF's [Unsolicited Proposals Schedule \(PDF 189KB\)](#). Unsolicited proposals must not be used to avoid competitive procurement or market approach processes.

Supplier complaints

Supplier complaints must be managed in accordance with the department's [complaint management procedure \(PDF 199KB\)](#), DTF's [supplier complaints schedule \(PDF 255KB\)](#) and [PC039 – Complaint management in the South Australian public sector](#).

Complaints regarding the procurement process must be submitted in writing and addressed to the Chief Procurement Officer at education.ProcurementUnit@sa.gov.au.

Following receipt of the complaint, the details will be documented in the complaints register and allocated to a Procurement and Contracting employee for investigation. The department will endeavour to resolve the issue through consultation with the complainant and any identified stakeholders. Depending on the nature of the complaint or the result of the initial investigation by the Procurement and Contracting Unit, the complaint will be referred externally for investigation.

Complaints will be escalated to Procurement Services SA if the issues cannot be resolved to the satisfaction of the department and the complainant. The Procurement Review Committee (PRC), through Procurement Services SA, will engage an independent third party to investigate and review complaints to find a resolution. Outcomes from the complaint will be referred back to the department.

The documentation, actions and final outcomes of the supplier complaint process must be updated in the complaints register. Regular updates on the progress of the complaint must be provided to the complainant.

All contractual complaints must be managed in line with the established resolution of dispute provisions detailed in the contract and outlined in the [contract management procedure \(PDF 211KB\)](#).

Child protection obligations

In line with the *Children and Young People (Safety) Act 2017*, the *Child Safety (Prohibited Persons) Act 2016* and the department's [screening and suitability policy \(PDF 228KB\)](#), employees must ensure contractors or their employees (third-party providers) have a current working with children check and are not prohibited from working with children. This check is issued by the Department of Human Services (DHS). Contractors or their employees must be inducted to their child protection responsibilities at the site. This applies for any person engaged to do the following:

- work with children and young people
- work in close proximity to children and young people
- have access to educational or child care service records
- provide overnight care for children and young people
- manage or supervise employees undertaking these roles.

For any new arrangement with a third-party provider that requires working with children checks, a written agreement must be reviewed and authorised by the Crown Solicitor's Office via Legal Services. This will ensure that legislative requirements are included, and the agreement meets child safety regulations where appropriate. Written agreements come in various forms with the appropriate child safety regulation applied depending on the nature of the purchase:

- For Basware – answer the 4 mandated questions when prompted.
- For EDSAS or LPO - tick the yes box in the order form.
- If the Procurement and Contracting Unit's [standard goods and services agreement \(DOCX 99KB\)](#) is used – include the child safety clause in attachment 4 – special conditions.

For a range of standard contracts, the Crown Solicitor's Office has already included the model clause in these types of contracts. For any other contracts that require the clause to be included, contact the Procurement and Contracting Unit through [edProcure](#) who will request advice from the Legal Services Directorate to develop an appropriate agreement.

Information security and privacy

The department has taken a risk-based approach to preserving confidentiality, integrity, and availability of

information throughout the procurement and contract management lifecycle. The department is aligned with the [South Australian protective security framework](#), and Department of Premier and Cabinet's [ICT, cyber security and digital government strategy](#).

Processes for assessing and managing risks are embedded within procurement and contract management functions in alignment with department's [risk management framework \(PDF 609KB\)](#). See the [managing risk in procurement procedure \(PDF 168KB\)](#) for more information.

Employees should:

- evaluate offers and suppliers for their risk to government information and assets
- include information security requirements in procurement documentation that manage identified security risks to procurement
- ensure relevant security terms and conditions are included in contract arrangements
- manage and monitor the identified security risks for changes or incidents that could affect the procurement, service agreement or security of agency
- review contracted goods/services for information security before and after implementation
- implement appropriate security arrangements to manage completion or termination of a contract or agreement.

Managing risk throughout the procurement process reduces the likelihood of security issues or incidents. For assistance to determine the value of information, information security and privacy risk and protection advice, see [edIT](#) or contact ICT Cyber Security at education.ICTCyberSecurity@sa.gov.au.

Records management

Accurate records must be maintained to document the planning, sourcing and contract management components and activities of the procurement process. Decision making must be documented, including the process followed to arrive at a decision. All relevant communication with prospective suppliers, including verbal and written communication must be recorded to provide suitable information for audit and review. The [information and records management policy \(PDF 139KB\)](#) provides guidance for effective records management.

The departures register is centrally managed by the Procurement and Contracting Unit. Any departures that occur during a procurement process should be clearly recorded in the procurement documentation. This will ensure that all departures are included on the register in line with Treasurer's Instruction 18.

Roles and responsibilities

Chief Executive

Responsible for the oversight of the department's procurement framework, compliance with Treasurer's Instruction 18, and for the efficient and effective management of procurements, regardless of value.

Has delegated procurement authority to the PGC and specific officers.

Procurement Governance Committee (PGC)

Oversees procurements of goods and services, to ensure they support business need, support best practice, manage risk exposure, and align with the department's strategic objectives.

Supports the Chief Executive in procurement governance, decision making and strategy development.

Operates under written Terms of Reference as determined by the Chief Executive.

Managers

Ensure employees undertaking procurement processes are sufficiently informed about relevant procurement policies and guidelines.

Take reasonable steps to ensure employees are fully informed of legislative, government and departmental requirements of the procurement of goods and services.

Managers include executive directors, directors, assistant directors, education directors, principals, and supervisors.

Employees

Employees that are required to undertake procurement functions on behalf of their school, preschool, or business unit should familiarise themselves and keep up to date with legislation, government, and procurement requirements.

Comply with the requirements of this policy and the department's procurement framework and seek advice and guidance from Procurement and Contracting where required.

Ensure procurements undertaken are aligned with across government and departmental requirements.

Maintain communication with key stakeholders and end users throughout procurement processes.

Apply principles inherent in the Public Sector Act and Code of Ethics when undertaking duties, ensure probity, transparency, and accountability, and maintain accurate records and document decision making.

Undertake regular procurement and contract management training where appropriate and as required.

All department employees who undertake procurements are required to undertake training on the Industry Participation Policy at least annually, or more frequently when there are significant updates to the policy.

Procurement and Contracting Unit

Provide centralised support to employees and coordinate complex and strategic procurements on behalf of schools, preschools, and business units, and manage all procurement reporting requirements.

Monitor and evaluate the effectiveness of the policy through an annual review.

Definitions

school and/or preschool

Includes all government schools, special purpose schools, special schools, preschools, and children's services centres as defined by the *Education and Children's Services Act 2019*.

business unit

Is a catch-all term to refer to all non-school, corporate, and ancillary functions within the department.

value for money

The achievement of a desired procurement outcome based on the optimal balance of whole-of-life costs and qualitative factors.

whole of life cost

The total costs and expenses associated with the purchase of a good or service over the entire contract term, taking into consideration all acquisition, operational, maintenance and disposal costs.

complexity assessment

An assessment undertaken prior to the acquisition planning process and contract handover stage to determine the category of the procurement and contract, and the department's requirements to effectively manage the procurement process and contract management activities.

contract delegation

An authority enabling the Minister, or nominated delegate, to execute contracts.

contractor

A person engaged by an entity for a specified period to carry out a defined task subject to direction by the entity as to the way in which that task is performed and in circumstances where the engagement of a person under normal employment conditions is not a feasible alternative.

pre-procurement delegation

An authority that enables a nominated delegate to authorise the commitment of expenditure within the department's budget framework.

procurement delegation

Authority enabling the nominated delegate to authorise the purchase of goods and services.

risk

A future condition or circumstance that could impact on objectives if it occurs.

across government contract

A standing offer developed by a central public authority, with the objective of achieving strategic outcomes for the public sector through centralising the procurement process, evaluation of offers, negotiation of terms and conditions and contract development.

Supporting information

[Procurement initiation complexity tool \(XLSM 127KB\)](#)

[Routine acquisition plan \(DOCX 1.5KB\)](#)

[Acquisition plan \(DOCX 1.6KB\)](#)

[Routine purchase recommendation \(DOCX 1.5MB\)](#)

[Purchase recommendation \(DOCX 1.6MB\)](#)

Related legislation

[Public Finance & Audit Act 1987 \(SA\)](#)

[Treasurer's Instruction 18](#)

[DPC Circular 012 information privacy principles instruction](#)

[Industry participation policy](#)

[Screening and suitability – child safety policy \(PDF 228KB\)](#)

[Treasurer's instructions and guidelines](#)

[DPC's ICT, digital and cyber security](#)

Related policies

[Procurement procedure \(PDF 666KB\)](#)

[Schools and preschools procurement procedure \(PDF 148KB\)](#)

[Writing procurement specifications guideline \(PDF 187KB\)](#)

[Managing risk in procurement procedure \(PDF 168KB\)](#)

[Purchase order exemption procedure \(PDF 168KB\)](#)

[Disposal of goods and equipment procedure \(PDF 599KB\)](#)

[Contract management procedure \(PDF 2116KB\)](#)

[DTF procurement governance policy, planning policy, sourcing policy, contract management policy](#)

[DTF guidelines](#)

Record history

Published date: March 2025

Approvals

OP number: 192

File number: 20/10815

Status: approved

Version: 4.2

Policy officer: Senior Project Officer, Procurement Operations

Policy sponsor: Chief Procurement Officer

Responsible Executive Director: Chief Operating Officer

Approved by: Chief Procurement Officer

Approval date: 27 March 2025

Next review date: 27 March 2028

Revision record

Version: 4.2

Approved by: Chief Procurement Officer

Approved date: 27 March 2025

Review date: 27 March 2028

Amendment(s): Updated hyperlinks.

Version: 4.1

Approved by: Chief Procurement Officer

Approved date: 10 November 2023

Review date: 10 November 2026

Amendment(s): Updated contact details and hyperlinks.

Version: 4.0

Approved by: Chief Operating Officer

Approved date: 26 October 2023

Review date: 26 October 2026

Amendment(s): Updated to implement continuous improvement opportunities, and maintain compliance with the Treasurer's Instruction 18 - Procurement and associated policies.

Version: 3.2

Approved by: Chief Procurement Officer

Approved date: 2 March 2023

Review date: 2 March 2026

Amendment(s): Administrative edit to align with updated across government policy.

Version: 3.1

Approved by: Chief Procurement Officer

Approved date: 20 December 2022

Review date: 20 December 2025

Amendment(s): Administrative edit to align with changed across government requirements and update hyperlinks.

Version: 3.0

Approved by: Chief Operating Officer

Approved date: 21 June 2021

Review date: 21 June 2024

Amendment(s): Amended information following the rescinding of the *State Procurement Act 2004* and introduction of Treasurer's Instruction 18. Removal of process specific information and moved to new 'procurement procedure' and 'schools and preschools procurement procedure'.

Version: 2.12

Approved by: Director, Procurement and Transport

Approved date: 10 June 2020

Review date: 10 June 2023

Amendment(s): Changed industry participation requirements, updated list of boards and committees operating within Education's procurement authority and additional information required from respondents during the request for quote process.

Version: 2.11

Approved by: Director, Procurement and Transport

Approved date: 28 November 2011

Review date: 5 June 2021

Amendment(s): Removed the History Trust of SA from the list of committees and statutory authorities operating with Education's procurement authority and updated link to Treasurer's Instructions 8 – Financial Authorisations.

Version: 2.10

Approved by: Director, Procurement and Transport

Review date: 5 June 2021

Amendment(s): New branding applied to document, published as HTML document on EDi, edited for plain English in consultation with Communications directorate.

Version: 2.9

Approved by: Director, Procurement and Transport

Approved date: 19 March 2019

Review date: 5 June 2021

Amendment(s): Clarification regarding a procurement operation. Included information regarding contracting

with the not-for-profit sector. Amended procurement delegations to include the Chief Operating Officer.

Version: 2.8

Approved by: Director, Procurement and Transport

Approved date: 18 January 2019

Review date: 5 June 2021

Amendment(s): Transferred to new template and updated hyperlinks. Updated reference to *Children's Protection Act 1993*.

Version: 2.7

Approved date: 5 June 2018

Review date: 5 June 2021

Amendment(s): Updates due to MOG changes. Updated requirements for engaging with former public sector employees.

Version: 2.6

Approved date: October 2017

Amendment(s): Updated IPP requirements. Updated DECD procurement authority.

Version: 2.5

Approved date: March 2017

Amendment(s): Included information relating to Information security and privacy and panel contracts. Included additional risk management requirements. Removed constitution of PGC information due to creation of PGC terms of reference. Changed terminology to ensure consistency with revised SPB documents.

Version: 2.4

Approved date: August 2016

Amendment(s): Mandated State Procurement Board Policy updates to increase thresholds and include an additional threshold of \$220,000 to less than \$550,000. Updated DECD procurement delegations.

Version: 2.3

Approved date: January 2016

Amendment(s): Updated IPP requirements (including changes to weighting).

Version: 2.2

Approved date: December 2015

Amendment(s): Inserted reference to the Aboriginal business procurement policy and South Australian Aboriginal business register (section 4.9.2).

Version: 2.1

Approved date: December 2014

Amendment(s): Added IPP requirements (including limitations of liability). Inserted procurement flowcharts. Amended leasing provisions. Included reference to DCSI clearance. Amended SPB procurement matrix. Revised PGC mission and vision statements.

Contact

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