



# Procurement Governance Framework

---

## 1. Purpose

The Department for Child Protection (DCP) Procurement Governance Framework sets out a structured and mandatory approach for the procurement of goods and services on behalf of DCP.

The framework aligns to the requirements as set out by the Department of Treasury and Finance [Procurement Services SA](#) (DTF PSSA) governing Procurement Framework. All dollar values within this policy are to be read as GST inclusive.

## 2. Scope

This framework is mandatory for all DCP staff, including contractors, involved in any capacity in the acquisition of goods and services on behalf of DCP, regardless of the value of the good or service procured.

## 3. Authority

This framework is governed by the following legislative, State and departmental requirements, procurement activities within DCP must consider and meet these requirements below, where applicable:

### 3.1 Legislative context

- [Treasurer's Instruction 8, 11, 17 and 18](#), issued by the Treasurer under the authority of Section 41 of the [Public Finance & Audit Act 1987](#)
- [Industry Advocate Act 2017](#)
- [Family and Community Services Act 1972](#)

### 3.2 Whole of Government requirements

- [South Australian Industry Participation Policy](#)
- [Premier and Cabinet Circulars](#) – 27, 33, 38 and 44
- [DTF Procurement Services SA Policies, Guidelines and Templates](#)
- [Across Government Contracts](#)

### 3.3 DCP requirements

- [DCP Strategic Plan](#)
- [Procurement Governance Policy](#)
- [Aboriginal and Torres Strait Islander Procurement Policy](#)
- [Contract Management Framework](#)
- [Procurement sourcing Procedure](#)
- [Managing risk in procurement Procedure](#)
- [Supplier Complaints in Procurement Procedure](#)
- [Financial Authorisations Register](#)



### 3.4 Principles

Procurement activities undertaken within DCP seek to advance the DTF PSSA procurement key principles, and extend to upholding the following principles:

- The safety of children and young people is the paramount consideration and DCP will put their needs at the centre of procurement and contracting practices.
- DCP will ensure procurements are aligned with its strategic objectives.
- DCP will seek to achieve value for money in every procurement it undertakes.
- DCP will maximise opportunities for South Australian businesses through the application of the [South Australian Industry Participation Policy](#) (SAIPP).
- DCP will maximise the use of South Australian Aboriginal businesses through the application of the SAIPP and DCP's [Aboriginal and Torres Strait Islander Procurement Policy](#).
- DCP will promote innovation through outcomes-based procurement.
- DCP will ensure an Aboriginal Impact Statement (AIS) is completed as part of the procurement process where required.

## 4. Framework requirements

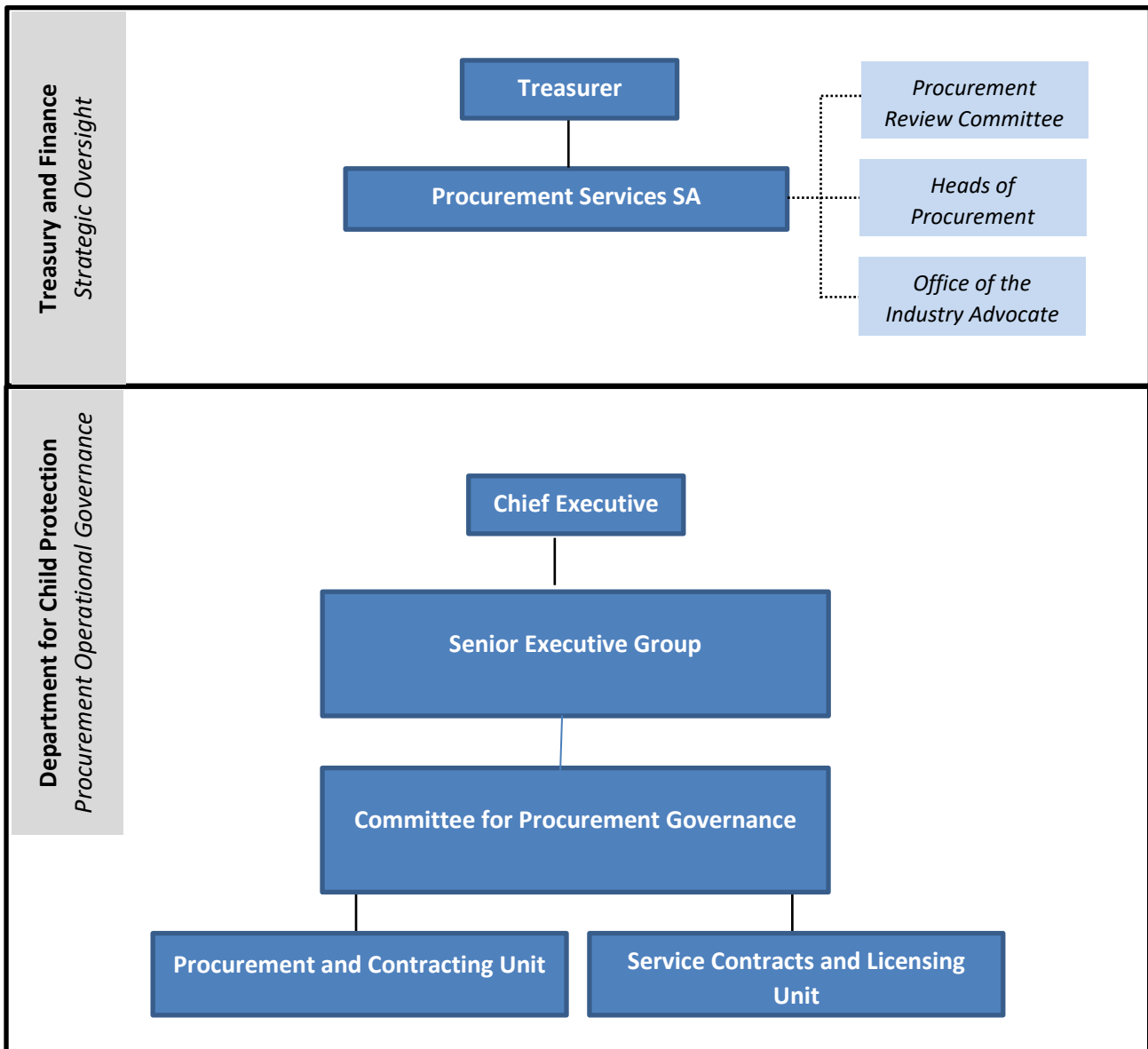
### 4.1 Procurement governance structure

The Committee for Procurement Governance (CPG) is responsible for ensuring procurement and centralised contract management activities are undertaken in line with DTF PSSA requirements. The Procurement and Contracting Unit supports CPG in the delivery of advice and oversight of all procurement and contract management activities.

Service Contract and Licensing has ownership of the [Contract Management Framework](#) and responsible for the centralised contract management activities that support the DCP Procurement Governance Framework for Out of Home Care Services.



All procurement and contract management activity aligns to [DCP’s organisational strategic purpose](#).



## 4.2 Roles and responsibilities

### 4.2.1 Chief Executive

Procurement authority is vested in agency principal officers to ensure that procurement operations are efficiently and effectively managed in accordance with all applicable policies, principles, procedures, standards and directions. The Chief Executive is the principal officer for DCP.

The Chief Executive has sub-delegated authority for procurements as outlined in the [Financial Authorisations Register](#).



### 4.2.2 Committee for Procurement Governance

The Committee for Procurement Governance (CPG) has been established as a governance committee of the Senior Executive Group (SEG) to assist the Chief Executive in ensuring DCP's strategic procurement and contract management activities are driven by business needs, utilise best practice, manage risk exposure, and comply with procurement objectives.

The CPG's Terms of Reference outlines the purpose, function, membership and operating guidelines of the committee.

The Chief Executive has sub-delegated authority for high-value procurements to the CPG as outlined in the [Financial Authorisations Register](#).

The CPG provides quarterly reporting to SEG about procurement activity. A comprehensive overview of procurement activity and productivity is provided to SEG at the end of each financial year.

### 4.2.3 Chief Financial Officer

The Chief Financial Officer has responsibility for the Procurement Governance Framework and its operations and performance outcomes as assigned by the Chief Executive.

### 4.2.4 Manager Procurement and Contracting

The Manager Procurement and Contracting has responsibility for the operationalisation of the Procurement Governance Framework and procurement activities.

### 4.2.5 Manager Service Contracts and Licensing

The Manager Service Contracts and Licensing has responsibility for centralised contract management activities that support the Procurement Governance Framework.

### 4.2.6 Procurement and Contracting Unit

The Procurement and Contracting Unit supports the broader DCP strategic objectives and purpose by delivering efficient and effective procurement services across DCP, within a culture which supports positive commercial practice.

The Procurement and Contracting Unit provides intensive management and facilitation of all high value, high risk and strategic procurement processes within DCP of all procurement activity with a value in excess of \$55,000.

The Procurement and Contracting Unit are responsible for facilitating and managing procurement activities through to contract award and handover, contract management activities will be undertaken by the contract manager.

The Procurement and Contracting Unit maintains a central record keeping function for all procurement processes in excess of \$55,000 and ensures all official information (in physical and digital format) is recorded and stored in accordance with the State Records Act 1997, DCP policies and guidelines. This function includes, but is not limited to the electronic and/or hard copy storage of all approvals and contract documentation via an appropriately secure means and in accordance with records management requirements, disclosure of contracts in line with [Premier and Cabinet Circular-027](#).



The strategic purpose and objectives of the Procurement and Contracting Unit are detailed within the DCP Procurement Strategy.

#### 4.2.7 Service Contracts and Licensing Unit

The Service Contracts and Licensing Unit is responsible for centrally administrating and managing nominated service contracts which include those for the provision of out-of-home care, child and youth worker temporary staff services, family support services, and advocacy and support services.

The remainder of DCP contracts are managed by the nominated DCP directorate contract manager and supported by the Procurement and Contracting Unit and Service Contracts and Licensing Unit.

#### 4.2.8 Office of the Industry Advocate (OIA)

The Office of the Industry Advocate (OIA) has been established to further the objectives of the [South Australian Industry Participation Policy](#) and to act in accordance with the [Industry Advocate Act 2017](#).

Industry Participation Policy requirements will be reflected within all applicable DCP procurement documentation in accordance with [Premier and Cabinet Circular 33 – Industry Participation Policy](#).

#### 4.2.9 Procurement Services SA (PSSA)

PSSA within the Department for Treasury and Finance is responsible for the strategic oversight of the South Australian government's procurement processes for the acquisition of goods and services. Procurement Services SA also manages any [Across-Government Contracts](#).

#### 4.2.10 Procurement Review Committee

The Procurement Review Committee comprises a small number of senior public officers. The Procurement Review Committee provides strategic oversight of and reviews high-risk and/or high value acquisitions upon request, following review of submitted information via the Procurement Activity Reporting System (PARS).

#### 4.2.11 Heads of Procurement

The Heads of Procurement (HOP) is a committee formed by PSSA and comprises a large group of public authority procurement leaders which gathers regularly to discuss government procurement. A senior member of DCP with appropriate procurement knowledge and experience (generally the Manager Procurement and Contracting or similar) will represent DCP on this committee.

### 4.3 Procurement Governance Framework

This framework provides a holistic guide to the management of procurement with DCP. The relevant and delegated authorities relating to the undertaking of procurement activity are contained within the [Financial Authorisations Register](#) and associated [Financial authorisations Procedure](#).

The following documents collectively comprise the operational framework under which procurement and contract management activity will be managed within DCP (in hierarchical order).

#### 4.3.1 PSSA policies, schedules and guidelines

DCP procurement activity will align with the suite of procurement and contract management policies, schedules, guidelines and related documents unless otherwise indicated within DCP documentation.



### 4.3.2 DCP frameworks

The following frameworks will provide operational context supporting procurement activity mandated through policy. These documents will describe in detail the operation of associated or supporting activity related to the procurement process:

- [Contract Management Framework](#) – this document sets out the contract management processes and performance standards for executed DCP agreements.
- [Risk Management Framework](#) – this document defines DCP risk management principles, methodology and responsibilities and it intends to establish a systematic and integrated approach to risk management, risk assessment, documentation and reporting, so that DCP meets its risk management obligations.

### 4.3.3 DCP policies

The following DCP policies mandate the methodology of undertaking procurement activity within DCP and describe in detail the operation of all activity related to the procurement process:

- [Procurement Governance Policy](#) – this policy sets out the procurement principles, delegated authorities, policy requirements and related documents and reference information, when undertaking procurement activities for DCP.
- [Aboriginal and Torres Strait Islander Procurement Policy](#) – this policy sets out the strategic priority of DCP to increase spend with Aboriginal Businesses, including the setting of spend targets.

### 4.3.4 DCP procedures

The following procedures will provide specific guidance relating to the undertaking of specific elements of procurement activity within DCP:

- [Procurement sourcing Procedure](#) – this document outlines the required process to follow depending on the complexity of the procurement, from procurement planning through to contract award and handover to contract management.
- [Managing risk in procurement Procedure](#) – this document assists in developing an understanding of risks inherent to procurement, and the components and processes involved in their management.
- [Procurement Complexity and Capability Assessment Procedure](#) – this document provides guidance on how to assess procurement activity complexity.
- [Supplier complaints in procurement Procedure](#) – this document ensures effective systems, practices and processes are in place to manage supplier complaints at any stage of the procurement cycle.
- [Procurement and contracting engagement Procedure](#) – this document sets out the manner in which DCP will engage with key stakeholders, both internal and external, from the start of a procurement process through all life cycles of the contract management phases.
- [Emergency arrangement with non-panel service providers Procedure](#) – this document sets out the manner in which DCP will engage non-panel service providers in placing a child or young person in an emergency arrangement with a non-panel service provider when all other placement pathways have been exhausted.

### 4.3.5 Associated documents

The following documents are associated with the internal undertaking of the procurement function and set out strategic objectives for personnel undertaking procurement roles and the function as a whole:

- Procurement Strategy – this document sets out the procurement and contracting unit's strategic vision, priorities, objectives and key directions and aligns to the [DCP Strategic Plan](#).



- Contract Register – a Contract Register, reflective of the requirements set out within the DTF [Procurement Governance Policy](#), is maintained within the Contract Management and Licensing System (CMLS), reflecting all goods and services contracts valued above \$55,000 (and all consultancy contracts, regardless of value).

## 5. Compliance, monitoring and evaluation

The suitability of this framework will be subject to review in accordance with [Treasurer's Instruction 18 - Procurement](#). The Manager Procurement and Contracting will conduct the review on behalf of the Chief Financial Officer and in compliance with DCP's [Policy Governance Framework](#).

### 5.1 Internal review

Every two years, the Chief Executive will undertake an internal review to assess the extent to which procurement and contract management processes have been undertaken in line with requirements.

The internal review will be supported by the DCP Internal Audit and Risk team, independent from the procurement function. Following approval of the findings by the Chief Executive, details of the Internal Review Report will be submitted to PSSA by 31 October.

## 6. Related documents

Related documents, forms and templates
<a href="#">Treasurer's Instruction 8, 11, 17 and 18</a>
<a href="#">Public Finance &amp; Audit Act 1987</a>
<a href="#">Industry Advocate Act 2017</a>
<a href="#">South Australian Industry Participation Policy (SAIPP)</a>
<a href="#">Premier and Cabinet Circulars – 27 and 44</a>
<a href="#">DTF Procurement Services SA Policies, Guidelines and Templates</a>
<a href="#">Across Government Contracts</a>
<a href="#">DCP Strategic Plan</a>
<a href="#">Contract Management Framework</a>
<a href="#">Procurement Governance Policy</a>
<a href="#">Aboriginal and Torres Strait Islander Procurement Policy</a>
<a href="#">Procurement and Contracting Engagement Procedure</a>
<a href="#">Managing risk in procurement Procedure</a>
<a href="#">Supplier complaints in procurement Procedure</a>
<a href="#">Procurement sourcing Procedure</a>
<a href="#">Procurement Complexity and Capability Assessment Procedure</a>
<a href="#">Financial Authorisations Register</a>
<a href="#">Procurement Initiation Form</a>
<a href="#">Risk Management Framework</a>
<a href="#">Policy Governance Framework</a>
<a href="#">Emergency arrangements with non-panel service provider Procedure</a>



## Document control

<b>Reference No./ File No.</b>			
<b>Document Owner</b>		<b>Lead Writer (position)</b>	
Directorate/Unit: Finance and Corporate Services, Procurement and Contracting		Manager Procurement and Contracting	
Accountable Director: Chief Financial Officer			
<b>Commencement date</b>	11 September 2024	<b>Review date</b>	6 September 2024
<b>Risk rating</b>	<b>Consequence Rating</b>	<b>Likelihood</b>	<b>Risk Rating</b>
<a href="#">Risk Assessment Matrix</a>	Major	Likely	High

REVISION RECORD		
Approval Date	Version	Revision description
7 May 2021	1.0	New framework
1 July 2022	2.0	Review to embed: <ul style="list-style-type: none"> <li>DTF Procurement Services SA compliance assessment continuous improvement recommendations;</li> <li>Updated hyperlinks and document references.</li> </ul> Include additional relevant guidance.
6 September 2024	3.0	Review as per policy review cycle. Changes include embedding DTF Procurement Service SA updates to Treasurer Instruction 18 – Procurement, on February 2023, and associated PSSA policy and procedures document, update reference to CPG and include a reference to DCP Emergency Arrangement process