

Attachment B: Procurement Policy (2025) Table of Key Changes and Comments

No	Page	Item	Change/Comment
1		Global updates	Grammatical and language changes updated throughout the document to support the full review.
2	1	Primary Procurement Principles	CoA acronym expanded to City of Adelaide in line with general use of acronyms.
3	1	Scope	CoA's subsidiaries' acronyms removed in order to simply and future-proof the document to only refer to subsidiaries.
4	1	Out of Scope	Strategic partnerships have been added as an additional example of non-procurement activities.
5	2	Out of Scope	Update to the name of the Acquisition & Disposal of Land & Infrastructure Assets Policy to the new policy's title of Acquisition & Disposal of Land Policy.
6	2	Statement	Goods and Services updates to Good, Services and Works throughout the policy.
7	2	Statement	Update to the name of the Procurement Approval Guideline to the new guideline's title Procurement and Contract Approvals Guideline.
8	2	Value for Money	Inclusion of 'and social procurement objectives' to the definition of value for money.
9	3	Procurement Methods	Update to the language used in this section to simplify the definition of procurement methods and the inclusion of a referral to the relevant guideline for further information.
10	3	CoA Risk Management	Removal of reference to procurement risk management so that this section refers to general CoA risk management principles as a new section below dealing specifically with Procurement Risk Management has been added.
11	3	Procurement Risk Management	A new section below dealing specifically with Procurement Risk Management has been added.
12	4	Contract Management	Simplification of the definition of contract management and the inclusion of an additional point to include the management of a project's contingency budget as part of contract management
13	4	Supplier Relationships	Minor language changes
14	5	Probity, accountability and transparency	Replacement of 'Council Members' with the Council Member Behavioural Support

			Policy to include the latest relevant policy names.
15	5	Probity, accountability and transparency	Inclusion of an additional measure in line with the Prudential Management policy that requires a prudential report for any project with a value over the Prudential Reporting Threshold.
16	5	Reporting & Delegations: Reporting	Proposed Amendment: A change in the requirement for Council Members when receiving the Quarterly Forward Procurement Report to note the report rather than consider the report. The language change adopts the current practice that the report is a information-only document and is based on projects that have already been approved as part of the annual Business Plan and Budget process.
17	5	Reporting & Delegations: Approval to Award Contract by Council Members	Minor language change to reflect that Award of Contract reports for projects over \$2m will be presented to Council, and not Council Members in confidence. A minor language change to better explain why an Award of Contract report that is presented to Council prior to the preferred supplier being selected due to expediency may be presented to Council prior to the completion of tender evaluations or negotiations.
18	5	Reporting & Delegations: Approval to Award Contract by Council Members	Minor language changes to ensure consistency of terminology referring to Council and Council Members.
19	7	Procurement General Principles: Environmental	A major rewrite of this section of the policy was undertaken by the Circular Economy team in order to reflect current strategic priorities. The section appears as was provided, with no changes made by other members of the CoA. The original text is below in the left column and the next text is in the right column below for purposes of comparison.
		Current policy language	Proposed policy language
		Maintain a commitment to long-term ecological environmental sustainability through procurement and contracting activities (for Tier 1 and Tier 2 and or higher risk procurement activities) that: <ul style="list-style-type: none"> • reduce the use of natural resources water and energy, • minimise generation of waste in manufacturing and distribution, use and disposal 	Maintain a commitment to long-term environmental sustainability through procurement and contracting activities that: <ul style="list-style-type: none"> • reduce the use of natural resources, water and energy and support regeneration; • eliminate or minimise environmental impacts to air, land, water; • minimise greenhouse gas emissions;

		<ul style="list-style-type: none"> • minimise environmental impacts to air, land, water. • minimise environmental greenhouse gas emissions. <p>The following actions will be implemented (where practical) to achieve the above outcomes:</p> <ul style="list-style-type: none"> • prioritising products that support a circular economy (i.e. reuse, sharing, repair, refurbishment, remanufacturing, service based, and extended producer responsibility) and can be composted or recycled • considering climate change impacts to assets and services when making decisions on longer term contracts <p>requesting sufficient information from Suppliers such as certification and labelling to enable evaluation of issues relative to environmental impacts, particularly waste, greenhouse gas emissions and climate change impacts.</p>	<ul style="list-style-type: none"> • minimise generation of waste in manufacturing and distribution, use and disposal; • reduce single-use plastic and consumable products; • when waste is unavoidable, move higher on the waste hierarchy; • consider sustainable end-of product life options including product stewardship schemes; • where practicable, utilise recycled content in products, structures, and services even if they are more costly, while recognising the need to obtain value in the expenditure of public money. <p>The following actions will be implemented (where practicable) to achieve the above outcomes:</p> <ul style="list-style-type: none"> • prioritising products and services that support a circular economy (i.e. reuse, sharing, repair, refurbishment, remanufacturing, is service based, and includes product stewardship schemes or extended producer responsibility) and can be composted or recycled at end of useful life. • considering climate change impacts of and to assets and services when making decisions on contracts; • support transparency and accountability by requesting sufficient information from Suppliers such as certification, labelling and data (e.g. life-cycle assessments or product disclosure statements) to enable evaluation of issues relative to environmental impacts, particularly waste, greenhouse gas emissions and climate change impacts.
20	8	Procurement General Principles	Reference to the Strategic Plan changed from 2020-2024 to 2024-2028.
21	8	Conduct of Procurements	An operational language change for when an open competitive procurement approach is required from a definitive value of \$150,000 to be a reasonable estimate of a project's potential value to be \$150,000. This change reflects the difficulty in accurately estimating the value of a procurement activity due to often large differences in price offered by suppliers for the same procurement activity.

			<p>This change allows procurement activities with estimates their value made in good faith by the CoA before approaching the market to be managed appropriately should the market respond with pricing in excess of what was reasonably expected. A practical example is a project expected to be worth less than \$150,000 does not require a Procurement Plan, however, if the market responds with prices over \$150,000, the lack of a Procurement Plan would not be considered a breach of the Procurement Policy.</p>
22	8	Conduct of Procurements	<p>Inclusion of the requirement that a Non-Tendered Approach or select market approach be approved by the relevant Delegate Authority. This requirement was implicit in the current policy with a referral to the Operating Guidelines, however, adherence to the new policy is better served with this requirement explicitly included.</p>
23	8	Conduct of Procurements	<p>A change in the name of the role that can approve the publication of open market approaches from Manager, Finance and Procurement to Associate Director, Finance and Procurement to reflect the organisational realignment.</p>
24	8	Conduct of Procurements	<p>Small change to the paragraph on Purchasing Cooperatives to include the City of Adelaide as a body that has panel contracts, in addition to the Local or State Government panel contracts stated in the current policy.</p>
25	9	Engagement of Suppliers and Execution of Agreements	<p>An update to the name of the relevant guideline from the Procurement Approvals Guideline to the Procurement and Contract Approvals Operating Guideline.</p>
26	9	Monitoring & Implementation	<p>Changes to the roles of responsibility to reflect the organisational realignment. The Chief Operating Officer is now responsible for the implementation and maintenance of the policy and guidelines. The Associate Director, Finance and Procurement is responsible for the monitoring and reporting of adherence to the policy.</p>
27	9	Breach of Policy or Procedure	<p>The inclusion of a reference to the specific title of the Competition and Consumer Act 2010 (Cth) and relevant Schedule of the Act under which Australian Consumer Laws are legislated.</p>

28	9	Breach of Policy or Procedure	An update to the name of the current policy's reference to the Audit Committee to the Audit and Risk Committee.
29	10	Related Documents	Inclusion of the Prudential Management Policy as a related document.
30	10-11	Glossary	Inclusion of definitions of: <ul style="list-style-type: none"> • Delegated Authority • Non-procurement Activity • Procurement Activity • Procurement Method • Procurement Risk Assessment • Prudential Report
31	12	Administrative	A change in point (ii) to 2027 as the date of when the next review of the policy is required. The inclusion of point (iii) that describes the nature of the changes to the current policy.
32	13	Review History	Update to the review history tale to reflect the proposed changes to the current policy.