

2023/24 Q4 Quarterly Forward Procurement Report

Tuesday, 28 May 2024
Council

Strategic Alignment - Our Corporation

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Public

Approving Officer:
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EXECUTIVE SUMMARY

In accordance with the Procurement Policy and Operating Guidelines, a Forward Procurement Report is presented to Council every quarter outlining significant planned procurement activities for the next quarter.

Significant procurements are defined as those with procurement expenditure estimated to be equal to or above \$2 million, excluding GST.

This report covers Quarter 4 of the 2023/2024 financial year.

As the procurements shown in Attachment A are due for market release before approval of the 2024/25 Business Plan and Budget, these procurement activities will be released marked as *Subject to approval of the FY 2024/2025 Business Plan and Budget*.

No additional decision is sought. The report is provided for information purposes only.

RECOMMENDATION

THAT COUNCIL

1. Notes the procurements set out in Attachment A to Item 14.1 on the Agenda for the meeting of Council held on 28 May 2024, which will be released to the market during Quarter 4 of the 2023/2024 financial year.

IMPLICATIONS AND FINANCIALS

City of Adelaide 2024-2028 Strategic Plan	Strategic Alignment – Our Corporation
Policy	This report is prepared in accordance with the requirements of Council's Procurement Policy. Council's current delegations for procurement are outlined in the Procurement Policy and Procurement and Contract Approvals Operating Guideline.
Consultation	Programs were consulted with respect to significant procurement activity that is anticipated to occur in the first quarter of the 2024/25 financial year.
Resource	External Procurement Services will be engaged in line with Council's decision on procurements over \$2 million
Risk / Legal / Legislative	Section 49 of the <i>Local Government Act 1999 (SA)</i> outlines the principles that Council will apply to procurement.
Opportunities	To commence the procurement process to expedite the delivery of the 2024/25 Capital Program.
23/24 Budget Allocation	Not as a result of this report
Proposed 24/25 Budget Allocation	\$10.209m (subject to approval of the FY2024/25 Business Plan and Budget)
Life of Project, Service, Initiative or (Expectancy of) Asset	Not as a result of this report
23/24 Budget Reconsideration (if applicable)	Not as a result of this report
Ongoing Costs (e.g. maintenance cost)	Not as a result of this report
Other Funding Sources	The Charles Street streetscape upgrade is partially funded via State Government grant of \$0.213m

DISCUSSION

1. The purpose of the Quarterly Forward Procurement Report is to provide further information and visibility to Council on major procurement and contracting activity.
2. The following is an extract from the Procurement Policy, adopted by Council on 14 December 2021:
“The Council will have regard to the following measures in ensuring probity, accountability and transparency”
 - *Council Members will be provided with a quarterly forward procurement plan for consideration, detailing tenders and subsequent contracts that have an estimated value of over \$2,000,000 (ex GST) or that are high risk and will require Council Member approval;*
 - *Council Members will be requested to approve the award of all contracts that exceed \$2,000,000 (ex GST).”*
3. As such, a Quarterly Forward Procurement Report is provided to Council each quarter outlining planned procurement activities with an estimated spend over \$2,000,000.
4. This report covers Quarter 4 of the 2023/24 financial year.
5. The Procurements listed in **Attachment A** of this report will be released to the market during Quarter 4 of the 2023/24 financial year. These procurements relate to delivery in the 2024/25 financial year and are subject to adoption of the 2024/25 Business Plan and Budget. In order to progress the 2024/25 capital program, these procurements will be released to the market before the budget adoption and will be *“Subject to approval of the FY 2024/25 Business Plan and Budget”*.
6. Contracts will not be awarded before adoption of the 2024/25 Business Plan and Budget. There is therefore no financial risk with releasing to the market in Quarter 4 should projects not be funded in the Budget.
7. The Procurement Policy ([Link 1](#)) requires the provision of a forward procurement plan for expected expenditure over \$150,000 and making this publicly available on the City of Adelaide website. This report is prepared at the start of the financial year and represents an estimate of procurements based on the approved business plan and budget and upcoming expiring contracts. This is also available on the website.

DATA AND SUPPORTING INFORMATION

Link 1 – [Procurement Policy](#)

ATTACHMENTS

Attachment A – Quarter 4 2023/2024 Forward Procurement Report

- END OF REPORT -