

2024/25 Q1 Quarterly Forward Procurement Report

Tuesday, 20 August 2024
City Finance and Governance Committee

Strategic Alignment - Our Corporation

Program Contact:
Nicole Van Berkel, A/Manager
Finance & Procurement

Public

Approving Officer:
Anthony Spartalis, Acting Chief
Operating Officer

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.

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

This report covers Quarter 1 of the 2024/2025 financial year.

All budgets have previously been approved by Council and no additional decision is sought. The report is provided for information purposes only.

RECOMMENDATION

The following recommendation will be presented to Council on 27 August 2024 for consideration

THAT THE CITY FINANCE AND GOVERNANCE COMMITTEE RECOMMENDS TO COUNCIL

That Council

1. Notes the Procurements set out in Attachment A to Item 7.3 on the Agenda for the meeting of City Finance and Governance Committee held on 20 August 2024, which will be released to the market during Quarter 1 of the 2024/2025 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	Not as a result of this report
24/25 Budget Allocation	All projects listed in Attachment A were approved as part of the 2024/25 Business Plan and Budget. Each has a budget expenditure estimated to be equal to or above \$2 million, excluding GST.
Proposed 25/26 Budget Allocation	Not as a result of this report
Life of Project, Service, Initiative or (Expectancy of) Asset	Not as a result of this report
24/25 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	Not as a result of this report

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 1 of the 2024/25 financial year.
5. The Procurements listed in **Attachment A** of this report will be released to the market during Quarter 1 of the 2024/25 financial year.
6. 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.
7. Each of the budgets and projects have previously been approved by Council and no additional decision is sought. This report is provided for information purposes only.

DATA AND SUPPORTING INFORMATION

Link 1 – [Procurement Policy](#)

ATTACHMENTS

Attachment A – Quarter 1 2024/2025 Forward Procurement Report

- END OF REPORT -