

2024/25 Q4 Forward Procurement Report

Strategic Alignment - Our Corporation

Public

Tuesday, 18 March 2025

**City Finance and Governance
Committee**

Program Contact:

Nicole Van Berkel, Acting

Manager Finance & Procurement

Approving Officer:

Anthony Spartalis, 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 for the next quarter.

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

This report covers Quarter 4 of the 2024/2025 financial year. No additional decision is sought. The report is provided for information purposes only.

RECOMMENDATION

The following recommendation will be presented to Council on 25 March 2025 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 7.6 on the Agenda for the meeting of the City Finance and Governance Committee held on 18 March 2025, to be released to the market during Quarter 4 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 fourth quarter of the 2024/25 financial year.
Resource	External Procurement Services will be engaged in line with Council's decision on procurements over \$2.0 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	Three of the four proposed procurements are multi-year agreements, which provides an opportunity to maximise the Council's value for money.
24/25 Budget Allocation	\$3.954m for the Adelaide Visitor Experience Centre.
Proposed 25/26 Budget Allocation	<ol style="list-style-type: none"> 1. Adelaide Visitor Experience Centre: NIL 2. Legal Services Panel: \$845,000 3. Security Services: \$2,301,819 4. Traffic Signals Maintenance: \$550,000
Life of Project, Service, Initiative or (Expectancy of) Asset	<ol style="list-style-type: none"> 1. The Adelaide Visitor Experience Centre is expected to be a continuing asset, however, an initial 5-year+5-year agreement between The State Library and AEDA is being considered. 2. The Legal Services Panel procurement is anticipated to be a 7-year contractual arrangement, subject to the agreement of the preferred suppliers. 3. The Security Services procurement is anticipated to be a 5-year contractual arrangement, subject to the agreement of the preferred supplier(s). 4. The Traffic Signals Maintenance procurement is anticipated to be a 5-year contractual arrangement, subject to the agreement of the preferred supplier(s).
24/25 Budget Reconsideration (if applicable)	Not as a result of this report.
Ongoing Costs (e.g. maintenance cost)	The Adelaide Visitor Experience Centre will require a maintenance budget, however, these costs will be unknown until a preferred design team and construction supplier are selected as a result of the open tender processes.
Other Funding Sources	The Adelaide Visitor Experience Centre procurement is fully funded by a federal grant.

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 25 February 2025:
“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 Report for noting, detailing planned tenders and subsequent contracts that have an estimated value of over \$2,000,000 (ex GST) or that are high risk and will require the approval Council Members;*
 - *Council Members will be requested to approve the award of all contracts that exceed \$2,000,000 (ex GST).”*
3. 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 2024/25 financial year.
5. The procurements listed in **Attachment A** of this report will be released to the market during Quarter 4 of the 2024/2025 financial year.
6. The Procurement Policy ([Link 1 view here](#)) requires the provision of a Forward Procurement Report for expected expenditure over \$150,000 be made 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. All of the procurement budgets and projects were previously 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 2025](#)

ATTACHMENTS

Attachment A – Quarter 4 2024/2025 Forward Procurement Report

- END OF REPORT -