

# Quarterly Forward Procurement Report - Q1

Tuesday, 7 June 2022  
The Committee - Pre-Council Discussion Forum

Strategic Alignment - Enabling Priorities

**Program Contact:**  
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Public

**Approving Officer:**  
Amanda McIlroy - Chief Operating 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.

This report covers Quarter 1 for the 2022/2023 financial year.

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The following recommendation will be presented to Council on 14 June 2022 for consideration

That Council

1. Notes the Procurements set out in Attachment A to Item # on the Agenda for the meeting of the Council held on 14 June 2022 which will be released to the market during Quarter 1 of the 2022/2023 financial year.
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# IMPLICATIONS AND FINANCIALS

City of Adelaide 2020-2024 Strategic Plan	Strategic Alignment – Enabling Priorities
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	All Programs were consulted with in respect to significant procurement activity that is anticipated to occur in the first quarter of the 2022/23 financial year.
Resource	Not as a result of this report
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
21/22 Budget Allocation	Not as a result of this report
Proposed 22/23 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
21/22 Budget Reconsideration (if applicable)	Not as a result of this report
Ongoing Costs (eg 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 of 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. Based on the Procurement Summary Report, Council will either:
  - 4.1. Approve the proposed procurement process as required.
  - 4.2. Request the Chief Executive Officer to make amendments to the proposed procurement process, consistent with the Procurement Policy and applicable legislation.
5. This report covers Quarter 1 of the 2022/2023 financial year.
6. The Procurements listed in **Attachment A** of this report will be released to the market during Quarter 1 of the 2022/2023 financial year.
7. The Procurement Policy (Link 1 view [here](#)) requires the provision of a forward procurement plan for expected expenditure over \$150,000 to 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 via the website. It should be noted that this report will be updated for 2022/2023 financial year in July 2022.

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## DATA AND SUPPORTING INFORMATION

**Link 1** – Procurement Policy

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## ATTACHMENTS

**Attachment A** – Quarter 1 2022/2023 Forward Procurement Report

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