

Procurement Forum Presentation for City of Adelaide

Tuesday, 28 March 2023
Council

Council Member
Councillor Hou

Public

Contact Officer:
Stephen Zaluski, Acting Chief
Executive Officer

MOTION ON NOTICE

Councillor Hou will move a motion and seek a seconder for the matter shown below to facilitate consideration by the Council:

‘That Council:

1. Advise on the potential to offer Procurement Forum Presentations, conducted in both English and other languages, to provide information on the procurement process, guidelines, and procedures for the multicultural community and businesses interested in working with City of Adelaide.
2. Ensure transparency and fairness throughout the procurement process, with adequate communication to unsuccessful bidders from diverse cultural backgrounds on the reasons why their bid was not successful.
3. Continue to promote openness, transparency, and fairness in all its dealings with ratepayers and the community, including those from diverse cultural backgrounds. ‘

ADMINISTRATION COMMENT

1. A primary principle within Council’s Procurement Policy is: *‘Providing for ethical and fair treatment of Tenderers’*, which is achieved through a number of methods outlined in the Policy and related Operating Guidelines. The Policy is underpinned by the legislative requirements under Section 49 of the *Local Government Act 1999*.
2. Council’s Procurement Policy is available at Link 1 [here](#).
3. Procurements with an open market approach are advertised on the SA Tenders and Contracts website (<https://www.tenders.sa.gov.au>) and follow a consistent process.
4. Council’s procurement practices include notifying unsuccessful tenderers by email of procurement outcomes. If requested, Council representatives meet and provide feedback to the tenderer, regarding the reasons for being unsuccessful.
5. Preliminary considerations on the potential to conduct forums in other languages include:
 - 5.1 ensuring that inequity is not created for certain members of the community by offering forums in some, but not all, languages.
 - 5.2 ensuring the translation of tender wording (often quite technical) across languages is exact, to maintain equity.

5.3 managing expectations for the ongoing engagement or relationship to be facilitated in other languages.

6. Should the motion be supported, a more thorough assessment of the equity considerations, benefits and costs will occur, and this evidence and advice provided in an update to Council.

Should the motion be carried, the following implications of this motion should be considered. Note any costs provided are estimates only – no quotes or prices have been obtained:	
Public consultation	Not applicable
External consultant advice	Not applicable
Legal advice / litigation (eg contract breach)	Not applicable
Impacts on existing projects	Not applicable
Budget reallocation	Not applicable
Capital investment	Not applicable
Staff time in preparing the workshop / report requested in the motion	1 week
Other	Not applicable
Staff time in receiving and preparing this administration comment	To prepare this administration comment in response to the motion on notice took approximately 4.5 hours.

- END OF REPORT -