



**Government
of South Australia**

State Procurement
Board

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Base Level (Tier 3) Procurement Reporting Guideline

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| Principal Contact | State Procurement Board |
| Telephone | 8226 5001 |



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Overview

This guideline provides information and practical advice regarding procurement reporting and data collection for public authorities with a base level (Tier 3 - \$220,000) procurement authority, in order to satisfy the annual reporting requirements of the State Procurement Board (the Board).

What is Base Level Reporting and Data Collection?

The Board requires procurement information and data to be gathered, analysed and reported on annually by all public authorities. Reporting requirements vary depending on the level of procurement authority held by the organisation and the nature of procurement activity.

Base level reporting and data collection is the minimum requirement for public authorities to report to the Board on procurement expenditure and activity for a 12-month period ending on 30 June.

Key Reporting Requirements for Public Authorities with a Base Level Procurement Authority

The Board requires that annual procurement reports be submitted by 15 October after the end of each financial year. To assist in the compilation of information, the Board has developed a Base Level Reporting Template and Statement of Compliance for use by public authorities with a base level (Tier 3) procurement authority (refer to Appendix One).

Annual Reporting Template

The Base Level Annual Reporting Template and Statement of Compliance (Appendix One) requires principal officers to provide procurement information and data relating to procurement spend.

How to Complete the Base Level Annual Reporting Template and Statement of Compliance

The following information should assist you when completing the Reporting Template (Appendix One).

All figures are to be provided inclusive of GST.



Procurement Spend Summary (item 2.1 of the template)

Total Procurement Spend – The information provided is the sum of an organisation's spend on goods and services.

It includes spend for the supply of electricity, gas or any other form of energy. It does not include spend on rates, rent and water.

It does not include mandated spend with other government departments. However, if an organisation chooses to use the services of a government department rather than go to the market for the services then this is considered procurement spend and should be included.

For example, if an organisation is required to use the services of the Crown Solicitor's Office then any spend on CSO services is not to be included. However if the organisation chooses to source its training services through TAFE SA rather than seeking a provider from the market then this is considered procurement spend and should be included.

Please note, mandated spend on across government contracts is to be included.

For example, if an organisation is mandated to use across government contracts and purchases PC desktops from the across government Client Computing and Server Equipment contract, then this spend is to be included.

Goods – Goods are considered to be tangible items capable of being delivered, which an organisation procures for its use.

For example, goods can include dental chairs, paper and personal computers.

Services – Services are intangible supplies or effort and include consultancy services.

For example, services can include provision of temporary staff, couriers and contractors engaged for project advice.

Compliance Statement (item 3.3 of the template)

The Compliance Statement must be completed and submitted to the Board to certify that procurement activity of the public authority has been undertaken in accordance with Board requirements.

Further Information and Resources

For feedback or assistance regarding this guideline, please contact:

Policy, Standards and Governance
Government Services Branch
Department of Treasury and Finance
ph: (08) 8226 5001
email: stateprocurementboard@sa.gov.au
www.spb.sa.gov.au



Related Policies and Guidelines

SPB Procurement Authority Policy
SPB Acquisition Planning Guideline
SPB Simple Procurement Guideline
SPB Procurement Reporting Policy
SPB Approvals Process Policy

Responsibilities

Principal Officers are responsible for ensuring this guideline is implemented and monitored within their respective public authority.

The Board is responsible for reviewing this guideline, ensuring its promulgation and for evaluating its effectiveness across government.

Review Date

This guideline will be reviewed 24 months from the date of approval.



Appendix One

Base Level Procurement Authority Annual Reporting Template and Statement of Compliance

1.1 General Information

| | |
|--------------------------------|--|
| Public Authority Name: | |
| Principal Officer Name: | |
| Reporting Period Dates: | |

1.2 Contact Person

| | |
|-----------------------------|--|
| Contact Person Name: | |
| Phone: | |
| Email: | |
| Submission Date: | |

2.1 Procurement Spend Summary (GST inc)

| | |
|---------------------------------|----|
| (G) Goods Total: | \$ |
| (S) Services Total: | \$ |
| Total Procurement Spend: | \$ |

3.1 Compliance Requirements

Public authorities, as defined in the *State Procurement Act 2004*, are required to comply with all applicable policies, guidelines and directions set down by the State Procurement Board.

3.2 Non-Compliance Report

Attach details of any areas of non-compliance, stating the date and nature of the non-compliance, whether it has been remedied and what remedial action was taken if applicable.

Attach details of accreditation principles that are not being met, and what steps have been put in place to ensure these principles will be met, including any tasks that still need to be completed and the due date for completion.

3.3 Compliance Statement

To: Presiding Member, State Procurement Board

As principal officer of the public authority named above and, unless otherwise specified in the non-compliance report, I certify to the best of my knowledge, that during the reporting period:

1. the authority (and/or its representatives) has complied with all applicable policies, guidelines and directions as set down by the Board;
2. all procurement transactions, excluding those submitted to the Board, were undertaken within the authority's \$220,000 procurement authority threshold;
3. appropriate procurement accountability and risk management frameworks are in place;
4. there were no significant organisational or other circumstances requiring changes to the procurement authority of the public authority;
5. the following accreditation principles have been embedded in the public authority's operations:
 - The procurement function/designated personnel are responsible for procurement spend for the public authority.
 - Key internal stakeholders have a good understanding of the role of procurement together with its strategy and policies.
 - There is a clear, methodical and comprehensive framework to guide the public authority's procurement operations.
 - The public authority has people with sufficient procurement capability and skills (including procurement planning, market research, negotiation, contract management, project management and risk management) to ensure effective performance for the public authority's complexity and expenditure.
 - There is a process in place for ensuring that all staff with the authority to approve procurement activity, possess the appropriate capability and skills.
 - The public authority has appropriate governance processes in place to ensure procurement achieves the outcome required, including a clear and effective system of delegation and authority for procurement.
 - The procurement risk management process is incorporated into the public authority's overall risk management process and systems.
 - Procurement policies, guidelines and templates are standardised and sufficient to meet organisational needs and are updated regularly including when changes are made to State Procurement Board policies and guidelines.



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- Ethical behaviour standards, probity, accountability and transparency receive prominence in procurement policy documents.
 - There are efficient and robust systems and processes to support procurement activity including purchasing, sourcing and contract management.
 - Relationships with internal stakeholders are managed to ensure an effective procurement process.
 - Key Suppliers are identified and relationships between these suppliers and the public authority are managed in an ethical and professional manner.
6. information provided to the Board in the authority's annual procurement report is, as far as practicable, accurate and free from errors.

Signed

Date: / /

Note: This statement applies for the period from the commencement of any new procurement authority to the year ended 30 June, and each year thereafter. This reporting template and statement of compliance is to be forwarded to the Chair, State Procurement Board, by 15 October of each year.