



## Procurement Plan

### Sponsorship of the Australian Local Government Association (ALGA) 2024 National Local Roads, Transport and Infrastructure Congress (hereafter, “2024 ALGA Roads Congress”)

<b>Date Lodged</b>	29/07/2024		
<b>Contact Name</b>	s22(1)(a)(ii)	<b>Contact Phone</b>	s22(1)(a)(ii)

#### 1. Description of Procurement

The Australian Local Government Association (ALGA) is hosting its 2024 National Local Roads, Transport and Infrastructure Congress (hereafter “2024 ALGA Roads Congress”) in the Margaret River region of Western Australia, from 2 to 4 December 2024, inclusive. The ALGA CEO has asked the Department of Infrastructure, Transport, Regional Development, Communications and the Arts ( “the department”), through its Deputy Secretary for Infrastructure Jess Hall, to financially support the event for \$35,000 (GST inclusive). In return, the department will receive an equivalent value of goods and services that will contribute to policy discussions and knowledge transfer between the Commonwealth and Local Government groups, in the policy areas of transport, road safety and road infrastructure areas. The specific goods and services are detailed under Section 3. Specifications below.

#### 2. Procurement Outcome

ALGA is a significant stakeholder in multiple line areas of the department due to its advocacy and knowledge of 537 local governments across Australia. The 2024 ALGA Roads Congress event attracts approximately 300 local government, industry and Commonwealth leaders annually. The event is an opportunity for councils to come together as a united force to develop and refine a coherent national case for improved investment in local roads, transport and community infrastructure.

The event provides the department with an unparalleled opportunity to engage this significant stakeholder group, who is responsible for managing 75% of Australia’s roads infrastructure, in one event, and to build professional relationships, deepen its understanding of localised issues and support a number of Government Ministers to do the same.

The event presents the department with an opportunity to test its policy and program approaches with a group of local government administrators and practitioners, and to receive on-the-ground feedback about the practicalities and challenges of the approach.

Additionally, given the event will be held in the Margaret River region of WA, the event provides the department with an opportunity to engage closely with and focus conversations around regional and remote councils and their administrators, especially from the west.

#### What are the consequences of not proceeding?

ALGA and its 537 local government members represent one of the portfolio’s biggest stakeholder groups and one of its most significant and influential. We rely on positive working relationships with ALGA to collaborate on a number of policy outcomes and to deliver billions of dollars of roads infrastructure investment. Local governments and ALGA are critical stakeholders for the implementation of road safety initiatives and are invited to sit as an observer at every Road Safety Ministers’ Meeting (RSM) and in discussions with Infrastructure and Transport Senior Officials.

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Committee (ITSOC) specific to the implementation of road safety action items, which are one of the department's largest deliverables over the next 18 months especially.

Not to support the ALGA Roads Congress this year would be anomalous, given our department has sponsored the event for over 10 years. It would also be seen as contrary to the Government's specific objectives of including local government in the national conversation. Finally, it would be looked upon unfavourably by an influential and important stakeholder on whom we depend for the delivery of road safety outcomes.

**Have a wide range of options been explored? i.e. leasing rather than buying? Permanent/non-ongoing staff rather than contractors?**

There is no comparable option available, in terms of an equivalent event, that would provide the Commonwealth with the depth and breadth of participation and networking with local government leaders and administrators.

There is an option of ORS sharing the overall cost of the event—that is, \$35,000 GST inclusive—with the Service Transport Emissions and Policy division (STEP) and, potentially, the Regional Development and Local Government division. This was an option that the Assistant Secretary of ORS did not wish to pursue.

### 3. Specifications

Through this agreement, the department is seeking to procure the following goods and services through its financial support of the 2024 ALGA Roads Congress:

- The opportunity to address the delegates at the event for 45 minutes in a manner that the department determined.
- Verbal recognition during the main addresses and general announcements (including recognition of any VIP representatives) that acknowledges the department's support.
- Recognition of support in line with the [Australian Government Branding Guidelines](#) in the Congress Handbook and audiovisual signage. Any promotional materials the department provides will also be disseminated.
- Six full complementary registrations for the conference and six complementary registrations for the Congress Gala Dinner.
- The opportunity to run a stall or information table.

Additionally, the ALGA CEO confirmed ALGA would support the department to:

- Identify the appropriate stakeholders for focused discussions at the conference.
- Host an additional workshop (either as a separate breakfast or early evening event) with key stakeholders, if the department wished to do that.
- Reflect an event agenda that supported both strategic and practical conversations.
- Road test some of its ideas with ALGA jurisdictional associations ahead of the ALGA Roads Congress.

### 4. Market Research

We have had considered comparable sponsorship arrangements and have found they are in line with this request. The Commonwealth's contribution to the 2023 ALGA National General Assembly (NGA) was \$30,000 including GST. The Commonwealth's contribution to the ALGA Roads Congress has been \$30,000 for a number of years. Last year, the Commonwealth's contribution was only \$20,000 (GST inclusive) because ALGA was significantly delayed in requesting the sponsorship. This year, the request has increased by \$5,000 in line with increases in the events management marketplace.

## 5. Existing Arrangements and Coordinated Procurement

There are no existing department arrangements or whole-of-Australian-Government arrangements in place for the specified goods and services. There is also no suitable existing panel arrangement or applicable deed of standing offer.

## 6. Estimated Total Value

The value of the procurement—\$35,000 (GST inclusive)—has been arrived at through the request for support itself and has been determined to be value for money.

## 7. Procurement Approach, Method and Justification

The department's Procurement Unit confirms the \$35,000 payment to ALGA is a procurement of services in accordance with the Public Governance, Performance and Accountability Act 2013 (PGPA Act) and is consistent with how the department has previously supported this event and other comparable events, such as the annual ALGA National General Assembly. The Procurement Plan is at Attachment C.

For completeness, the Department of Finance's Grants, Procurement and other financial arrangements, Resource Management Guide No. 411, outlines at item 15: "...a sponsorship may amount to a procurement where it involves acquiring a good or service, for example, purchasing advertising space or a conference sponsorship package". Your approval means you agree this expenditure provides value for money and promotes the proper use of Commonwealth resources.

We have confirmed there is sufficient departmental funding in the Office of Road Safety (ORS) budget this financial year to support the cost. Accordingly, the payment will be made from the ORS cost centre (32309).

The department is seeking to use a sole provider limited tender approach for an amount under \$80,000. The *Commonwealth Procurement Rules* specify that for procurements valued below \$80,000 a limited tender approach is appropriate and no exemption under Appendix A or Division 2 is required. This approach does not require an Approach to Market because ALGA is the only provider of this event or a comparable event.

## 8. Timeline

The expected timeline of the procurement is:

1. Review this agreement and the S23 and confirm it represents ethical and proper use of Commonwealth resources (value for money) **by 12 September 2024**
2. Sign and execute contract with ALGA **by 14 September 2024**
3. Approve funding through SAP **by 14 September 2024**
4. Process payment of \$35,000 (GST Inclusive) prior to the event **by 15 September 2024**
5. Receive goods and services at the event **2-4 December 2024**

## 9. Sponsorship Agreement

Proposed payment date by **22 August 2023**

Proposed sponsorship agreement start date is **2 December 2024**

Proposed sponsorship agreement end date is **4 December 2024**

## 10. Risks

The simple nature of this procurement, and the fact that this procurement has been provided in the same way over ten times in previous years, make the risk of an adverse impact to the department low. Risks in the procurement planning and contract management phase will be managed by seeking the relevant procurement and legal expertise within the department if required. Occupational health and safety risks of staff delegates attending the event are covered by the

department's insurance and well-managed by ALGA, which has substantial experience in managing large events annually.

The department has strong and regular communication and engagement with ALGA and will continue to work closely with the organisers to ensure the event and the Commonwealth's engagement in it meets the outcomes sought by all parties.

### **11. Evaluation**

Following the event, departmental officials will consolidate their insights and provide the executive with a reflection that can help to shape the management of and strategic engagement in the Roads Congresses of future years.

### **12. Value for Money**

By supporting this event, the department will receive an equivalent value of goods and services that will contribute to Commonwealth development and local government implementation of broad policy objectives in Road Safety.

The procurement presents value for money as it will provide significant exposure and networking opportunities for the department to engage with local government administrators and leaders, in person, specifically about roads and infrastructure outcomes. To reach the same number of attendees all of whom have expertise in developing and delivering roads, infrastructure and road safety policies and initiatives, would require the department to spend a significantly greater amount and deploy significant resources to plan, organise and facilitate such an event.

### **13. Probity**

In accordance with the Accountable Authority Instructions (AAIs) on Probity, a Probity Plan is not required for this procurement activity.

# Australian Local Government Association

8 Geils Court  
Deakin ACT 2600

A.B.N. 31 008 613 876



## Tax Invoice

Invoice No.: 00011287

Date: 18/09/2024

Purchase Order

**Bill To:**

The Department Infrastructure, Transport,  
Regional Development, Communications  
and the Arts  
GPO Box 594  
Canberra ACT 2601

DESCRIPTION	AMOUNT	CODE
Sponsorship of the Australian Local Government Association 2024 National Local Roads, Transport and Infrastructure Congress To be held 2-4 December 2024 at Margaret River Convention Centre WA	\$31,818.18	GST

**Terms:** 21 Days from Date of Invoice

**Electronic Funds Transfer**

s22(1)(a)(ii)

Please email remittance to s22(1)(a)(ii) @alga.asn.au

GST:	\$3,181.82
Total Inc GST:	\$35,000.00
	\$0.00

**Balance Due: \$35,000.00**

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