



SOCIAL & SUSTAINABLE PROCUREMENT STRATEGY

This policy and any subsequent amendments are issued pursuant to the Mallee Catchment Management Authority Board Charter of Corporate Governance.

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1. Social & Sustainable Procurement Background

This document has been prepared to guide Mallee Catchment Management Authority (CMA) in complying with the mandatory planning requirements under Victoria's Social Procurement Framework (SPF). Mallee CMA is required to:

- comply with mandatory planning requirements under the SPF;
- demonstrate clear leadership and governance in relation to social procurement and manage internal expectations about delivering social and sustainable outcomes through procurement;
- prioritise social and/or sustainable objectives in order to focus energy and resources, guide government buyers in respect of individual procurement activities, and enable a clear market signal to be sent by Government;
- manage supplier and stakeholder relationships regarding changing government expectations and supplier requirements;
- embed social procurement throughout the organisation's procurement process, by building social procurement capability to enable the organisation to undertake, measure and report on social procurement initiatives.

2. Purpose

Social procurement and sustainable procurement (also referred to as socially responsible procurement, social buying, or ethical purchasing) refers, in this strategy document, to procurements which:

- result in progressive improvements in the lives of people who contribute to Mallee CMA's supply chains and are impacted by supply chain decisions;
- help achieve Mallee CMA's organisational objectives towards delivering broader social benefits, through the procurement of goods or services that can provide superior social benefits.

Procurement is a core business and strategic function. Mallee CMA is committed to advancing social and sustainable objectives through procurement in accordance with the SPF and indeed, social procurement initiatives have been undertaken by the organisation prior to the introduction of the SPF.

An initiative of Mallee CMA has been the questionnaire for businesses owned by Indigenous Australians added to the Vendor Application Form. From this initiative existing and new suppliers are identified and captured as Indigenous Enterprises in our financial system.

Correspondence has been sent to all existing suppliers to inform them that the Victorian Government has introduced a Supplier Code of Conduct (the Code) to support its commitment to ethical, sustainable and socially responsible procurement. A Supplier Code of Conduct Commitment letter is required to be submitted with each tender offer and all new contracts commenced.

Mallee CMA Business Strategy

Mallee CMA provides focus, coordination and direction for natural resource management across the Mallee region of Victoria. Mallee CMA is the caretaker of river health in the region, facilitating and carrying out works to protect and enhance the quality of water and the condition of rivers. The support of local government is vital in many areas of Mallee CMA's activities, including sustainable agriculture, native vegetation retention, floodplain and drainage management and pest plant and animal control.

Integrating Mallee CMA's Regional Catchment Strategy and associated action plans with the planning schemes of local government and water agencies will lead to improved natural resource management and land-use planning. Additionally, we work to ensure natural resource management is considered when developments are proposed.

As a Catchment Management Authority, we pride ourselves on integrating community values into the planning and coordination of land, water and biodiversity management. To achieve this goal, we strive to provide a workplace and work practices that both embrace and reflect the diversity of our community and support inclusion and participation by everyone. Social and sustainable procurement helps in fully establishing inclusive principles within Mallee CMA and meeting our social value objectives.

Adoption of social and sustainable procurement especially in the area of grants and incentives will directly improve sustainable agriculture and native vegetation retention by encouraging better on-farm management activities.

Mallee CMA Procurement Profile

The table below outlines Mallee CMA's current procurement profile. This information was collected and analysed during an initial procurement spend/planning review in 2019. This information will form the basis for compliance with, and the measurement and reporting on the achievement of Social Procurement Framework (SPF) objectives both at the category planning level as well as for individual procurement activities.

Table 1 – CMA Procurement Profile

Procurement Size	2018 Financial Year		2019 Financial Year	
	Total Value (\$000)	Per Cent (%)	Total Value (\$000)	Per Cent (%)
Below \$50,000	4,567	42%	5,380	43%
\$50,000 to \$75,000	818	7%	935	7%
\$76,000 to \$150,000	1,710	16%	3,296	26%
\$151,000 to \$500,000	1,783	16%	2,393	19%
\$501,000 to \$1,000,000	2,060	19%	561	4%
Above \$1,000,000				

From an analysis of the above spending profile considering the organisation's available information and data about spend patterns and categories, and existing contracts we have identified a number of areas where specific social procurement opportunities exist and the SPF objectives and outcomes that are relevant to those opportunities. We have incorporated these findings into identifying three priorities social and sustainable procurement objectives for Mallee CMA to pursue (refer to table 2).

3. Roles and Responsibilities

This strategy applies to all persons undertaking procurement on behalf of the Mallee CMA (Buyers) and they are accountable for complying with all relevant procurement legislative and policy requirements, in particular compliance with *Victoria's Social Procurement Framework*. Individual 'Buyers' within Mallee CMA are required to obtain and familiarise themselves with *Victoria's Social Procurement Framework* and in particular the requirements as expressed in the *Victoria's Social Procurement Framework – Buyer Guidance (Guide to planning requirements)*.

Role	Responsibility
Board members	Board members are responsible for establishing a Procurement Policy, for implementation across Mallee CMA, that reflects the Social Procurement Strategy
Chief Executive Officer (CEO)	CEO is accountable for the implementation of the Social Procurement Strategy
Chief Financial Officer (CFO)	CFO is responsible for managing and administering the Procurement Procedures and associated procedures. Is also responsible for undertaking procurement planning that will incorporate the social procurement strategy and for reporting progress back to the CEO and CMA Board
Audit and Risk Committee (ARC)	ARC is responsible for oversight of the procurement framework including achievement of social procurement objectives

Individual buyers	Individual buyers are responsible for incorporate social procurement into regular procurement planning and purchases or prepare a Social Procurement Plan during procurement planning (see Table 3 of the SPF). The value of the individual procurement activity determines which requirement applies
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4. Definitions

What is social procurement and social benefit?

Social procurement is articulated in the Victorian Government Social Procurement Framework and is a key component of the value for money procurement outcome and like all procurement requires ethical procurement behaviour.

Social procurement is using the government's purchasing power to generate social benefits, adding value to procurement outcomes and supporting supplier and workforce diversity.

Social benefit from procurement, can be described as the positive impacts on people, places or communities generated through procurement practices.

Social benefits might include:

- promoting more diverse and inclusive workforces;
- creating training and employment opportunities;
- addressing complex local challenges, such as intergenerational unemployment, crime, vandalism and economic decline in local communities or amongst disengaged groups;
- encouraging local economic development and growth and the use of social benefit suppliers;
- helping people to participate in the community and the economy;
- engaging small-to-medium enterprises and social benefit suppliers, providing them with the same opportunities as other businesses.

Refer to Appendix 1 – Key Aspects of Social Procurement for a fuller description of:

- what are social benefit suppliers?
- what is ethical procurement behaviour?
- what factors to consider when implementing social procurement, and
- how social procurement can add social value to procurements.

5. Priority Social and Sustainable Procurement Objectives

As per *Victoria's Social Procurement Framework – Buyer Guidance*, Mallee CMA is expected to prioritise a minimum of three social or sustainable procurement objectives identified in Table 2 below. The Mallee CMA has prioritised the first three SPF objectives in the following table:

Table 2 – Social/Sustainable Procurement objectives

SPF Objective	Type of Procurement Activity Most Applicable	Comments/Actions
Social Procurement Objectives		
1. Opportunities for Victorian Aboriginal people	Consultants	<ul style="list-style-type: none"> • Continue to foster relationships with our indigenous partners • Identify and explore opportunities with other Victorian Aboriginal Businesses as part of procurement planning.
2. Opportunities for Victorians with disability	Various	<ul style="list-style-type: none"> • Continue to strengthen relationships with suppliers that provide opportunities for Victorians with disabilities such as those currently used for secure document destruction and fleet vehicle maintenance.

SPF Objective	Type of Procurement Activity Most Applicable	Comments/Actions
		<ul style="list-style-type: none"> Will look to incorporate into meeting the Sustainable Victorian Regions objective.
3. Women's equality and safety	Consultants	<ul style="list-style-type: none"> We will focus on adoption of family violence leave by Victorian Government suppliers. Gender equality within Victorian Government suppliers.
4. Sustainable Victorian social enterprise and Aboriginal business sectors	Various	We will focus on Opportunities for; <ul style="list-style-type: none"> Victorian Aboriginal People Victorians with Disabilities
5. Sustainable Victorian regions	Various	Will focus on employment throughout the region and identify and explore opportunities as part of category procurement and individual procurement activity planning
6. Opportunities for disadvantaged Victorians	Various	Will look to incorporate into meeting Sustainable Victorian Regions objective
7. Supporting safe and fair workplaces	Various	This is included within the Victorian Supplier Code of Conduct which Mallee CMA, when seeking quotes and tenders, will request confirmation of adherence to by suppliers
Sustainable Procurement Objectives		
1. Environmentally sustainable outputs	Public Construction	Will incorporate into construction work tender requirements
2. Environmentally sustainable business practices	Public Construction	<ul style="list-style-type: none"> Will incorporate into construction work tender requirements as a request to demonstrate the use of waste reduction protocols. It is noteworthy Mallee CMA's core day to day business operations already support the achievement of this objective e.g. pursuit of better on-farm sustainable practices
3. Implementation of the Climate Change Policy Objectives	Grants and Incentives	Ensure project planning and application requirements address Climate Change Policy objectives

6. Capability Development Plan

Social procurement capability involves embedding social procurement practices throughout the procurement process, so that Mallee CMA's expertise, resourcing, systems, policies and processes enable the delivery of social and sustainable outcomes through procurement in a manner that is aligned to its Social Procurement Strategy. In Appendix 2, Mallee CMA has completed a table that articulates the organisation's gap analysis in relation to social procurement capability and the actions that will be taken to fill the gap. Mallee CMA will achieve greater social procurement capability through its existing policies and procedures (and ongoing additions/modifications) as follows:

Procurement Policy

- Contains sections which explain and imbed Social Procurement as part of the Procurement Policy objectives.

- Requires suppliers to abide by the supplier code of conduct which encompasses social and sustainable procurement.

Procurement Procedures

- Re-iterates Social Procurement objectives which should be kept in mind during all procurement activities.
- The evaluation of tender responses includes, where possible, criteria that reflect elements of the Social Procurement strategy to help achieve Social Procurement outcomes.
- States the weighting to be applied to social and sustainable procurement linked evaluation criteria

Preferred Suppliers

- Over time, to be considered as a preferred supplier, the entity must be considered a social benefit supplier. See links in Appendix 1 for examples of current social benefit suppliers.

Supplier Engagement Plan

- Tenders and requests for quotes will require respondents to sign and return a Supplier Code of Conduct (the Code) acknowledgement to indicate their commitment to ethical, sustainable and socially responsible procurement.
- Send out an email to all existing suppliers to inform them that the Victorian Government has introduced a Supplier Code of Conduct (the Code) to support its commitment to ethical, sustainable and socially responsible procurement. See Appendix 3 for an example

7. Reporting and Management Reporting Framework

Reporting of the social procurement objectives detailed as priorities for Mallee CMA will be made regularly through:

- Bi-monthly and six-monthly reporting of agreed SPF reporting metrics, reported through its management reporting, including performance against desired SPF outcomes.
- Annual Reporting on of agreed SPF reporting metrics to the Board and Management. These shall be incorporated into Mallee CMA's Annual Report from 2019-20.
- Biennial business planning that includes a detailed review into procurement spend and the extent of social procurement within that spend.

Mallee CMA will undertake a “lessons learned” approach to enhancing its understanding and achievement of the SPF objectives, learning not only from its own journey but from those of other organisations. We will partner with other Catchment Management Authorities to assist in ongoing improvement opportunities and the development of reporting metrics. It is acknowledged that reporting metrics would benefit from having targets to pursue but targets are not mandatory for Mallee CMA at this stage. Ongoing advice will be sort from other Catchment Management Authorities and the Department of Finance and Treasury to discern appropriate metrics and targets for the scale of procurements undertaken by Mallee CMA.

The key metrics that will be utilised and reported on for the four priority objectives are outlined below:

SPF Objective: Opportunities for Victorian Aboriginal people	
SPF Outcome	2019/20 SPF reporting metrics
Employment of Victorian Aboriginal people by suppliers to the Victorian Government	<ul style="list-style-type: none"> • Number of suppliers that employ Victorian Aboriginal people on contracts awarded by Mallee CMA and the number as a proportion of the suppliers used by Mallee CMA • Total number of Victorian Aboriginal people employed by Victorian Government suppliers on contracts awarded by Mallee CMA and the total number as a proportion of the total number of people employed by suppliers used by Mallee CMA

Purchasing from Victorian Aboriginal businesses	<ul style="list-style-type: none"> Number of Victorian Aboriginal businesses engaged and the number as a proportion of the suppliers used by Mallee CMA
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SPF Objective: Opportunities for Victorians with disability	
SPF Outcome	2019/20 SPF reporting metrics
Employment of Victorians with disability by suppliers to the Victorian Government	<ul style="list-style-type: none"> Number of suppliers that employ Victorians with disability on Victorian Government contracts Total number of Victorians with disability employed by Victorian Government suppliers on Victorian Government contracts
Purchasing from Victorian social enterprises and Australian Disability Enterprises	<ul style="list-style-type: none"> Number of Victorian social enterprises and Australian Disability Enterprises Total expenditure with Victorian social enterprises and Australian Disability Enterprises

SPF Objective: Women's equality and safety	
SPF Outcome	2019/20 SPF reporting metrics
Adoption of family violence leave by Victorian Government suppliers	<ul style="list-style-type: none"> Number of suppliers to Mallee CMA that have implemented a family violence leave policy Proportion of suppliers to Mallee CMA that have implemented a family violence leave policy
Gender equality within Victorian Government suppliers	<ul style="list-style-type: none"> Number of suppliers to Mallee CMA that have a gender equality policy Proportion of suppliers to Mallee CMA that have a gender equality policy

SPF Objective: Sustainable Victorian social enterprises and Aboriginal business sectors	
SPF Outcome	2019/20 SPF reporting metrics
Purchasing from Victorian social enterprises and Aboriginal businesses	<ul style="list-style-type: none"> Number of Victorian social enterprises engaged Number of Victorian Aboriginal businesses engaged Total expenditure with Victorian social enterprises Total expenditure with Victorian Aboriginal businesses The proportion the above represent of businesses engaged by Mallee CMA and the relative expenditure.

Other SPF outcomes will have different metrics but volume-based metrics such as the ones specified above can be readily applied to all SPF outcomes. Other metrics that may be appropriate are:

- the number of suppliers who have established their base carbon footprint and have reduced the volume of emissions released over time

- the value of goods purchased that are certified to a desired environmental standard ie paper products that have no bleach in the manufacturing process and are made from sustainable sources
- the number of suppliers certified to ISO 14001
- the number of suppliers with an Environmental Management System that indicates the extent of their environmental awareness
- the percentage of suppliers involved in voluntary industry initiatives to reduce land fill waste
- the number of suppliers that require, as an environmentally sustainable business practice, all drivers to have been trained in efficient driving techniques as a means of reducing fuel use and the associated costs and emissions
- the number of suppliers with zero workplace fatalities
- the number of suppliers that have not been prosecuted for breaches of EPA legislation
- the number of suppliers that have not been prosecuted for breaches of labour protection laws.

There is no definitive list of metrics that may be applied but Mallee CMA staff are encouraged to consider valid indicators for social procurement and how they might be measured and bring these to the attention of management for inclusion in procurement planning sessions.

APPENDIX 1 – FURTHER ASPECTS OF SOCIAL AND SUSTAINABLE PROCUREMENT

SOCIAL BENEFIT SUPPLIERS

Social benefit suppliers are organisations which have a social purpose or mission at the core of their operations, they are often owned or managed by disadvantaged groups. For example, Aboriginal and Torres Strait Islander owned businesses can be considered social benefit suppliers.

Social enterprises

Social enterprises are another example of social benefit suppliers. Social enterprises are organisations led by an economic, social, cultural, or environmental purpose consistent with a public or community benefit, social enterprises reinvest the majority of any profit or surplus into the fulfilment of their purpose.

Resources to understand the social benefit supplier market:

Visit Social Traders to use their 'Connect' service, which links certified social enterprises with procurement opportunities.

[Social Ventures Australia](#) works with social investment, venture philanthropy and the community sector.

Check the interactive map of Australian Disability Enterprises (ADEs) created by Buyability.

Check the articles and membership list at Supply Nation. They aim to bring together corporate and government organisations with Aboriginal and Torres Strait Islander owned businesses across Australia

ETHICAL PROCUREMENT BEHAVIOUR

Social and sustainable procurement are not exempt from the application of ethical procurement behaviour that guides government buyers in all aspects of purchasing. Ethical behaviour is linked to maintaining probity and encompasses the concepts of honesty, integrity, diligence, fairness, trust and respect.

Ethical behaviour includes avoiding conflicts of interest, and not making improper use of an individual's position.

Ethical Procurement behaviour is based on the Victorian Government Purchasing Board (VGPB) principles, the Code of Conduct for Victorian Public Sector Employees and the Public Administration Act 2004 that apply to public sector employees and reflect the following:

- **Openness and transparency:** The process for awarding contracts should be open, clear and defensible.
- **Fairness:** Businesses tendering for contracts should be treated fairly.
- **Simplicity:** The implementation process should be as simple as possible to minimise tendering and contracting costs for businesses and government.
- **Opportunity:** The process should not discourage Small to Medium Enterprises (SMEs) and businesses in regional areas from tendering for contracts.
- **Rule of law:** The basis of the Government's ethical employment standard is compliance with applicable industrial instruments and legislation.
- **Current factual information:** The assessment of whether a business satisfies the ethical employment standard should be based on the most up-to-date information available

IMPLEMENTING SOCIAL PROCUREMENT

When first seeking to implement social procurement, it is important to devise a strategy to prioritise issues and put them in a manageable perspective, as follows:

Review existing supplier market

Build an accurate picture of existing suppliers and their subcontractors.

Focus first upon your strategic suppliers but remember it can sometimes be a non-strategic supplier that has the greatest potential to incorporate social benefits through procurement.

Analysis of the supplier market could reveal opportunities to procure specific social benefits as part of the objectives of a specific procurement. A weighted evaluative preference could be assigned to social benefits, and tenderers invited to address related criteria within their tender responses for evaluation. This may result in purchasing goods or services that provide superior social benefits.

Identify opportunities

There may be existing knowledge of current or potential suppliers who provide strong social benefits. Potentially send questionnaires directly to suppliers asking for details of their ability to supply social benefits through their supply chain.

You may already be contacting your suppliers on health and safety or environmental issues, so widening your enquiry to cover ethical or social issues may not in practice be as large as step as it first appears.

Consult with others

It may be useful to consult others buying in the same area, with a view to pooling information. Consultation with local and international experts may also be helpful at this stage, as well as with other organisations to implement solutions.

Get senior management buy-in

There is increasing pressure on businesses to demonstrate good ethical business practice and many organisations are actively seeking to address these concerns. If you have identified opportunities from your supplier reviews as above, these can be highlighted to senior managers, together with recommendations for action.

Other practical actions

Social procurement is not so much a different procurement approach but rather the incorporation of specific social benefits into either the objectives of the overall procurement project, or incorporating a meaningful evaluation of social benefits into the evaluation of tender offers.

If specific social procurement objectives (such as increased employment and training for specific groups) are desired, these need to be either set as mandatory requirements, or set as preferences against which responses can be systematically graded and weighted within the procurement decision-making process.

Mandatory requirements will restrict supply to those providers that can meet those minimum requirements, so it is important that all implications are carefully assessed during the setting of the procurement strategy. Procurements involving social procurement objectives still need to demonstrate that overall value for money for the purchasing organisation has been achieved.

HOW SOCIAL PROCUREMENT CAN ADD SOCIAL VALUE TO PROCUREMENTS

Small purchases

Low value, low risk purchases are a good way to add social value when buying transactional goods or services like catering or printing. These smaller purchases will often suit buying directly from local social benefit suppliers. They play an important role in promoting social procurement practice within government agencies, help social benefit suppliers remain viable; prove their capacity as suppliers and raise their ability to 'scale up' as they gain more regular access to government jobs. The process can be augmented with the use of Purchasing Cards. It is important to identify the social benefit suppliers in your region and what they can provide.

Significant procurements

The following practices can add social value to a significant procurement project. It is important to plan early and carefully.

- **Set-asides** - A set aside is a practice whereby a specific procurement initiative or portion of a procurement spend is 'quarantined' and offered, in the first instance, to a particular grouping or type of business, such as social enterprises. Set-asides must still involve a competitive process.
- **Social clauses** - You can include social benefit requirements as clauses in tender and contract documents. For example, a clause might require indigenous trainees to be engaged on a project.
- **Breaking down large procurements** - Sometimes it is possible to break down larger procurements into smaller components, this might be done by region or by function. Breaking down a contract may make it possible for social benefit suppliers and small businesses to bid for government work, increasing supplier diversity.

The following table outlines additional ways in which social procurement can help Mallee CMA achieve important social value objectives:

Table One – Social Value Objectives

Social value objective	How these objectives can be achieved through social procurement
Employment and Training for people currently excluded from the workforce	Building into the contract opportunities for employment for people who have been excluded from the workforce
Social Inclusion	<p>Building into contracts consideration about how suppliers could respond to reducing social exclusion in place or amongst particular populations by addressing:</p> <ul style="list-style-type: none"> • poverty and low income • lack of access to the job market • limited social supports and networks • lack of opportunities in local neighbourhoods • exclusion from services
Diversity and Equality	Ensuring that 'minority' businesses have fair and equal access to purchasing and procurement opportunities e.g. indigenous businesses. Building a diverse supplier base that reflects the diversity of the community. Ensuring that small businesses and social benefit suppliers have fair and equal access to procurement opportunities
Use of Local Suppliers	Wherever possible, be aware of opportunities to support participation from the local community and SMEs, while maintaining opportunities for global sourcing
Social and Service Innovation	Procurement can support social innovation and market creation through consideration of how procurement can open new markets and suppliers have the opportunity to test and develop and scale innovations in a market environment
Fair Trade	Sourcing internationally-traded commodities from producers and manufacturers that adhere to fair trade practices can generate social benefits for disadvantaged communities, internationally, and can be seen as an ethical purchasing choice
Environmentally sustainable outputs	<ul style="list-style-type: none"> • Project-specific requirements to use sustainable resources and to manage waste and pollution. • Use of recycled content in construction
Environmentally sustainable business practices	Adoption of sustainable business practices by suppliers to the Victorian Government
Implementation of the Victorian Government Climate Change Policy objectives	<ul style="list-style-type: none"> • Project-specific requirements to minimize greenhouse gas emissions • Procurement of outputs that are resilient against the impacts of climate change

APPENDIX 2 – SOCIAL PROCUREMENT SELF-ASSESSMENT AND CAPABILITY DEVELOPMENT PLAN

Scores are applied on the basis that 0 means Mallee CMA is non-compliant and 5 means already fully compliant with the requirement listed.

Requirement	Assessment (Score 0-5)	Actions required
1. Our Strategy covers all core SPF components	2	Review Social Procurement Strategy annually
2. Our governance framework / accountability mechanisms promote compliance with SPF requirements	3	Update the following documents to embed the social procurement process: <ul style="list-style-type: none"> • Procurement Procedure • Procurement Policy
3. Procurement spend is actively monitored to ensure that value-for-money outcomes are achieved, considering: <ul style="list-style-type: none"> • the total benefits and costs over the life of the goods, services or construction being procured; • environmental, social and economic factors; and • any risk related to the procurement. Spend analysis can accommodate social procurement commitments	2	Develop a social procurement analysis report
4. Senior management view social procurement as a strategic priority and set the tone from the top	2	Information sessions to discuss social procurement and the changes to procurement process to increase knowledge
5. Roles and responsibilities in respect of social procurement are clearly communicated and supervised by senior management	1	Changes to procurement procedure in relation to the social procurement frame work communicated to employees to ensure they are understood and adhered to
6. Individuals with social procurement related roles and responsibilities have sufficient knowledge, skills and experience to identify and pursue opportunities to deliver social and sustainable outcomes through procurement	3	Procurement team to attend information/discussion sessions or webinars when available
7. Recruitment, training and professional development activities in relation to procurement integrate social procurement knowledge, skills and experience	1	Development of information sheets for staff/buyers for a better understanding of the social procurement frame work requirements Staff information sessions to discuss social procurement and changes to the procurement process to up skill in this area. Incorporate into the induction process.

<p>8. Social procurement is embedded throughout the procurement process (e.g. in procurement-related systems, policies and processes for planning, sourcing and contract management)</p>	<p>2</p>	<p>Update the following documents to embed the social procurement process:</p> <ul style="list-style-type: none"> • Procurement Procedure • Procurement Policy • Complexity Assessment • Request for Goods and Services • Invitation to Supply – Tender • Invitation to Supply – The Offer • Information for Buyers <ul style="list-style-type: none"> - what is social procurement • Travel Policy
<p>9. Supplier and stakeholder relations are managed on an ongoing basis to promote compliance with contractual obligations. Management of supplier and stakeholder relations can accommodate social procurement commitments</p>	<p>1</p>	<p>Service provider reviews and final evaluations to incorporate social procurement outcomes</p>

APPENDIX 3 – SUPPLIER CODE OF CONDUCT

Name

Title

Street Address 1

Street Address 2

SUBURB STATE POSTCODE

Dear [Name]

INTRODUCTION OF THE VICTORIAN GOVERNMENT'S SUPPLIER CODE OF CONDUCT

As a Victorian State Government (**the State**) supplier, this letter is to inform you that the State has introduced a Supplier Code of Conduct (**the Code**) to support its commitment to ethical, sustainable and socially responsible procurement.

The State views its suppliers as partners and cares about the way suppliers do business when providing goods or services, including construction works and services, to or on behalf of the State. The State is continuously striving to improve the standard of its business practices and intends to work with suppliers to ensure they are able to meet, and exceed, the minimum expectations of the Code.

The State expects all existing and new suppliers to commit to the Code. The Code does not supersede or alter the supplier's regulatory and contractual obligations. Accordingly, suppliers are encouraged to review their existing contracts, agreements and purchase orders as they may contain additional obligations or higher standards than those set out in the Code.

The State expects suppliers to communicate the Code to their related entities, suppliers and subcontractors who support them in supplying goods and services, or construction works and services to the State, so they are aware of, understand and comply with the Code.

As a supplier to the State, you are advised to review the attached Code and ensure that relevant areas of your business and supply chain meet these standards. You are encouraged to raise any concerns or seek clarification with your relevant contract manager.

We look forward to your support in applying the Code.

Yours sincerely

8. Related Documents

Internal

009 GPOL - Purchasing and Procurement Policy
002 OPOL - Fleet Policy
022 OPOL Travel Policy
080 GPOL - Security Management Framework and Policy
007 OPOL - Asset Management Accountability Policy
009-050-PRO Purchasing and Procurement Procedure
009-002-FORM Complexity Assessment for Procurement Risk
009-019 FORM Request for Goods or Services
009-021-FORM Invitation to Supply (tenders)
009-020-FORM Invitation to Supply Part D – The Offer
014-007-FORM Service Provider Project Delivery Evaluation

External

Victorian Government Purchasing Policy
Australian Accounting Standards
Minister of Finance Standing Directions 2016
Department of Treasury & Finance: Asset Management Accountability Framework
Privacy and Data Protection Act 2014 (PDPA)
Victorian Protective Data Security Framework /Standards (VPDSF/S)