



Social Procurement Strategy

Mallee Catchment Management Authority
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Metadata

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*Quality Management System requirements

Cover images

Top: Locally owned social enterprise, Christie's Centre Nursery.

Middle: Kings Billabong Canoe launch made from re-cycled plastics.

Bottom: Staff Cultural Heritage Training by Indigenous facilitators.

Version Control

Version control		
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Introduction

This document has been prepared to guide Mallee Catchment Management Authority (CMA) compliance with 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.

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 objectives through procurement in accordance with the SPF and has integrated the following measures:

- A comprehensive SPF questionnaire has been added to the Vendor Application Form. From this initiative, new suppliers are identified and captured in our financial system
- Correspondence has been sent to all existing suppliers to retrospectively capture SPF objective data for each supplier
- The Supplier Code of Conduct Commitment Letter is a mandatory requirement to be submitted with each tender offer and all new contracts commenced.

Mallee CMA Corporate Plan

The primary role of Mallee CMA is to facilitate integrated and ecologically sustainable management of natural, cultural and productive landscapes occurring within the region. Programs and projects are developed to deliver against the region's priorities for these landscapes.

The Mallee CMA Board sets governance level policies and establishes the organisation's vision, strategic directions and business objectives as prescribed in the Mallee CMA Corporate Plan.

The Corporate Plan (2021-26) outlines three key business objectives for the next five years:

1. Ensure our community is central to the planning, delivery and evaluation of natural resource management (NRM) outcomes
2. Protect and enhance the region's natural, cultural and productive landscapes
3. Strengthen our capacity to operate as a corporately and socially responsible organisation.

The Mallee CMA Social Procurement Strategy will consider the priority activities and initiatives of Business Objective 3 '*Strengthen our capacity to operate as a corporately and socially responsible organisation*' which states '*Our organisation is committed to a high level of corporate governance and to fostering a culture that values ethical behaviour, integrity and respect. We are also committed to building a diverse workforce and a culture of inclusion in all areas of our business by valuing social and professional identity, alternative thoughts, backgrounds, experiences, uniqueness and creativity*'.

Over the next three years, Mallee CMA will continue to focus on strong governance and sustainable business practices for improved transparency, accountability and inclusiveness by:

- Continuing to establish innovative, efficient and fit-for-purpose business systems that support our workforce to successfully deliver projects with high levels of customer satisfaction
- Striving to retain ISO 9001:2015 certification by encouraging a strong staff-led process to facilitate continuous improvement, while also undertaking annual management reviews, regular internal audits and external ISO 9001:2015 accredited surveillance audits.
- Working to strengthen coordination, collaboration and accountability, reduce duplication, and provide clarity on roles and responsibilities between key catchment management partners through the implementation of the Mallee Catchment Partnership Agreement.

Procurement Profile and Social Procurement opportunity analysis

Procurement profile

In our 2019 submission, Mallee CMA's procurement profile fell into Group 2, Scenario 1 – Short-Form Social Procurement Strategy. Following consultation from the Social Procurement and Enterprise Team, we will remain in this category. Mallee CMA total annual procurement spend (excluding salaries) remains above \$10 million.

Figures in Table 1 and 2 are GST exclusive.

Table 1: CMA Procurement Profile

Procurement Size	Total Value (\$000)	Percent (%)	Total Value (\$000)	Percent (%)
	2020 Financial Year		2021 Financial Year	
Below \$50,000	4,554	38%	3,958	26%
\$50,000 to \$99,999	2,399	20%	2,667	18%
\$100,000 to \$500,000	3,867	32%	5,039	34%
\$500,000 to \$999,999	1,238	10%	1,833	12%
\$1,000,000 to \$2,999,999	nil	0%	1,500	10%
\$3,000,000 or above	nil	0%	nil	0%

Total procurement	12,058	100%	14,997	100%
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Table 2: CMA Related Procurement Profile

Procurement Category	Total Value (\$000)	Percent (%)	Total Value (\$000)	Percent (%)
	2020 Financial Year		2021 Financial Year	
Consultants	2,545	21%	2,856	19%
Contractors	5,018	42%	6,446	43%
Cultural Heritage Advice	90	1%	1,025	7%
Grants & Incentives	1,083	9%	258	2%
Other	3,322	27%	4,412	29%
Total procurement	12,058	100%	14,997	100%

Mallee CMA is expecting to commence larger projects in the future which will impact our procurement spend analysis – we will however remain in the regional ‘Lower Band’.

The social procurement opportunity analysis detailed in Table 3 below considered the Authority’s spend patterns, categories and existing contracts to identify specific opportunities relevant to Victorian SPF objectives. Targets and actions have been set using SMART goals criteria.

Priority Social and Sustainable Objectives

While Mallee CMA endeavours to identify all objectives and outcomes guided by the SPF, it is also expected that Government Buyers will prioritise specific objectives to be pursued in each individual procurement activity. These objectives were identified in our original Social Procurement Strategy submission and will continue to be prioritised in our procurement activities.

Table 3: Analysis of opportunities relating to SPF objectives

SPF Objective	Priority objective	Type of procurement	Comments / Actions	Measure	Responsibility	Timeframe
Social Procurement Objectives						
Opportunities for Victorian Aboriginal people	Yes	Contractors	<p>Objective - Increase employment opportunities for Victorian Aboriginal people.</p> <p>Outcome - Increased proportion of use of suppliers both directly and indirectly such as contractors incorporating the employment of Victorian Aboriginal people and/or engaging Aboriginal businesses.</p> <p>Action – Development of a Procurement Hub on an organisation-wide SharePoint page to inform and encourage SPF objectives, including listing and encouraging the use of websites such as www.supplynation.org.au and www.kinaway.com.au</p>	<p>Number as a proportion of the suppliers used by Mallee CMA and the monetary value.</p> <p>Number of suppliers that employ Victorian Aboriginal people on contracts awarded by Mallee CMA and the monetary value.</p>	All Mallee CMA buyers	May – October 2022
Opportunities for Victorians with disability	Yes	Contractor & Supplier of Goods	<p>Objective - Increase engagement opportunities of businesses such as the Christie's Centre and its subsidiaries.</p> <p>Outcome - Increased proportion of engagement.</p> <p>Action – Development of a Procurement Hub on an organisation-wide SharePoint page to inform and encourage SPF objectives, including listing and encouraging the use of websites such as www.vendorpanel.com.au and www.buyability.org.au</p>	<p>Number of proportions used by Mallee CMA and the monetary value.</p>	All Mallee CMA buyers	May – October 2022
Women's equality and safety	Yes	Consultants GHD	<p>Objective - Investigate the number of consultants with policies on women's equality and safety.</p> <p>Outcome - Increase proportion of engagement with these suppliers.</p> <p>Action – Continue to update new and existing contract parties with information supplied on vendor forms</p> <p>Development of a Procurement Hub on an organisation-wide SharePoint page to inform and encourage this and other SPF objectives.</p>	<p>Number as a proportion of the suppliers used by Mallee CMA and the monetary value.</p>	All Mallee CMA buyers	May – October 2022

Sustainable Victorian regions	No	Contractors	<p>Objective - Engage suppliers who will provide employment and/or training outcomes to people who are residents in the area(s) experiencing entrenched disadvantage.</p> <p>Outcome - Increased use of suppliers who will offer employment and/or training opportunities to people who are residents in area(s) experiencing entrenched disadvantage.</p> <p>Action – Development of a Procurement Hub on an organisation-wide SharePoint page to inform and encourage this and other SPF objectives.</p>	<p>Number of suppliers that employ residents experiencing entrenched disadvantage people on contracts awarded by Mallee CMA.</p> <p>Number as a proportion of the suppliers used by Mallee CMA and the monetary value.</p>	All Mallee CMA buyers	May – October 2022
Opportunities for disadvantaged Victorians	No	Contractors	<p>Objective - Engage suppliers who will provide employment for disadvantaged Victorians.</p> <p>Outcome - Increased use of suppliers that will offer employment to disadvantaged Victorians.</p> <p>Action – Development of a Procurement Hub on an organisation-wide SharePoint page to inform and encourage this and other SPF objectives.</p>	<p>Number of suppliers that employ disadvantaged Victorians on contracts awarded by Mallee CMA.</p> <p>Number as a proportion of the suppliers used by Mallee CMA and the monetary value.</p>	All Mallee CMA buyers	May – October 2022
Supporting safe and fair workplaces	No	Consultants	<p>Objective - Investigate the number of consultants with policies on supporting safe and fair workplaces.</p> <p>Outcome - Increase proportion of engagement with these suppliers.</p> <p>Action – Development of a Procurement Hub on an organisation-wide SharePoint page to inform and encourage this and other SPF objectives.</p>	<p>Number as a proportion of the suppliers used by Mallee CMA and the monetary value.</p>	All Mallee CMA buyers	May – October 2022
Sustainable Victorian social enterprise and Aboriginal business sectors	Yes	Various	<p>Objective - Increase employment opportunities for sustainable Victorian social enterprise and Aboriginal business sectors.</p> <p>Outcome - Increase the proportion of suppliers employing sustainable Victorian social enterprise and Aboriginal business sectors.</p> <p>Action – Development of a Procurement Hub on an organisation-wide SharePoint page to inform and encourage SPF objectives, including listing and encouraging the use of websites such as: www.mapforimpact.com.au, www.socialtraders.com.au, www.senvic.org.au, www.supplynation.org.au, www.kinaway.com.au</p>	<p>Number as a proportion of the suppliers used by Mallee CMA.</p> <p>Number of suppliers that sustainable Victorian social enterprise and Aboriginal business sectors on contracts awarded by Mallee CMA and the monetary value.</p>	All Mallee CMA buyers	May – October 2022

Sustainable Procurement Objectives						
Environmentally sustainable outputs	No	Public Construction	<p>Objective - Engage suppliers who will provide environmentally sustainable outputs.</p> <p>Outcome - Increased use of suppliers provide environmentally sustainable outputs.</p> <p>Action – Development of a Procurement Hub on an organisation-wide SharePoint page to inform and encourage this and other SPF objectives.</p>	Number of suppliers that provided environmentally sustainable outputs on contracts awarded by Mallee CMA.	All Mallee CMA buyers	May – October 2022
Environmentally sustainable business practices	No	Public Construction	<p>Objective - Investigate the number of consultants with policies on environmentally sustainable business practices.</p> <p>Outcome - Increase proportion of engagement with these suppliers.</p> <p>Action – Development of a Procurement Hub on an organisation-wide SharePoint page to inform and encourage this and other SPF objectives.</p>	Number as a proportion of the suppliers used by Mallee CMA and the monetary value.	All Mallee CMA buyers	May – October 2022
Implementation of the Climate Change Policy Objectives	No	Public Construction / Contractors	<p>Objective - Investigate the number of suppliers that have environmentally sustainable business practices.</p> <p>Outcome - Increase proportion of engagement with these suppliers.</p> <p>Action – Development of a Procurement Hub on an organisation-wide SharePoint page to inform and encourage this and other SPF objectives.</p>	Number as a proportion of the suppliers used by Mallee CMA and the monetary value.	All Mallee CMA buyers	May – October 2022

Table 3 is not reflective of all Social and Sustainable Objectives as outlined in the Victorian Social Procurement Framework (2018). Mallee CMA acknowledges this, while addressing our priority objectives, and endeavouring to engage organisations whose practices support social and sustainable procurement objectives.

Monitoring

- All relevant procurement documentation has been updated to reflect a mandatory minimum 5% evaluation weighting for '*Demonstration of Social and Sustainable practices.*'
- System enhancements have been implemented to ensure existing supplier profiles have the ability to be identified as capable of delivering social and/or sustainable services, or have policies and procedures which coincide with SPF objectives.
- A comprehensive reporting feature has been developed to capture SPF data which is used for internal and external annual reporting.

Roles and Responsibilities

All persons undertaking procurement on behalf of Mallee CMA are accountable for complying with all relevant procurement policies and procedures. Mallee CMA staff are classified as Government Buyers, this means the individual(s) are responsible for planning, sourcing and/or approving the goods, services or construction being procured by, or on behalf of Mallee CMA.

Table 4: Roles and Responsibilities

Role	Responsibility
Board members	Approve Social Procurement Strategy and associated policy; Monitor and review Social Procurement objectives and outcomes.
Audit & Risk Committee (ARC)	Oversee Social Procurement objectives and outcomes.
Chief Executive Officer (CEO)	Implement the Social Procurement Strategy.
Chief Financial Officer (CFO)	Manage and administer social procurement and associated policies and procedures; Undertake procurement planning incorporating the social procurement strategy; Report progress to CEO, ARC and CMA Board.
Operational Management Committee (OMC)	Monitor and review Social Procurement objectives and outcomes; Build social procurement capability to enable the organisation to undertake, measure and report on social procurement initiatives.
Procurement Team	Implement the Social Procurement objectives and outcomes; Communicate the social procurement objectives to suppliers and staff; Identify all opportunities to engage Social Benefit Suppliers and Social Enterprises; Provide progress reporting to OMC and CFO as required.
Employees (Government Buyer)	Incorporate social procurement into project complexity assessment and business as usual procurement planning and purchasing; Include environmental risk assessment and environmental design opportunities assessment in construction activities; Engage with suppliers to increase capacity for social benefit; Prepare Social Procurement Plan during procurement planning. Manage service provider delivery and include social benefit outcomes in reporting and evaluations

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 that align with the Social Procurement Strategy. Mallee CMA has completed a gap analysis in relation to our social procurement capability. The Action Plan shown in Table 5 below, provides details on planned actions including timeframes and accountabilities. The Action Plan will be monitored by the Mallee CMA Operational Management Committee (OMC).

Table 5: Action Plan

Scores are applied on the progress against being fully compliant with the requirements listed below - 0 Strongly Disagree; 2 Disagree; 3 Neutral; 4 Agree; 5 Strongly Agree.

Requirement	Score 0-5	Actions required	Accountability	Timeline
Our Strategy covers all core SPF components	5	Review Social Procurement Strategy.	Procurement & Contracts Coordinator / Manager Contracts & Compliance	Every 3 years
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.	5	Procurement team to attend information/discussion sessions or webinars when available.	Procurement Team	Ongoing
Recruitment, training and professional development activities in relation to procurement integrate social procurement knowledge, skills and experience	4	Staff information sessions to discuss social procurement and changes to the procurement process to up skill in this area.	Procurement Team	Ongoing
		Incorporate into the induction process.	Quality & Compliance Coordinator / Procurement Team	
Performance of the procurement function is monitored and assessed on an ongoing basis to drive continuous improvement and accommodate any whole-of-government social procurement targets.	5	Internal audits and ECM document reviews	Chief Finance Officer / OMC	Ongoing
Ensuring new and existing suppliers are made aware of the Mallee CMA's SPF strategy and identifying supplier adherence to the Victorian Social Procurement Framework	4	Checklist developed to collect information from suppliers regarding their commitment to one or more Social Procurement Objectives.	Procurement Team	May 2022
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; - any risk related to the procurement. Spend analysis can accommodate social procurement commitments	4	Refine outputs from implemented Social Procurement Reporting metrics in-built into flagship system.	Manager Safety & Business Support	Ongoing

* Additional detail to achieve greater social procurement capability through existing policy and procedure changes:

Procurement Policy

- Contains sections which explain and embed Social Procurement as part of the Procurement Policy objectives.
- Requires suppliers to abide by the supplier code of conduct which encompasses social procurement.

Procurement Procedures

- Re-iterates social procurement objectives which should be considered 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 procurement linked evaluation criteria.

Measuring and Reporting Framework

To comply with the Standing Directions 2018 under the *Financial Management Act*, Mallee CMA will:

- Report on social procurement activities under the Social Procurement Framework in the Annual Report
- Contribute to the Department of Treasury and Finance annual whole of Victorian Government report on aggregated social and sustainable outcomes and benefits.

Performance reporting against social procurement objectives detailed as priorities in Table 3 will be made regularly through:

- Board reports at the completion of Quarter 2, 3 and 4.

The Social Procurement Action Plan and progress against objectives will be monitored by:

- Operational Management Committee.

We will continue to collaborate with the Mallee Catchment Partnership group to employ a 'lessons learned' approach to enhance our understanding and achievement of SPF objectives, learning not only from our own journey but from those of other organisations.

Enhancements have been made to the financial business system to produce comprehensive reporting against the SPF. Mallee CMA endeavours to refine reporting capabilities to provide conducive data to monitor and report on.

Mallee CMA will continue to deliver Social Procurement Reporting through our Annual Report and to the Social Procurement & Enterprise team, providing comparative data, summaries and case studies as required.

Definitions

What is social procurement and social benefit?

Social procurement is articulated in the Victorian Government Social Procurement Framework as when organisations use their buying power to generate social value above and beyond the value of goods, services, or construction being procured.

Using the government's purchasing power generates social benefits, adding value to procurement outcomes and supporting supplier and workforce diversity. This has a positive impact on people, places or communities generated through procurement practices.

Social benefits might include:

- promoting more diverse and inclusive workforces
- creating training and employment opportunities
- 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.

Ethical Procurement Behaviour

Social procurement is 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:

- 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.

The Mallee CMA Social Procurement Strategy applied the following definitions.

Table 6: Victorian Government Social Procurement Definitions

Item	Definition
Social procurement	When organisations use their buying power to generate social value above and beyond the value of goods, services, or construction being procured.
Social Procurement Strategy	The Social Procurement Strategy outlines the organisation’s business strategy (including strategic priorities and objectives), procurement profile and social procurement opportunity analysis and clearly articulates the social and/or sustainable procurement objectives that the organisation will prioritise in its procurement activities for the coming year/s.
Suppliers	Any business that supplies goods, services or construction to the Victorian Government. This includes both social benefit suppliers and suppliers that are not social benefit suppliers.
Social Enterprise	Businesses that are led by an economic, social, cultural, or environmental mission consistent with a public or community benefit; derive a substantial portion of their income from trade; and reinvest the majority of their profit/surplus in the fulfilment of their mission. For the purposes of the SPF, organisations need to be: <ul style="list-style-type: none"> - certified by Social Traders, and operates and has a business premises in Victoria; or - listed on the Map for Impact.
Victorian Social Enterprise	An organisation that is: <ul style="list-style-type: none"> - certified by Social Traders, and operates and has business premises in Victoria; or - listed on the Map for Impact (accessible at www.mapforimpact.com.au); or - Listed on Social Traders (accessible at www.socialtraders.com.au); or - Listed on SENVIC (accessible at www.senvic.org.au).
Victorian Aboriginal Business	A business that: <ul style="list-style-type: none"> - is at least 50 percent Aboriginal and/or Torres Strait Islander-owned; - undertakes commercial activity; and - operates and has business premises in Victoria.
Australian Disability Enterprise	Commonwealth funded and generally not-for-profit entity operating in a commercial context, specifically to provide supportive employment opportunities to people with a moderate to severe disability. The Australian Disability Enterprises are found online at BuyAbility, www.buyability.org.au .
Social Benefit Supplier	A business that operates and has business premises in Victoria and meets one or more of the following criteria: <ul style="list-style-type: none"> - It is a Social Enterprise; - It provides “supported employment services” as defined in section 7 of the <i>Disability Services Act 1986</i> (Cth); and - It is verified by Supply Nation, Kinaway and/or Small business Victoria (in consultation with Kinaway) to meet the definition of “Victorian Aboriginal business” under the Social Procurement Framework.

Victorian Business	A business that operates and has a business premises in Victoria. It is not to be interpreted as where the business has its head office / headquarters or where the business is formally registered as a company.
Aboriginal people	People of Aboriginal and Torres Strait Islander descent who identify as an Aboriginal or Torres Strait Islander and are accepted as such by the community in which he or she lives.
Victorians with disability	People with physical, mental and/or intellectual disability as defined in the <i>Disability Discrimination Act 1992</i> .
Long Term Unemployed	Victorian jobseekers who are unemployed for six months or more.
Small to Medium Enterprise	For Social procurement framework purposes, a Small to Medium Enterprise (SME), as a business employing less than 200 people.
Disengaged Youth	People aged 15 to 24 years not studying or seeking full-time work.
Job Readiness Activities	Providing the training, mentoring, social and cultural support to equip individuals with the technical and learning skills and attributes needed to successfully gain, maintain and participate in work.
Single Parents	Sole parents that are responsible for dependent or non-dependent children of any age (either living in the household or outside the household) and, for the purposes of employment under the Social Procurement Framework, are at risk of long-term unemployment.
Migrants	People who leave their country voluntarily to commence living in Australia and, for the purposes of employment under the Social Procurement Framework, are at risk of long-term unemployment.
Refugees and asylum seekers	People subject to persecution in their home country, or seeking asylum on that basis, who now reside in Victoria.
Workers in Transition	People who are recently retrenched or facing pending retrenchment due to business closure or industry transition.
Regions with entrenched disadvantage	<p>Identifying regions with entrenched disadvantage</p> <p>Socio-Economic Indexes for Areas (SEIFA) is an ABS product that ranks areas in Australia according to relative socio-economic advantage and disadvantage.</p> <p>Regions with entrenched disadvantage may be identified using the SEIFA Index of Relative Socio-Economic Disadvantage (IRSD) 2016, categorised by post code (postal area, POA). The post codes with the lowest ranking, Decile 1, in Victoria are the most disadvantaged regions.</p> <p>Victorian Government departments and agencies also collect a range of data relevant to their respective roles within the Victorian community. This data may help government buyers identify regions with entrenched disadvantage for social procurement purposes.</p>

Related Documents

Internal

- [GPOL 009 – Purchasing and Procurement Policy](#)
- [OPOL 002 – Fleet Policy](#)
- [OPOL 022 – Travel Policy](#)
- [GPOL 080 – Security Management Framework and Policy](#)
- [OPOL 007 – Asset Management Accountability Policy](#)
- [PRO-009-050 – Purchasing and Procurement Procedure](#)
- [PRO 009-081 – Invitation to Supply \(Tender\) Procedure](#)
- [FORM-009-001 – Procurement Checklist](#)
- [FORM-009-002 – Complexity Assessment for Procurement Risk](#)
- [FORM-009-019 – Request for Goods or Services](#)
- [FORM-009-020 – Invitation to Supply Part D - The Offer](#)
- [FORM-009-021 – Invitation to Supply - Tenders](#)
- [FORM-019-007 – Service Provider Project Delivery Evaluation](#)

External

- [Victorian Government Purchasing Policy](#)
- [Victoria's Social Procurement Framework](#)
- [Australian Accounting Standards](#)
- [Minister of Finance Standing Directions 2016](#)
- [Department of Treasury & Finance: Asset Management Accountability Framework](#)
- [Privacy and Data Protection Act 2014](#)
- [Victorian Protective Data Security Framework /Standards](#)

Appendix 1 – Self Assessment Tool

Organisation: Mallee Catchment Management Authority
Assessment date: 18 May 2022
Assessor: Meagan Crozier, Chief Finance Officer

Requirement	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Our Strategy covers all core SPF components					✓
Our governance framework / accountability mechanisms promote compliance with SPF requirements					✓
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; - any risk related to the procurement. Spend analysis can accommodate social procurement commitments				✓	
Senior management view social procurement as a strategic priority and set the tone from the top					✓
Roles and responsibilities in respect of social procurement are clearly communicated and supervised by senior management				✓	
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.				✓	
Recruitment, training and professional development activities in relation to procurement integrate social procurement knowledge, skills and experience				✓	
Social procurement is embedded throughout the procurement process (e.g., in procurement-related systems, policies and processes for planning, sourcing and contract management).					✓
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.					✓
Performance of the procurement function is monitored and assessed on an ongoing basis to drive continuous improvement and accommodate any whole-of-government social procurement targets.					✓

Current statement

The self-assessment was completed upon review and updating of the original Mallee CMA Social Procurement Strategy to provide a high-level overview of our current status. As expected, most responses have moved from 'Disagree' or 'Neutral' to 'Agree' or 'Strongly disagree' after embedding Social Procurement throughout all procurement processes.

Signed by assessor: Meagan Crozier, Chief Finance Officer



Date: 21/06/2022

Signed by Accountable Officer: Jenny Collins, Chief Executive Officer



Date: 21/06/2022