

Collaborative Procurement Policy Template

Executive Summary

Recommendation

That Council endorse the revised Procurement Policy 2025–2029 for **[Insert Council Name]**.

Attachments

Attachment 1 - Procurement Policy Template with edited updates

Attachment 2 – Implementation Plan [remove if not applicable]

Purpose

Under Section 108 of the Local Government Act 2020, Council must review its Procurement Policy at least once during a council term (every 4 years).

This revised policy is based on the MAV Best Practice Procurement Policy Template, developed in collaboration with procurement professionals from across Victoria. The template is designed to be practical, flexible, and fully compliant with the Act and the 2024 Best Practice Guidelines.

Council has tailored the template to reflect its own governance structure and strategic priorities, resulting in a streamlined policy that strengthens probity, consistency, and strategic alignment across all procurement activities.

Background

This Procurement Policy reflects a contemporary, sector-aligned approach to local government procurement; being strategic, practical and audit ready. Developed in collaboration with the MAV and a working group of metropolitan and regional Victorian councils, the policy provides a consistent and compliant framework which has been tailored to Council's operational needs following consultation across key departments including **[insert areas of Council where consultation occurred]**.

It adopts a simplified structure that distinguishes between core policy principles and operational procedures. Editable appendices have allowed Council to configure key elements such as setting of its procurement thresholds, financial delegations, exemption justifications, KPI's and contract management expectations without the need to redraft the full policy.

The policy also strengthens guidance on ethical and compliant use of panel contracts and collaborative arrangements reflecting their increasing role in efficient service delivery. Expanded definitions and clearer terminology will improve usability across the organisation.

It is informed by the 2024 Best Practice Procurement Guidelines, audit recommendations and sector insights. It embeds probity, transparency and value for money principles, whilst modularising operational 'how to' guidance either through its appendices or via Council's procurement manual which shall provide easier updates as systems and procurement maturity continues to evolve.

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By adopting this revised policy based on a collaborative template, Council strengthens governance, streamlines procurement operations, and lays the foundation for integration with a future toolkit including a Procurement Manual Template, RFQ/RFT templates, planning templates, and evaluation tools to be developed by the MAV in collaboration with working groups across the local government procurement sector.

Key Themes and Proposed Changes

Following consultation with **[insert department names or internal stakeholders]** through briefing sessions, feedback was reviewed and incorporated into the Procurement Policy template. The following key themes and proposed changes are outlined:

Procurement Methodologies (Thresholds)

- Have the sourcing thresholds changed? If so, why? (e.g. inflation, benchmarking, consistency...)
- Are thresholds now more closely aligned with sector standards or Council's risk appetite?
- Has the process for obtaining quotes or conducting a RFT been simplified or amended?

Financial delegations

- Are there new or adjusted financial delegation levels?
- Has Council chosen to transition the financial delegations to an internal facing document, therefore amending reference points within document to align and explain why
- Are delegations now clearer, more consistent or risk adverse?

Exemption Justifications

- Has the criteria or justifications for exemptions changed, if so which ones?
- Have approval requirements been streamlined or strengthened and how?

Key Performance Indicators (KPI's) - optional

- Are new metrics being introduced to measure procurement performance?

Reference Documents

Example 'This policy now references a suite of supporting documents both internally and externally under Section XXX. It also includes reference to a Procurement Manual which ensures the policy remains principle based while operational detail is housed in accordance with procedural documents, tools and templates.'

Other changes and key themes addressed

- What are the key changes aside from the above?
- Has any new content been introduced in this policy that previously may not have been addressed? (e.g approach to panel contracts, definitions, stronger references to probity, social procurement or contract management – variations)

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Financial and Resourcing Implications

- Highlight any cost implications or resourcing requirements.
- State “Nil” if there are none.

Risk Considerations

- Summarise any potential legislative, reputational and or operational risks of adopting or not adopting the policy changes (e.g. Council’s need to review procurement policy every 4 years or once during Council term)

Next Steps

- Outline the next stages (adoption by Council, staff training, system and procedural updates, implementation plan and timelines)

Recommendation / Resolution Wording sample (for Council reports)

That Council:

1. Adopts the new Procurement Policy 2025 - 2029 (Attachment A1) and revokes the superseded policy dated **[date]**.
2. Authorises the Chief Executive Officer to make minor administrative amendments that do not materially change the Procurement Policy intent.
3. Notes the next steps and Implementation Plan **[if applicable otherwise remove reference] (Attachment XX)** and sets the review date for no later than **[date]**.