

Great Lakes Procurement Improvement Plan

Links to Community Strategic Plan and Council Delivery Program

Key Directions

4. Strong leadership

Objective 14 Deliver Council services which are effective and efficient

Strategy 14.2 Develop an organisational culture that applies resources effectively to deliver quality outcomes

4 Year Activities

14.2.4 Implement Procurement Improvement Program to ensure efficient and transparent processes, achieve financial savings and comply with legislative requirements

2015/2016 Actions

1. Continued implementation of Procurement Improvement Action Plan
2. Develop tendering procedures, templates and train staff
3. Implement computer system modules to improve internal controls and achieve efficiencies in procurement processes

Council officials have a responsibility to perform their duties and conduct themselves in a manner which ensures they maintain a reputation for fair dealing, and that the integrity of Council's procurement function that can withstand any scrutiny.

	High Level Action	Progress	Notes	Next step
1	Define 'centre-led' Procurement Organisation Model	✓	Completed. Included in original report to Council.	
2	Conduct opportunity analysis	Ongoing	Spend analysis conducted as contracts are renewed to identify opportunities for greater efficiencies and collaboration across Council.	Ongoing
3	Use benchmarks to assess possible savings	✓	Completed. Included in original report to Council.	
4	Develop and implement Purchase Order Terms and Conditions	In progress	Under development.	Implementation; raise supplier awareness. Enforce policy on requiring PO prior to commencing all works.
5	Develop category codes	✓	Simple codes developed for procurement categories.	LGP in process of developing Australia-wide category codes for local govt. Coordinate implementation of category codes for council with introduction of e-requisitioning.

6	Council-wide contract management system	Ongoing	Council has partially implemented Technology One Contract Manager module. Consultation with other Councils currently using Contract Manager module to determine strategies to use more effectively. Procurement Coordinator taking more active role in managing system.	<p>Incorporate into procurement and tender procedures. Continue to monitor to ensure compliance.</p> <p>Join Tech One Procurement User Group to assist with development / refinement of module.</p> <p>Utilise Contract Manager module to provide information for legislative reporting requirements - GIPA, QBRs.</p>
7	Launch procurement steering group	Not progressed	Consultation to occur with relevant individual or groups of officers as necessary.	Future meetings to be held with relevant staff to further specific initiatives rather than a general procurement steering committee. (eg tendering)
8	General awareness training	Not progressed	To be commenced once Procurement Procedure and Tender Procedure finalised.	<p>General awareness will be raised via a variety of strategies including:</p> <ul style="list-style-type: none"> • Pro-active targeted engagement opportunities • Organisational procurement education and development activities, and • Internal communication strategies. <p>Examples include, general procurement advice being provided to staff via emails, attending team meetings and involvement in specific RFQs and RFTs.</p>
9	Update policy and procedures	In progress	Procurement policy revised and adopted. Procurement and Tendering procedures drafted and distributed to staff for comment.	Consultation with staff. Finalisation of all documents ready to train staff during 2015/2016 and ongoing as required.
10	Develop suite of templates	In progress	Being developed in conjunction with Procurement and Tendering Procedures.	Incorporate in staff training.
11	Plan to move to e-procurement processes	Not progressed	Consultation taken place with other Councils using e-procurement and Tech One to understand module capability.	<p>Scope and develop implementation plan for software.</p> <p>Establish project team for implementation / training.</p> <p>Measure staff acceptance of new system / process, efficiency achieved from removal of manual paper-based system and provide support where required.</p>

12	Expand use of credit cards	In progress	Limits reviewed and increased for some staff. Periodic analysis of credit card transactions undertaken to ensure use of council preferred suppliers where appropriate.	Policy on credit card use to be reviewed prior to considering expanding use of credit cards for lower value transactions. Implement software module to make authorisation and accounting for expenditure efficient.
13	Train users in updated procedures	Not progressed	Awareness raising currently being achieved through involvement of Procurement Coordinator with individual RFQs and RFTs.	Training to be undertaken during 2015/2016 and ongoing as required.
14	Engage legal support where necessary	Not progressed	To be considered in relation to standardised RFT & RFQ documents, especially Conditions of Contract.	Specific templates or contracts to be referred when assessed as higher risk.
15	Develop annual procurement plan	✓	Record maintained of current period contracts across Council and expiry dates.	Consultation with managers to prepare program of forthcoming tenders and quotations for 15/16 and beyond. Incorporate renewal of existing contracts and opportunities for new contracts based on spend analysis or need.
16	Implement strategic/panel agreements	✓	Implement panels for services and goods currently provided to Council by multiple suppliers or to make access more efficient e.g. panels for trade services in smaller population areas.	Coordinate the establish of panel of preferred suppliers for other priority goods / services (eg concreting, specific trade services, legal services, feral animal control).
17	Implement supplier catalogues	Not progressed		Implement in conjunction with e-procurement module.
18	Define list of preferred suppliers and communicate	In progress	Preferred supplier list maintained by Procurement Coordinator. Communicated to staff the need to use preferred suppliers via email in relation to common items used across the organisation such as stationery, signage.	Include preferred supplier lists as part of general awareness training for staff. Investigate use of Vendor Panel software for managing Council panels and increasing staff access or knowledge or panel suppliers and possibly link to Council intranet when developed.
19	Supplier forums to assist local suppliers	Not progressed		To be conducted prior to advertising RFQ / RFT for new panels where local suppliers may need to lodge submissions in electronic format or where Council's requirements have changed.

20	Report on compliance to key user areas	Not progressed		Processes to audit compliance to be developed and implemented.
21	Develop Triple Bottom Line (TBL) guidance	Not progressed	Referenced in revised procurement policy.	Opportunities for TBL outcomes and how to incorporate in selection criteria to be incorporated in pre-planning meetings for tenders and major quotations.
22	Measure TBL performance	Not progressed		Performance management framework and identification of key performance procurement indicators to be developed as a corporate project.