



Procurement Roadmap – High Level

(30 January 2015)

Goulburn Mulwaree Council

The Procurement Roadmap is a 2 year development program designed to enhance the skills & confidence of staff and to establish processes & practices which result in consistent, quality outcomes across all Council procurement activities.

The main objectives are:

- Reducing internal and external costs of purchasing
- Building confidence in staff to procure and demonstrate professionalism
- Building on the local economy with sustainable purchasing and our local preference policy
- Enabling a broader reform of regional collaboration for procurement

The successful Roadmap implementation will include the collaborative engagement of the Business Units, the active participation of the Roadmap Implementation Party and the oversight & facilitation of the Procurement Coordinator.

Phase 1 (Jan 2015 – Jun 2015)

1. Build Roadmap into the Organisational strategy
2. Define Centre-led Procurement model
3. Establish Roadmap Implementation Party
4. Develop and finalise templates procurement procedures
5. Undertake Councillor Information Session
6. Finalise and adopt Procurement Policy
7. Develop procurement KPIs
8. Strengthen Procurement Intranet Portal
9. Conduct Staff Awareness training
10. Develop Contract Register
11. Develop Annual Procurement Plan

Phase 2 (Jul 2015 – Dec 2016)

12. Participate in Regional Procurement Programs
13. Review Low Value Transaction processes
14. Review & Implement contractor insurance management framework
15. Review & develop Contract Management framework
16. Implement Contract Management Program & training
17. Develop & Initiate Local Business Engagement strategy
18. Develop In-house Supplier Panel strategy
19. Acquire or adapt In-house Supplier Panel management software

Phase 3 (Jan 2016 – Dec 2016)

20. Develop & implement a Supplier Pre-qualification Model
21. Develop & implement training on use of In-house Panels and LGP Contracts
22. Develop & implement ongoing Spend Data Analysis & Reporting
23. Develop & implement on-going Priority Contracts Program
24. Develop on-going Supplier Education Program to assist local businesses
25. Participate in Strategic Regional Collaboration Programs