

Community Engagement Plan Overview

Procurement Policy



have
your
say

Project objective

A procurement policy sets out the key principles, processes and procedures applied to all purchases of goods, services and works by Council. All Councils are required under sections 108 and 109 of the [Local Government Act 2020](#) (the Act) to prepare, adopt and comply with their procurement policy.

Bayside City Council has developed a new draft Procurement Policy in accordance with the Act. We're committed to open, transparent conversations with our community about Council policies and are seeking feedback on the draft policy for the consideration of Council.

Project impacts

The draft Policy is based on local government best practice and additional requirements set by the new Local Government Act 2020 (the Act), including:

- open and fair competition
- collaboration and shared services with neighbouring Councils
- method of advertising procurement opportunities
- Council's tendering thresholds.

The new policy also includes information specified in the [Procurement Best Practice Guidelines](#) including:

- sustainable procurement
- emergency and disaster provisions
- environmental sustainability/circular economy
- social procurement.

There are no prescriptive thresholds in the new Act. The draft Policy proposes lifting the public tender threshold from \$150k to \$300k.

Level	Threshold >	Impact
Tender threshold	\$300,000	Public tender via Procurement
Selective tender/quote	\$50,000	Quotes/ Selective and Open Tenders issued by Procurement
Three quotes	\$15,000	Project Officers to seek Contract number via Procurement but Project Officers to issue Quotes via Outlook templates and manage quotes via standard online templates.
One written quote	\$5,000	
New procurement initiative	No Value	Initial Risk Assessment via Procurement for any new initiative involving any external contractors.

What information do we need from the community?

We invite public feedback on this new draft Procurement Policy. Does the community support this new draft policy or do they have any concerns?

What can the community influence?

- proposed thresholds
- framing of some clauses so long as the intent of the Act is not impinged.

What can't the community influence?

- the requirement for Council to have a Procurement Policy

The Procurement Policy must include the following:

1. the contract value above which the Council must invite a tender or seek an expression of interest
2. a description of the criteria to be used by the Council to evaluate whether a proposed contract provides value for money
3. a description of how the Council will seek collaboration with other Councils and public bodies in the procurement of goods or services
4. the conditions under which the Council may purchase goods or services without inviting a public tender or expression of interest;
5. a description of the process to be undertaken in inviting a public tender or expression of interest
6. inclusion of a level of detail in the Policy which would be better articulated in and implemented through associated procedures/guidelines.



Stakeholders and community

This stakeholder assessment is a generalised understanding of sections of the community that have a connection to the project or matter. This information is used to understand the types of tools and techniques that will achieve the strongest and most effective outcomes for engagement and communication.

Interest: What level of interest has been expressed or is anticipated

Impact: What level of change the stakeholder / community segment may experience as a result of the project / matter

Influence: Reference to the IAP2 Spectrum

Stakeholder / community	Interest	Impact	Influence
Existing suppliers	M	M	Consult
Prospective suppliers	M	M	Consult
General Bayside community	L	L	Consult

Selected tools and techniques

The tools and techniques selected for this project are informed by the project content, stakeholders and type of feedback sought.

Key tools for communicating the project

- direct email to Have Your Say subscribers and key stakeholder groups such as suppliers
- website news story and This Week in Bayside e-newsletter
- social media.

Key methods for gathering feedback

- online engagement through [Have Your Say](#), including opportunity to ask questions
- surveys in accessible formats available on request.

Project timelines

Endorsement of Draft Policy: 26 October 2021. Council meeting to endorse draft Procurement Policy and commencement of community engagement. Read the agenda. Watch the meeting.

Community and stakeholder consultation: 28 October 2021 – 12 November 2021
Consideration of feedback: November 2021. Revisions made to draft Procurement Policy, if required.

Adoption of proposed Procurement Policy. 21 December 2021 – Council meeting to consider community engagement report and draft Procurement Policy.

Decision-making process

The draft Policy will be open for community and stakeholder consultation between 28 October – 12 November 2021. It is expected that Council will consider community feedback at its meeting on 21 December and decide whether to adopt the draft Procurement Policy.

The agenda for this meeting, including the community engagement report, will be published on 15 December 2021 via [Council's website](#). Project subscribers will be notified of the results of the engagement and the Council report at this time.

The 21 December 2021 Council meeting will be [live-streamed via Council's website](#). Interested members of the community can ask a [question of this meeting or request to be heard](#).

To receive updates on this project, click on the blue 'subscribe' button at the top of the project page on our Have Your Say platform: bayside.vic.gov.au/haveyoursay.

More information

If you would like more information please contact Tim Lawson, Procurement Lead, via email to tlawson@bayside.vic.gov.au or call 9599 4342