

Social Procurement Statement

Purpose

This statement outlines how *[Organisation Name]* will deliver social and/or sustainable outcomes through its procurement practices, in alignment with the Victorian Social Procurement Framework (SPF).

Commitments

[Organisation Name] is committed to integrating social and sustainable procurement into our standard procurement process. We will consider relevant objectives from the SPF, including but not limited to:

[Cross out as appropriate]

- Increasing opportunities for Victorian Aboriginal businesses and workers
- Supporting the employment of people with disability
- Supporting the employment of disadvantaged Victorians (e.g. long-term unemployed, youth at risk, CALD communities)
- Supporting women's equality and safety
- Supporting social enterprises
- Supporting inclusive employment through Australian Disability Enterprises
- Sustainable procurement through environmentally responsible practices
- Procurement from Victorian-based SMEs
- Promoting gender equality in the supply chain
- Reducing greenhouse gas emissions or other environmental impacts
- Other: _____

Approach

To achieve the selected outcomes, *[Organisation Name]* will apply the following strategies where appropriate:

- Embedding social procurement evaluation criteria in tenders
- Applying minimum social outcome requirements in contracts over defined thresholds
- Preference weighting for certified social enterprises or Aboriginal businesses
- Monitoring contractor compliance with agreed social outcomes
- Using SPF aligned supplier panels or platforms (e.g. Supply Nation, Social Traders)

Roles and responsibilities

- Procurement Manager/Officer is responsible for incorporating social procurement into sourcing documents.
- Project Managers/Contract Managers are responsible for implementation and monitoring of social outcomes.
- Senior Leadership will provide oversight and review alignment with SPF principles.

Monitoring and reporting

[Organisation Name] will:

- Record and track contracts delivering social outcomes
- Include social procurement performance in contract review processes
- Report outcomes to relevant stakeholders and include them in annual reports if required

Signed:

[Name]

[Position Title]

[Signature]

[Date]

Document Control

Approved by: [Top Management Name/Title]

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