

**2.1 ELECTORAL SERVICES – APPOINTMENT OF THE MUNICIPAL ASSOCIATION OF VICTORIA TO ACT AS COUNCIL’S AGENT**  
(ELECT1:NA)

Responsible Director...Leigh Harder

***RECOMMENDATION***

*That the Municipal Association of Victoria be appointed to conduct the tender process for electoral services for the 2008 City of Monash Council elections.*

***INTRODUCTION***

It is recommended that the Municipal Association of Victoria (MAV) be appointed to act as the Council’s agent to conduct the tender process for the 2008 Council elections.

***BACKGROUND***

In mid-December 2007 the MAV advised that many Councils had requested it to provide a simpler way to acquire electoral services for the 2008 elections.

A number of Councils wanted to avoid the need to go through a public tender process in order to enter into an agreement with an electoral services provider; others considered that there would be greater likelihood that a service provider would offer additional services where there was a collective push for those services. Some Councils considered that their limited resources should be supplemented so that their staff and the Council were not exposed to unnecessary risks in the preparation of complex electoral tender documentation.

***DISCUSSION***

The MAV has offered Councils the opportunity to either appoint it as their agent in the electoral services tendering process or to license standard tender documentation (comprising an introduction, conditions of tendering, electoral services agreement, service specifications and tender response forms) which can then be tailored for use by each Council.

Advice has been received that 30 or more Councils have or will soon choose to take up one of the two options offered by the MAV.

It is proposed that the MAV act as the Council’s agent in conducting the tender process. The terms of the Agreement provide for relevant Council officers to provide input into the Tender documentation and to participate in the evaluation of the tenders.

It is considered that the MAV, acting as the Council’s agent, may be best placed to secure additional services from the successful Tenderer as well as release Council officers to concentrate on other aspects of the elections.

Under the Agreement the MAV would negotiate the services agreement with the successful Tenderer (subject to gaining Council's prior consent for any significant amendments) but not be able to sign a contract or represent that the Council has agreed to sign a contract until the Council gives its express written consent.

***FINANCIAL***

The cost to each Council for either offer is \$2,000 excluding GST, or any lesser amount notified by the MAV.

The amount represents an estimate of the external legal costs incurred by the MAV in the preparation and settling of the necessary documents.

***CONCLUSION***

It is considered beneficial for the Council to appoint the MAV to act as its agent in the electoral services tendering process. Such an arrangement could result in the provision of extra services by the successful Tenderer as well as release Council officers to concentrate on other aspects of the elections.