



Victorian Local Government

Best Practice Procurement Policy Template





Acknowledgement of Country.

**The Municipal Association of Victoria
acknowledges the Traditional Owners of
Country throughout Victoria, and
recognise their continuing connection to
lands, waters, and culture. We pay our
respect to Elders past and present who
carry the memories, traditions, cultures,
and aspirations of First Peoples, and
who forge the path ahead for emerging
leaders.**

MAV Procurement

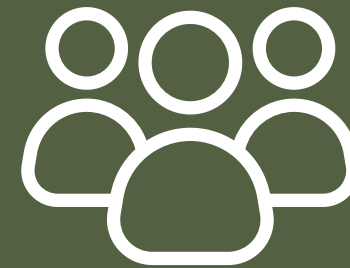
We provide the sector a diverse range of purchasing panels that support council in achieving better procurement outcomes.

- **Cost savings:** Combined purchasing power of councils.
- **Simplified processes:** Significantly reduces administration for councils and suppliers.
- **Fit-for-purpose:** All contracts have been designed specifically for Victorian councils, reflecting sector needs and legislative requirements.

Established
2009



9 Staff
Across 2 teams



Contracts and Procurement: 6
Growth and Engagement: 2

Contracts

30

Suppliers

200+

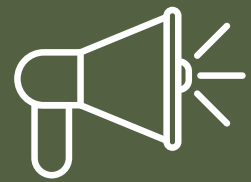
Supports MAV
activities through
contract revenue

**Sector
Facing
Services**

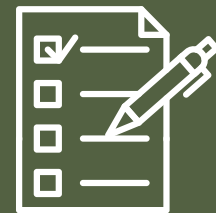


Analytics, training
& resource
development

Municipal Association of Victoria



Policy &
advocacy



Training, advice
& sector support



Sector
Services



Innovation &
special projects





MAV Procurement Contracts

Collaborative contracts across a broad range of goods, services and works across Victorian and National contracts.



Roads

Plant Equipment

Garbage Bins

Office Supplies

Trucks

Information Technology

Street Lighting

Recruitment

Sector Services & Support

- Sector Reference Group
- Resource development and continuous improvement
- Advice and guidance
- Procurement training program / e-Learning
- LEAP Procurement Analytics Program
- Procurement Newsletter / Teams Channel





Victorian Local Government

Best Practice Procurement Policy Template

Built by the sector, for the sector
Practical. Flexible. Compliant.

PRESENTED BY

Kelly Stevens
Manager, Growth and Engagement



Why a new Policy Template?

- Aligns with the 2024 Best Practice Procurement Guidelines
- Supports Council's with policy reviews under the Local Government Act 2020
- Responds to strong sector demand for clarity, consistency and flexibility
- Designed and Built for use by all 79 Victorian councils



What makes this Template different?

- Customer-centric layout for easier navigation
- Strategic, not prescriptive: focuses on the "why," not the granular "how"
- Fully compliant with the LG Act 2020
- Editable appendices for quick customisation
- A base for future MAV tools and templates



Built for Council Customisation

Orange prompts show where to insert council-specific settings.

Appendices make it easy to drop in:

- Thresholds
- Delegations
- Exemption justifications
- Contract variation rules
- KPIs and QBL measures

Update once, not throughout the whole document



Addressing Sector Feedback

Refinements made based on council engagement:

- Clearer definitions (e.g. Panel Contracts, Sole Sourcing)
- Inclusion of Caretaker Period guidance
- Default GST-excluded thresholds for easier budgeting
- Practical application of Value for Money & QBL principles
- Rules for Panel Contract management clarified



One Template - Many Tools

This policy template lays the foundation for:



Procurement
Manual Template



RFQ & RFT
Templates



Procurement
Planning Templates



Evaluation
Tools

All aligned under a single, consistent framework

Benefits for Councils

- ✓ Easy to adopt and implement
- ✓ Executive Summary included to brief ELT & Council
- ✓ Scalable for councils of all sizes and procurement maturity levels
- ✓ Helps drive better outcomes, stronger governance, and sector alignment





Support

For general enquiries contact us at procurement@mav.asn.au

Or speak to our Engagement Team to discuss the Policy Template, Best Practice Procurement and other Sector projects.



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