

Course	Procurement and Contracting in Local Government- The Essentials
Course outline	<p>This course focusses on the key aspects of procurement and contracting, specifically relevant in the local government sector. It aims at building foundation knowledge and skills around the essentials of procurement and administration of the contracts through the following two modules:</p> <p>Module1: Procurement in Local Government: The Essentials Module 2: Contracting in Local Government: The Essentials</p> <p>The activities, case studies and the examples shared by the skilled and experience facilitator during the session will augment the overall learning experience.</p>
Target audience	Any staff who is involved in procurement and or contract management in a local government context.
Topics covered	<p>Module1: Procurement in Local Government: The Essentials (9.00 AM to 12.30 PM)</p> <ul style="list-style-type: none"> ➤ Understanding Procurement <ul style="list-style-type: none"> ○ What is procurement? ○ Strategic procurement ○ Sustainable procurement ○ eProcurement ➤ Governance <ul style="list-style-type: none"> ○ Legislative framework ○ Guiding principles ➤ Procurement process <ul style="list-style-type: none"> ○ Stages ○ Methods ➤ Procurement Risk management ➤ Probity in procurement <p>Module 2: Contracting in Local Government- The Essentials (1.00 PM to 4.30 PM)</p> <ul style="list-style-type: none"> ➤ Introduction to contracting <ul style="list-style-type: none"> ○ Understanding contract management ○ Legislative framework ○ Phase of contract management ➤ Confirm and establish contract requirements <ul style="list-style-type: none"> ○ Terms and conditions ○ Performance expectations ○ Communication and reporting ○ Probity ➤ Administering contract <ul style="list-style-type: none"> ○ Receipt and acceptance ○ Ensuring quality and compliance ○ Payment ○ Risks ○ Performance ➤ Contract conclusion <ul style="list-style-type: none"> ○ End of contract ○ Closeout
Delivery mode	Face-to-Face/Online via Zoom Platform in a workshop format.
Duration & Date	One full-day (9:00 AM – 4:30 PM). Please refer to LGP Training Calendar for dates.
Training Venue	LGP Office Sydney/Regional Locations/Onsite

Course	Procurement and Contracting in Local Government- The Essentials
Course Fee	For public courses in Sydney \$650.00 (excl GST). For public courses in Regional Areas: \$700.00 (excl. GST). For onsite delivery- Request for Quote on training@lgp.org.au
To register	Click here
Do you have any question/ need quote?	Please contact Niv Roy, Head of Training on 02 8270 8709/ 0406 621 023 or send an email to the training team at training@lgp.org.au .

** PS: This is not an accredited course. A Certificate of Attendance will be issued to all participants on completion of this training.*