

| Course                                | Contracting in Local Government- The Essentials  |
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| Course outline                        | <p>This course encompasses the fundamental aspects of contracting, particularly in the local government sector. It includes the essential elements of a contract, understanding the contract requirements and ensuring probity in contract management. Managing the communication and information related to the contracts and effective contract administration are critical throughout the contract lifecycle until the closure of the contract.</p> <p>The activities, case studies and the examples shared by the skilled facilitator during the session will augment the overall learning experience.</p>   |
| Target audience                       | Any staff who is involved in procurement and or contract administration/ management in a local government context.   |
| Topics covered                        | <ul style="list-style-type: none"> <li>➤ Section 1: Introduction to contracting <ul style="list-style-type: none"> <li>○ Fundamentals of contracting</li> <li>○ Panel arrangements</li> <li>○ Legislative framework</li> <li>○ Phase of contract management</li> </ul> </li> <li>➤ Section 2: Confirm and establish contract requirements <ul style="list-style-type: none"> <li>○ Understand the contract</li> <li>○ Contract clauses</li> <li>○ Probity in contracting</li> </ul> </li> <li>➤ Section 3: Communication and information system <ul style="list-style-type: none"> <li>○ Communicating with suppliers</li> <li>○ Information management</li> <li>○ Contracts register</li> <li>○ Contract management system</li> <li>○ Record-keeping</li> </ul> </li> <li>➤ Section 4: Administer contract <ul style="list-style-type: none"> <li>○ Receiving goods/services</li> <li>○ Payments</li> <li>○ Contract expenditure</li> <li>○ Risks</li> <li>○ Performance</li> <li>○ Complaints and disputes</li> </ul> </li> <li>➤ Section 5: Contract conclusion <ul style="list-style-type: none"> <li>○ Extension</li> <li>○ Renewal</li> <li>○ Cancellation</li> <li>○ Close out</li> </ul> </li> </ul> |
| Delivery mode                         | Face-to-Face/Online via Zoom Platform in a workshop format.  |
| Duration & Date                       | Full day (9.00 AM-4.00 PM). Please refer to <a href="#">LGP Training Calendar</a> for dates.   |
| Training Venue                        | LGP Office Sydney/Regional Locations/Onsite  |
| Course Fee                            | For public courses in Sydney \$650.00 (excl GST).<br>For public courses in Regional Areas: \$700.00 (excl. GST).<br>For onsite delivery- Request for Quote on <a href="mailto:training@lgp.org.au">training@lgp.org.au</a>   |
| To register                           | <a href="#">Click here</a>   |
| 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 <a href="mailto:training@lgp.org.au">training@lgp.org.au</a> .   |

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