



Procurement

Local Government Association
of South Australia



Training Program – 2020

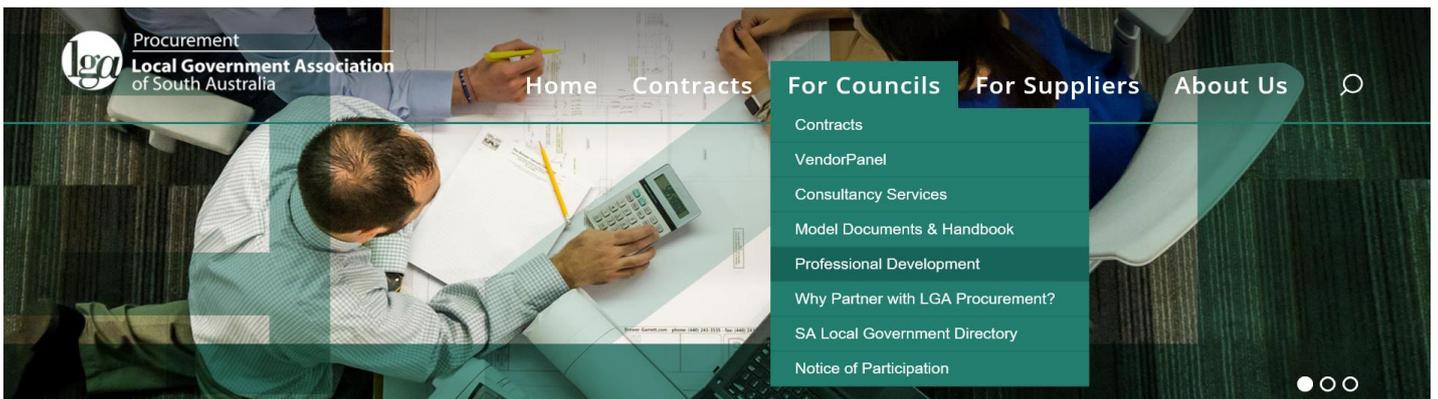
Tailored for SA Local Government

Courses are delivered online during the COVID-19 crisis.

Procurement Essentials	Full day course	7 July 2020
Procurement Planning & Management	½ day course*	4 August 2020
Tenders & specifications	½ day course*	7 April 2020 1 September 2020
Advanced Procurement	Full day course	12 May 2020 13 October 2020
Contract management	Full day course	2 June 2020 10 November 2020

Contact Keith Barber at LGA Procurement to find out about delivering training to meet your individual requirements – 8224 2065 | keith.barber@lga.sa.gov.au

Book through links from our website - www.lgaprocurement.sa.gov.au –
For Councils > Professional Development





For

All staff who are involved in all levels of procurement for Local Government entities - particularly useful for persons new to local government or procurement.

Course Overview

Participants will gain a comprehensive understanding of the tendering requirements framework, including legislative requirements under the Local Government Act. Provides a broad overview across quotation and tendering options to assist you in selecting the best approach for your requirements, through to the documentation and contracting requirements. The course will identify key points assist you in operating in the complex government area of procurement. In addition, you will gain a good insight into the probity and audit within the evaluation, and the relevant administrative requirements to record the full process undertaken.

Course outline

- Local Government Framework
- Legislation and policy
- Ethics and probity
- ICAC
- Conditions of tendering as prescribed under the Local Government Act
- Writing Specifications and tender documentation
- Advertising and issuing tenders
- Tender receipt and opening procedures
- Tender evaluation
- Notifying tenderers
- Contract formation
- Documentation and record keeping

Half day Webinar | \$200 + GST

PROCUREMENT TRAINING PRESENTER - The Procurement training is proudly delivered by LGA Procurement personnel who have extensive in-Council experience to share with you.



Keith Barber has over with over 20 years' experience in procurement both in local and state government with majority of his experience in sourcing a wide range of goods, works and services for a number of SA Councils. He also has experience in managing a procurement team for a major metropolitan Council as well as Senior Contract Management and Strategic Procurement roles in State government.

Now working for LGA Procurement Keith has a passion for procurement capability development in the local government sector demonstrated through his participation on a range of procurement groups and peak bodies including the Network of Procurement Professionals and former Vice Chair of the Chartered Institute of Purchasing and Supply SA/NT.



Tenders & specifications for local government

For

All staff who are involved in the procurement of goods and services for Local Government, and particularly for those required to develop market approach documentation.

Course Overview

This course is designed to provide participants with information on the key principles that need to be observed when writing specifications. The training focusses on understanding what needs to be included in market approach documentation, and will assist participants prepare basic plans to develop requirements.

The course also addresses the importance of stakeholder consultation and will assist participants identify key stakeholders and gain skills in identifying key requirements through consultation.

Participants will gain an awareness of government supplier requirements and an understanding of how to develop market documentation and specifications in simple text, with a view to maximise submissions, obtaining better value for money and improving contract development for sound contract management.

Course outline:

- What are specifications
- What's not included in a specification
- Consultation before preparing a specification
- Identification of customer needs
- Market research
- Scoping the requirement
- Structuring the specification
- Specification writing principles
- Types of specification: technical, functional, performance and exemplar
- Common mistakes in specification writing
- Tips from specification writers
- Feedback from SA suppliers on tender specifications

Resources: Course notes / handouts

Half day Webinar | \$200 + GST

Talk to us for a quotation on delivering training to meet your individual requirements.



Procurement Essentials for local government



For

All Staff who are involved in purchasing activities in Councils

Course Overview

This course provides an overview on how purchasing and procurement operates in South Australia's Local Government sector. Staff undertaking this course will gain a broad understanding of the frameworks and legislation that may apply when carrying out Local Government purchasing activities.

A key focus of this course is to help you understand what you need to know to select the correct approach which will help Council and suppliers to get great outcomes.

Course participants will gain knowledge of basic purchasing concepts and an end-to-end understanding of how to run a sound purchasing process in the Local Government sector, as well as knowledge of how to develop requirements for simple purchases. Participants will also be introduced to evaluation methodology and negotiation processes and basic contract management principles.

The course covers relevant sections of Local Government Act 1999 (SA) and Local Government guidelines relating to purchasing. Matters about probity and ethics and the Independent Commissioner Against Corruption (ICAC) operations are also addressed.

Course outline

- Local Government framework, rules, regulations and policy
- ICAC
- Basic Purchasing and Strategic Purchasing
- Centralised, Decentralised and Hybrid Purchasing
- Specifying Requirements
- Specifications Principles
- Market Assessment
- Various Purchasing Methods
- Evaluating Offers
- Contract Management Fundamentals
- Record Keeping

Resources: Course notes / handouts

Full day Webinar | \$430 + GST

Talk to us for a quotation on delivering training to meet your individual requirements.



Advanced Procurement for local government



For

All Staff who are involved in, and have a good understanding of procurement, tendering and contract management activities in Local Government.

Course Overview

This course targets those interested or involved in more complex procurement, with participants expected to have a good understanding of procurement. The course begins with a brief revision of the Local Government purchasing framework and legislation.

Participants undertaking this course will gain a better understanding of advanced purchasing processes including scoping, identifying demand, development of appropriate methodology, including the preparation of documents and the procurement market approaches.

Participants will also gain an in-depth understanding of various evaluation models and learn important elements of recommendation report development and preparation. Matters of probity and ethics, codes of conduct, the Independent Commissioner Against Corruption (ICAC) and other contemporary issues are also addressed.

Course outline

- Advanced Purchasing (Greater than 150K)
- Strategic Purchasing –The advanced purchasing process
- Centralised, Decentralised and Hybrid Purchasing
- Advanced Purchasing Methods, Public tenders, Expressions of interest, Selective tendering
- Developing the RFT/EOI document
- Scoping and Specifying Requirements
- Market Research and Assessment
- Evaluation Methodology and Selection Criteria
- Risk management
- Administering the tender process
- Negotiation

Resources: Course notes / handouts

Full day Webinar | \$430 + GST

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Contract Management for local government



For

All Staff who are involved in contract management and procurement of goods and services for Local Government.

Course Overview

This course is designed to provide participants with an understanding of the key principles that need to be observed when managing contracts. It will also focus on the critical importance of early involvement in the procurement process, to ensure the market approach will deliver the requirement of Council.

Training covers the various elements of a contract, how to go about identifying risks and how to develop a contract management plan. The course also provides an overview on relevant parts of Local Government Act 1999 (SA). Staff managing contracts will gain a better understanding of contract relationship and performance management.

The course also discusses matters of probity and ethics and Independent Commissioner Against Corruption (ICAC) recommendations. A contract manager's responsibilities regarding proper record keeping are also addressed.

Course outline:

- Local Government Framework
- Probity, Ethics and ICAC Recommendations
- Introduction to Contracts and Contract Law
- Contract Terms and Conditions
- Planning to Manage the Contract
- Contract Risk Management
- Developing a Contract Management Plan
- Contract Performance Management
- Contract Relationship Management
- Contract Variations
- Contract Documentation and Records

Resources: Course notes / handouts

Full day Webinar | \$430 + GST

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The Procurement Hub - eLearning Modules Available Now!



LGA Procurement eLearning Program offers a 'right now' approach to delivering cost-effective training with courses designed specifically for the South Australian local government sector.

Learners can experience bite-sized modules, easily fitting into their daily work schedule. eLearning is a great way to provide a consistent message, is measurable and auditable with assessments checking for understanding and embedding learning.



Procurement Essentials

Suitable for anyone who runs a quote or tender

This course provides practical and insightful training on the end to end procurement process. It includes an overview of procurement, methodology, the different approaches to engage suppliers, governance, ethics and legislation as well as evaluation and selection considerations.

It consists of four modules:

- Introduction to procurement
- Guiding principles
- The procurement process
- Evaluation to supplier engagement



Contract Management Essentials

Suitable for anyone who manages a contract or supplier agreement

This course is designed to provide the learner with techniques and tools to effectively manage supplier relationships. Commencing with the key principles of contract management, the course covers planning, mobilisation and management of suppliers as well as the important step of exiting a supplier. This course has been designed to watch in it's entirety with one module complimenting another.



Probity in Purchasing and Procurement

Suitable for anyone who purchases or signs off on purchasing

Probity is an essential part of procurement and purchasing. This course has been designed to provide learners with the fundamental information regarding probity, ethics and governance within the procurement process. It is recommended for anyone who purchases, manages contracts, raises purchase orders or authorises procurement and contract activity. It explores the key principles, why probity is important including the risks and includes real-life case studies.

Module	< 30 individuals (exc GST)	> 30 individuals (exc GST)	Individual price (exc GST)
Procurement Essentials	\$2,000 per annum <i>Corporate licence</i>	\$3,000 per annum <i>Corporate licence</i>	\$200 per course <i>One user licence</i>
Contract Management Essentials	\$2,000 per annum <i>Corporate licence</i>	\$3,000 per annum <i>Corporate licence</i>	\$200 per course <i>One user licence</i>
Probity for Purchasing and Procurement	\$1,500 per annum <i>Corporate licence</i>	\$2,000 per annum <i>Corporate licence</i>	\$150 per course <i>One user licence</i>
Package of 3 courses	\$5,000 per annum <i>Corporate licence</i>	\$7,000 per annum <i>Corporate licence</i>	\$500 per annum <i>One user licence</i>



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Tailored for SA Local Government - Delivered by LGA Procurement



Courses are available online during the COVID-19 crisis.

The **eProcurement Hub** is provided as a licence user arrangement.

Full day courses | \$430 + GST ½ day courses | \$200 + GST

Take advantage of the Training Bundle – help plan your training pathway

Procurement Planning & Management - 3hrs – *F2F and webinar available*

Advanced Procurement - *Full day - F2F only*

Contract Management - *Full day - F2F only*

\$640 + GST per person – Save \$420 – value of \$1,060

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