

PROCUREMENT AWARENESS – FUNDAMENTALS

It is crucial for staff who buy goods and services on behalf of council, to understand the principles of procurement, essential compliance requirements and models of best practice.

This half day workshop will provide council staff with an understanding of the principles of procurement and best practice and the essential requirements of relevant legislation and council policies and procedures in order to achieve ongoing compliance and risk management.

Through discussion and a review of case studies, participants will develop an understanding of:

1. Key terms relating to purchasing and procurement.
2. The Principles of Procurement.
3. Local Government Legislation and council policies/procedures that govern each person's roles and procurement duties.
4. Identifying value for money v cost of goods when procuring goods or services.
5. Good procurement practices that ensure fairness, impartiality, probity and equity.
6. Levels of accountability and obligation in accordance with council's policies and procedures.
7. The potential for conflicts of interest and possible consequences if not declared.
8. Segregation of duties in their area of responsibility.
9. Records that are required to ensure transparent procurement processes.
10. Situations in Local Government that have led to non-compliance, collusion, conflicts of interest and fraud.

To further develop their understanding of procurement requirements, participants may wish to also complete the Regional Procurement half day workshop **PROCUREMENT AWARENESS – TENDER PROCESS AND COMPLIANCE**.

Procurement
Principles
Compliance
Best practice
Transparency
Fairness
Value for money
Supplier Selection

Target Audience

Council staff with basic procurement responsibilities, coordinators and supervisors

Delivery Mode

Face to Face presentation - Onsite

Duration

3.5 hours

Maximum Participants

15

Fee

\$990.00 incl GST

For Further Details

Contact Regional Procurement

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