

# PROCUREMENT ESSENTIALS

## In-Council Training

LGMA'S extensive experience working directly with councils across Queensland uniquely equips LGMA to develop and tailor specialist workshops and training programmes, specific to the needs of the individuals and teams within council.

### Overview

This workshop is ideal for council officers who are new to local government or who have recently changed roles that may now include procurement as part of their role description.

The training is local government-specific and includes relevant individual and group activities to enhance learning. The workshop provides clear guidelines, along with tips and prompts, to enable officers to be confident in undertaking procurement functions of their roles in a manner which is compliant with ethical decision-making and transparency principles.

### Discover how to

- ✓ Understand what it means to use public money
- ✓ Comprehend the legislation relating to purchasing/procurement
- ✓ Consider community perceptions
- ✓ Follow the policies, procedures and guidelines
- ✓ Participate in transparent decision-making
- ✓ Keep appropriate records and documentation



### Content

#### *Local government framework:*

- |                      |                                      |
|----------------------|--------------------------------------|
| ① Legislation        | ② Purchasing policies and guidelines |
| ③ Probity and ethics | ④ Key stakeholders                   |

#### *Procurement methods:*

- |                                                       |                                         |
|-------------------------------------------------------|-----------------------------------------|
| ① Approvals and sustainability                        | ② Basic and advanced purchasing methods |
| ③ Specifications and scoping requirements             | ④ Evaluating offers                     |
| ⑤ Accepting suppliers                                 | ⑥ Payment                               |
| ⑦ Maintaining records – documentation and audit trail |                                         |

### Key Details

Course duration: 1-day workshop  
 Delivery mode: Face-to-face training in your council  
 No. Participants: Up to 24 people  
 Enquiries: [support@lgmaqlld.org.au](mailto:support@lgmaqlld.org.au)