

Invitation to attend

PROCUREMENT & CONTRACT MANAGEMENT FOR LOCAL GOVERNMENT

Achieving Best Practice and Minimising Risk

Council Officers are increasingly involved in contract administration, particularly given the widening responsibilities of Councils and the greater emphasis on outsourcing. For this reason, it is important that council officers develop a fundamental knowledge of commercial contracts. Ai Group is pleased to be presenting this workshop to provide your staff with a solid introduction to contract management and the tools to assist in minimising risks in your procurement and contracting.

OBJECTIVES

The workshop is designed to improve your ability to:

1. Protect against unduly harsh agreements presented for signature
2. Recognise the essential elements of contract law
3. Obtain more favourable contractual terms
4. Identify the key clauses and conditions of contract
5. Understand the main issues regarding Government tendering
6. Manage disputes and deal with breach of contract
7. Identify common problems and how to avoid them

WORKSHOP LEADERS

Our presenters are experienced lawyers who have great depth of knowledge and experience in the Government environment, and specialise in procurement, probity and contract management advice.

Key presenters include:

Brian Ambler: BA LLB, Partner, TressCox Lawyers and Mediator with the Australian Commercial Disputes Centre.

Tetyana Wotton: Solicitor Diploma in Law (LPAB) Tresscox Lawyers

SEMINAR BENEFITS

- Improved decision making
- Improved risk management awareness
- Higher potential to achieve value for money
- Improved ability to apply best practice principles
- Personal and professional skills growth
- Networking with other Council Officers

SEMINAR FORMAT

The Procurement and Contract Management for Local Government seminar is one of seven Ai Group tendering and contract management seminars, providing the opportunity to refresh and learn new techniques. So it applies to those new to contract management and those with experience. Our format is interactive and practical giving participants the opportunity to solve business problems, using proven methodologies and strategies. The objective is to provide lasting benefits and savings by reducing the levels of legal risk.

PROCUREMENT & CONTRACTING FOR LOCAL GOVERNMENT

OVERVIEW OF CONTRACT LAW

- Offer and acceptance
- Consideration
- Intention to create legal relations
- Implied terms
- Parties to a contract
- Correctly identifying the entity
- Recitals in a contract

COMMONLY USED CONTRACT CLAUSES

- Key contract terms explained and dissected
- Their meanings and use
- "Plain English" drafting or old fashioned "legalese"?
- The use of indefinite and ambiguous words

LAWS AND REGULATION GOVERNING PROCUREMENT IN LOCAL GOVERNMENT

- The procurement process
- Laws and regulation in the procurement of goods and services

ISSUES IN GOVERNMENT TENDERING

- Tendering principles
- Qualification of suppliers
- Confidential information
- Intellectual property

BEST PRACTICE PROCESS FOR PROCUREMENT AND TENDERING

- Monitoring compliance with contract conditions
- Roles and responsibilities of participants
- Monitoring of risks
- Project performance and reporting requirements
- Contract management plans

MANAGING KEY ISSUES

- Contract variations
- Managing issues and disputes
- Termination for convenience

IN HOUSE COURSES – The seminars can be conducted in-house and can be customised to suit the specific requirements, or issues of a particular organisation. **To arrange a quote please contact David Richardson on 02 9466 5566.**

