

Effective Procurement, Contract Management & Fraud Awareness Workshop

This workshop is designed for Local Government staff who are involved in both areas of procurement and contract management.

To be conducted by Terry Bramham and Georgie Ward, this workshop will explore –

Procurement, including –

- Thorough planning;
- Preparation of the specification;
- EOI and tender processes;
- Communication with respondents and tenderers;
- The function of the tender evaluation panel;
- Procurement policy compliance; and
- Awarding the contract.

Contract Management, including –

- Fundamental considerations;
- Contractor meetings and minutes;
- Strategies for effective contract management;
- Non-compliance/ non-performance;
- 'Show cause' notices;
- Suspension and termination; and
- Contract variations.

Fraud awareness

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WORKSHOP DETAILS:

DATE: Wed, 6 Mar 2019

VENUE: Manningham Function Centre

699 Doncaster Road
Doncaster

TIME: 10.00am – 1.00pm (followed by a light lunch)

COST: \$385.00 (incl. GST) *All course materials & refreshments will be provided including lunch.*

To register for this workshop -

Email your booking and contact details, register online or complete the registration form and return to our office by email or fax

Booking Contact: _____

Council: _____

Job Title: _____

Phone: _____

email: _____

Complete registrant details if different from above:

Registrant Name: _____

Registrant Name: _____

Job Title: _____

Job Title: _____

email: _____

email: _____

Registrant Name: _____

Job Title: _____

email: _____



Number of registrants

Purchase Order # (if required)