

MAV Procurement Training Program

Partnering with Propello Procurement

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Training Courses

Procurement and Contract Management training courses delivered by Propello Procurement. Training is available online or facilitated at your council, giving your teams flexible, cost-effective learning opportunities to build skills and stay up to date with best-practice procurement.



Courses

Procurement Essentials

Specification to Evaluation

Contract Management

Probity in Procurement

Fraud and Corruption

Social and Sustainable Procurement

Measuring Supplier Performance

Using Panel Arrangements

Supplier Relationship Management

Negotiation Essentials

Category Management

AS4000 (Construction) Contract Management

Collaborative Procurement Essentials



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Select a delivery mode that works for you.

	In-Council	Open training
People	Upskill 10 or more people	Upskill up to 10 people
Scheduling	Choose your date and time	Select from the online training calendar
Method	In person or online facilitated training	Online facilitated training
Pricing	Invite up to 20 people, capped at the price of 10	Flat fee per person



Program Outline

Procurement Essentials introduces the key elements of procurement and its strategic business impact. Learn the value of procurement and how to navigate the complete process from need identification to contract management. Evaluate and manage suppliers using professional best practices and understand contract basics and key legal considerations.

In Local Government almost all staff are involved in procurement in some way. This course is designed to reduce risk and increase knowledge and foundational principles.

Course Content

- What is procurement
- The procurement framework
- Business needs
- Stakeholder engagement
- Specification writing
- Analysing supply markets
- Strategic sourcing and buying
- Evaluation models and techniques
- Legal aspects of procurement
- Purchase price cost analysis
- Managing price increases
- Negotiation
- Managing suppliers and contracts

Procurement Essentials

Online

2 half days

\$5000

In person

1 day

From \$6000

All prices exclude GST

In person prices vary based on your location and any travel requirements



Specification to Evaluation

Online

2 half days

\$5000

In person

1 day

From \$6000

All prices exclude GST

In person prices vary based on your location and any travel requirements

Program Outline

Many staff find themselves required to manage tenders and quotes without being provided training to understand the process.

This course equips participants with a set of tools and techniques to manage sourcing events and their evaluation in a manner that is efficient, accountable and delivers the right outcomes. Participants will move through a number of activities to practise the teaching, culminating in an evaluation activity to cement the process.

This course is suited to any person who manages quotes or tenders, may assist in evaluating quotes or tenders, or oversees staff managing quotes or tenders.

Course Content

- Understand suppliers and market
- Define business objectives
- Ensure probity requirements
- Conduct market research
- Address risk and encourage innovation
- Set weightings and key questions
- Write clear specifications
- Run the market event
- Evaluate submissions effectively
- Give recommendations and feedback



Program Outline

This course equips participants with a set of tools and techniques to manage service providers' performance to deliver optimum value to their organisation. Participants will gain a better understanding of the key aspects of managing contracts and obtain better performance and relationships with contractors and suppliers.

This course is designed for those with authority to conduct or sign-off Local Government procurement and/or purchasing. It suits contract managers at introductory and intermediate levels.

Course Content

- Contract management principles
- Contract management enablers
- Contract management Step 1: Planning
- Contract management Step 2: Management
- Contract management Step 3: Transition out (including dispute management)

Contract Management

Online

2 half days

\$5000

In person

1 day

From \$6000

All prices exclude GST

In person prices vary based on your location and any travel requirements





Probity in Procurement

Online

Half day

\$3000

In person

Half day

From \$3500

All prices exclude GST

In person prices vary based on your location and any travel requirements

Program Outline

Probity is an essential part of procurement and purchasing in Local Government. This program outlines how Council funds are under constant scrutiny and uses real examples to demonstrate the many instances of poor management and decision-making by Councils in the procurement process.

With IBAC investigations and audit findings consistently identifying issues surrounding probity, this course equips participants undertaking purchasing activities with a set of tools and techniques to manage probity in the procurement process.

This course is recommended for anyone who purchases, manages contracts, raises purchase orders or authorises procurement and contract activity.

Course Content

- What is probity and why is it important?
- Conflicts of interest
- Danger signs
- What do we need to get right?
- Probity in the procurement process
- What to do as a delegate.

Fraud and Corruption

Online

Half day

\$3000

In person

Half day

From \$3500

All prices exclude GST

In person prices vary based on your location and any travel requirements

Program Outline

Identify red flags and implement practical controls to prevent procurement fraud and corruption. This session explores common fraud schemes in Local Government, detection techniques and appropriate reporting pathways.

Participants will strengthen their understanding of probity, ethical decision-making and governance obligations to protect both their organisation and their own professional integrity.

Course Content

- Common procurement fraud and corruption schemes in Local Government
- Red flags and early warning indicators across the procurement lifecycle
- Controls and segregation of duties that reduce risk exposure
- Reporting pathways, investigation basics and documentation requirements
- Building a culture of integrity, accountability and ethical practice





Social and Sustainable Procurement

Online

Half day

\$3000

In person

Half day

From \$3500

All prices exclude GST

In person prices vary based on your location and any travel requirements

Program Outline

This course equips participants with the ability to effectively incorporate social objectives and corporate social responsibility into procurement practice, as part of a Triple Bottom Line approach. It equips procurement professionals with the knowledge, practical skills and frameworks to embed sustainability throughout the procurement lifecycle.

It is suitable for staff at all levels who either conduct procurement or wish to improve social and sustainable outcomes.

Course Content

- Social and sustainable procurement in Local Government
- Legal and policy framework in Australia
- International and Australian case studies
- Opportunity analysis and planning
- Balancing procurement objectives
- Approaches to specifications, evaluation and monitoring
- Engaging the supply market
- Managing performance and measuring success
- Building readiness through communication and education
- Creating a program for lasting change

Program Outline

Effective performance measurement underpins strong contract and supplier management. This practical workshop equips participants to design and implement KPIs that drive accountability, support continuous improvement and maximise contract value.

Through interactive exercises and real-world examples, participants will learn to develop meaningful KPIs, interpret financial performance metrics and use data to strengthen supplier relationships and deliver better outcomes.

Course Content

- Distinguish between KPIs and SLAs and understand their roles
- Apply the SMART framework to develop effective performance indicators
- Align KPIs to contract objectives and strategic goals
- Calculate and interpret key financial performance metrics
- Use performance data to drive accountability and improvement
- Develop a practical action plan for your own contracts

Measuring Supplier Performance

Online

Half day

\$3000

In person

Half day

From \$3500

All prices exclude GST

In person prices vary based on your location and any travel requirements





Using Panel Arrangements

Online

Half day

\$3000

In person

Half day

From \$3500

All prices exclude GST

In person prices include travel and expense costs

Program Outline

This workshop builds participants' confidence and capability in identifying, accessing and purchasing through panel arrangements. It covers the range of panel types commonly used in Local Government and clarifies compliance obligations when engaging suppliers through panels.

Participants will gain practical guidance on selecting the right panel, running secondary processes where required and ensuring value for money while maintaining probity and transparency.

Course Content

- What panel arrangements are and when they are appropriate
- Types of panel arrangements: Internal Panel Arrangements, State Purchase Contracts, Collaborative Panels, Aggregators
- How to identify and access the right panel
- How to purchase off a panel
- Roles, responsibilities and common pitfalls

Program Outline

Good contract relationships can be a critical factor in achieving results and delivering value for money in an agile and changing environment. Quality supplier relationships don't just happen by chance, they are created through effective planning, with targeted communication and effective contract management before the contract is even awarded.

Participants will learn strategies and techniques to successfully manage supplier relationships and contracts.

This course is designed for contract managers of long-term strategic contracts where improved management of the supplier will deliver improvements for Council, and managers of strategic capital projects.

Course Content

- Planning for effective supplier relationship management
- Relationship segmentation tools
- Defining and understanding power in relationships
- Opportunity analysis
- Contractual levers of performance in complex relationships
- The do's and don'ts of service level agreements
- The 'people element' of supplier relationships
- Principles of managing suppliers in complex markets

Supplier Relationship Management

Online

2 half days

\$5000

In person

1 day

From \$6000

All prices exclude GST

In person prices vary based on your location and any travel requirements





Negotiation Essentials

Online

2 half days

\$5000

In person

1 day

From \$6000

All prices exclude GST

In person prices vary based on your location and any travel requirements

Program Outline

Negotiation is less common in Local Government than many other industries. Negotiation training is designed to teach you core, applicable skills that you can use right away, not just at work but in daily life. We take the fear out of challenging conversations and negotiations with fun games and a practical approach.

The morning focuses on foundational principles and understanding people (the inner circle elements), while the afternoon provides deep dives into each process step with practical application. The training addresses both the tactical and relational aspects of negotiation, ensuring participants can adapt their approach based on different persuader types and team dynamics.

Course Content

- Negotiation process overview
- Understand people and persuader types, learn to adapt your style and build influence
- Planning and preparation
- Tactics and techniques (concessions, anchoring, questioning, handling difficult behaviour and knowing when not to negotiate)
- Team dynamics and stakeholder alignment
- Closing, momentum and action planning



Category Management

Online

2 half days

\$5000

In person

1 day

From \$6000

All prices exclude GST

In person prices vary based on your location and any travel requirements

Program Outline

Develop Category Management skills from planning and analysis through to performance measurement and optimisation. This course will give a broader understanding of the relationship between Category Management and procurement, providing the tools and techniques that can be utilised within the process.

This course is designed for procurement officers progressing with Category Management, or if you are a functional area manager and the Council has nominated you as a Category Manager.

Course Content

- Role of Category Management in the procurement lifecycle
- Benefits of Category Management
- Key elements of the process
- Linking Category Management to business needs
- Supply market analysis and information use
- Tools for developing a category strategy
- Defining and aligning the strategy
- Value drivers to identify opportunities
- Securing sponsorship for the strategy

AS4000 (Construction) Contract Management

Online

2 half days

\$5000

In person

1 day

From \$6000

All prices exclude GST

In person prices vary based on your location and any travel requirements

Program Outline

In the AS4000 Contract Management course, participants will examine a range of topics and issues specific to the management of AS4000 (construction) contracts in a Local Government setting. The course is aimed at Council staff who manage (or oversee staff who manage) an AS4000 contract in the role of 'superintendent' or 'superintendent's representative'.

The content is suitable for staff who are new or experienced in managing AS4000 contracts. Content includes timeframes for key processes to enable staff to meet critical time periods.

Course Content

- An introduction to the AS4000 series
- Key aspects of the AS4000 (stepping through each clause and understanding its use and impact)
- The superintendent (understanding the role and responsibilities)
- Dispute management
- Timeframes for processes.



Collaborative Procurement Essentials

Online

2 half days

\$5000

In person

1 day

From \$6000

All prices exclude GST

In person prices vary based on your location and any travel requirements

Program Outline

Collaboration is a key focus of the State Government and Councils are required to consider collaboration in each procurement activity. This course equips participants with a set of tools and techniques to assess whether collaboration is suitable and then to navigate through the many issues to deliver a collaborative procurement event.

This course will demystify collaborative procurement, clarify many of the issues and myths that exist, and provide a structured approach to managing collaborative opportunity identification and competing council requirements. By the end of the program, attendees will be able to participate in or coordinate collaborative procurement activities. More advanced staff will be able to review spend opportunities and identify and prioritise these opportunities.

This course is suitable for staff at all levels that may be involved in a collaborative procurement event as a procurement or technical stakeholder.

Course Content

- Identifying collaborative procurement opportunities
- Governance considerations
- How to approach the opportunity
- Management options



Build procurement capability that delivers results.



Transform your team's capabilities through engaging, interactive sessions led by seasoned professionals. Ready-made training courses which can be customised for procurement and contract management professionals.

- Propello Procurement

Get In Touch With Us



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