

## Tendering, Contract Management & WH&S Masterclasses

### Wednesday 26 May 2021

9.45 am – 1.00 pm: RACT House, Level 2, 179 Murray Street, Hobart

### Tuesday 1 June 2021

9.45 am – 1.00 pm: Tamar Function Centre, 1 Windsor Drive, Riverside

### Registration Fee

\$33 GST inc – Members

\$66 GST inc – Non Members

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LG Professionals Tasmania in partnership with Page Seager Lawyers and the Local Government Association of Tasmania presents Masterclasses on procurement, tendering, contract management and work health and safety. Join Georgia Palmer (Southern Tas) & Deb Leisser (Northern Tas), Local Government Association of Tasmania and Kathryn Speed, Brett Cassidy and Joe Mullavey from Page Seager Lawyers as they cover the following topics.

### Procurement

- Overview of the services that LGAT procurement provides Tasmanian Councils
- LGAT procurement – panels and contracts
- Future areas of focus

### Tendering

- Overview of Council procurement framework
- How to reduce procurement and probity risk
- How to observe the principles of probity
- Practical tips to reduce risk during tender preparation, tender evaluation and contract negotiation

### Contract Management

- Understand how and when a contract is formed (and discuss contract formation by letter of acceptance)
- How to identify project and contract risks and how can they be mitigated
- Practical tips for effective contract administration
- How to manage contractor performance
- Other factors for effective contract management, such as insurance requirements and security obligations

### Work Health and Safety

- Overview of WHS Act
- WHS duties for Officers (as defined by the Act)
- Consultation, Cooperation and Co-ordination between duty holders, particularly regarding construction sites
- Principal Contractor obligations under the WHS Act and Regs

Thanks to our Partners

## Agenda

Time	Topic	Speaker
9.45 am	Registrations & Morning Tea	
9.58 am	Welcome & Introductions	
10.00 am	Procurement Presentation	Georgia Palmer, Senior Policy Adviser (Southern Tas), LGAT Deb Leisser, Policy Consultant (Northern Tas), LGAT
10.30 am	Tendering Masterclass	Kathryn Speed, Principal, Page Seager
11.15 am	Break	
11.20 am	Contract Management Masterclass	Brett Cassidy, Principal, Page Seager
12.05 pm	Break	
12.10 pm	WH&S Masterclass	Joe Mullavey, Principal, Page Seager
12.55 pm	Close	

## Registrations

- Register at: <https://lgprofessionalstas.org.au/upcoming-events/>
- Placement is limited
- Hobart registrations close on Friday 21 May
- Launceston registrations close on Thursday 27 May

## For further information, please contact:

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