peak

Local Government
Procurement
Professionals
Masterclass Webinar
Series

Part 1. Mastering Procurement Strategy, Planning and Performance

Presented by Peter Morichovitis

ance
Thursday 28 November 2024



The Relationship between the Entities



Independent systems ensure compliance with regulations supported by annual QAO audit.

Ministerial approval sought for Peak Services to be appointed to a Local Buy Panel.

Both entities independently and wholly owned by the LGAQ.







Governed by an independent Board of Directors

- Consulting Services
 - Procurement Office
 - Probity and Assurance Office
 - Grant Office
 - Professional Advisory and Energy Services
- Peak 247
- Training RTO
- Legal & Workforce
- Recruitment

- Pre-qualified Arrangements
- Procurement Technology & Data Analytics
- Annual Conference + Summit Series

Our Services

Recruitment Talent Acquisition







Consulting
Energy
Advisory

Peak 247 24 Hour Call Centre Training
Accredited
Courses



Training
Harness
Safety







Recruitment & Contractors



Consulting
Grant Program
Office



Workforce HR/IR Services



Consulting
Probity &
Assurance



Workforce HR Assist Platform



Training
Elected Member
Training



Workforce Peak Services Legal



Training
Short
Courses



Recruitment
Organisational
Consultancy



Consulting
Professional
Advisory





Peak's Procurement Specialists

Supported by our broader Consulting and Advisory Team





Brian Jackson Director Consulting Services



Peter Morichovitis
Principal Advisor - Procurement
Office & Professional Advisory



Sonali Cordeiro Senior Advisor - Procurement Office Probity and Assurance Office



Joneil Palenzuela Senior Advisor - Procurement Office & Professional Advisory



Michael Byrne
Principal Advisor - Probity and
Assurance Office



John Lee
Principal Advisor - Procurement Office
and Probity and Assurance Office

1111

1. Strategy Planning / Performance 2. Governance 3. Organisational Interface 4. People 5. Processes 6. Technology Guiding Principles

Masterclass Webinar Series

2024

Thursday November 28

1. Mastering Procurement Strategy, Planning and Performance

Thursday June 26

5. Mastering Sourcing

Thursday February 13

2. Mastering Procurement Governance

Thursday September 18 6. Mastering Contract and Supplier Relationship Management

Wednesday March 27

3. Mastering Probity

Thursday August 14

7. Mastering Procure-to-Pay

Thursday May 8 4. Mastering the Organisational Interface

Thursday November 27 8. Mastering Procurement Technology

The 6 Building Blocks for Enhancing Local Government Procurement





Masterclass Webinar Series



#1. Mastering Procurement Strategy, Planning and Performance

Topics for Masterclass #1

- 1. What is procurement value?
- 2. Why strategy?
- 3. So, what's the right Procurement Strategy for your council?
- 4. Translating procurement strategie into organisational action
- 5. Measuring your success



Procurement Value

1. EFFECTIVENESS

2. EFFICIENCY

3. CUSTOMER SERVICE

Value Drivers

1. EFFECTIVENESS

2. EFFICIENCY

3. CUSTOMER SERVICE

1. EFFECTIVENESS

Reducing the TCO of external spend using procurement techniques:

- category management, strategic sourcing, SRM
- TCO includes price, quality, innovation, HSEC, risk, sustainability, legal, reputation
- value for money, procurement savings, cost avoidance, capital spend reductions

Value Drivers

1. EFFECTIVENESS

2. EFFICIENCY

3. CUSTOMER SERVICE

Reducing costs from within the Procurement function and processes

- Procure-to-pay, source-to-contract
- Process reengineering, technology, automation

2. EFFICIENCY

FTEs released due to process efficiencies

Value Drivers

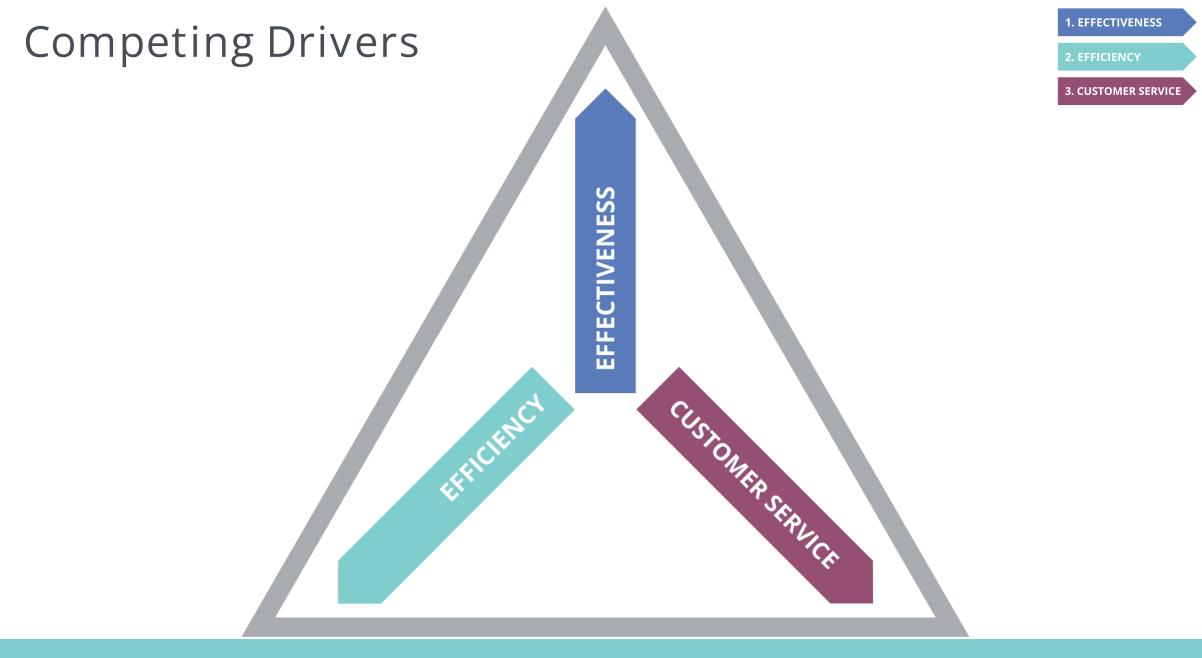
1. EFFECTIVENESS

2. EFFICIENCY

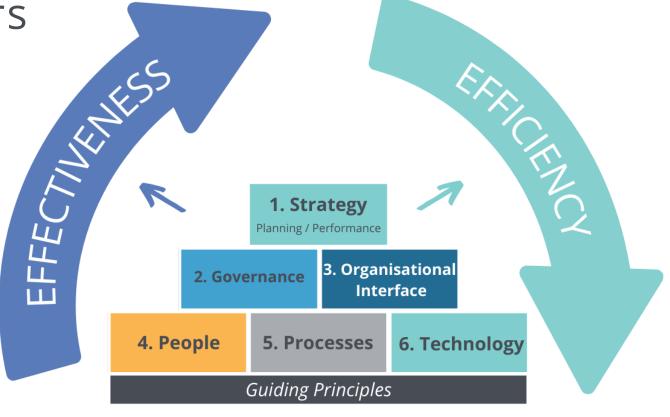
3. CUSTOMER SERVICE

Providing best value materials and services to internal customers on time, to specification, above expectation and with social responsibility

3. CUSTOMER SERVICE



Balanced Drivers





2. EFFICIENCY

3. CUSTOMER SERVICE

The 6 Building Blocks for Enhancing Local Government Procurement



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- 1. What is procurement value?
- 2. Why strategy?
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Why Strategy?

Strategy (strætəd3i): "a general plan or set of plans intended to achieve something, especially over a long period" (Collins Dictionary)

Live Poll:

Do you have a procurement **Strategy** for your council/agency/organisation?

YES

NO

UNSURE

"All men can see these tactics whereby I conquer, but what none can see is the strategy out of which victory is evolved." Sun Tzu

Why Strategy?

Procurement Strategy: a plan of action designed to achieve action in:

• identifying, selecting and implementing the 'right' procurement <u>structures</u>, <u>systems</u>, <u>skills</u>, <u>shared values</u>, <u>processes</u>, <u>programs</u>, <u>initiatives</u> and <u>objectives</u>

 driving the other 5 building blocks for procurement capability



Queensland Procurement Strategy (QPS) 2023

QPS – outcomes and strategic objectives







Procurement Strategy



1. EFFECTIVENESS

2. EFFICIENCY

3. CUSTOMER SERVICE

Topics for Masterclass #1

- 1. What is procurement value?
- 2. Why strategy?
- 3. So what's the right Procurement Strategy for your council?
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So, what's the right Procurement Strategy?

- No one-size-fits-all solution
- Dependent on strategic objectives, goals, values and procurement function maturity

Essential principles for any procurement strategy today

- ✓ Risk and total cost are balanced
- ✓ Individual end-user and overall council needs are balanced



- ✓ Effectiveness, efficiency, and customer service value:
 - enabled by strategies
 - ✓ are balanced

So, what's the right Procurement Strategy?

Essential principles for any procurement strategy today

- External influences market, economic conditions, legislation changes, moral obligations are dealt with (e.g. security of supply, talent scarcity, renewable energy, COVID, social responsibility, sustainability)
- ✓ Procurement personnel allocated to strategic and tactical roles with technology and automation used to eliminate transactional activities
- √ Simplicity
- ✓ Other 5 building blocks for procurement capability are built and continuously improved

"The essence of strategy is choosing what not to do." Michael Porter



So, what's the right Procurement Strategy?

Here's my Procurement Strategy laundry list...

- 1. Buy Local (CSR)
- 2. Social Procurement (CSR)
- 3. Innovative Procurement
- 4. Quality Assurance
- 5. WHS
- 6. Ethics and Probity
- 7. Category Management
- 8. Sustainable Procurement
- 9. SRM
- 10. Digitalisation







'Buy local' procurement policy

Key points of the 'buy local' policy

<\$200.00

For contracts worth the following amounts, quotes will only be issued and neceived from Gold Coast businesses or businesses with a branch office on the Gold Coast. In the first instance:

Works and services

uppler
arbbya
anbbjør
a local
n a local
anbbye

If Gold Coast businesses or businesses with a branch office on the Gold Coast cannot supply are deemed not capable of meeting Councils requirements as part of the quotation evaluation process, or are deemed as not providing value for money as determined by the specific quotation process, then the quotation process can consequently include suppliers from outside of the Gold Coast area.

Register your business today (it's heel) oityofgoldcoast.com.au/businesslist

For more information on supplying Council, please visit cityofgoldcoast.com.au/suppliers

We are open for business

My Council proudly supports both local businesses and employers who decide to move their operations into the city.

That is why Ocurrel has introduced by new tout local procurement policy, which gives Gold Clear businesses a leg up, not a hand out, providing origing benefits to familias by keeping jobs and profits on the Gold Clear and the local economy prosperous and compatible.

Council also wants to encourage infarstats and international businesses to expand or relocate their branches and headquarters to the city.



GOLDCOAST.

≥\$200,000 and ≤\$1,000,000

For contracts with an annual value between \$200,000 and \$1,000,000, the following is the tender evaluation process:

Gate 1	Mandatory criteria must be most Examples of mandelory criteria may include: legislative, work health and safety, environment.
Gate 2	Scoring criteria are considered NOTE: Local business and industry is a "mandatory" scoring criterion with a 16% allocation of weighting based on locality and a 5% weighting related to the Cold Coast Business Excitence Awards pae explanation table below).
Gata 3	Value for money is considered. NOTE: If the soft value pricing submission(e) is from a local business, then this suppliciply is chosen. If the best value pricing submission(e) is not from a local business, but there is a local business with a pricing submission with first. Fig. of the best value pricing submission, then the local business's submission will be chosen.

>\$1,000,000

For contracts with an annual value greater than \$1,000,000, the following is the tender evaluation process:

Galo 1	Mandatory critisals must be mat Examples of mandatory critisals may include: logislative, work, health and salisty, environment
Gato 2	Scoring criteria are considered NOTE: Local business and industry is a "mandatory" scoring criterion with a 15%, allocation of weighting based on locality and a 2% weighting related to the Gold Closet Business Excellence Awards (see explanation table below)
Gate 3	Value for money is considered

Explanation of weighting points for local business and industry

Weighted point	Description (based on ABN or other relevant checks to validate supplier's head office and branch locations)	
15	Gold Coast business (a business that has its head office on the Gold Coast)	
12	Branch office on the Gold Coast directly employing a minimum of 10 FTEs (a branch office must constitute a physical address, not a post office box)	
9	Branch office on the Gold Coast established for a minimum of 6 months directly employing less than 10 FTEs (a branch office must constitute a physical address, not a post office box)	
4	Logan City, Rediand City, Scenic Rim or Tweed Shire business (determined by the head office location of the business)	
2	Queensland business (datarmined by the head office location of the business)	
1	Interstate business (determined by the head office location of the business)	
0	Oversess business (determined by the head office location of the business)	
2% of lander evaluation criteria will be based on the Gold Coast Business Excellence Awards and scoring allocated as follows:		

Score out of 2	Description
2	A winner of the Gold Coast Business Excellence Awards within the past four calendar years
1	A finalist of the Gold Coast Business Excellence Awards within the past four calendar years
0	All other businesses

Note that the information provided in this document is a summary of the Council of the City of Gold Count's Procument Policy and Standards and should be used as a guide and FAQ only. The full Procument Policy and Standards document can be accessed and read at displigationant.com.audiocumentub®Procument, Policy, and, Standards.pdf

GOLDCOAST.

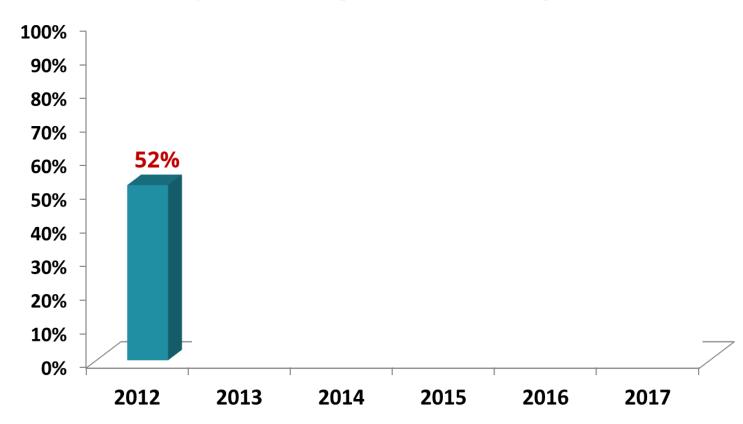


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Local Spend

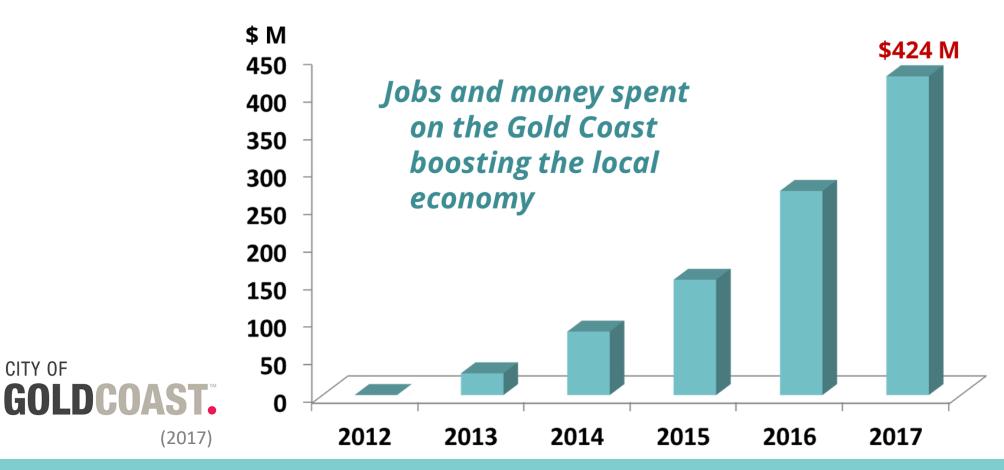
Percentage of total procurement spend with local suppliers







Additional procurement spend with local suppliers



CITY OF

Gold Bulletin



Conneil

\$136 million boost to Gold Coast businesses through dozens of contracts from council

Lea Emery, Gold Coast Bulletin August 18, 2017 12:00am

GOLD Coast City Council pumped an extra \$136 million in contracts to local businesses last financial year.

Of the total \$600 million in council contracts issued, \$480 million went to Gold Coast firms. In the 2015-16 financial, local companies received \$334 million.

In five years, the number of Gold Coast businesses awarded council contracts has gone from 52 per cent to 80 per cent.

Council shops local

Surge in value of contracts going to Coast businesses

LEA EMERY lea.emery@news.com.au

GOLD Coast City Council pumped an extra \$136 million in contracts to local businesses last financial year.

Of the total \$600 million in council contracts issued, \$480 million went to Gold Coast firms. In the 2015-16 financial year, local companies received \$334 million.

In five years, the number of Gold Coast businesses awarded council contracts has gone from 52 per cent to 80 per cent.

Nearly 450 of the 560 contracts issued in 2016-17 went to local firms.

"The city is one of the largest employers and one of the biggest budgets so it only makes sense to put our focus locally," the council's Governance and Administration Committee chairman William Owen-Jones said.

"If you spend money locally you are looking at getting more people employed." The 80 per cent threshold target was raised late last year when the council reached 75 per cent of contracts.

Part of the push is the council's policy which gives local businesses a 15 per cent price advantage on projects less than \$1 million. The price advantage is capped at \$300,000 but only \$31,888 was used in the last financial year.

The full council will vote on Tuesday whether to drop the cap to \$250,000.

Cr Owen-Jones said there were reasons the city would not be able to reach 100 per

cent of all contracts to Gold Coast businesses. "It can be many reasons (a

contract) does not go to a local business," he said. "It might be there just isn't a

suitable company, the expertise might not be here or it might simply be price." Cr Owen-Jones said as well as a focus on local business, the council had saved \$23.3 million by centralising the city's procurement processes.

The savings are up from about \$12.4 million in the 2012-13 financial year.

Gold Coast North Chamber of Commerce president Gary Mays said the chambers had heard businesses were benefiting from the policy.

"For the most part it has been working," he said.

He said the policy had not been popular outside of the city. "I've had interstate companies call me furious because they have missed out on a contract," he said.

CASH OUT

- \$136 million more awarded to local businesses.
- 80 per cent of contracts to local businesses as at June 2017.
 52 per cent of contracts to

Media



SOCIALTRADERS

A force for Social Enterprise



Gold Coast City Council is first to offer tender opportunities directly to social enterprises

Submitted by socialtraders on Mon, 10/09/2012 - 14:11

In Australia

COUNCIL'S SOCIAL PROCUREMENT PROGRAM WAS DESIGNED TO BENEFIT ORGANISATIONS AND BUSINESSES THAT HAD A SOCIAL RATHER THAN COMMERCIAL OR BUSINESS PURPOSE.

ECO-Buy @ECOBUy01

ECO-Buy @ECOBUy01

**GOID_Coast_City Council leads the way in social benefit

**

GOLDCOAST.

LLLL

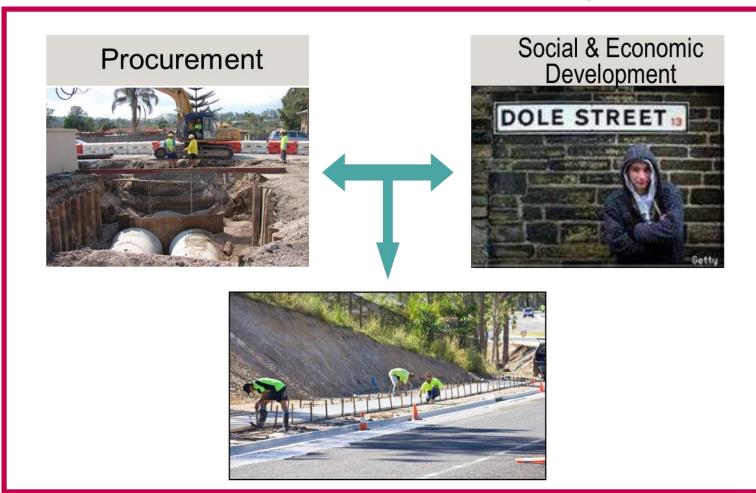
2. Social Procurement (CSR)



Social Procurement as a concept...

Social Procurement

A strategic approach to meeting social objectives through procurement and in particular facilitating employment opportunities



2. Social Procurement (CSR)



Every Category is an opportunity for Social Procurement...

- ✓ Waste recycling
- ✓ Cleaning
- ✓ Parks, grounds, cemeteries outdoor maintenance
- ✓ Dismantling e-waste
- ✓ Laundry services (e.g. linen for Tourist Parks)
- ✓ Café management at parks/community centres
- ✓ Graffiti removal
- ✓ Water Meter reading

3. Innovative Procurement

Be the conduit for innovation

✓ Innovation is fundamental to enhancing value for money outcomes

✓ Innovative solutions can be developed in the market long before they are identified and can provide a unique and/or innovative solution to a problem, address an opportunity, or enhance the services a council provides to its rate payers

✓ Work with suppliers to expand opportunities and identify suitable procurement spend categories for innovative procurement initiatives



4. Quality Assurance

- ✓ Quality assurance (QA) is a method whereby a council can increase its confidence that procured goods and/or services will be of consistent quality
- ✓ satisfy your requirements for goods and services from suppliers with quality systems and certification in place
- ✓ Remember the link to cyber security



5. Work Health and Safety

- ✓ All foreseeable health and safety risks associated with a potential procurement contract are identified
- Specifications comply with the relevant legislation
- ✓ Evaluation criteria request sufficient WHS systems to ensure that risks are minimised and/or eliminated
- Operational obligations with regards to WHS contract performance monitoring and management are actioned under the contract



6. Ethics and Probity



Masterclass Webinar Series

#3

Wednesday March 27 Mastering Probity

Ethical conduct that exceeds the ata prote legale of requirements CCC

subsidiarity

7. Category Management



Masterclass Webinar Series

#4

Thursday May 8

Mastering the Organisational Interface

Construction

- BuildingsConstruction
- · Venues Construction
- Bridges
 Construction
- Road/Transport
 Assets Construction
- Beaches & Waterway Assets Construction
- Parks & Recreation Assets Construction
- Water, Sewerage & Waste Assets Construction
- Stormwater Assets Construction

Operational Works

- Pavement Services
- Traffic Services
- Beaches & Waterway Services & Maintenance
- City Services
- Domestic Waste Services
- Waste Management Services
- · Recycling Services
- Water, Sewerage & Waste
 System/Network
 Maintenance
- Stormwater System Maintenance

Operational Services

- Parks & Landscape
 Products
- Park & Open Spaces
 Services
- Park & Recreation
 Assets
- Building Services & Maintenance
- Fleet and Plant
- Petroleum Products/
- Chemicals Supply
 Consumables
 Supply

Professional Services

- · ICT
- Digital
- Facilities
 Management
- Electricity
- Office Services
- Professional Services/ Consultancies
- Contingent Labour
- Communications & Marketing Services
- Community Venues Management
- · Library Products
- Animal
 Management

8. Sustainable Procurement

Masterclass Webinar Series

#5

Thursday June 26 Mastering Sourcing



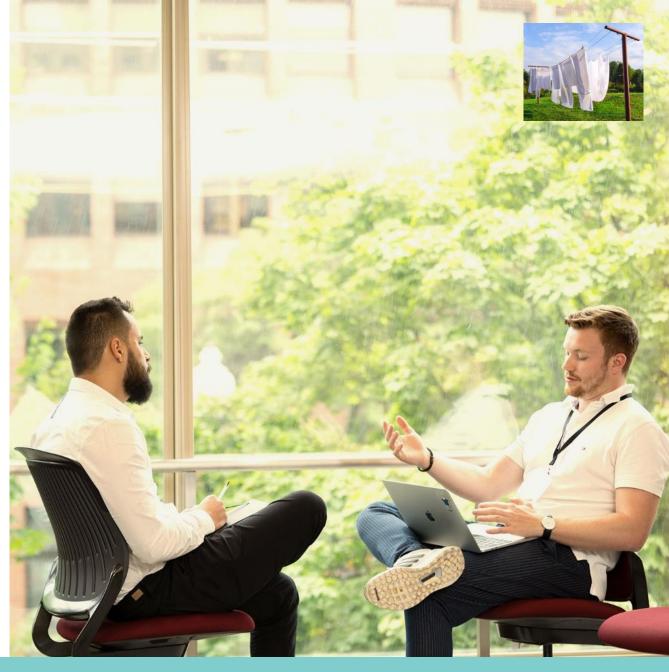
9. Supplier Relationship Management (SRM)

Masterclass Webinar Series

#6

Thursday August 14

Mastering Contract and Supplier Relationship Management



10. Digitalisation

Masterclass Webinar Series

#7

Thursday September 18 Mastering Procure-to-Pay

#8

Thursday November 27 Mastering Procurement Technology



Procurement Strategy

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Topics for Masterclass #1

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- 2. Why strategy?
- 3. So, what's the right Procurement Strategy for your council?
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- 5. Measuring your success



What translates procurement strategies into organisational action?

= a Business Plan



- Annual business planning process
- ✓ Business plan communicates the procurement strategies, activities, actions and goals
- Business plan focus for all procurement activity

Quick Poll:

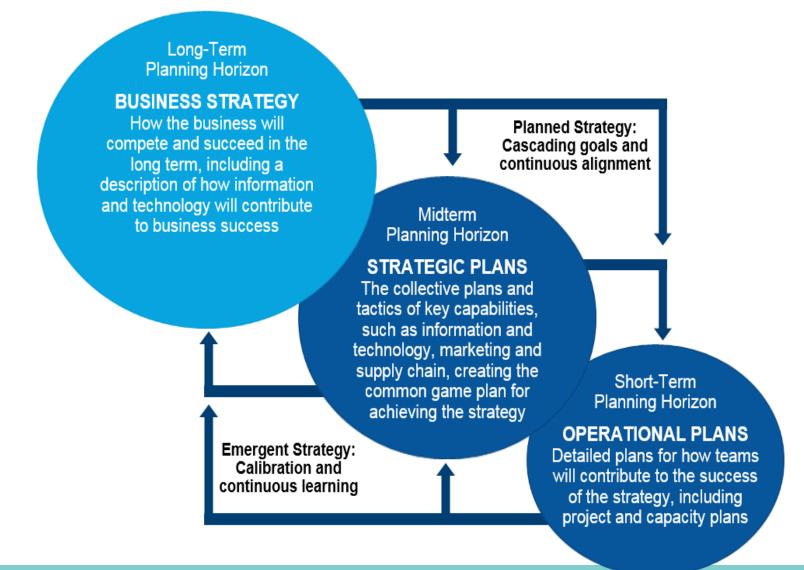
Do you have a Procurement *Business Plan* for your council/agency/organisation?

YES

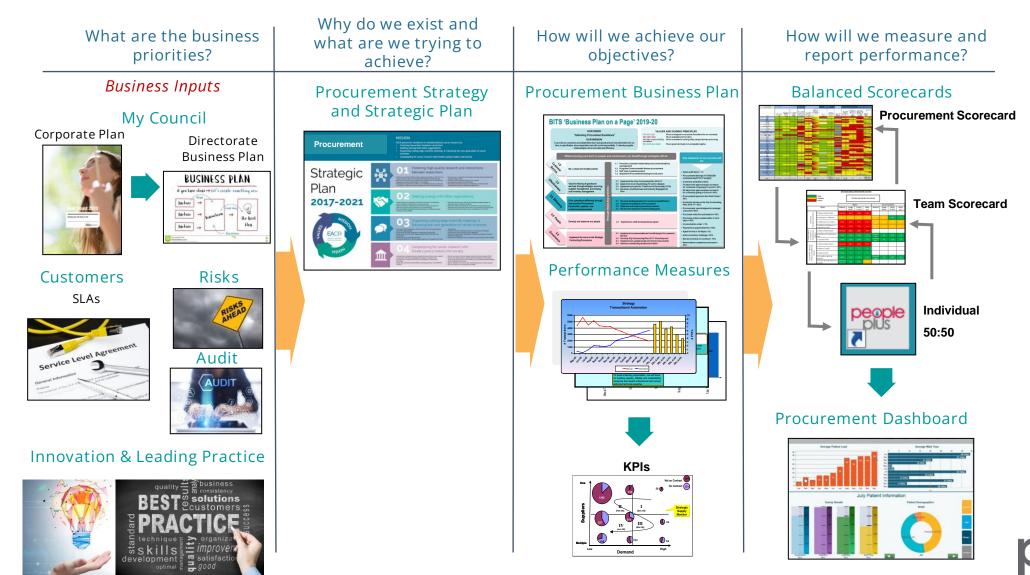
NO

UNSURE

Planning Process



Planning Process



Sample Procurement Business Plan

OUR VISION "Delivering Procurement Excellence" **OUR MISSION** To provide our customers and stakeholders best value goods and services delivered in full, on time, to specification, above expectation and with social responsibility. To develop supplier relationships to drive innovation and efficiency. 1.0 CUSTOMER SERVICE 2.0 EFFECTIVENESS Drive operational efficiency Value for Money of goods and Be a valued and trusted services through strategic sourcing,

Values and Guiding Principles

- We live by and advocate the Code of Conduct for Employees
- WHS, ethics, probity and transparency are non-negotiable
- Continuous improvement and innovation are the way we do
- We work as a team

Whilst ensuring zero harm to people and environment, our breakthrough Strategies will be:

partner

supplier management, purchasing, and inventory management

3.0 EFFICIENCY

through best practice Procurement frameworks, systems, and continuous improvement

4.0 PEOPLE

Develop and empower our people

5.0 GOVERNANCE

Implement the move to the Strategic Contracting Procedures

Through these key activities:

- Proactive customer relationship and communications management
- 1.2 Implement ERP improvements for the Procurement module
- 1.3 Implement Procurement training for end users
- 1.4 Optimise processes for auotations
- 1.5 Streamline variations process

- 2.1 Implement the Contracting Plan 2021-22
- 2.2 Apply best sourcing strategy for each category
- 2.3 Implement process for Total Cost of Ownership (TCO)
- 2.4 Develop Local Business and Industry Engagement Plan
- 2.5 Develop Innovative Procurement Framework

- 3.1 Develop strategy/system for vendor pregualification
- 3.2 Implement strategy for eProcurement
- 3.3 Optimise ordering to payment processes
- 3.4 Review and optimise Contract Catalogues
- 4.1 Implement a staff development program
- 5.1 Implement recommendations from the Strategic Procurement Review
- 5.2 Develop Contracting Plan 2022-23 and beyond
- 5.3 Implement an updated suite of Contract documents
- 5.4 Address outstanding Audit action items
- 5.5 Review Procurement Policy
- 5.6 Align with the Corporate Project Management Model

Kev Measures of Our success will be:

- Open audit items < 10
- Procurement Savings = \$15M
- Contracts awarded on time:
- 70 days from approved spec to award for contracts not going to Council > 95%
- 90 days from approved spec to award for contracts going to Council > 95%
- Local Procurement spend = 80%
- Contracts shown on the City Contracting Plan 2022-23 > 80%
- Procurement spend aligned to strategic outcomes >80%
- Purchase order line automation = 55%
- Purchase orders created within 2 work days > 95%
- Invoice before order < 5%

- Payments to payment terms > 95%
- Aged invoice (> 30 days) < 5%
- Active inventory holdings > 92%
- Stores inventory on contract > 75%
- Reservations created by end-users = 45%

Topics for Masterclass #1

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Measuring your success

"You can't manage what you don't measure."

Quick Poll:

Do you have *performance measures/KPIs* for your Procurement function?

YES

NO

UNSURE

"Tell me how you will measure me, and I will tell you how I will behave." Eliyahu M. Goldratt

Measuring your success

Procurement Performance measurement

Procurement KPIs, performance measures in place:

- ✓ Aligned with organisation's strategic objectives, goals and values, with the link actively marketed
- ✓ Internal customer satisfaction, supplier feedback mechanisms
- ✓ Work group and individual job goals directly linked to business plan and balanced scorecard outcomes
- ✓ Performance results used to review, change and develop new strategies and goals and for continuous improvement



Measuring your success

Planning Process



Procurement Scorecard

Team Scorecard

Individual 50:50



Measuring your success - example



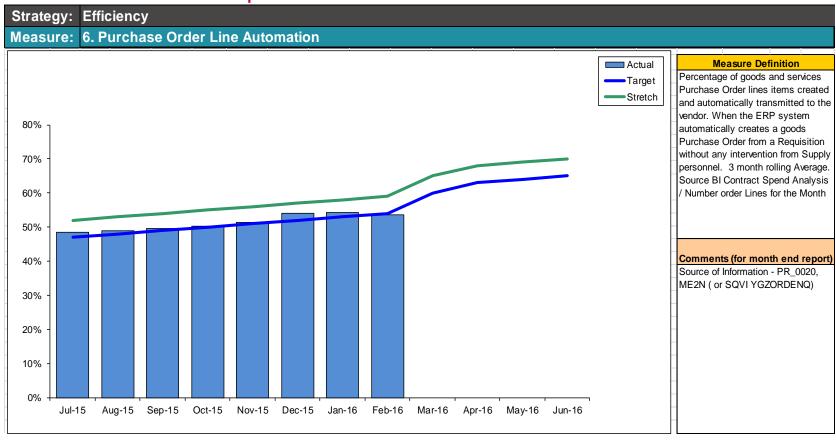
CONTRACT	ſS		PURCHASING						
KPIs	FY16 Target	YTD Target	Actual	KPIs	FY16 Target	YTD Target	Actual		
2a. Procurement Savings - against budget underpinning (\$M)	\$ 4.50	\$ 3.00	\$4.58	6. Purchase Order Line Automation	65%	57%	54%		
2b. Procurement Savings - Total (\$M)	\$15.00	\$ 6.69	\$22.51	7. Purchase Order creation on time	90%	82%	94%		
3. Contracts awarded on time	95%	95%	95%	8. Purchase orders raised off a catalogue	70%	57%	49%		
4. Procurement spend on the Gold Coast	77%	75%	75%	9. Invoices before order	5%	6%	6%		
5. Contracts extended	20	8	7	As at 29 February 2016					

INVENTORY AND STORES			ACCOUNTS PAYABLE					
KPIs	FY16 Target	YTD Target	Actual	KPIs	FY16 Target	YTD Target	Actual	
13. Active Inventory Holdings	92%	84%	84%	10. Payments to Payment Terms	93%	94%	94%	
14. Stock Items under a Current Contract (CPO Stores Only)	95%	60%	44%	11. EFT vs. Cheque payments	98%	96%	99%	
15. Reservations created by endusers	45%	38%	31%	12. Aged Invoices Over 30 days	5%	6%	10%	

Measuring your success - example



Balance Scorecard Feedback Report



	FY11	FY12	FY13	FY14	FY15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	FY16	FY17	FY18
Actual	NM	20%	30%	43%	47%	48%	49%	50%	50%	51%	54%	54%	54%							
Target	NM	NM	NM	50%	60%	47%	48%	49%	50%	51%	52%	53%	54%	60%	63%	64%	65%	65%		
Stretch	NM	NM	NM	55%	65%	52%	53%	54%	55%	56%	57%	58%	59%	65%	68%	69%	70%	70%		
Threshold	NM	NM	NM	45%	55%	42%	43%	44%	45%	46%	47%	48%	49%	55%	58%	59%	60%	60%		

Measuring your success - example

Inventory Management measures – optimisation

	From	Today	Target
'active inventory' (% of stock items which have moved in the past 15 months)	63%	86%	95%
items delivered vs. call-at- counter (%)	5:95	31:69	60:40
Inventory items on contract	25%	44%	95%
Line Items held in inventory	4,943	2,581	2,000
Inventory holdings	\$3.41 M	\$2.57 M	\$1.75 M

Take aways Strategy, Planning, **Performance** Organisational Interface Governance Technology **Processes** People



Procurement Value



1. EFFECTIVENESS

2. EFFICIENCY

3. CUSTOMER SERVICE

The 6 Building Blocks for Enhancing Local Government Procurement





Procurement Strategy

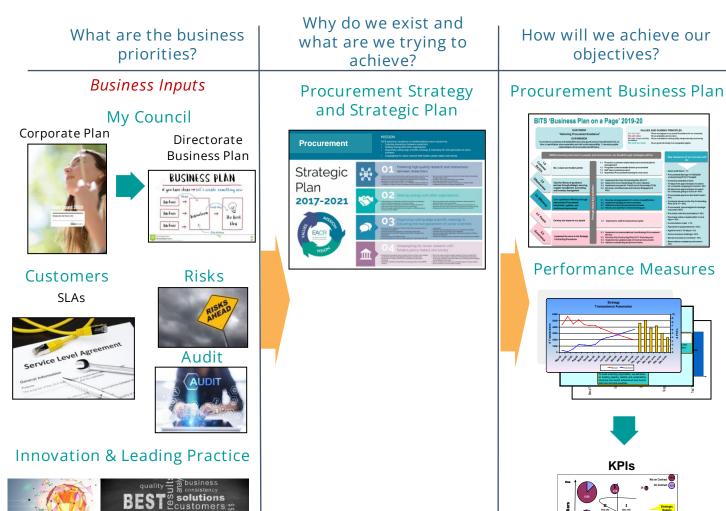
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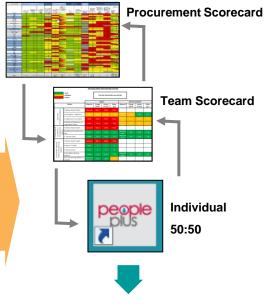
Planning and measurement





How will we measure and report performance?

Balanced Scorecards



Procurement Dashboard



FEEDBACK

We'd love to know what you think!





1111

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THANK YOU

Peter Morichovitis

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