

# **NSW Local Government Procurement Board**

## **Background**

LGP provides fully integrated procurement services. These services include establishing contract panels, consulting, professional development and contract management. Its customers include NSW councils, not for profit organisations, universities, state government agencies and departments.

LGP is a business arm of Local Government NSW (LGNSW), the membership association for all general purpose councils in NSW and a range of associated entities. LGP is also a 'prescribed entity' under s55 of the Local Government Act 1993 (NSW) and the Local Government (General) Regulation 2005 (NSW). This means that councils do not need to go to tender for values greater than the tendering threshold (as they normally would be required to do) and may, instead, utilise supply arrangements coordinated by LGP.

The objective of LGP is to achieve savings for customers; both through its purchasing power to achieve economies of scale, as well as clients not having to undertake their own tender process.

LG Procurement was established in 2006 under a Deed of Partnership.

## **LGP Board objectives**

The objectives of the Board are to:

- Develop and implement a strategic approach to procurement
- Ensure best value for money in the procurement of goods and services
- Reduce administrative costs associated with procurement for customers through a streamlined competitive tendering process
- Ensure the highest probity standards and fairness in procurement processes
- Ensure quality assurance in the engagement of service providers.

## **LGP Board functions**

The main functions of the LGP Board are to

- Ensure an effective strategic planning process is in place and take an active role in assessing business opportunities, undertake strategic reviews and monitor progress
- Develop and implement procurement policy
- Develop and implement a risk management framework and process for review and reporting
- Establish performance targets in line with the strategic/operational plan and monitor performance against these
- Establish key elements of good governance including a rigorous performance management process for both the Board and the CEO
- Enhance board performance (including development of its members)

# NSW Local Government Procurement Board

The LGP Board is subject to the direction and control of the LGP Management Committee in the exercise of its functions.

## LGP Management Committee.

Notwithstanding the powers conferred by the Deed of Partnership, the LGP Management Committee's oversight of the business is as follows:

- Appoint LGP Chair and Board members
- Review the strategic plan
- Review periodic reports of performance against the operational plan deliverables and targets
- Ensure the key elements of good governance are in place
- Endorse proposed distributions and rebates, and
- Identify and implement measures to drive enhanced board performance (for example moving to a skills based board).

## Board Meetings

At this stage, Board Meetings are to be held quarterly. Meetings will generally be held in the LGP offices in Sydney.

## Terms of appointment

The initial terms of appointment are two or three years. Reappointments may be for a further two year period.

## Applying for the Chair or a board member position

Vacancies exist for the Chair and four Member positions on the LGP Board.

If you are interested in applying please complete the Application Form.

Completed application forms and resumes must be sent by email to [executive.assistant@lgnsw.org.au](mailto:executive.assistant@lgnsw.org.au) or by mail to Magdalena Przybylo, Executive Assistant, Local Government NSW, Level 8, 28 Margaret Street, SYDNEY 2000

## Applications close midnight 23 February 2018.

Short listed applicants will need to be available to attend an interview in the week commencing 26 March 2018. Applicants with further enquiries may contact Susan Budd, Senior Manager Governance and Culture on (02) 9242 4005 or by email to [susan.budd@lgnsw.org.au](mailto:susan.budd@lgnsw.org.au)

## Local Government Procurement Board Skills Matrix

Competencies	Expertise, knowledge or skill
<b>Industry Experience Knowledge</b>	Working knowledge/commercial experience in strategic procurement and supply chain management
	Experience as a CEO/Senior Executive/Director
	Working knowledge and/or understanding of the local government sector
<b>Business Strategy</b>	Understanding of what constitutes effective business strategy and how to achieve best value for money in the procurement of goods and services
	Experience in the identification of business opportunities and strategic planning
<b>Governance</b>	Understanding of the role of Board (as outlined in the Charter)
	Awareness of the key provisions and obligations under the Corporations Act
	Knowledge of best practice corporate governance structures, policies and processes and an ability to apply where relevant
	Ability to identify key issues and contribute to the development and implementation of LGP policies.
	Experience/knowledge of executive performance management relevant to management of the CEO
<b>Financial Management, Audit and Accounting</b>	Knowledge or skills in accounting and knowledge of financial control concepts and statutory reporting requirements
	Experience in analysing and interpreting financial statements
	Appreciation of internal audit roles and responsibilities
	Experience in budget planning and monitoring
<b>Risk Management &amp; Compliance</b>	Experience in developing and implementing risk management systems
<b>Formal training</b>	Completed formal training in governance or as a Director
<b>Behavioural</b>	Team player/collaborative
	Demonstrates independent thinking as well as an ability and willingness to challenge and probe
	Demonstrates integrity and high ethical standards
	Excellent verbal communication and listening skills
	Experience as a mentor or understanding of the role

## Local Government Procurement Board Skills Matrix

### Other

Criteria	Description
<b>Time constraints</b>	Willingness and ability to devote time and energy to the role
<b>Conflicts of interest</b>	Must not have any actual or potential conflicts of interest or other affiliations that would make the appointment inappropriate or would hinder an effective contribution to the Board.

### Proposed Diversity

Criteria	Description
<b>Gender</b>	Aim for a minimum of 40% female representation on the Board.
<b>Geographic diversity</b>	Better understanding of the operational environment via representation from rural, regional and metropolitan areas.
<b>Age</b>	Some age diversity to bring different generational perspectives to the Board's deliberations.