

# BASIC CONTRACT ADMINISTRATION

- ❖ **Is your building business suffering a breakdown in the management of the building contracts?**
- ❖ **Is it due to site information not being passed on to the right people?**



Topics covered in the course include:

- Understanding the Contract
- The BIG three:
  - Variations
  - Delays
  - Defects
- Communication and Dispute Resolution

Participants are encouraged to bring the contracts they use to the course. This will provide them with a greater understanding of the documents they use and where to find relevant provisions.

|                 |  |                                 |                  |
|-----------------|--|---------------------------------|------------------|
| <b>DATE:</b>    | <b>Tuesday 21 July, 2015</b>   |                                 |                  |
| <b>TIME:</b>    | <b>8.00am – 12.00pm</b>  |                                 |                  |
| <b>TRAINER:</b> | <b>Alana Dowley – Director, Encore Legal Pty Ltd</b>                 |                                 |                  |
| <b>VENUE:</b>   | <b>Master Builders, 3rd floor, 35-37 Havelock Street, West Perth</b> |                                 |                  |
| <b>COST:</b>    |  | <u>Course Fee</u>               | <u>Total</u>     |
|                 | MBA Member   | \$460.00                        | <b>\$460.00*</b> |
|                 | Non-member   | \$500.00                        | <b>\$500.00*</b> |
|                 | MBA Member eligible for CTF subsidy                                  | \$460.00 -\$116.00 <sup>^</sup> | <b>\$344.00*</b> |
|                 | Non-member eligible for CTF subsidy                                  | \$500.00 -\$116.00 <sup>^</sup> | <b>\$384.00*</b> |

If you require further assistance, please contact Carolyn Fitzgerald, Training & Safety Coordinator on **9441 8000** or email [training@mbawa.com](mailto:training@mbawa.com)



*The Construction Training Fund provides funding support for training of eligible workers in the construction industry. We acknowledge the support of the Construction Training Fund in reducing costs of training for eligible workers.*

\*Prices subject to change. <sup>^</sup>Construction Training Fund (CTF) subsidy available for eligible course participants. This course is GST free.



# BASIC CONTRACT ADMINISTRATION (mbca)

**Please Note:** This course is subsidised by the Construction Training Fund for eligible participants. Master Builders requires participants personal contact details be provided, otherwise the full fee applies.

|  |  |   |                  |
|--|--|---|------------------|
| <b>Course Time:</b> 8.00am – 12.00pm     |  | <b>Course Date:</b> Tuesday 21 July, 2015 |                  |
| <b>Participant First name:</b>           |  | <b>Last name:</b>                         |                  |
| <b>Participant birth date:</b>           |  |   |                  |
| <b>Participant home address:</b>         |  |   |                  |
| <b>Suburb:</b>                           |  |   | <b>Postcode:</b> |
| <b>Participant mobile phone contact:</b> |  |   |                  |
| <b>Participant email address:</b>        |  |   |                  |
| <b>Participant Job Title:</b>            |  |   |                  |
| <b>Job Description (brief detail):</b>   |  |   |                  |

|  |               |                                      |                                  |
|--|---------------|--------------------------------------|----------------------------------|
| <b>Company/Employer:</b>                                 |               |                                      |                                  |
| <b>Full Address:</b>                                     |               |                                      | <b>Postcode:</b>                 |
| <b>Contact person:</b>                                   |               |                                      |                                  |
| <b>Phone:</b>  | <b>Phone:</b> | <b>Phone:</b>                        |                                  |
| <b>Email:</b>  |               |                                      |                                  |
| <b>Please tick the industry sector in which you work</b> |               | Commercial <input type="checkbox"/>  | Housing <input type="checkbox"/> |
|  |               | Engineering <input type="checkbox"/> |                                  |

| Payment and Registration Details  |  |
|---|--|
| <b>Registration</b>   | To guarantee your place on the course please return this registration form, with fees, to:<br><b>FAX:</b> 9476 9801<br><b>EMAIL:</b> training @mbawa.com<br><b>POST:</b> Master Builders Training Department, PO Box 167, West Perth WA 6872 |
| <b>Eligible for CTF</b>   | MBA member \$344.00 p.p. .... non-member \$384.00 p.p. ....  |
| <b>Not eligible for CTF</b>   | MBA member \$460.00 p.p. .... non-member \$500.00 p.p. ....  |
| <i>Please note that course costs subject to change. This course is GST free</i> |  |

|  |   |                             |
|--|---|-----------------------------|
| <b>Method of Payment</b>   | Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Money Order <input type="checkbox"/> | <b>Amount: \$</b>           |
| <b>Credit Card Details:</b>  | Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>                                     |                             |
| <b>Card number:</b>  | __ __ __ / __ __ __ / __ __ __ / __ __ __   | <b>Expiry Date:</b> __ / __ |
| <b>Cardholders Name:</b>   | <b>Signature:</b>   |                             |
| You <u>must</u> quote your <b>INVOICE NUMBER</b> as the reference when paying by Direct Deposit. |   |                             |

|                            |  |
|----------------------------|--|
| <b>Cancellation Notice</b> | <i>A refund will not be provided for no shows on the day of the course or cancellations less than 5 working days prior to the course date. You may, however, substitute another person up to 48 hours prior to the course.</i> |
|----------------------------|--|

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**To view our Terms and Conditions please visit [www.mbawa.com](http://www.mbawa.com)**