

PERTH METRO

**MASTER BUILDERS**  
WESTERN AUSTRALIA

Friday  
7 August, 2015

*It's not enough to just deliver the project to the plans and specifications.  
You've committed to a contract and you need to understand your obligations.*

# CONTRACT MANAGEMENT COURSE

Lack of knowledge and understanding of building contracts is the cause of numerous unprofitable building projects. The contract provides the basis for the scope of work, getting paid, managing time and quality issues, documenting project management and resolving disputes. You need to work through the contract as you work through the job. Do you know how to do that?

*This is a must for builders, sub-contractors, suppliers, contract managers and administrators.*



This one-day course is an overview of every area of contract management for those who need to know a little about everything.

- Contract formation and interpretation
- The claims process
- Variations, EoT's and delay costs
- Management teams
- Dispute resolution

Standard contracts are used in the workshop but participants are encouraged to bring contracts they currently use and are familiar with.

**DATE :** Friday 7 August, 2015  
**TIME:** 8.30am – 3.30pm  
**VENUE:** Master Builders, 3<sup>rd</sup> floor, 35-37 Havelock St, West Perth  
**TRAINER:** Alana Dowley – Director, Encore Legal Pty Ltd  
**COST:**

	<u>Course Fee</u>	<u>Total</u>
MBA Member	\$595.00	\$595.00*
Non-member	\$655.00	\$655.00*
MBA Member eligible for CTF subsidy	\$595.00 - \$210.00^	\$385.00*
Non-member eligible for CTF subsidy	\$655.00 - \$210.00^	\$445.00*

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. ^Construction Training Fund (CTF) subsidy available for eligible course participants. This course is GST Free.



## CONTRACT MANAGEMENT COURSE (mcm)

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

<b>Course Time:</b> 8.30am – 3.30pm	<b>Course Date:</b> Friday 7 August, 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>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>Address:</b>	<b>Postcode:</b>	
<b>Contact person:</b>		
<b>Phone:</b>	<b>Fax:</b>	<b>Mobile:</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>	<b>To guarantee your place on the course please return form, with fees, to:</b> <b>FAX: 9476 9801</b> <b>EMAIL: training@mbawa.com</b> <b>POST: Master Builders, PO Box 167, West Perth WA 6872</b>
<b>Eligible for CTF</b>	MBA member \$385.00 p.p. .... non-member \$445.00 p.p. ....
<b>Not eligible for CTF</b>	MBA member \$595.00 p.p. .... non-member \$655.00 p.p. ....
<b>Course costs are subject to change. This course is GST free</b>	

<b>Method of Payment</b>	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> EFT <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> please quote <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>
----------------------------	---

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

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