



Friday
19 June, 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

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.

Use of written contracts is required at all levels within the contractual chain. This one-day course is a quick overview of every area of contract management for those who need to know a little about everything.

Topics covered include:

- 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 19 June, 2015
TIME: 9.30am – 4.30pm
VENUE: Master Builders Association Business Training & Function Centre,
19 Clifford Street (Cnr Ray Jordan Way & Clifford Street), Bunbury
TRAINER: Alana Dowley – Encore Legal Pty Ltd
COST:

FROM \$366.00*^

***Subject to Master Builders Membership and Construction training Fund eligibility**

^Full course cost for Non members and NOT eligible for Construction Training Fund Subsidy is \$650.00

To book your place on this training course, please complete the accompanying registration form.

If you require further assistance please contact the South West Office on 9726 0939
or email southwest@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



REGISTRATION FORM - CONTRACT MANAGEMENT COURSE

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

Course Date: Friday 19 June, 2015		Course Time: 9.30am – 4.30pm	
Full Name of Participant:			
Participants Date of Birth:			
Residential Address of Participant:			
Suburb:			Postcode:
Mobile Phone contacts:			
Participants Email address:			
Participant Job Title:			
Job Description (brief detail):			
Company/Employer:			
Address:			Postcode:
Contact person:			
Phone:		Fax:	Mobile:
Email:			
Please tick the industry sector in which you work		Commercial <input type="checkbox"/>	Housing <input type="checkbox"/>
		Engineering <input type="checkbox"/>	

Payment Details

Registration	To guarantee your place on the course please return form, with fees, to: FAX: 9726 0949 EMAIL: southwest@mbawa.com POST: Master Builders Association, PO Box 253, Bunbury WA 6231
---------------------	---

NOT eligible for CTF: MBA Member \$590.00p.p.Non Member \$650.00 p.p.
 Eligible for CTF: MBA Member \$366.00 p.p.Non Member \$426.00 p.p.
Please note course prices are subject to change. This course is GST free

Method of Payment	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> EFT <input type="checkbox"/>	Amount: \$
Credit Card Details:	MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>	
Card number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _	Expiry Date: _ _ / _ _	
Cardholders Name:	Signature:	

EFT Direct Credit Details: BSB: 306 051 Account: 039 911 5 Reference: **Please quote invoice number**

Cancellation Notice *Please note, fees should accompany registration form. A refund will only be provided if at least 48 hours working/business days notice is given. You may, however, substitute another person.*

If you require further assistance please contact the South West Office on 9726 0939 or email southwest@mbawa.com