

GERALDTON

Tuesday  
7 February, 2017

# Contract Management

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.

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 course 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:** Tuesday 7 February, 2017  
**TIME:** 8.30am – 4.30pm  
**TRAINER:** Alana Dowley – Director, Encore Legal Pty Ltd  
**VENUE:** Master Builders Association, 4 Walton Close, Geraldton  
**COST:**

	<u>Course Fee</u>	<u>Total</u>
MBA Member eligible for CTF subsidy	\$680.00 - \$238.00 <sup>^</sup>	<b>\$442.00*</b>
Non-member eligible for CTF subsidy	\$750.00 - \$238.00 <sup>^</sup>	<b>\$512.00*</b>
MBA Member	\$680.00	<b>\$680.00*</b>
Non-member	\$750.00	<b>\$750.00*</b>

If you require further assistance, please contact us on **08 9921 5061** or email [geraldton@mbawa.com](mailto:geraldton@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.



## CONTRACT MANAGEMENT

Tuesday 7 February | 8.30am - 4.30pm

**Please Note:** This course is subsidised by the Construction Training Fund (CTF) for eligible participants. Master Builders requires participants details be provided as indicated below, otherwise the full fee may apply.

### PARTICIPANT DETAILS:

<b>Surname:</b>	<b>First name:</b>
<b>Date of birth:</b>	
<b>Mobile:</b>	<b>Email:</b>
<b>Home address:</b>	
<b>Suburb:</b>	<b>Postcode:</b>
<b>Job/Trade title:</b>	
<b>Job description (brief detail):</b>	

### EMPLOYER/COMPANY DETAILS:

<b>Master Builders member name:</b>		
<b>Employer/company name:</b>		
<b>Address:</b>		
<b>Suburb:</b>		<b>Postcode:</b>
<b>Contact name:</b>		<b>Email:</b>
<b>Phone:</b>	<b>Fax:</b>	<b>Mobile:</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 DETAILS

*Payment must be received prior to the course date to secure your place & receive your confirmation.*

**EMAIL:** geraldton@mbawa.com      **FAX:** 08 9965 5025

**POST:** Master Builders Association, P.O. Box 1525, Geraldton WA 6531

Course Costs	Master Builder member	Non-member
Eligible for CTF subsidy	\$442.00 per person	\$512.00 per person
Not eligible for CTF subsidy	\$680.00 per person	\$750.00 per person

*Please note that course costs subject to change. This course is GST free.*

<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>
Credit Card Details <i>(please tick):</i>	Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>	
Card number:    _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _	Expiry date:    _ _ / _ _	
Cardholders name:	Signature:	
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 24 hours prior to the course.</i>
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To view our Terms & Conditions please visit [www.mbawa.com](http://www.mbawa.com)