



Contract Administration - Works

This two day course applies to all persons involved in the administration of construction (works) contracts. It is aimed at introducing, reinforcing or refreshing the skills required for good contract administration.

2010 COURSE DATES

Brisbane	24 - 25 February
Melbourne	04 - 05 March
Hobart	23 - 24 March
Canberra	25 - 26 March
Adelaide	11 - 12 May
Mackay	19 - 20 May
Newcastle	27 - 28 May
Perth	20 - 21 July
Cairns	27 - 28 July
Brisbane	02 - 03 September
Townsville	14 - 15 September
Gladstone	07 - 08 October
Darwin	13 - 14 October
Sydney	26 - 27 October
Brisbane	02 - 03 November

Standard Rate	\$1180.00pp + GST (\$1298.00)
Early Bird*	\$1100.00pp + GST (\$1210.00)
Members* of EEA, CCF, APESMA, IPWEA	\$1050.00pp + GST (\$1155.00)
Groups of 3 or more°	\$1000.00pp + GST (\$1100.00)

* Registration and payment required 6 weeks prior to course

° Registration and payment required 4 weeks prior to course

CONTINUING PROFESSIONAL DEVELOPMENT

This course satisfies Engineers Australia CPD guidelines.

This course provides 16 hours of structured Continuing Professional Development.

A Statement of Attendance will be issued upon successful completion of the course.

COURSE TOPICS

- Legal aspects of contracting
- Commercial aspects of contracting
- Technical aspects of contracting
- Roles and responsibilities
- Contract documentation and records
- Contract setup
- Conditions of contract
- Contract Administration Procedures Manual
- Variations, delay and disruption
- Construction claims
- Dispute resolution

COURSE OUTCOMES

On completion of the course, participants should:

- Understand the basic legal principles underpinning a contract
- Be conversant with the more important commercial aspects of a contract
- Understand the basic principles of programming and planning
- Be aware of the roles, responsibilities and obligations of both parties to the contract, the Superintendent and their representatives
- Have an appreciation for the importance of contract documentation and a better understanding of which records need to be kept
- Know how to properly set up a contract and how to vet the conditions of the contract
- Have an appreciation for the use of a Contract Administration Procedures Manual (CAPM) and how to make it project specific
- Have an overall understanding of entitlement, claiming and valuation of variations, delays and disruption
- Understand the different types of construction claims
- Have a basic understanding of the dispute resolution process and various options available

DETAILED COURSE OUTLINE

- Available from link at Course Calendar



Contract Administration - Works

2010 Registration Form

Please photocopy this form as required, complete and fax to CCI on (07) 3236 2046 or e-mail to training@ccintl.com.au or post to PO Box 10500, Adelaide Street, Brisbane, Queensland 4000, Australia
ABN: 41 131 764 200

office use only

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PUBLIC COURSE DETAILS

Course Title: **CONTRACT ADMINISTRATION - WORKS** Course Dates: _____ Course Location: _____

CONTACT DETAILS

Company Name: _____ ABN: _____ Contact Name: _____

Company Postal Address: _____

Contact No.: _____ Contact Email: _____

PARTICIPANT(S) DETAILS

First Name: _____ Surname: _____

Position: _____ *EA/CCF/APESMA/IPWEA/UDIA Membership No.: _____

Email: _____

First Name: _____ Surname: _____

Position: _____ *EA/CCF/APESMA/IPWEA/UDIA Membership No.: _____

Email: _____

First Name: _____ Surname: _____

Position: _____ *EA/CCF/APESMA/IPWEA/UDIA Membership No.: _____

Email: _____

*Members discounts are offered to financial members of the following associations; Engineers Australia (EA), Civil Contractors Federation (CCF), The Association of Professional Engineers, Scientists & Managers, Australia (APESMA), The Institute of Public Works Engineering Australia (IPWEA), Urban Development Institute of Australia (UDIA)

Your investment includes: expert presentation, comprehensive workbook, meals and refreshments and attendance certificate
Submission of a completed registration form denotes acceptance of the Terms and Conditions below.

TERMS AND CONDITIONS

Payment can be made with registration or a tax invoice will be issued. • Payment terms, where payment is not made with registration, are 7 days from invoice date or prior to course commencement, whichever occurs earlier. • Registrations are not confirmed until payment is received in full. • Discounts cannot be combined.

- **Early Bird discounts** apply when registration and payment is received at least six (6) weeks prior to course commencement

- **Member's discounts** apply when registration and payment is received at least six (6) weeks prior to course commencement

- **Group discounts** apply when three (3) registrations are received simultaneously and payment is received at least four (4) weeks prior to course commencement

TRANSFERS AND CANCELLATIONS

Participant transfers and cancellations will only be accepted in writing.

More than 2 weeks before a course

Transfers from person to person or across advertised courses will incur a \$100 (plus GST) administration charge per transfer.

For cancellations course fees will be refunded less an administration charge of \$150 (plus GST).

1 to 2 weeks before a course

Transfers from person to person or across advertised courses will incur a \$150 (plus GST) administration charge per transfer.

For cancellations course fees will be refunded less an administration charge of \$200 (plus GST).

Less than 1 week before a course

Transfers from person to person or across advertised courses will incur a \$200 (plus GST) administration charge per transfer.

For cancellations in this case course fees will not be refunded.

CONTRACT CONTROL INTERNATIONAL

(CCI) reserves with right at any time and without prior notice to change the venue/presenters or program from that described in this brochure or online.

CCI also reserves the right, at its absolute discretion and without further liability, to cancel or postpone any program. In such case registrants (or their delegates) may attend the next available course free of any transfer or other administrative fee.

How did you hear about us?

Magazine or Newsletter Advertisement _____ Conference Flyer _____ Internet Search or CCI Website
 CCI Email Colleague Electronic Newsletter _____ Other _____

PAYMENT DETAILS - To secure your place, payment must accompany this form. Payment may be made by the methods outlined below.

Purchase orders will only confirm a place in the course with prior approval from CCI.

Please fax registration form to (07) 3236 2046 or email to training@ccintl.com.au

I am paying by **Electronic Funds Transfer** Amount (inc GST) \$ _____ Tax invoice will be provided upon receiving registration form.

Please debit my **credit card**:

Visa Mastercard

Card no: _____ Verification Number: _____ Total amount: \$AU: _____ Expiry Date: _____

Cardholder's name: _____ Cardholder's Signature: _____

Receipt of payment will be provided once payment made.

Postal Address:
PO Box 10500, Adelaide St
Brisbane Qld 4000

CONTRACT CONTROL INTERNATIONAL PTY LTD

Contract Management Consultants and Trainers

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Fax: (07) 3236 2046