



IPWEA

INSTITUTE OF PUBLIC WORKS
ENGINEERING AUSTRALASIA

Queensland

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ADMINISTRATION OF CONSTRUCTION CONTRACTS

Overview

The course is aimed at introducing, reinforcing or refreshing the skills required for competent contract administration. It provides an overview and framework for personnel new to the process and a deeper understating of issues for more experienced practitioners. The presenter aims to provide practical answers for questions raised either during course delivery or privately.

Learning Outcomes

On completion of the course, participants should:

- Understand the basic legal principles underpinning a contract
- Be aware of the roles, responsibilities and obligations of both parties to the contract, the Superintendent and their representatives
- Be aware of the common contractual conditions
- 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 to utilise a contract administration procedures manual
- Be conversant with the more important commercial aspects of a contract
- Understand the basic principles of programming and time related issues such as EOTs and LDs
- Have an overall understanding of entitlement, claiming and valuation of variations, delays and disruption
- Understand the different types of construction claims including security of payment claims

- Have a basic understanding of the dispute resolution process and various options available

Who should Attend

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

- Procurement Personnel
- Project Managers
- Contract Managers
- Commercial Managers
- Engineers
- Site Supervisors, and Inspectors
- Surveillance personnel
- Verifiers
- Managers
- Planners, designers and Estimators

Content

- Legal aspects of contracting
- Roles and responsibilities
- Conditions of contract
- Contract documentation and records
- Contract setup
- Commercial aspects of contracting
- Time related issues
- Variations, delay and disruption

- Construction claims
- Dispute resolution

Learning strategies

- Lectures
- Case studies
- Exercises and Group discussions
- In-class activities
- Relevant examples

Delivery
2 day
CPD
14 hours

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

Register online at
www.ipweaq.com/courses

☎ 07 3632 6800

✉ info@ipweaq.com

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