

Contract Administration Training Course for Engineers Australia

hosted by Toowoomba Regional Group

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| Date and TimeThursday 27 February 20188.15am Registration8.30am to 4.30pm Event | This one day condensed course has been developed for Engineers Australia members from differing disciplines who are involved in the administration of construction (or works) contracts from the Principal’s, Superintendent’s or Contractor’s perspective. It is aimed at introducing, reinforcing or refreshing some key skill areas required for good contract administration.**Contract Set Up*** Contract set up
* Contract administration procedures manual
* Pre-start meeting

**Time Related Issues*** Programming
* Extensions of time
* Liquidated damages

**Variations, Delay and Disruption*** Directions
* Variations
* Delay and disruptions

**Legal Aspects of contracting** * Basic contract Law
* Elements of a legally binding contract
* When a contract may not exist
* Contract termination
* Interpretation
* Rules of construction
* Selection of contract type
* Contract documents

**Roles and Responsibilities*** Organisational Structure
* Principal
* Superintendent
* Contractor
* Subcontractor
* Other roles

**Conditions of Contract*** Background
* Obligations and responsibilities
* Vetting of contract conditions
* Common contractual problems
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| VenueTBA |
| Registration EA Member | $420.00Student Member | $420.00Non Member | $480.00 REGISTER NOWby [insert date], [insert time] |
| Contact Engineers Australia Member Services1300 653 113memberservices@engineersaustralia.org.au |

# Heading Level 1

Presenter Name

Presenter Bio

Presenter Name

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