

# CONSTRUCTION CONTRACT ESSENTIALS



CONTRACT  
MANAGEMENT  
TRAINING

## 1-DAY SEMINAR

**Contract Management Training** presents this general introduction to contracting as it applies in the construction industry, including **common management and administration issues** and their **contractual solutions**.

### WHO WILL BENEFIT FROM THIS TRAINING?

All personnel engaged by asset owners, contractors and subcontractors, including:

- Superintendents and their Representatives
- Project managers
- Site supervisors
- Engineers
- Architects
- Quantity surveyors
- Procurement and contract managers
- Anyone overseeing works and services contracts

### WHAT WILL THE TRAINING INVOLVE?

This is an ideal entry level course for new recruits or industry personnel looking to upskill their basic contract management and administration roles. The course introduces Standards Australia Standard Form Contracts AS 2124-1992 & AS 4000-1997 with a focus on time, cost and quality provisions as well

### ABOUT YOUR PRESENTER

**Contract Management Training** is a specialist supplier of practical short courses in the management and administration of works, services and construction contracts. Our training courses are designed and delivered by leading contract management specialists and trainers with over 40 years contract management experience. Our trainers ensure a lively, engaging presentation style with clear explanations of complex concepts relevant to enhancing and empowering site supervision and contract administration.

[www.contractmanagementtraining.com.au](http://www.contractmanagementtraining.com.au)

Email. [info@cmtlink.com](mailto:info@cmtlink.com) | Phone. (07) 3438 1097



## PART 1

### The contractual players and their obligations

- The principal
- The contractor
- The subcontractor

## PART 2

### Types of construction contracts

- Construct only
- Design & construct
- Lump sum
- Schedule of rates
- Bill of quantities
- Cost plus

## PART 3

### The contract documents and their structure

- Commercial and legal conditions
- Technical conditions
- Standard contracts AS2124-1992 & AS4000-1997
- Bespoke / in house contracts
- Special & supplementary conditions
- Listing the included contract documents

## PART 4

### Contract basics

- Offer and acceptance
- Consideration
- Certainty
- Unfair contract terms legislation

## PART 5

### Reading and understanding contracts

- Discrepancies & ambiguities
- Order of precedence
- Rules of interpretation

## PART 6

### The superintendent & representative

- The dual role
- Obligation to act reasonably & fairly
- Contract provisions
- Common law position
- Statutory implications

## PART 7

### Time

- Practical completion
- Critical path methodology
- Extensions of time
- Delay costs

## PART 8

### Cost

- Security and retention
- Variations
- Progress payments

## PART 9

### Quality

- Non-conformance
- Defects rectification
- Defects liability period

## PART 10

### The unexpected

- Insurances
- Latent conditions

## COURSE INCLUSIONS

- Detailed handbook containing all information covered in the course for future reference
- An interactive PowerPoint presentation
- Morning tea and afternoon tea (Excluding in-house training – Available by arrangement)

**BOOK BY PHONE OR EMAIL**

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