

SOUTH WEST

Monday 16
October, 2017

Basic Contract Administration

- ❖ Is your building business suffering a breakdown in the management of the building contracts?
- ❖ Is it due to site information not being passed on to the right people?



Topics covered in the course include:

- Understanding the Contract
- The BIG three:
 - Variations
 - Delays
 - Defects
- Communication and Dispute Resolution

Participants are encouraged to bring the contracts they use to the course. This will provide them with a greater understanding of the documents they use and where to find relevant provisions.

DATE: Monday 16 October, 2017
TIME: 9.30am – 1.30pm
TRAINER: Alana Dowley – Director, Encore Legal Pty Ltd
VENUE: Master Builders, 19 Clifford Street (cnr. Ray Jordan Way), Bunbury
COST:

	<u>Course Fee</u>	<u>Total</u>
MBA Member eligible for CTF subsidy	\$470.00 - \$136.00 [^]	\$334.00*
Non-member eligible for CTF subsidy	\$510.00 - \$136.00 [^]	\$374.00*
MBA Member	\$470.00	\$470.00*
Non-member	\$510.00	\$510.00*

If you require further assistance, please contact us on **9726 0939** or email southwest@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. [^]Construction Training Fund (CTF) subsidy available for eligible course participants. This course is GST free.



BASIC CONTRACT ADMINISTRATION

Monday 16 October, 2017

9.30am - 1.30pm

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:

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

EMPLOYER/COMPANY DETAILS:

Master Builders member name:		
Employer/company name:		
Builders Registration number (if applicable):		
Address:		
Suburb:	Postcode:	
Contact name:	Email:	
Phone:	Fax:	Mobile:
Please tick the industry sector in which you work	Commercial <input type="checkbox"/>	Housing <input type="checkbox"/> Engineering <input type="checkbox"/>

PAYMENT & REGISTRATIONS DETAILS

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

EMAIL: southwest@mbawa.com

POST: Master Builders Association, PO Box 253, Bunbury WA 6231

Course Costs	Master Builder member	Non-member
Eligible for CTF subsidy	\$334.00 per person	\$374.00 per person
Not eligible for CTF subsidy	\$470.00 per person	\$510.00 per person

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

Method of Payment	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Money Order <input type="checkbox"/>	Amount: \$
Credit Card Details (please tick):	Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>	
Card number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _	Expiry date: _ _ / _ _	
Cardholders name:	Signature:	
EFT Direct Credit Details: BSB: 306 051 Account: 038 925 1 Reference: Your Company name		

Cancellation Notice *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.*

If you require further assistance, please call the South West office on **9726 0939** or email **southwest@mbawa.com**

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