



Contract Management

This **two day** course covers the contemporary legal frameworks and issues in which procurement and contract management operate. Practical tools and techniques are presented to assist in progressing contracts and delivering required outcomes, products and services.

Case studies are an integral part of the program and provide a practical application to the content set out in the participants workbook.

Target Audience ➔ For those who are seeking a better understanding of contract management and how it applies to the engineering profession.

➔ Course Outline

The Principles of Contract Law

Introduction to the legal environment - including how a contract comes into existence and the legal terms associated with that contract.

Value for Money

Introduction to the concept of 'Value for Money' - identifying the cost implications for all parties under contracts. A particular focus on how to ensure that a contract is specified correctly and risk is assigned appropriately.

Document Control

The importance of having clear and comprehensive documents. Recording the process of tendering, appointment of contractor, and recording contract progress/decisions.

Reading a Contract

Highlighting the importance of understanding what the contract says, not what we think it says.

Contract Surveillance and Auditing

The importance of thorough and programmed surveillance and auditing including: Responsibilities for Quality Assurance; Type of and Conduct of Surveillance; Type of and Conduct of Audits; Surveillance and Audit Plans.

Commencing the Contract & Appointing Subcontractors

Once a letter of award has been sent, there are a number of administrative matters that require attention - these are outlined as well as the reasons they are required. A particular focus on all matters required for consideration at the initial contract administration meeting and any subsequent site meetings - including setting

out the process for approval for the subcontracting of work in accordance with General Conditions of Contract AS 4000.

Roles and Responsibilities of the Superintendent, Principal and Contractor

The basis upon which a Superintendent and the Superintendent's Representative are appointed and the contractual roles and responsibilities. Participants will gain an understanding of the differing roles and responsibilities of the Principal and the Contractor and how these differ from that of the Superintendent.

Extensions of Time and Variations

Process for dealing with claims from the contractors (eg extensions of time and variations). A particular focus on the responsibilities of the parties regarding variations and adjustments and the process by which these are evaluated and approved.

Assessing Progress Payments

The processes for making payments under a contract. Participants will be shown how to: Issue Progress Certificates; Prepare Return to Works; Assess Progress Payments; Apply Rise and Fall Provisions.

Practical Completion and Final Certificates

Legal and practical implications of the issue of each certificate, timelines involved and the need to ensure that outstanding matters are completed prior to the issue of the Final Certificate. The importance of actually issuing the certificates is emphasised.

Standard Documentation and Checklists

Background to resources, standard documentation and templates that can be adapted to a particular organisation.

Defining Risk

The concept of risk and the processes that support the identification, analysis, evaluation and treatment of risk and how risk fits with corporate goals through strategies, policies and processes.

The Impact of Risk on Costs

All risk has a cost. A particular focus on how much can be saved by correct risk allocation and adoption of the right contract model.

Practical Applications of the Risk Management Approach

A detailed look at practical applications where the 'Risk Management' approach can be used to reduce exposure and costs.

Preparing a Risk Allocation Matrix

A practical exercise in risk allocation to minimise costs to all parties. Introducing the concept of early contractor involvement (ECI).

Risk Management Standards

Background to the types of Australian Standards and supporting documents available to assist with adopting a Risk Management approach to an organisations processes and culture.

Probity in Contract Management

This topic provides a brief insight into the need for probity in public sector contracts and sets out some simple processes designed to achieve a high level of probity.