



CONTRACT SEMINARS WHO CAN AFFORD NOT TO BE PAID?



Master Plumbers & Gasfitters Association of WA are conducting a series of Contract Admin sessions specifically designed to take you from pre-contract through to final account. This will provide our members with invaluable tips and advice on how to avoid disputes, maximise profits and resolve disputes if they become unavoidable.

WHY YOU SHOULD ATTEND

- Staff who are involved in the contracting process and would like to learn more about the guide lines in place when adhering ethical and professional practice standards

EXPERIENCED PRESENTERS

- The Managing Director of Contract Solutions International (CSI) and registered Adjudicator will provide advice, guidance and handout notes derived from his three decades of experience in provision of dispute avoidance and dispute resolution services to contractors

COMPREHENSIVE SESSIONS

- 4 sessions available on selected dates during June - July 2016
- MPGA members receive special rates

RSVP

www.masterplumbers.asn.au/events/RSVP.aspx
or constanceb@mpawa.asn.au



CONTRACT SEMINARS

WHO CAN AFFORD NOT TO BE PAID?



With the mining boom a dim and distant memory, margins in plumbing & construction work are constantly being driven downwards. Contractors who had traditionally worked in different sectors of the industry now aggressively competing against you for the limited work available. It is now more than ever, essential that your business maximises its opportunities and minimises its risks during the contractual process.

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Dispute Avoidance and Resolution



 **Awareness is the key** 

ALL SESSION TIMES: 4.30PM TO 7PM

SEMINARS

	Venue	Date	Cost
Register for Session 1	MPA Skills Maylands	8 June 2016	\$50 p/person
Register for Session 2a	MPA Skills Maylands	15 June 2016	\$50 p/person
Register for Session 2b	MPA Skills Maylands	29 June 2016	\$50 p/person
Register for Session 3	MPA Skills Maylands	6 July 2016	\$50 p/person
Register for Session 4	MPA Skills Maylands	13 July 2016	\$50 p/person

Non-MPGA members \$75/person

Total cost for 5 sessions - Member = \$250

Total cost for 5 sessions - Non-Member = \$375

FURTHER INFORMATION

For further information feel free to contact Byron Davey, Operations/Membership Officer via email: byrond@mpawa.asn.au

PRESENTERS

David Court, Contract Solutions International (CSI)

David is the Managing Director of Contract Solutions International (CSI) and will present at these seminars, providing advice, guidance and handout notes derived from his three decades of experience in provision of dispute avoidance and dispute resolution services to contractors. As a Registered Adjudicator, David brings a unique insight into all aspects of the dispute process. Additionally, David provides contractual administration advice and understanding in a broad range of construction sectors, including the electrical industry.

WHO SHOULD ATTEND

Any staff who are currently (or about to be) involved in the contract process – including project managers, contract administrators, programmers and supervisors.

The sessions will be run throughout the year and repeated as demand requires, allowing participants to attend whichever sessions they choose, whenever they choose.

CONTRACT SEMINARS

- **Session 1** – Deals with matters such as negotiating and reviewing contracts, ensuring your terms and conditions are up to date and appropriate, making sure your programme is appropriate for your scope of works and the risks you have agreed to take on within your contract price.
- **Session 2a** – Deals with all aspects related to contract administration throughout the duration of the contract, from record keeping and administering payment provisions to ensure timely payments, to dealing with variations and similar contractual issues which, if not dealt with appropriately, invariably cost you time and money.
- **Session 2b** – Specific focus on contract administration related to programming, planning, delays, disruptions, extensions of time etc. Essentially if you ‘fail to plan, then you plan to fail’. This session will demonstrate how to implement and maintain basic planning programmes to help preserve your rights to extensions of time and protection from levy of liquidated damages.
- **Session 3** – Deals with issues related to closing of a contract to ensure all variation works are captured and paid for, all delay and disruption impacts are acknowledged and paid for and all claims are submitted and/or resolved, to ensure final payments are made and retentions are not wrongly withheld.
- **Session 4** – Provides advice and guidance on how to deal with disputes encountered at all stages of the contractual process, offering practical tips and experiences on how to deal with disputes from an avoidance basis initially but failing that from a resolution perspective, touching on contractual letter writing and record keeping to claim generation and dispute resolution via Adjudication under the Construction Contracts Act 2004.

