

# Contract Management Workshop



Scheduled Workshops for 2024:

**19–20 February**

Registrations close 5 Feb 2024

**24–25 June**

Registrations close 10 Jun 2024

LG Professionals WA

Suite 8b, Level 1

180 Scarborough Beach Road

Mount Hawthorn WA 6016

8.30 am–4.30 pm

**Local governments are involved in many and often complex contract-based relationships. Contract mistakes can be costly and administering them often needs an understanding of both the legal aspects and the required workplace tools and practices to ensure greater success.**

Contracts rely more on common law (administered by the courts) than written legislation and therefore understanding the Australian contract law principles is essential in managing the risks of unenforceable, or voidable contracts. This includes knowing contract terminology, the meaning of key terms and conditions and the methods of tracking performance, including managing variations and dealing with issues and disputes.

This workshop has been designed specifically for local government. It will give insights into better understanding the structure and function of a contract and the tools and practices needed to achieve positive outcomes.

**Cost incl. GST:**

**\$945 Member**

**\$1060 Affiliate**

**\$1120 Young Professional Member**

**\$1120 LGWA Member**

**\$1180 Non-Member**

**Local Government Subscriber\***

**\$945 Gold**

**\$1000 Silver**

**\$1060 Bronze**

\* Please email  
events@lgprofessionalswa.org.au for  
your Local Government Subscriber  
discount code.

## About the course

This 2-day workshop focuses on Western Australian local government-based contracts, applicable to City, Town and Shire environments and the essentials employees need to know:

- Australian Contract Law Principles
- Key Contract Management Terminology
- Procurement methods
- Types of Contracts
- The 4 stage Contract Life Cycle
- Typical Contract Management Methodology
- Parties to the Contract
- Typical Contract Structure
- Key Terms and Conditions
- Dealing with Subcontractors
- Tracking Performance
- Tracking Payment Claims
- Issues Management
- Dispute Management
- Managing Variations
- Contract Discharge and Termination
- Contract Close-Out Processes.

## Who should attend?

This workshop is designed specifically for local government employees working in roles such as:

- Contract Administrator
- Contract Manager
- Procurement Officer
- Project Manager
- Portfolio Leader



Register online: <https://www.lgprofessionalswa.org.au/contractmanagement>

See over for more details >>>

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**Presenter: Todd Hutchison**

Adjunct Senior Lecturer Todd Hutchison is an international bestselling author, awarded project manager and listed in the *Who's Who of Business*. He holds adjunct positions with Edith Cowan University and Curtin University and is an executive of law firm Balfour Meagher.

Todd is involved in negotiating, formulating, mediating and executing contracts. He has worked with over 200 organisations and has experience at Federal, State, and local government work environments.



## Accommodation

Accommodation costs are the responsibility of the attendee.

Recommendations for accommodation near the LGPA office can be found on the LGPA website.



Terms and Conditions apply, please visit

<https://www.lgprofessionalswa.org.au/eventterms> for more information.



Contact LG Professionals WA

08 9271 1136

events@lgprofessionalswa.org.au

[www.lgprofessionalswa.org.au](http://www.lgprofessionalswa.org.au)

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