



2010

AGS Legal training program

COMMERCIAL LAW TRAINING MODULE

Contract Management

Target group

This course has been designed for Commonwealth employees responsible for contract management, including contract administration staff who report to contract managers.

Course outline

In this half-day course we will discuss:

- responsibilities and accountabilities of contract managers under the *Financial Management and Accountability Act 1997* and the *Public Service Act 1999*
- how to avoid unwittingly varying your contract
- getting to know your contract
- establishing an appropriate relationship with your contractor
- setting up systems to manage your contract effectively
- how to manage your communications and contract related documents
- contract risk management mechanisms
- when to seek legal advice.

In addressing the contract management issues above, we will provide an outline of the legal policy and contracting framework within which Australian Government agencies must operate. Further, we will conduct a structured interactive workshop on a case study that teases out common contract management problems and how to deal with them consistently, in line with accountability obligations and good commercial practice.

Objectives

Participants will gain a better understanding of how to effectively manage contracts entered into by Australian Government agencies.

Presenters

Our presenters are experienced lawyers from our Commercial Group who have a great depth of knowledge and experience of the government environment and specialise in procurement, probity and contract management advice.

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Duration

This is a half-day course, either 9 am to 12.30 pm or 1.30 pm to 5 pm. The calendar indicates when sessions are being offered by either 'am' or 'pm'. Morning/afternoon tea will be provided.

Cost

Standard fee – \$560.00 (inclusive of GST).

If three or more people from one agency attend the same course on the same day **or** if one person attends three or more courses in the same week of training – \$504.00 (inclusive of GST) per person.

No more than 20 people will be accepted on each course, and courses will only be conducted if we receive sufficient nominations.

For further information on our calendar training, in-house or customised courses, please contact **Di Harvey on T 02 6253 7126** or **Kirstin Hewitt on T 02 6253 7436**, or email cbtraining@ags.gov.au.

Website

For a full review of AGS services, visit www.ags.gov.au