Enginuity Training
Engineering Better Contract Outcomes

10 Rules for Better Contract Control

Practical Administration for Defensible Decisions

LUNCHTIME MASTERCLASS | AS 2124 · AS 4000 · TIC-CO PRINCIPLES

CLEARER DECISIONS. FEWER DISPUTES. BETTER PROJECT OUTCOMES.

PEOPLE
PROCESS
DISCIPLINE
RESULTS

Course Overview

This practical masterclass gives contract administrators, Superintendents, project managers and commercial teams a clear framework for reducing avoidable disputes and improving day-to-day contract discipline. The course focuses on the administration controls that protect entitlement, improve decision quality and support fair, timely and auditable outcomes.

What the Course Covers

- Know the contract and your authority
- Make notices timely, clear and clause-linked
- Keep records that prove cause and effect
- Issue directions deliberately
- Control time through program assurance
- Value work using entitlement first
- Enforce time bars fairly and consistently
- Triage claims before arguing quantum
- Communicate without creating unintended rights
- Make defensible decisions

6 Key Takeaways

1. Small administration errors often become major disputes if not controlled early.
2. Better notices and registers improve entitlement protection and response discipline.
3. Good records must prove cause, effect, timing and impact.
4. Directions, valuations and claims should follow a repeatable contract-based process.
5. Time bars and communications must be handled consistently and carefully.
6. Defensible decisions rely on facts, clauses, reasons and a clear audit trail.

Who Should Attend

- Contract Administrators
- Superintendents and Superintendent's Representatives
- Principal-side project managers
- Client-side engineers and construction administrators
- Commercial managers and quantity surveyors
- Project controls and program assurance personnel
- Claims and dispute support teams
- Site engineers moving into contract administration roles

Why Clients Book This Course

- Practical and industry-focused
- Built around Australian construction contract practice
- Applicable to AS 2124, AS 4000 and TIC-CO principles
- Helps teams reduce avoidable disputes
- Provides a repeatable framework for better contract decisions
- Includes a practical 30-day action plan

Delivery Options

In-house team delivery	Live online delivery	Lunchtime masterclass format	Tailored for client and project teams
At your offices or project site	Interactive and engaging	High-impact and practical	Customised to your needs

Build Better Contract Discipline

Equip your team with practical controls for notices, records, directions, valuation, claims and defensible decision-making.

Contact Enginuity Training to discuss delivery options for your team.