



A TWO DAY WORKSHOP

ENGINEER'S REPRESENTATIVE & CONTRACTOR'S REPRESENTATIVE 2015

Based on NZS 3910 : 2013 and NZS 3916: 2013

- ▲ **Copthorne Hotel Commodore**, Christchurch
19th & 20th January 2015
- ▲ **Rendezvous Grand Hotel**, Auckland
24th & 25th March 2015
- ▲ **Mercure Hotel**, Wellington
5th & 6th May 2015
- ▲ **Novotel**, Rotorua
8th & 9th September 2015
- ▲ **Copthorne Hotel Commodore**, Christchurch
3rd & 4th November 2015



IPWEA NZ presents this popular annual two day workshop for those who are in, or aspire to, the roles of Engineer's Representative or Contractor's Representative on construction contracts under NZS 3910.

Those involved in other roles in construction contracts may also benefit from attending this workshop. Workshops will be limited to 30 attendees. The workshop contains important concepts in contract administration and leads on to IPWEA NZ's separate 'Engineer to the Contract' workshop.

Participation in the Engineer's Representative and Contractor's Representative workshop will help you with the following, and more:

- Understand the context of how and why NZS 3910 was developed and was revised in 2013
- Learn about the team roles and possible delegations that the Engineer is empowered to make under the contract
- Understand the demanding requirements that NZS 3910 makes of the Contractor's Representative
- Learning about payment certification, and responsibilities under the Construction Contracts Act
- Understand the limits of what can be ordered as variations
- Identify situations when the Contractor may be entitled to extra time, extra payment, sometimes both, other times neither
- Hear about new ideas in the revision of NZ Standard Conditions of Contract and 3916

Previous attendees at the Engineer's Representative and Contractor's Representative workshop have commented:

- "Makes you really think how to address the issues"
- "The use of real examples is very effective in drawing out the experiences of participants"
- "Loved the exercises and group discussions and case studies"
- "Thoroughly enjoyed sessions, presentation style and interactions with peers"
- "Lots of opportunity for questions, very valuable"
- "It is rare to get so much value from such a workshop"
- "Stories from real life are very interesting and helpful"

PROGRAMME

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FIRST DAY

- 8.45am Arrival and registration
- 9.00am Welcome & introductions
 - *Contract principles and documents
 - *Overview of NZS 3910 and 3916
 - *Engineer, Engineer's Rep and assistants
- 1.00pm **Lunch**
- 1.40pm Afternoon Session includes:
 - *Tendering procedures
 - *Contractor and Contractor's Rep
 - *Construction risks and liabilities
 - *Quality Compliance
- 5.30pm **Social function**

SECOND DAY

- 8.00am Morning Session includes:
 - *Design and construct issues
 - *NZS 3916: 2013 content
 - *Writing instructions
 - *Subcontracts
 - *Time for completion
- 12.00pm **Lunch**
- 12.40pm Afternoon Session includes:
 - *Payments
 - *Variations
 - *Claims
 - *Self Test
- 4.00pm **Workshop Concludes**

Registration includes refreshments on arrival, morning and afternoon tea, lunch and social function per the programme and comprehensive workshop notes. Please register as soon as possible for our planning purposes. (Each workshop limited to first 30 registrations received with payment).

Complete the form and return with payment or order number to:
**IPWEA NZ Seminar, PO Box 25415,
Featherston Street, Wellington or Fax 07 867 7680**

