

Specification Writing Workshop

As the most important component of a Council's suite of tendering documentation, the Specification needs to be drafted with sufficient clarity, skill and expertise. Unfortunately, Councils can be vulnerable to poorly prepared specifications which can lead to a Council -

- Paying more under the contract;
- Receiving unsatisfactory services, goods or works; and/or
- Being engaged in arbitration and/or civil litigation.

Terry Bramham and Georgie Ward are conducting this practical workshop designed to help Council staff involved in specification writing, to improve their drafting skills.

The workshop will focus on –

- Types of specifications;
- Using the EOI process to help develop a specification;
- Preparing a specification – the use of language;
- The necessary inclusions;
- Tips for effective specification drafting;
- Examples; and
- Case studies.

**Level 6, 30 Collins St
Melbourne VIC 3000**

Phone: (03) 9650 6700

Fax: (03) 9650 6355

www.macquarielawyers.com.au

solutions@macquarielawyers.com.au

WORKSHOP DETAILS:

DATE: 2 part workshop –

1st part: Wed, 21 Jul 2021

2nd part: Wed, 28 Jul 2021

VENUE: Virtual - via Zoom

TIME: 10.00am – 11.30am (21 Jul)

10.00am – 11.30am (28 Jul)

COST: \$330.00 (incl. GST) *All course materials will be provided.*

To register for this workshop -

Email your booking and contact details, register online or complete the registration form and return to our office by email

Booking Contact: _____

Job Title: _____

email: _____

Registrant Name: _____

Job Title: _____

email: _____

Registrant Name: _____

Job Title: _____

email: _____

Council: _____

Phone: _____

Complete registrant details if different from above:

Registrant Name: _____

Job Title: _____

email: _____



Number of registrants

Purchase Order # (if required)