



Government of **Western Australia** Department of **Finance** 



Quick Reference Guide This QRG aligns with the Project Management Framework

# **Project and Contract Management System**

### **Construction Contract Adjustment Claim**

This guide provides instructions on how to enter, assess and approve an Adjustment/Variation claim of a Construction contract.

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#### **Important Reminders**

- To lodge an Adjustment, you will need to complete the Construction Contract Adjustment Process. If the process is not available, please contact your Contract Manager.
- If you have multiple Adjustments to lodge at one time, at your Contract Manager's discretion, you may use a single process to do this. If you do this, then ensure you rename the process to include the range of adjustment/variation numbers covered by the one process.

#### Where to find the Adjustment Claim process

The Adjustment Claim process can be found in Contracts > Contract Dashboard > Linked Processes widget

|  | Showing 1 to  | 3 of 3 items.   |
|--|---|---|
| Description  | Date Commenced  |   |
| Supers Rep loads Contractors Adjustment claim in PACMan and gives preliminary approval to the variat | 30/09/2024  | 0%  |
| Construction Contract - Claim for First Payment **Process was AUTO-CREATED** The Payment Claim m     | 30/09/2024  | 50%   |
| Process for PRACTICAL COMPLETION. For each Separable Portion, please complete a new Practical Comple | 1/10/2024   | 0%  |
|  | Rescription<br>Supers Rep loads Contractors Adjustment claim in PACMan and gives preliminary approval to the variat<br>Construction Contract - Claim for First Payment **Process was AUTO-CREATED** The Payment Claim m<br>Process for PRACTICAL COMPLETION. For each Separable Portion, please complete a new Practical Comple | Showing 1 to:     Description     Date Commerced Supers Rep loads Contractors Adjustment claim in PACMan and gives preliminary approval to the variat     30/09/2024 Construction Contract - Claim for First Payment **Process was AUTO-CREATED** The Payment Claim m     S0/09/2024 Process for PRACTICAL COMPLETION. For each Separable Portion, please complete a new Practical Comple     1/10/2024 |

Click on the process to get started.

Note: The Contractor's claim MUST be loaded through this process.

You will notice that the Superintendent's Representative (SR) tasks are grouped. Some tasks will be marked Blocked.



#### [SR] Enter assessed Adjustment

1. Click on the task box, read instructions and Go To Screen

| [SR] Enter assessed Adjus | tment  |
|---------------------------|--|
| Process Task Details A    | dditional Information  |
| Status:                   | Incomplete   |
| Responsibility:           | Superintendent's Representative<br>Contract Manager (Simon Clarke)   |
| Available Actions:        | Mark<br>Complete Go To Screen  |
| Instruction:              | Each Variation must be added individually.<br>One process can cover many Variations if they are entered & assessed at the same time. If you do this, edit the process<br>name accordingly (e.g. V1-V10).<br>Complete Initiating Person & Party Contact, Date Raised & Brief Statement (Description), Cause and Additional Info if<br>necessary.<br>Attach relevant supporting docs including Cost Consultant's assessment, SR assessment, Contractor variation submission.<br>Click Add, the enter the following:<br>To add line items and costs, Click on Items icon then click to add a new adjustment item and add each line item individually.<br>NB: Qty is always 1,<br>Claimed Amount = Contractors Original Claimed Total Value (for this item)<br>Rate is Agreed Item Total Value (for this item) ,<br>then "Click Add"<br>You can repeat the process to add successive line items.<br>Superintendent's Representative assesses the Variation and by marking the task Complete gives Conditional Approval.<br>Marking this task Complete notifies the Contract Manager to review and approve. |
|                           | Close  |

The Adjustments list screen will display

#### 2. Select the Click here to add a new Adjustment link

| - Adjustments Lis  | t                                |                                |                           |                |                |                                   |
|--------------------|----------------------------------|--------------------------------|---------------------------|----------------|----------------|-----------------------------------|
| Below is a list of | Adjustments for the selected Con | tract <u>Click here to add</u> | <u>a new Adjustment</u> , | or you can sel | ect an Adjustm | ent from the list below to modify |
| Adjustment         | s List                           |                                |                           |                |                |                                   |
| Search Text:       |                                  |                                | Search                    | Clear          |                |                                   |
| 50 🗸 📢 🖣           | Page: 🗸 of 0 🔸 🁐 🦻               | III 🛛                          |                           |                |                |                                   |
| Var No. 🔺          | Title                            | Total (ex. tax)                | Date Actioned             | Status         | Approve        |                                   |
| No record four     | d.                               |                                |                           |                |                |                                   |
|                    |                                  |                                |                           |                |                |                                   |

3. Enter the following details for your Variation:

This is all 'header' information.

- Adjustment Type (usually variation)
- Name of Initiating Person (Defaults to your name)
- Date Raised (Defaults to today, but should be date raised by Contractor) Brief Statement (Description)
- Adjustment Cause Additional Information Cause and Additional Info if necessary.
- Attachments add documentation supporting the adjustment and Upload.
- 4. Complete the following fields

| Adjustments Add/Edit       |  |           |
|----------------------------|--|-----------|
|                            | Adjustment   Quotation   Extension of Time                   |           |
| Adjustment Number          | V 1  |           |
| Adjustment Type:           | Not Set 🗸  |           |
| Name of Initiating Person: |  |           |
| Supplier Contact:          | Not Set V  |           |
| Date Raised:               | 14/(1/0004 m)  |           |
| Due Date:                  |  |           |
| Due Date.                  |  |           |
| Brief Statement (limit 25) |  |           |
| Adjustment Cause:          | Not Set V  |           |
| NA - Do Not Use:           | Not Set V  |           |
| Additional Informatio :    |  |           |
|                            |  |           |
|                            |  |           |
| N/A 57:                    |  |           |
| 10/8 37.                   |  |           |
|                            |  |           |
|                            |  | 1         |
| N/A 501:                   | 0  |           |
| Attachment:                | Attachments  |           |
|                            | no attachment  |           |
|                            | New Contidential     Chorae File IN file chorae     Liteland |           |
|                            |  |           |
|                            |  |           |
|                            |  | Add Close |
|                            |  |           |

- 5. Click Add. Your Adjustment should now be visible in the Adjustment List.
- 6. Click on the Items icon to add a new Adjustment Item

| Adjustments  | List                   |                 |               |       |        |          |
|--------------|------------------------|-----------------|---------------|-------|--------|----------|
| Search Text: |                        |                 | Search        | Clear |        |          |
|              |                        |                 |               |       |        |          |
| 50 🗸 🔲       | Page: 1 🗸 of 1 🔸 🕨 🧔 🥅 | 2               |               |       |        |          |
| Var No. 🔺    | Title                  | Total (ex. tax) | Date Actioned | Items | Status | Approve  |
| V1           | relocation of pit      | \$0.00          |               | Q.    |        | <b>\</b> |
|              |                        |                 |               |       |        |          |

- 7. Enter the Adjustment Value:
  - a) Click the link to enter the variation value.

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| ← Adjustment Item List            | , or you can select an item from the list below to view c | modify it. |                 |
|-----------------------------------|---|------------|-----------------|
| Adjustments Item List             |   |            |                 |
| Search Text: Search               | Clear   |            |                 |
| 50 ✔ << < Page: ✔ of 0 → →> ② 📰 🕿 |   |            |                 |
| Number  Description               | Qty Units   | Rate       | Total (ex. tax) |
| No record found.                  |   |            |                 |

- b) Enter the following details: This is all 'Value' information.
- Item Number (this can be 1)
- Item description (brief description like the Brief Statement)
- Quantity (this should always be 1)
- Claimed Amount Contractors Original Claimed Total Value (for this item)
- Rate is Agreed Item Total Value (for this item)

| Adjustment Item Add/Edit          |        |           |
|-----------------------------------|--------|-----------|
| Item Number:<br>Item Description: |        | 0         |
| Account Number:                   |        | $\sim$    |
| Quantity = 1:                     |        |           |
| Claimed Amount:                   |        |           |
| Rate:                             | \$0.00 |           |
| GST:                              | \$0.00 |           |
| Total (ex. tax):                  | \$0.00 |           |
| Total (inc GST):                  | \$0.00 |           |
|                                   |        | Add Close |

c) Click Add

**Note**: You can repeat the process to add successive line items if they are all sub items for the same adjustment.

- 8. Approve Adjustment
  - 1. Select the Approve Arrow

| Adjustments List     |                            |                                     |                        |                            |                      |               |        |              |               |
|----------------------|----------------------------|-------------------------------------|------------------------|----------------------------|----------------------|---------------|--------|--------------|---------------|
| Below is a list of A | djustments for the selecte | d Contract. <u>Click here to ad</u> | d a new Adjustment, or | you can select an Adjustme | ent from the list be | elow to modif | fy it. |              |               |
| Search Text:         | List                       |                                     | Search                 | Clear                      |                      |               |        |              |               |
|                      |                            |                                     |                        |                            |                      |               |        |              |               |
| 10 🗸 🕂               | Page: 1 🗸 of 1 🗼 👀         | a 💷 🗃                               |                        |                            |                      |               |        | Showing 1 to | 1 of 1 items. |
| Var No.              | Title 🔺                    | Adjustment Type                     | EOT                    | Total (ex. tax)            | Due Date             | Items         | Report | Status       | Approve       |
| V1                   | Variation                  | Variation                           | 0                      | \$0.00                     |                      | 2             |        |              | -             |

2. You can preview the Adjustment before you select **Approve**. Construction Contract –Adjustment Claim

| Approve Adjustment   |   |
|--|---|
| Click nere to preview the certificate.<br>You are attempting to Save this Adjustment. Once an Adjustment has been saved and approved | , it can only be reset by a system administrator. |
|  | Approve Close                                     |

## NOTE: If the Adjustment requires an extension of time (EOT) please see the Appendix for further instruction.

- 9. An Approval is Required from the CM
- Contract Details Check the following details
- Officers to Approve (select the current Contract Manager from the dropdown list)
- Attachments (can be added if appropriate)
- Message (enter message for Contract Manager if required

| Adjustmen  | An approval process has been created for this Adjustment.<br>t Summary   |
|--|--|
|  | Contract Number: 21587176  |
|  | Contract Title: TEST AS2124 CONTRACT -Leave as ACTIVE - Open Windows - refer MDW   |
|  | Sender:  |
| Date   | a sent for approval: 26/04/2016  |
|  | Brief Statement: Additional work required  |
|  | Total (ex. tax): \$10.00   |
| Revised  | Contract Sum (ex. \$500.00<br>tax):  |
| New Re   | vised Contract Sum \$510.00<br>(ex. tax):  |
| Days   | Extension Claimed: 0 days  |
| Click her  | re to view the Adjustment details 🌳  |
| 'his Adjustr   | nent requires an approval from: Marthea Contract Manager (PM) (Master Authority 🗸  |
| This Adjustr<br>Attachmer  | nent requires an approval from: Marthea Contract Manager (PM) (Master Authorit) V  |
| "his Adjustr<br>Attachmer<br>no atta<br>New  | nent requires an approval from: Marthea Contract Manager (PM) (Master Authorit)  |
| This Adjustr<br>Attachmer<br>no atta<br>New  | nent requires an approval from: Marthea Contract Manager (PM) (Master Authorit)  |
| This Adjustr<br>Attachmer<br>no atta<br>New  | International In |
| This Adjustr<br>Attachmer<br>no atta<br>New<br>Existing<br>Message                             | ment requires an approval from: Marthea Contract Manager (PM) (Master Authorit) ✓  ts chment Confidential Browse Upload  |
| This Adjustr<br>Attachmer<br>no atta<br>(a) New<br>(b) Existing<br>Message<br>The approval, Yo | In process includes a messaging system that allows you to send messages to the recipients of this put can enter that message below:  |
| This Adjustr<br>Attachmer<br>no atta<br>New<br>Existing<br>Message<br>The approval. Ye         | And the second s |
| This Adjustr<br>Attachmer<br>no atta<br>New<br>C Existing<br>Message<br>The approval. Ye       | ment requires an approval from: Marthea Contract Manager (PM) (Master Authorit) ✓  ts chment Confidential Browse Upload  al process includes a messaging system that allows you to send messages to the recipients of this ou can enter that message below:  |
| This Adjustr<br>Attachmer<br>no atta<br>New<br>Call Existing<br>Message<br>The approval. You   | ment requires an approval from: Marthea Contract Manager (PM) (Master Authorit) ✓  ts chment Confidential Browse Upload  al process includes a messaging system that allows you to send messages to the recipients of this can enter that message below:   |
| This Adjustr<br>Attachmer<br>no atta<br>New<br>Existing<br>Message<br>The approval. Ye         | And the second s |
| This Adjustr<br>Attachmer<br>no atta<br>New<br>C Existing<br>Message<br>The approval. Yo       | ment requires an approval from: Marthea Contract Manager (PM) (Master Authorits) ✓  ts chment Confidential Browse Upload  al process includes a messaging system that allows you to send messages to the recipients of this su can enter that message below:   |

#### 10. Forward to the CM – Click **Send**

A blue folder will display under status as shown in the screenshot below, indicating the adjustment is awaiting approval by the Contract Manager.

| Adjustme     | nts List       |                 |        |                 |          |       |        |             |
|--------------|----------------|-----------------|--------|-----------------|----------|-------|--------|-------------|
| Search Text: |                |                 | Search | Clear           |          |       |        |             |
| 10 • 64      | Page: 1 • of 1 | * 9 🗆 🖹         |        |                 |          |       |        | Showing 1 t |
| Var No.      | Title .        | Adjustment Type | EOT    | Total (ex. tax) | Due Date | Items | Report | Status      |
|              | Wetlation      | Variation       | 8      | 150 000 00      |          | 2     |        | 8           |

11. Click Complete & Continue

Your task for the Adjustment is now complete.

The Contract Manager will be notified that you have completed the tasks.

#### **APPENDIX – EXTENSION OF TIME**

This should be completed as part of the task '[SR] Enter Assessed Adjustment' if applicable.

Before attempting to enter an Extension of Time, check that your contract has valid dates. To do this, go to the Contract Management widget on the Dashboard and select Key Dates for Construction Contract. Check the contract has a Commencement Date, Term and Completion Dates.

**Note**: Once an Extension of Time has been approved it will be visible in the Variation Days field

| Contract                  |  |                              | Initiation   Co                        | ntract   Complet                     | tion         |   |  |
|---------------------------|--|------------------------------|--|--------------------------------------|--------------|---|--|
|                           | Commencement Date:                                   | 1/01/2014 🗂                  | Create Reminde                         | r                                    |              | ] |  |
|                           | Term of Contract:                                    | 4 years                      | 6 months                               | 0 weeks                              | 0 days       |   |  |
|                           | Options Exercised:                                   | years                        | months                                 | weeks                                | days         |   |  |
|                           | Variation Days:                                      | 0 days                       |  |                                      |              |   |  |
| Driginal Pr<br>Revised Pr | actical Completion Date:<br>actical Completion Date: | 30/06/2018 🎝<br>30/06/2018 🎝 | Create Reminder S<br>Create Reminder S | aturday, 30 June<br>aturday, 30 June | 2018<br>2018 |   |  |
|                           |  | Recalculate                  | A Create Reminde                       |                                      |              |   |  |
|                           | Anticipated PC Date:                                 | 4/07/2015 0                  | <ul> <li>Create Reminde</li> </ul>     | 21                                   |              |   |  |
|                           | Deed of Novation Date:                               | 18/03/2016 🗂                 |  |                                      |              |   |  |
|                           |  | Calculate Peri               | bo                                     |                                      |              |   |  |
|                           |  | Calculate Per                | bod                                    |                                      |              |   |  |

Once you have checked the dates, navigate back to the Process to add an Extension of Time as part of the Adjustment task. Use the following instructions:

1. Click Go To Screen.

- Select the Adjustment from the list (Note: These instructions assume you have entered the Adjustment Details (and Adjustment Value, if applicable).
   If you have not done this, please see step 2 to 5
- 3. Select the Extension of Time tab

| urrent Contract: 2158/1    | 176: TEST AS2124 CONTRACT -Leave as ACTIVE - Open Windows - refer MDW - BMW RFT # |
|----------------------------|---|
| Status: This Adju          | stment is yet to be approved.   |
| djustments Add/Edit        |   |
|                            | Adjustment   Quotation Extension of Time  |
| Adjustment Number:         | V 1   |
| Adjustment Type:           | Variation V   |
| Name of Initiating Person: | Melisa Perkins (OWAdmin)  |
| N/A 901:                   | Not Set 🗸   |
| Date Raised:               | 26/04/2018 🔯  |
| Due Date:                  | 🗇 🗘 Create Reminder   |
| Brief Statement:           | Removal of asbestos from site.  |
|                            | $\sim$  |
| Adjustment Cause:          | Latent Condition  |
| Adjustment Status:         | Not Set 🗸   |

- 4. Enter the following details:
  - Reason for EOT (Extension of Time): Select an option from the available drop downs.
  - Details: Enter a short description of the extension of time.

| Adjustments Add/Edit  |  |
|---|--|
| Adjustment  | Quotation   Extension of Time  |
| Extensions of Time are calculated as calendar days. Please enter<br>The Revised Completion Date for the Contract will be altered by<br>has been approved. | the number of days, the time period or the new contract completion date below.<br>the number of days specified for this Extension of Time only when the Adjustment |
| Adjustment Number: V 1  |  |
| Reason for EOT: Not Set   | v  |
| Details:  |  |
|   |  |
|   | ~  |
|   | Days Calculator  |
|   | O Contract Finish Date: 0  |
| Days Extension Claimed: 0   | O From: 0 To: 0  |
|   | Calculate  |
|   |  |
|   | Update Close Delete  |
|   |  |

5. Select the radio button Contract Finish Date in the Days Calculator panel

| Adjustment Number: V 1    |                                     |
|---------------------------|-------------------------------------|
| Reason for EOT: Not Set   | ~                                   |
| Details:                  |                                     |
|                           | ^                                   |
|                           |                                     |
|                           | ~                                   |
|                           | Dura Orlandatar                     |
|                           | Days Calculator                     |
|                           | Contract Finish Date: 30/06/2018 11 |
|                           |                                     |
| Days Extension Claimed: 0 | O From: 10 To: 10                   |
|                           |                                     |
|                           |                                     |
|                           | Calculate                           |
|                           |                                     |
|                           |                                     |
|                           |                                     |
|                           | Update Close Delete                 |
|                           |                                     |

6. Change the date to reflect the new 'Revised Completion Date' for the contract. (Click in the date field to access the calendar)

| Adjustments Add/Edit   |                           |       |             |    |     |    |    |    |
|--|---------------------------|-------|-------------|----|-----|----|----|----|
| Adjustment   Quotation   Extension of Time   | €                         | Jun   |             | Ý  | 201 | 8  | `` | ∕  |
| Extensions of Time are calculated as calendar days. Please enter the number of days, the time period |                           |       |             | We | Th  | Fr | Sa | Su |
| has been approved.   | 22                        |       |             |    |     | 1  | 2  | з  |
| Adjustment Number: V 1   | 23                        | 4     | 5           | 6  | 7   | 8  | 9  | 10 |
| Reason for EOT: Not Set  | 24                        | 11    | 12          | 13 | 14  | 15 | 16 | 17 |
| Details:   | 25                        | 18    | 19          | 20 | 21  | 22 | 23 | 24 |
|  | 26                        | 25    | 26          | 27 | 28  | 29 | 30 | 1  |
| Days Calculator  | Today is Thu, 26 Apr 2018 |       |             |    |     |    |    |    |
| Contract Finish Dat  | ie: 3                     | 0/06/ | 2018        | 8  |     |    |    |    |
| Days Extension Claimed: 0 Fro  |                           |       | im: 🚺 To: 🚺 |    |     |    |    |    |
| Calculate  |                           |       |             |    |     |    |    |    |

 Click the Calculate button to calculate the Days Extension Claimed. Click Update to save. Once the variation is approved, the 'Revised Completion Date' for the contract will automatically reflect the new Contract Finish Date

|                            | Days Calculator                  |
|----------------------------|----------------------------------|
|                            | Contract Finish Date: 19/07/2018 |
| Days Extension Claimed: 19 | O From: 0 To: 0                  |
|                            |                                  |
|                            | Calculate Step 1                 |
|                            | Calculate Step 1                 |

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- 8. Approve the Adjustment using the yellow arrow and process described earlier in this document.
- 9. Click Complete & Continue

| Document control                               |   |  |            |  |  |  |  |
|--|---|--|------------|--|--|--|--|
| Approving Authority:<br>Senior Project Advisor |   | Business Unit:<br>Building and Contracts |            |  |  |  |  |
| Effective Date                                 |   | Review Date                              | 19/11/2024 |  |  |  |  |
| Replaces QRG                                   | 4.3.12 (SR) Construction                                  | ion Contract - Claim for Adjustment      |            |  |  |  |  |
| EDRMS File No.                                 |   | Document No &<br>Version                 | 1.0        |  |  |  |  |
| Scope  | Project and Contract Management System Adjustment process |  |            |  |  |  |  |