

Advisory Notes goes digital...



Australian Institute of Architects

and becomes...



acumen



acumen: /ak'yoo-man/ *n.*

- keen insight or discernment
- quickness, accuracy, and keenness of judgment
- practice advice for architects

The site...



Alerts

- Welcome to Acumen...
- New ABIC SW-2008 and MW-2008 released
- ABIC SW and MW 2008 proforma now online
- Bushfire pro-bono work special conditions
- Client and Architect Agreement 2009 Released

Search...

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Project

Project Bid
 Project Inception
 Project Control
 Core Architectural Services
 Additional architectural services
 Procurement
 Building Contracts

Resource

Construction Industry Legal Comment
 Construction Industry Terminology
 Glossary of terms
 Contract Proforma
 Guide letters
 Client information notes
 Institute public policies
 Environment Design Guide
 Continuing Professional Development
 Other resources



Welcome to Acumen. This new database of architectural practice advisory material enables the user to 'drill down' to the level of information required to satisfy their inquiry and links to relevant and related sites.

The Advisory Notes (hard copy format) are not replicated in the Acumen database

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Main columns

Acumen content is sorted into one of three streams displayed as columns on the home page.

- Practice
- Project
- Resource

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National Seminar Series

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FORM

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Logging in

Users log in using their individual Institute member number or contact number and password.

Users must log in to have complete access to Acumen's content.

login
password

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Text size and printing

The text size on Acumen can be adjusted via the sizing buttons at the top right-hand side of the site.

Content can be printed if required by clicking 'print'.

The print text size will follow the user's on-screen preference.

Resource

Construction Industry Legal
Construction Industry Terminology
Glossary of terms
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Navigating...



Searching for information on Acumen

There are three alternative ways to find information on Acumen. For example if you wanted to find information on '*staged practical completion*' you could do one of the following:

- 1 Use the search bar
- 2 Use the index
- 3 Click through topics



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1 Use the search bar

Key in individual or multiple search words. For example:

practical completion staged

or

staged practical completion

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Practice

Project

Resource

Search

Search for:

*You can search for multiple keywords, for example: **project management**
You can search for exact phrases, for example: **"project management"**
You can search for mixtures of keywords and phrases, for example: **"project management" architecture***

Your search for [Staged Practical completion](#) returned 143 results

Displaying results 1-10 order by relevance

Pages: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#)

1. [Staged practical completion](#)
([Project](#) > [Core Architectural Services](#) > [Contract administration](#) > [Practical completion](#))

When the project involves a series of hand-over stages for separable parts of the building work or some form of staged practical completion, modifications may be required to both the contract co...

2. [GL34: Advice to contractor - practical completion](#)
([Resource](#) > [Guide letters](#))
3. [GL33: Advice to client - works nearing practical completion](#)
([Resource](#) > [Guide letters](#))



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Acumen Index

A B C D E F G H I J K L M N O P Q R S

A

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 ABIC BW-1 2002
 ABIC Contracts
 ABIC MW-2008
 ABIC MW-2008 Proforma
 ABIC MW-2008 state and territory housing versions
 ABIC SW-2008
 ABIC SW-2008 Proforma
 ABIC SW-2008 state and territory housing versions
 Accepting commissions
 Accessibility of premises
 Accessible entry
 ACEA Agreements
 Additional architectural services
 Administrative filing systems

Duty to correct and warn

E

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 Electronic data transfer - Third Party Agreement
 Electronic document management
 Email disclaimers
 Email policy
 Employees' private jobs and liability
 Employment agreements
 Employment of staff under contract
 Ending a practice
 Engaging specialist consultants
 Environment Design Guide
 Establishing sub-soil conditions

2 Use the index

The index is an alphabetical list of content. If you know what you are looking for, use the index and go straight to the topic.

Click 'S' then scroll to *staged practical completion*.



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3 Click through topics

You could click through the headings under the individual streams of Practice, Project and Resource until you find what you are looking for.

To find *staged practical completion* you could follow this trail from the Project stream on the home page:

- Project >
- >> Core Architectural Services
- >>> Contract administration
- >>>> Practical completion
- >>>>> Staged practical completion

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- [Project Control](#)
- **[Core Architectural Services](#)**
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Core Architectural Services

Date of publication: 2009-04-09 17:10:13

Core architectural services are the professional services required by most clients for a building project from the initial design to completion of construction. The majority of projects comprise the core architectural services of: concept design, design development, contractor selection and contract administration.

- [Concept Design](#)
- [Design Development](#)
- [Regulatory Requirements](#)
- [Construction documentation](#)
- [Contractor selection](#)
- [Contract administration](#)

3 Click through topics

This is an example of a level two page using the click through topics search option.

[Project](#) >

>> [Core Architectural Services](#)

ARCHITECT
FOR BOOKS ON ARCHITECTURE



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Project

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Project

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[Project](#) > [Core Architectural Services](#)

Contract administration

Date of publication: 2009-04-09 17:10:31

Contract administration refers to the task or function of ensuring a contract is executed in accordance with the terms of the contract. The contract administrator may be a representative of either party or may be independent, depending on the terms.

- [Selecting a building contract](#)
- [Preparing the contract](#)
- [Executing a building contract](#)
- [Building contract insurances](#)
- [Safety during construction](#)
- [The contractor's role in construction](#)
- [Certificates](#)
- [Progress payments](#)
- [Security](#)
- [Substitutions](#)
- [Practical completion](#)

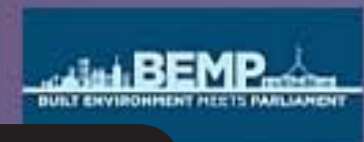
3 Click through topics

This is an example of a level three page.

Project >

>> Core Architectural Services

>>> Contract administration



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Resource

[Project](#) > [Core Architectural Services](#) > [Contract administration](#)

Practical completion

Date of publication: 2009-04-30 13:01:22

Generally, practical completion refers to the stage of a construction contract where works become reasonably fit for use and/or occupation.

- [Provisional periods for delay](#)
- [Staged practical completion](#)
- [Extensions of time](#)

In a conventional construction project, the requirements of both parties at practical completion are generally understood and directly reflected in the relevant contract clauses.

The majority of standard form building contracts used in Australia relate the beginning of the construction phase of a project to the date upon which the contractor obtains possession of the site.



3 Click through topics

This is an example of a level four page.

Project >

>> Core Architectural Services

>>> Contract administration

>>>> Practical completion

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[Project](#) > [Core Architectural Services](#) > [Contract administration](#) > [Practical completion](#)

Staged practical completion

Date of publication: 2009-06-30 11:54:10

When the project involves a series of hand-over stages for building work or some form of staged practical completion, it is required to both the contract conditions, and the design approach, therefore discuss at an early stage in the commission the implications of staged practical completion. Where possible, a standard form of contract such as ABIC MW 2008 should be selected, which contains suitable provisions for an arrangement.

With the increasing pressure on construction time and the competition for finance, more and more clients are examining with their architects projects more quickly. One such option may be a decision for the architect to require the contractor to complete one part of the Works, allow possession and obtain the use of this part of the project while the contractor continues to complete one or more further stages of the Works. This allows for the owner of utilizing the completed stage, generating income etc., while awaiting completion of the next stage. This approach is particularly suitable, for example, in a shopping centre development where a series of completely separate fit-out contracts

3 Click through topics

Staged practical completion

Project >

>> Core Architectural Services

>>> Contract administration

>>>> Practical completion

>>>>> Staged practical completion



Other functions...



Other useful functions of Acumen

Acumen also provides the user with a number of other resources such as:

- 4 Browsing a general topic
- 5 Downloading resource files such as ABIC contract reference copies and Guide Letters
- 6 Links to other useful resources and sites

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4 Browse a general topic

The user can browse a general topic such as *Human Resources*.

Topics are broken down into logical sub-headings to assist the user to find information relevant to the topic they are reading.

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[Practice](#)

Human resources

Date of publication: 2009-04-09 17:10:35

Human resources is a term with which some organisations describe the combination of traditionally administrative personnel functions with performance, employee relations and resource planning. The objective of human resources is to maximize the return on investment from the organisation's human capital and minimize financial risk.

- [Recruitment](#)
- [Employment agreements](#)
- [Workplace issues](#)
- [Managing people](#)
- [Professional development](#)
- [Student employment](#)

4 Browse a general topic

After deciding to find out about *Human Resources*, the user may want information specific to *Recruitment*.



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Practice

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[Practice](#) > [Human resources](#)

Recruitment

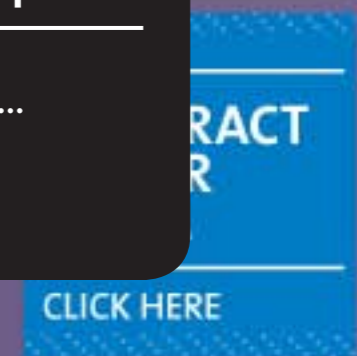
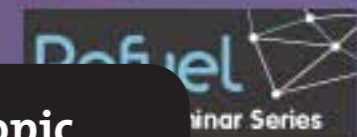
Date of publication: 2009-06-09 11:27:59

Recruiting the right staff for your practice and developing selection procedures that help you to find the right people are important business management skills you will need to apply to achieve and maintain the success of your practice.

- [Interviewing](#)
- [Induction of staff](#)

4 Browse a general topic

...and then *Interviewing*...



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[Practice](#) > [Human resources](#) > [Recruitment](#)

Interviewing

Date of publication: 2009-06-09 11:29:30

Architectural practices, like any professional and business enterprise, have a constant need of interviewing skills. The interview is a common instrument of communication, and a very valuable management tool. Poorly used, the interview can be a waste of the parties' time; worse, it may have serious consequences in terms of staff relations or even lead to complaints under Equal Opportunity legislation.

- [Interviews - selection](#)
- [Interviews - personnel](#)
- [Interviews - appraisal](#)

4 Browse a general topic

...and so on.

Types of interview

There are three basic types of interview, and they are used for three distinct



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[Project](#) > [Building Contracts](#) > [ABIC Contracts](#)

ABIC SW-2008

Date of publication: 2009-06-30 15:46:12

The ABIC SW-2008 suite comprises a standard contract for non-housing work as well as state and territory specific contracts for housing work, with appropriate conditions integrated into those contracts to address legal requirements of state and territory housing legislation.

- [Major changes between SW-1 \(2002\) and SW-2008](#)
- [ABIC SW-2008 state and territory housing versions](#)

[ABIC SW-2008 Reference copy \(PDF\)](#)

[ABIC SW-2008 User guide \(PDF\)](#)

[ABIC SW-2008 Proforma \(PDF\)](#)

For Queensland, there is also a specific version containing unique conditions for

5 Download resources

There is a number of downloadable resources available on Acumen, such as ABIC contracts, Guide Letters and Pro Forma.



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Architects Acts

Date of publication: 2009-06-16 08:44:25

Legislation has been enacted in each State and Territory to protect the title 'architect' and to provide a framework for practicing architects. To practice in a particular place an architect must be registered in the relevant State or Territory. This is of particular importance as the requirements for registration vary from one State or Territory to another. Further information can be obtained from the relevant State or Territory via the links provided below.

Australian Capital Territory

ACT Architects Act: www.legislation.act.gov.au/a/2004-20/default.asp

Registration in the ACT: http://www.actpla.act.gov.au/topics/hiring_licensing/licence_registration/architects

New South Wales



6 Links to other resources

Acumen also contains a number of links to other resources useful to members, such as *Architect's Acts*.

Remember

You must log in to Acumen to gain access to all of the site's functionality.

Click below to visit the home page:

www.architecture.com.au/acumen

The content and functionality of Acumen will continue to evolve as we are updating and improving Acumen constantly.



knowledge services



Australian Institute of Architects