[Insert date]

[Insert Contractor’s name]

[Insert address Line 1]

[Insert address Line 2]

|  |
| --- |
| Dear [Insert Contractor’s Name] |

|  |
| --- |
| Contract Number: **[Insert Contract Number]** |
| Project name: **[Insert Project Name]** |

**Re: Appointment of Administrator’s Representative – Clause 24 General Conditions of Contract and Annexure A‑Item 5A**

I refer to the Principal’s letter, dated [Insert date] which notified you of my appointment as Administrator for the above Contract.

You are now advised that [Insert name] has been appointed by me to act as Administrator’s Representative under Clause 24, of the *General Conditions of Contract*. I have delegated all functions of the Administrator with the exception of those under the following clauses [Delete before sending: Amend as necessary.]:

**General Conditions of Contract**

Clause 8.2 Discrepancies

Clause 9.2 Subcontracting

Clause 12 Site Conditions

Clause 14.2 Changes in Legislative Requirements

Clause 24 Administrator's Representative

Clause 26 Control of Contractor’s Employees and Subcontractors

Clause 27.5 Finding of Minerals, Fossils and Relics

Clause 30.7 Variations due to Defective Materials or Work

Clause 30.8 Acceptance of Defective Materials or Work

Clause 32 Working Hours

Clause 33.1 Rate of Progress

Clause 33.5 Acceleration

Clause 34.1 Suspension by Administrator

Clause 35.4 Use of Partly Completed Works

Clause 35.5 Extension of Time for Practical Completion

Clause 35.6 Liquidated Damages for Delay in Reaching Practical Completion

Clause 36 Delay Costs

Clause 37 Defects Liability

Clause 39 Urgent Protection

Clause 40.1 Authority to vary the Work

Clause 40.5 Valuation

Clause 41 Daywork

Clause 42.5 Certificate of Practical Completion

Clause 42.8 Final Certificate

Clause 44.6 Adjustment on Completion of the work taken Out of the Hands of the Contractor

Yours sincerely

[Insert name]

**Administrator**

[Delete before sending. The Administrator is to consider the work type and the experience of the Administrator’s Representative and Inspector when deleting any of these duties from the list. The Administrator is also to consider the restrictions on the surveillance team’s decision making abilities with regards to distance from site and timeliness of response.

Refer to Administrator’s Surveillance Plan (CAF001M) for the role of the Inspector for Witness and Hold Points.]

There may be more than one Administrator's Representative on the contract, provided their functions do not overlap. There may be different Administrator's Representatives assigned to different work site or chainages (for contracts involving multiple worksites, long distances and/or separable portions). Separation of functions must be clearly described in this letter.]

[Delete before sending: Blind copies are left to your own discretion]

|  |  |
| --- | --- |
| B/c: | File no.: [Enter file number] |

1. Administrator’s Representative – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. Inspector – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. Administration Officer – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

[Insert name]

**Administrator**

[Insert date]