

D - TECHGUIDES FOR AUS-SPEC

TECHguides provide roadmaps and examples of compiling the documentation required for local government projects. They include information on contracts, technical specifications and tender submission requirements. They should be read prior to commencing a project. They are included in the reference documents section of SPECbuilder Pro in pdf format and can be printed as required.

DESCRIPTION

TG 101 Guide to preparing technical specifications for contracts

This guide describes the procedures necessary to choose and complete the appropriate worksections from the GENERAL workgroup in order to compile a complete technical specification for a project. It addresses the type of contract, quality requirements, scope, documentation and method of payment. It is useful for all projects.

TG 102 Guidelines for principals - supply projects

This guideline describes the procedures necessary for the production and management of comprehensive contract documentation. It addresses the contracting process, the compilation of contract documents and the tender process.

TG 103 Guidelines for principals - period supply and service

This guideline describes the procedures necessary for developing effective period contracts for the supply of materials and services required for local government. It is to be read in conjunction with TG 101 *Guide to preparing technical specifications for contracts* and TG 102 *Guidelines for principals - supply projects*.

TG 104 Guidelines for Principals – sample contracts

This TECHguide includes three sample contract documents to demonstrate contract documentation for different types of projects using the AUS-SPEC Local Government specification system. The sample contracts included are for supply, delivery and placement of sprayed bituminous surfacing; construction of a road and external surveillance services.

TG 401 Guide to parks and recreation areas maintenance management model and documentation

This guide addresses the philosophy behind the creation and development of a specification for parks and recreation area maintenance management. The model is based on quality, competitive principles and program maintenance. It reflects the move from predominantly direct control responsive maintenance operations to execution by competitive maintenance contracts, either by council's own business units or private contractors.

TG 402 Guide to adapting asset delivery documentation to parks and recreation areas maintenance

This guide provides a supplementary set of issues as a checklist to enable each council to consider the individual issues in light of the provisions within council's adopted *General conditions of contract*. It is to be read in conjunction with TG 401 *Guide to parks and recreation areas maintenance management model and documentation*.

TG 403 Guide to buildings and facilities maintenance management model and documentation

This guide addresses the philosophy behind the creation and development of a specification for building and facilities maintenance management. The model is based on quality, competitive principles and program maintenance. It reflects the move from predominantly direct control responsive maintenance operations to execution by competitive maintenance contracts, either by council's own business units or private contractors.

TG 404 Guide to adapting asset delivery documentation to buildings and facilities maintenance

This guide provides a supplementary set of issues as a checklist to enable each council to consider the individual issues in light of the provisions within council's adopted *General conditions of contract*. It is to be read in conjunction with TG 403 *Guide to buildings and facilities maintenance management model and documentation*.

TG 405 Guide to road reserve maintenance management model documentation

This guide addresses the philosophy behind the creation and development of specifications for road reserve maintenance. The model is based on quality, competitive principles and program maintenance. It reflects the move from predominantly direct control responsive maintenance operations to execution by competitive maintenance contracts, either by council's own business units or private contractors.

TG 406 Guide to road reserve management plan

This guideline states the necessary content and intention of a well prepared maintenance management plan. The actual section structure of this guide will be adopted by the contractor in compiling a contract specific maintenance management plan. It also describes the understanding and commitment required of the contractor and the principal on maintenance performance policy, maintenance organization, activity specification, management procedures and maintenance planning.

TG 407 Guide to adapting asset delivery documentation to road reserve maintenance

This guide provides a supplementary set of issues as a checklist to enable each council to consider the individual issues in light of the provisions within council's adopted *General Conditions of contract*. It is to be read in conjunction with TG 405 *Guide to road reserve maintenance management model documentation*.

