



Tasmania

DEPARTMENT *of*  
INFRASTRUCTURE,  
ENERGY *and* RESOURCES

**P1**

**STANDARD BRIEF FOR  
PROFESSIONAL SERVICES**

**GENERAL PROVISIONS**

**DEPARTMENT of INFRASTRUCTURE,  
ENERGY and RESOURCES**

**STANDARD BRIEF FOR PROFESSIONAL SERVICES**

**GENERAL PROVISIONS June 2002**

**CONTENTS**

	Page
<b>P1.1 SCOPE .....</b>	<b>1</b>
<b>P1.2 MEETINGS AND REPORTING .....</b>	<b>1</b>
P1.2.1 Meetings .....	1
P1.2.2 Reporting .....	1
<b>P1.3 REFERENCE AND STANDARDS.....</b>	<b>2</b>
P1.3.1 References .....	2
P1.3.2 Abbreviations .....	2
P1.3.3 Road Reference System .....	2
P1.3.4 Terminology .....	2
<b>P1.4 SPECIAL EVENTS .....</b>	<b>3</b>
<b>P1.5 PERFORMANCE AND AUDITING.....</b>	<b>3</b>
P1.5.1 Performance Assessment.....	3
P1.5.2 Auditing.....	4
<b>P1.6 COMPLETION OF CONSULTANCY .....</b>	<b>4</b>
<b>P1.7 PAYMENT .....</b>	<b>4</b>
<b>P1.8 HOLDPOINT REQUIREMENTS .....</b>	<b>4</b>
<b>P1.9 DELIVERABLE REQUIREMENTS .....</b>	<b>5</b>
<b>P1.10 HOLDPOINTS AND DELIVERABLES.....</b>	<b>5</b>
 <b>APPENDICES:</b>	
P1.A Schedule of Holdpoints and Deliverables	
P1.B References	

**P1.1 SCOPE**

This Standard Brief sets out the general requirements for the delivery of Services. It is additional to, and shall be read in conjunction with, other parts of the Standard Brief for Professional Services.

The Preamble and information clauses in all Standard Briefs do not form part of the Brief.

**P1.2 MEETINGS AND REPORTING**

**P1.2.1 Meetings**

For the purpose of coordinating the delivery of Services and checking progress, the Principal's Representative shall, at approximately monthly intervals throughout the duration of the Consultancy, convene meetings with the Consultant. Minutes of such meetings shall be prepared by the Consultant who shall forward one (1) copy to the Principal's Representative within 5 days of the meeting.

**P1.2.2 Reporting**

The Consultant shall present a Progress Report at monthly intervals. When the Consultancy is expected to have a duration greater than three months the report shall include a program and cash-flow forecast.

A Progress Report shall consist of at least:

- i) A summary bar chart prepared from the Consultancy program and shall include as a minimum:
  - a) All significant activities leading to final or intermediate dates for completion of the Consultancy;
  - b) A statement on each activity undertaken in the proceeding period.
- ii) A narrative stating:
  - a) activities completed during the period;
  - b) activities which should have been completed during the period but were not and the reasons therefore;
  - c) percentage completion of all activities in progress;
  - d) anticipated delays which may affect completion of the Consultancy and the remedial action proposed by the Consultant.

A Consultancy Program should be prepared in the form of a bar chart.

The program shall show the significant activities necessary to demonstrate how the key dates will be achieved.

The program shall indicate actual working days per week based upon the Consultant's actual working hours per day and shall show all statutory and other public holidays on which the Consultant does not anticipate working during the Contract period.

### **P1.3 REFERENCE AND STANDARDS**

#### **P1.3.1 References**

References that may impact on the development of the Project are listed in **Appendix P1.B**

#### **P1.3.2 Abbreviations**

This Standard Brief makes reference to various Australian and other Standards. The following abbreviations, where used in the documents, shall have the meaning shown below:

SAA	Standards Association of Australia
AS	Australian Standard
ASTM	The American Society of Testing Materials
BS	British Standard
RCA	Road Construction Authority, Victoria (now VIC ROADS)
DIER	Department of Infrastructure, Energy and Resources, Tasmania
RTA	Roads and Traffic Authority, NSW
ISO	International Standards Organisation

The current issue of the Standard at the closing date for all tenders shall apply. If, subsequent to that date, any Standard is amended, the Principal's Representative may direct the Consultant to comply with such amendments.

#### **P1.3.3 Road Reference System**

Where the Consultancy is related to the Proclaimed State Road Network all Drawings, Reports, Specifications and other material prepared under the Consultancy shall be referenced to the Tasmanian Road Information Positioning System (TRIPS).

#### **P1.3.4 Terminology**

Terminology shall be in accordance with:

- i) Asphalt Pavement Research Group: Pavement Technology Glossary of Terms;
- ii) Australian Standard 1348: Terms used in Road Engineering;
- iii) Macquarie Dictionary.

Where there is a conflict in terms, precedence shall be in the order listed above.

#### **P1.4 SPECIAL EVENTS**

A Special Event for the purpose of this Specification shall be a community based event that is likely to impact on the asset or the normal users of that asset that is the subject of the Brief.

The Consultant shall identify Special Events that could impact on the asset, or the normal users of the asset, that is the subject of the Brief either;

- i) undertaking the Consultancy, or
- ii) the implementation of physical works resulting from the Consultancy.

The Consultant shall determine the timing, any special requirements and the cost and other implications of such Special Events.

The incorporation of the requirements for Special Events into the Project shall be a Hold Point.

#### **P1.5 PERFORMANCE AND AUDITING**

##### **P1.5.1 Performance Assessment**

The Principal's Representative will rate the performance of the Consultant in the Provision of Services in the following areas:

- i) Overall management of Project;
- ii) Quality system;
- iii) Time performance,
- iv) Product value;
- v) Client relations;
- vi) Public relations/contact;
- vii) Technical backup;
- viii) Management of risk;
- ix) Technical quality of product;
- x) Key staff used.

The data will be used to provide the Principal with a database of Consultants' performance. The database will be used in the selection process for future consultancies.

The Principal may, upon request from a Consultants' prospective clients, provide aggregated information from the database to such prospective clients. Results from individual consultancies will not be supplied to any person other than the Consultant to whom the result refers.

The Consultant may use the completed form in dealing with the Consultant's other clients.

**P1.5.2 Auditing**

The Principal may audit those aspects of the Project covered in the Consultancy Management Plan.

**P1.6 COMPLETION OF CONSULTANCY**

The Consultant shall advise the Principal in writing when the Consultant considers all work required under the Brief has been completed. The Principal will then either confirm completion of work, and hence completion of the contract, or advise outstanding items. Failure to provide advice within seven (7) days is deemed to mean the Consultancy is complete. Any agreement that the Consultancy is complete does not remove the Consultant's responsibility for Corrections.

**P1.7 PAYMENT**

Payment will be made on a monthly basis, upon receipt of an invoice from the Consultant.

**P1.8 HOLDPOINT REQUIREMENTS**

Definition: Those points beyond which the Nominated Work shall not proceed without review and release by the Principal's Representative.

All the Hold Points relevant to the Consultancy shall be identified in the Consultancy Program and the Consultancy Management Plan. The following shall apply to the Hold Points:

- i) The Consultant shall give the Principal's Representative at least seven (7) days notice prior to applying for release of a Hold Point.
- ii) All relevant documentation as specified elsewhere in this Standard Brief shall be available for inspection by the Principal's Representative at the time of application of release of Hold Point.
- iii) Within seven (7) days (21 days for planning – General Assessment) of the application for release of the Holdpoint, the Principal's Representative shall either;
  - a) release the Holdpoint or
  - b) if the information supplied is insufficient, request the additional information.

If the Principal's Representative does not respond within the required time to the properly documented Holdpoint release application, the delay caused to the Consultant shall be considered a Prolongation.

**P1.9 DELIVERABLE REQUIREMENTS**

The Consultant shall forward copies of deliverables nominated elsewhere in this Standard Brief to the Principal's Representative prior to final payment of fees and completion of the Consultancy.

All deliverables shall include evidence that they have been checked using the Consultant's Quality system and be authorised by a person on behalf of the Consultant.

**P1.10 HOLDPOINTS AND DELIVERABLES**

A Schedule of Holdpoints and Deliverables for this Standard General Provision Brief is attached as **Appendix P1.A**.

**APPENDIX P1.A**  
**Schedule of Holdpoints**  
**and Deliverables**

### SCHEDULE OF HOLDPOINTS

Description of Holdpoints	Nominated Work not to proceed
There are no holdpoints	

### SCHEDULE OF DELIVERABLES

Name	Timing	No of Copies in Format Shown		
		Hard Copies		Electronic Copies
		Bound	Unbound	
Minutes of Consultancy	Within five days of the meeting	0	1	0
Progress Reports	At time of monthly meetings called by the Principal's Representative	0	1	0
Consultancy Program	At time of monthly meetings called by the Principal's Representative	0	1	1
Cash Flow Forecast	At time of monthly meetings called by the Principal's Representative subject to Clause P1.2.2	0	1	0
Advice of Completion	At completion of Consultancy	0	1	0

# **APPENDIX P1.B**

## **References**

## LEGISLATION and POLICIES

### **References:**

1. Aboriginal Relics Act, 1975
2. Australian Bridge Design Code
3. Australian Heritage Commission Act, 1975
4. Australian Standard 1477: Unplasticised PVC (UPVC) Pipes and Fittings for Pressure Application
5. Australian Standard 1742: Manual of Uniform Traffic Control Devices
6. Australian Standard 2124: General Conditions of Contract
7. Australian Standard 3725: Loads on Buried Concrete Pipes
8. Australian Standard 3845: Road Safety Barrier Systems
9. Australian Standard 4058: Precast Concrete Pipe Code
10. Australian Standard 4122: General Conditions for Engagement of Consultants
11. Australian Standard 4300: General Conditions of Contract for Design and Construct
12. Australian Standard 4305: Minor Works Contract Conditions
13. Australian Standard 4676: Structural Design Requirements for Utility Services Poles \*
14. Australian Standard/NZS 1158: Road Lighting Code
15. Austroads Guide to Traffic Engineering Practice
16. Austroads/NAASRA: Grade Separated Interchanges
17. Austroads/NAASRA: Road Medians
18. Austroads/NAASRA: Road Surface Drainage
19. Austroads/NAASRA: Safety Barriers
20. Austroads: Guidelines for Bridge Load Capacity Assessment
21. Austroads: Installations by Public Utility Authorities
22. Austroads: Pavement Design
23. Austroads: Road Safety Audit
24. Austroads: Waterway Design - A Guide to the Hydraulic Design of Bridges, Culverts and Floodways
25. Concrete Pipe Association of Australia: Concrete Pipe Selection and Installation, 1990
26. Disability Discrimination Act
27. Environment Management and Pollution Control Act, 1994

<b>LEGISLATION and POLICIES</b>	
<b>REFERENCES (CONT.):</b>	
28. Environment Protection (Impact of Proposals) Act 1974	
29. Historic Cultural Heritage Act, 1995	
30. Hobart Regional Water Board Specification H	
31. Institution of Engineers, Australia Australian Rainfall and Runoff, 1987	
32. Intergovernmental Agreement on the Environment	
33. Land Titles Office, Tasmania: Guide for plan Registration, May 1992	
34. Land Transport Development Act 1989 (Australia)	
35. Land Use Planning and Approvals Act 1993	
36. National Parks and Wildlife Act, 1970	
37. NSW Department of Lands: Manual of the New South Wales Integrated Survey Grid	
38. Plant Protection Act, 1994	
39. Prescriptions Act, 1936	
40. Project Initiation Process, April 1997 (Department of Treasury and Finance Tasmania)	
41. Protection of Agricultural Land Policy	
42. Public Utilities Information Manual (Tasmania)	
43. Roads and Jetties Act, 1935	
44. State Coastal Policy, 1996	
45. State Water Quality Policy, 1997	
46. Tasmanian Code of Practice for the Installation of Traffic Control Devices	*
47. Threatened Species Protection Act, 1995	
48. Traffic Act and Regulations	*
49. Blank	