

TECHNICAL COMMITTEE DECISIONS REPORT



This report records all decisions made by the Technical Committee at the meeting. This report can be made available to Nominating Organisations, their constituents, and other key stakeholders.

Committee Number/ ID	MB-010
Committee Name	General Conditions of Contract
Meeting Number	001
Meeting Date(s)	4 July 2022

1 Purpose of the meeting

The purpose of this meeting:

- ~ Kick-off the revision of AS 4000 General Conditions of Contract and AS 4902 General Conditions of Contract for Design and Construct
- ~ Discuss the approved project proposal
- ~ Discuss project considerations
- ~ Agree on project forward plan
- ~ Agree on drafting responsibilities
- ~ Agree on schedule and timelines

2 List of All Committee Decisions

Decision No.	Decision including technical background or justification
001-01	<p>Committee MB-010 kicked-off project AS 4000. As part of the kick-off the standards development process and drafting process were reviewed and the drafting process was updated to reflect the following:</p> <pre> graph TD S1[Step 1: MB-010 to formulate issue to be addressed. When: during monthly TC meetings] --> S2[Step 2: Principles to DL (JC) for drafting, DL to liaise with Tech writer if necessary. When: 3 weeks after TC meeting] S2 --> S3[Step 3: Circulate draft to MB-010 and technical writer for review*. When: As soon as possible after step 2.] S3 --> S4[Step 4: MB-010 to discuss draft based on submitted feedback. When: during monthly TC meeting] S4 --> S5[Step 5: PM and Tech Writer to send feedback / approval from MB-010 to DL. When: With circulation of meeting minutes] S3 -- "If feedback, members to send to PM prior to meeting. When: deadline will be set by PM in correspondence" --> S2 S5 -- "If there is feedback, move to step 2." --> S2 S5 -- "If approved, move to step 1 and repeat the process for the next issue(s) to be addressed" --> S1 </pre>
001-02	The committee agreed to run through the Drafting Brief which contains all issues to be discussed by MB-010 as part of the revision of AS 4000 and to mark all items with a priority 1 to 3.

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001-03	The committee agreed to review the Drafting Brief prior to the next committee meeting and discuss this with their Nominating Organisations to ensure all relevant issues are marked on our scoping document. If any other issues are identified, these will be raised with the Project Manager prior to our next meeting.
001-04	While reviewing the standards development process, the Project Manager asked all members to notify her if there are any organisations that should be made aware of the milestones or Public Comment period. The Committee agreed to consider if any organisations should be notified officially by Standards Australia and advise the Project Manager prior to the next meeting.
001-05	The committee agreed that the work on AS 4902 will commence when AS 4000 is out for Public Comment. A similar drafting brief will be created in that time where the relevant items from AS 4000 can be incorporated. During the Public Comment period scoping workshops will be scheduled by PM.