

Contents

Glossary of Terms	2
Acronyms and Abbreviations.....	3
List of Legislation	3
Other	4
List of Websites	4
Bibliography	5

Glossary of Terms

Note!

In the following definitions, the term 'person' may mean either a natural person, or (in relation to a Principal, Contractor and Owner) a legal person such as a company, corporation, or government instrumentality.

Term	Definition
Clerk of Works	See Inspector
Contract	An agreement between two parties, the Principal and the Contractor, that for a specified and agreed price the contractor will, under certain conditions, carry out work for the principal.
Contract Documents	Written and printed materials that form part of the contract and may include some or all of the following— conditions of contract, drawings, specifications, bills of quantities or schedule of rates.
Contractor	The person who offers to undertake work at an agreed price acceptable to the principal, in accordance with the conditions of the contract.
Contractor's Quality Representative	The person appointed by the contractor to administer the project's quality plan.
Contractor's Representative	The person appointed by the Contractor to manage the works and represent the company on site.
Engineer	See Superintendent
Hold point	An identified point in a construction process past which the contractor shall not proceed without a direction from the superintendent.
Inspector	The person on the resident engineer's staff who is concerned chiefly with workmanship, including quality control.
Milestone	A point within a project where progress is verified by the completion of an activity, or a point that marks the start of an activity.
Owner	The person who requires the works to be carried out on his or her behalf.
Principal	The person (usually the Owner) who stipulates the type of work and the standard of workmanship required, and nominates the contract conditions.
Project Manager	See Contractor's representative
Resident Engineer	The person to whom the superintendent has delegated some of the powers under the contract, and is responsible for the direct administration of the works being undertaken by the contractor.
Site Engineer	The person who deals with all technical issues and undertakes duties as delegated by the Resident Engineer.

Term	Definition
Superintendent	The person nominated in the contract who, both parties agree, should impartially ensure that both the principal and contractor properly perform their respective obligations under the contract. (The term is used in Australian Standard. 2124–1992 and is clearly defined in Clause 2, Interpretation).
Superintendent's Representative	See Resident engineer
Witness point	An identified point in a construction process at which an activity is observed.

Acronyms and Abbreviations

Acronym/abbreviation	Meaning
CBR	California Bearing Ratio
CQR	Contractor's quality representative
DBYD	Dial before you dig
ITP	Inspection and test plan
MDD	Maximum Dry Density
MRS	Main Roads specification
NATA	National Association of Testing Authorities
PSC	Pre-stressed concrete
RCBC	Reinforced concrete box culvert
RCP	Reinforced concrete pipe

List of Legislation

Acts (Queensland)

Acquisition of Land Act 1991

Contaminated Land Act 1991

Cultural Record (Landscapes Queensland and Queensland Estate) Act 1987

Environmental Protection Act 1994

Fisheries Act 1994

Forestry Act 1957

Harbours Act 1955

Integrated Planning Act 1997

Land Act 1994

Native Title (Queensland) Act 1993

Nature Conservation Act 1992

Queensland Heritage Act 1992

Subcontractors' Charges Act 1974

Subcontractors' Charges Amendment Act 2002

Transport Infrastructure Act 1995

Transport Planning and Co-ordination Act 1994

Water Resources Act 1989

Workplace Health and Safety Act 1995

Regulations

Work place Health and Safety Regulation 1997

Acts (Commonwealth)

Environmental Protection and Biodiversity Conservation Act 1999

Other

Manual of Uniform Traffic Control Devices

List of Websites

The following websites are recommended:

www.dialbeforeyoudig.com.au

www.mainroads.qld.gov.au

www.standards.com.au

www.standards.org.au

www.legislation.qld.gov.au

Bibliography

The following literature is recommended:

- Dwyer, J. (1997). *The Business Communication Handbook*. (4th edn). Prentice-Hall: Sydney.
- Queensland. Department of Main Roads (1999). *Standard Specification Roads*. (series of documents, accessible from website).
- Queensland. Department of Main Roads (various dates). *Standard Drawings Roads*.
- Queensland. Department of Main Roads (2003). *Manual of Uniform Traffic Control Devices (Queensland)*.