

## Using this Guide

The chapters in this monograph are generally divided into 4 sections as set out below and illustrated in Figure 1:

**Some basics:** a general guide for those who do not regularly let contracts.

**Australian Government requirements:** a summary of compulsory provisions, as well as policy and best practice ‘should do’ items.

**Tips and Traps:** a compendium of experiences in the public and private sectors.

**Risk management:** generic information to save reinventing the wheel.

**Figure 1**

