



Architectural Services Brief¹

Architectural Services Panel 2018

ISSUED BY:

Department of Finance - Buildings and Contracts on behalf of the
Minister for Works

¹ *PMs to strike through the clauses that are not applicable and delete all footnotes before issuing the document, including this one.*

AMENDMENTS LOG

THIS LOG IS FOR INFORMATION PURPOSES ONLY AND
DOES NOT FORM PART OF THE PROPOSAL BRIEF

No.	Clause	Amendment	Effective Date
1.1	2.5.2	Minor wording changes	Nov 2018
1.1	2.12.1.	“BMW Drawings Online” amended to read “BMW Tenders Office”	Nov 2018
1.1	2.12.3	Introductory paragraph deleted and replaced to clarify whether BIM is required or not. Clause amended to provide directions where BIM is required in project	Nov 2018
1.1	Schedule of Deliverables – Major Works	Comment added for Schematic Design, Design Development and Contract Documentation that BIM Model is a deliverable “Where BIM is required”	Nov 2018
1.1	Schedule of Deliverables – Major Works	In Contract Documentation, item deleted; “Approval of record relating to the testing of all services by the contractor ... Before a Certificate of Practical Completion is issued.”	Nov 2018
1.1	1, 2, 4, 5, and 7	Footnotes added throughout the document for the guidance of project Managers (PMs). Page numbers updated	Nov 2018
1.2	4.7.5 and 5.7.10	New Clause added “Discretion to reduce Security	April 2019
1.2	2.7.2	Development Approval clause updated, including references to DAPs	April 2019.
1.2	4.7.2 and 5.7.1	Superintendent’s Representative’s authority limited	April 2019

1.3	3.3.2, 4.6.1 and 5.5.3	Amend Attestation clauses to confirm no financial incentive to specifying any materials, products or components of the Works.	Dec 2019
1.4	2.12.4	Reference to TG001 NATSPEC Specification added.	Aug 2020
1.4	2.11.2	Requirement added for materials and finishes to be scheduled in draft report for review.	Aug 2020
1.4	2.11.3	Clarification of draft report for review and final report	Aug 2020
1.4	2.11.5	Clarification of draft report for review and addition of Schedule of items/products Specified by Example	Aug 2020
1.4	4.7.2 and 5.7.1	Paragraph added – Substitutions to be approved by the Principal’s Representative	Aug 2020
1.4	4.8 and 5.8	Sub-clause added – Substitutions to be approved by the Principal’s Representative	Aug 2020
1.4	4.9.2 and 5.9.1	Paragraph added – Substitutions to be approved by the Principal’s Representative	Aug 2020
1.4	Deliverables 7.2.4 and Appendix 8.4	Inclusion of Schedule of items and products Specified by Example	Aug 2020
1.4	Whole document	Replacement of BMW and Building Management and Works with ‘Finance’	Aug 2020
1.4	6.1 and 6.2	Text amended. Loose furniture procurement to avoid Specification by Example wherever possible	Aug 2020

1.5	Deliverables 7.2.4 and Appendix 8.4 and Contents page	Typographic corrections to Specified by Example (from Scheduled by Example)	Aug 2020
1.6	Whole document	Replacement of BRaTS with 'BTS'	Aug 2021
1.6	3.4 – 3.12	Clarification to NATSPEC requirements (required for projects with a construction value over \$3 million)	Aug 2021
1.6	Whole document	Replacement of 'Open and Effective Competition' policy with 'Western Australian procurement rules'	Aug 2021
1.6	2.9.4	Reference to Bikewest's "End of Trip Facilities" document removed. This information is now provided as a Finance Technical Guideline	Aug 2021
1.6	Deliverables 7.1.4 & 7.2.4	Reference to Bikewest's "End of Trip Facilities" document replaced with reference to Finance Technical Guidelines	Aug 2021
1.7	Deliverables 2.13.4	Add requirement for electric vehicle charging facilities	Nov 2021
1.8	Whole document	General update of content to reflect current established practice and active Policy requirements	Aug 2023
1.8	Whole document	General review of content and structure to improve clarity.	Aug 2023
1.8	Whole document	Update of checklists and deliverables to align with established process	Aug 2023
1.8	5 and 6	Minor and major works combined.	Aug 2023

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Glossary of terms

Term	
Principal	Minister for Works
Principal's Representative	The individual authorised to represent the Principal under contracts executed on a project.
Customer Agency	The agency engaging the Department of Finance to deliver the non-residential building program.
Customer Agency's Representative	A person authorised by the Customer Agency to act on behalf of the agency.
Consultant	A person or practice/business engaged by the Department of Finance to provide specialist advice or services to a project. Also known as the Lead Consultant. Typically performed by an architect.
Secondary consultant	A person engaged by the Principal's Representative, typically under an individual contract, to carry out part of the work on their behalf.
Subconsultant	A person engaged by the Consultant under a subcontract to carry out part of the work on their behalf.
Superintendent	The Office of the Superintendent; carries out the role of the Superintendent to building contracts.
Superintendent's Representative (or Super's Rep)	Administers the construction contract between the Principal and the Contractor. Typically the lead consultant / architect. This role is assigned to a person, not a firm.
Contractor (or building works' contractor)	The person bound to execute the work under the construction contract.
Contractor's Representative	A person authorised by the Contractor to act on behalf of the Contractor.

Specification for Architectural Services

Introduction

This Specification outlines the scope of a range of architectural services for any work required in the planning, delivery and maintenance of Government's non-residential buildings program, in either metropolitan or regional Western Australia.

This document describes the Department of Finance requirements and expectations for undertaking consultancy works for minor and major capital works projects.

This document consists of seven main sections:

1. **General requirements:** Requirements that typically apply to all heritage and general capital works, including the handover process, specific customer agency requirements, government policies and guidelines, review processes, reporting requirements, documentation requirements, as well as building quality and sustainability initiatives required for government projects.
2. **Permits, authority and regulatory requirements:** Describes the procedures, policies and exemptions that are in place when engaging with local authorities and making application for legislated permits or approvals, including development approvals, building permits and occupancy permits.
3. **Engagement of sub and secondary consultants:** Addresses engagement and management of sub and secondary consultants, sub and secondary consultants' responsibilities. It identifies a generic scope of works for typical building services and engineering disciplines that should form the basis of any invitation or tendering process for the engagement of sub and secondary consultants, to be adapted as required to suit specific project requirements.
4. **Heritage works – Scope of services:** Includes a description of projects that constitute heritage works and identifies the typical scope of services for consultants and required project deliverables.

5. Works: Scope of services including heritage services, project definition plan development, brief development, schematic design, design development, contract documentation, tendering, contract administration including/excluding the role of Superintendent's Representative or acting as an independent Superintendent's Representative and required project deliverables.
6. Loose furniture & equipment procurement: Identifies the process for the procurement and delivery of loose furniture, equipment and miscellaneous items where required under the scope of consultancy works including Customer Agency's requirements, documentation/estimating, purchasing, supervision requirements, storage and delivery services.
7. Appendices: Appended to this specification for the consultants' reference are the Development Application submission checklist, schedule of deliverables, building equipment maintenance/replacement standard form, and consultant consent/attestation forms.

The scope of consultancy may include full services for the project as outlined in this specification, including the role of Superintendent's Representative, or partial services that may exclude the role of Superintendent's Representative, or be restricted to specific stages of the project depending on the specific project requirements.

Should a project require architectural services not included within this Architectural Services Brief, the Principal's Representative shall seek advice from the Principal Architect prior to finalising any project-specific's Invitation to Submit Proposal.

1 General Requirements

1.1 Customer liaison

Projects, particularly maintenance and refurbishments, may have a significant impact on the building occupier and every effort should be made to satisfy their needs and requirements. Finance expects the Consultant to liaise closely with the Principal's Representative and the Customer Agency's Representative throughout the project. This includes:

1. Applying for federal and state police clearances as applicable for personnel, with the Consultant having responsibility for who visits the site(s), where required by the Customer Agency's Representative.
2. Meeting the requirements of the respective Panel Head Agreement in respect to any applicable Public Health Order or Customer Agency's policy for site access and/or requirements. This may include but is not limited to the provision of the use of suitable and appropriate personal protective equipment, and adherence to movement and egress requirements, as applicable for personnel.
3. Reporting to Customer Agency's Representative when visiting site.
4. Responding to the Customer Agency's Representative regarding queries or problems that may arise during the project. All communication and liaison with the Customer Agency's Representative are required to be through the Principal's Representative and/or the Principal's Representative shall be copied into all correspondence with the Customer Agency's Representative.
5. Ensure the Customer Agency's Representative is involved in the handover processes as appropriate. The Consultant remains responsible for the assessment of building quality and the management of the handover process.
6. The Principal's Representative is required to ensure that the Customer Agency's Representative is invited to all site meetings.
7. Consideration for co-design for special interest groups and inclusivity.
8. Refer to Section 1.2 for Agency Specific Requirements.

1.2 Agency specific requirements

1.2.1 Health projects

The consultant team, including all secondary and subconsultants, is required to reference and design in accordance with the following guidelines and standards. These documents contain relevant minimum required standards for the design, delivery and construction of health projects, and provide technical guidance on the minimum acceptable performance requirements.

Australasian Health Facility Guidelines

All health projects are required to be consistent with the Australasian Health Facility Guidelines (AusHFG).

Western Australian Health Facility Guidelines for Engineering Services

Compliance with the Western Australian Health Facility Guidelines for Engineering Services (WAHFG/ES) is mandatory when designing and operating public health facilities in Western Australia. The WAHFG/ES take precedence over any conflicting requirements in the Australasian Health Facility Guidelines. Compliance with the WAHFG/ES is required when:

- a new facility is built,
- an existing facility is altered,
- a new health care service or procedure is introduced to an existing facility,
- facility maintenance is carried out in accordance with Section 22 of the WAHFG/ES,
- equipment replacement is undertaken in accordance with the equipment requirements of the WAHFG/ES, or
- facility operation is carried out in accordance with Section 21 of the WAHFG/ES.

Any departures from the guidelines shall be clearly communicated to the Department of Finance via a dispensation schedule, allowing dispensation to be sought from the Customer Agency. The dispensation schedule shall clearly identify each departure and set out the rationale and proposed mitigation strategy.

The Consultant and its subconsultant team must attest to adherence to the WAHFG/ES at each project milestone (schematic design report, design development report and prior to tender release).

Standard form attestation and dispensation schedules will be supplied by the Principal's Representative.

National Construction Code and Australian Standards

All building services shall meet the relevant requirements of Australian Standards and the National Construction Code (NCC). When alterations are to be undertaken to facilities supporting a particular medical/health service(s), the scope of works shall be assumed to include consideration for all associated facilities used in the delivery of that service, including but not limited to equipment, fixtures, fittings or services and any required upgrade or amendment necessary to supporting infrastructure in order to deliver a functional and compliant service. Site services standards, quality and reliability shall be appropriate for the function being served. All building services shall meet the relevant requirements of Australian Standards and the NCC. WA Health approval does not negate the need to comply with the requirements of other Statutory Authorities.

Dispensation may be granted to mandatory items where compliance is not practically achievable due to the specific circumstances. Dispensations allow for the identification of a suggested risk mitigation strategy which will be monitored by WA Health. Further, it may enable a performance solution where deemed to comply cannot occur. To request a dispensation, a schedule of dispensation must be submitted by the Consultant at each project milestone for Department of Finance escalation to WA Health. The schedule shall include the following for each item:

- identification of the area where a dispensation is sought,
- a detailed rationale for the dispensation,
- suggested process to minimise risk and
- any additional documentation that supports the request.

The project working group and project control group will assess the evidence provided and may seek additional information if required.

Standard Form Dispensation Schedules will be supplied by the Principal's Representative.

Governing bodies standards, guidelines and approvals

Adherence must be made to any applicable customer agency requirements or governing bodies including but not limited any policies, codes, standards, guidelines, licencing requirements, Public Health Orders and the like.

Health facilities may require approvals for design and construction from agencies, for example the Therapeutic Goods Administration (TGA) or the WA Radiological Council. In some cases, health projects may be required to engage a specialist consultant to undertake these aspects of the design and/or documentation.

For mental health facilities, the Office of the Chief Psychiatrist may be required, under the *Mental Health Act 2014*, to review, inspect and approve/sign off on the design, as well as the completed works, prior to the handover and occupancy of the facility.

Best practice guidelines and standards

National peak bodies or commissions may also have best practice guides or standards to inform an evidence based best practice design. It is incumbent on the Consultant to be aware of relevant guidelines and standards, and ensure those recommendations are interrogated during the brief development phase and adopted by the design where appropriate and agreed. This may include for example: Dementia design and enabling environmental principles; Australian Commission on Safety and Quality in Health Care – Infection prevention and control. Any clarification required and/or conflicts between the policies and guidelines shall be referred to the Principal’s Representative for direction.

Refer Sections 1.1 Customer Liaison and 1.4 Policies, Requirements and Guidelines.

1.2.2 Education projects

Education projects for new schools, and additions or refurbishments to existing schools, are required to be designed in accordance with the current version of the Department of Education’s Primary School Brief (PSB) and/or Secondary School Planning Guide (SSPG), together with any additional site-specific briefing requirements.

The Consultant is to seek clarification on any changes to the relevant standard briefs required by the Department of Education (DoE). The Consultant must

clearly identify and report on any deviations from these generic education briefs they propose and, via the Principal's Representative, seek the express written approval from the authorised representative of the DoE Facilities Program Delivery, Central Office, prior to project implementation. The Consultant is also required to report all approved deviations, via the Principal's Representative, to Finance's Building Technical Services (BTS) team, who manage these briefs on behalf of DoE.

Any queries or issues relating to the standard education brief documents should also be directed, via the Principal's Representative, to BTS, to ensure issues are addressed consistently across the customer agency's portfolio, and that any inclusions or modifications to the briefs are undertaken as part of the regular update processes.

Restriction on access to school sites

For DoE projects, access to the site under this contract is controlled by the *School Education Regulations 2000 (WA)* and other DoE policies, which generally empower a school principal to regulate persons who enter, or who are on school premises.

Overall control of occupied school premises is the responsibility of the school principal. The definition of occupied school premises also includes a new school on a green-field site that has achieved partial or total practical completion. These regulations enable the school principal to direct any visitors, which may include the Consultant, sub or secondary consultants or the building works' Contractor, its employees, subcontractors, suppliers and the like, in respect to school access.

Persons admitted onto school premises must be of good character and conduct. The following conduct is prohibited on school premises and any offending person may be directed to leave the premises:

- i. Causing disruption to or likely to cause disruption to the good order on the school premises.
- ii. Using threatening or insulting language.
- iii. Using threatening or violent behaviour.
- iv. Adversely affecting the safety and welfare of persons on the school premises.
- v. Causing damage to property that comprises or is located at the school premise.

- vi. Smoking.
- vii. Defacing school premises.
- viii. Lighting fires or bringing explosives onto school premises.
- ix. Bringing animals onto school premises.
- x. Being in the possession of or under the influence of alcohol or drugs.
- xi. Driving vehicles off roadways and parking areas.
- xii. Exceeding speed limits or driving in a dangerous or inconsiderate manner.
- xiii. Disobeying traffic signs.

Adherence must also be made to any applicable customer agency's policies and any other requirements including but not limited any codes, standards, guidelines, policies, licencing requirements, Public Health Orders and the like.

Refer Sections 1.1 Customer liaison and 1.4 Policies, requirements and guidelines.

Screening for access

The obligations and requirements governing the access of all visitors to school sites is outlined in the Department of Education's Visitors and Intruders on Public School Premises Policy:

www.education.wa.edu.au/web/policies/-/visitors-and-intruders-on-public-school-premises-policy

The full requirements identified in the policy states:

“The Principal must require visitors:

- to add their name, position or company, contact person at the school and/or purpose of visit, and time of arrival to a Visitors' Book at reception at the time of their arrival;
- who are not involved in child-related work (such as contractors) to complete and sign a Confidential Declaration form (see Appendix C), unless the Principal determines that this is not required; and
- who are involved in child-related work to produce a Working with Children Check card.”

Refer also to the Principal's Representative for additional or project specific requirements, including but not limited to the specific school's policy and/or the anticipated or actual requirements of the contract preliminaries.

Additional requirements for Building Works contractors

DoE policy requires that all persons working on occupied school premises be screened for previous convictions for certain types of offences.

The Contractor shall screen all employees, subcontractors, suppliers, and other persons entering the building site for previous criminal convictions by ensuring that they:

- a. are the holder of a National Police Certificate that is no more than 2 years old, obtained through the Western Australia Police and not through a third party or commercial provider; and
- b. have completed the relevant DoE "Confidential Declaration" form. A person need only complete a "Confidential Declaration" form once for entry to a particular school in relation to a specific contract. A copy of this form can be obtained from the school Principal and the DoE website.

The Contractor shall maintain a register of employees, subcontractors, suppliers and other persons accessing the contractor's site. On a weekly basis the Contractor shall provide to the school Principal the following information:

- a. A list of persons who have entered the site, confirming of those, who:
 - i. has a National Police Certificate as above,
 - ii. have already provided a "Confidential Declaration" form to the school,
 - iii. have completed a "Confidential Declaration" form for the contractor; and
- b. A copy of all National Police Certificates and confidential declaration forms provided to the Contractor.

Once the Contractor ceases to maintain a controlled building site, or where the nature of the work makes a controlled site impractical, all access to the school/site shall be through the school office. The Contractor must store safely, or where relevant require its subcontractors or suppliers to store safely, all original National Police Certificates required by this clause of any persons entering the building site and make them available for inspection as soon as practicable upon request by the Principal to this contract.

The Contractor shall otherwise cooperate with the school Principal to maintain effective control of access to school premises and site throughout the term of the contract.

1.2.3 Justice projects

Department of Justice (DoJ) projects for new, and additions or refurbishments to existing courthouses and prison/remand facilities are required to be designed in accordance with the current version of any agency supplied standard brief/s, together with any additional site-specific briefing requirements.

The Consultant is to clearly identify any deviations from the relevant standard briefs and notify and seek the express written approval from DoJ's Asset Management and Contracts, the Principal's Representative, and the project control group, as applicable to the project, prior to implementation.

Any queries or issues relating to the availability or detail of standard briefing documents should be directed to the Principal's Representative to liaise with DoJ, to ensure current briefing is applied, any issues are addressed consistently, and any inclusions or modifications to standard briefs are undertaken as part of regular update processes.

Consultants seeking access to DoJ's sites including courthouses and prisons etc. are subject to DoJ's policy on security clearances.

Adherence must also be made to any applicable Customer Agency's policies and any other requirements including but not limited any codes, standards, guidelines, policies, licencing requirements, public health orders and the like.

Refer Sections 1.1 Customer liaison and 1.4 Policies, Requirements and Guidelines.

1.2.4 Police projects

Western Australia Police Force projects for new, and additions or refurbishments to existing police stations are required to be designed in accordance with the current version of any agency supplied standard brief/s, together with any additional site-specific briefing requirements.

The Consultant is to seek clarification on any changes to the relevant standard briefs required by the Customer Agency, and clearly identify any deviations from the relevant standard briefs the consultant proposes. The Consultant

must notify and seek the express written approval from the Western Australia Police Force, the Principal's Representative, and the project control group, as applicable to the project, prior to implementation.

Any queries or issues relating to the availability or detail of standard briefing documents should be directed to the Principal's Representative to liaise with Western Australia Police Force to ensure current briefing is applied, any issues are addressed consistently, and any inclusions or modifications to standard Briefs are undertaken as part of regular update processes.

Consultants seeking access to Western Australia Police Force's sites, including police stations, are subject to the Western Australia Police Force's policy on security clearances.

Adherence must also be made to any applicable customer agency policies and any other requirements including but not limited any codes, standards, guidelines, policies, licencing requirements, Public Health Orders and the like.

Refer Sections 1.1 Customer liaison and 1.4 Policies, Requirements and Guidelines.

1.2.5 Fire and Emergency Services projects

Department of Fire and Emergency Services (DFES) projects for new, and additions or refurbishments of existing Career or Volunteer fire stations are required to be designed in accordance with the current version of the DFES Career Fire Station, or Volunteer Fire Station Brief, as applicable, together with any additional site-specific briefing requirements.

The Consultant is to seek clarification on any changes to the relevant standard briefs required by DFES, and clearly identify any deviations from the relevant standard briefs the consultant proposes. The Consultant must notify and seek the express written approval from DFES, the Principal's Representative and the project control group, as applicable to the project, prior to implementation.

Any queries or issues relating to the standard fire station brief documents should be directed to the Principal's Representative to liaise with the DFES, to ensure issues are addressed consistently and any inclusions or modifications to the Briefs are undertaken as part of regular update processes.

Consultants seeking access to DFES's sites, including Career and Volunteer fire stations, are subject to the DFES's policy on security clearances.

Adherence must also be made to any applicable Customer Agency's policies and any other requirements including but not limited any codes, standards, guidelines, policies, licencing requirements, Public Health Orders and the like.

Refer Sections 1.1 Customer liaison and 1.4 Policies, Requirements and Guidelines.

1.3 Alternative design proposals

The Consultant is required to manage the design and procurement of the project works to achieve quality and performance outcomes that provide optimised whole of life efficiency and appropriate containment of risk.

This may require identification and analysis of a select number of potentially viable design solutions (to the agreement of the Principal's Representative), to assist in the selection of a concept for development that best satisfies the operational needs and requirements of the Customer Agency within the budgeted estimated total commitment (ETC) for the project works. Where alternative design solutions are proposed by, or required of the Consultant, including in response to the project-specific brief or Customer Agency requirements, the Consultant is to prepare an analysis for each identified design alternative, in consideration of the project as a whole. This may include, but is not limited to, co-ordination of specialist analysis of individual engineering discipline systems and components.

For each proposed or requested alternative, the Consultant is required to develop a return brief, setting out the parameters and controls to be applied in the analysis, including reference to appropriate established methodologies of Standards. This return brief is to be provided to the Principal's Representative, the Customer Agency's Representative, and the project control group (where applicable), and must obtain each party's express written approval, prior to undertaking the analysis.

The analysis is required to identify, as a minimum:

- i. The most appropriate design solution for the works.
- ii. Quantify the life cycle cost of the combination of the proposed new works; the existing facilities; and any potential future expansion issues/requirements.

The Consultant will be required to make reasonable and informed assumptions for all analysis inputs. This may include input from the nominated customer agency, as coordinated by the Principal's Representative.

On completion of the analysis, the Consultant is to make recommendations regarding the appropriate design solutions, for the approval and direction of the Principal's Representative and the Customer Agency.

1.4 Policies, requirements and guidelines

A range of government policies and guidelines may be applicable to each project. It remains incumbent on the Consultant to identify and/or seek guidance on which policies and guidelines, in addition to the following policies outlined below, may be applicable to the project. It is strongly recommended that at the commencement of a project, the Consultant should contact Finance's Building and Technical Services (BTS) team, via the Principal's Representative, to seek guidance on the range of policies, performance standards and guidelines that may be applicable to the project.

Any queries or issues relating to the relevance and/or application of specific policy or guidelines should be directed to the Principal's Representative for the project.

1.4.1 WA Recovery Plan and Buy Local Policy

In support of the WA Recovery Plan and Buy Local Policy, all consultants are required to facilitate the government's support of Western Australian businesses, wherever possible. The use of appropriate, immediately local materials should be used wherever possible, unless doing so would unreasonably compromise the durability, amenity or functionality of the building(s).

Throughout the delivery of the project, the Consultant is required to adhere to a range of measures and benchmarks in order to satisfy the requirements of this policy, including but not limited to Technical Guideline TG035: Specifying by Performance and Example.

For further information on the WA Recovery Plan and Buy Local Policy, including project-specific application, requirements and support associated with policy application in regional areas, refer to the project's Principal Representative. The following resources can also be referenced for general information:

www.wa.gov.au/government/publications/wa-recovery-plan

www.wa.gov.au/government/document-collections/western-australian-buy-local-policy-2022

www.wa.gov.au/organisation/department-of-primary-industries-and-regional-development/local-content-advisor-network

1.4.2 Access to government sites

Consultants seeking access to other government sites (prisons, hospitals etc.) may be subject to the individual government agency's policy on security clearances.

Adherence must also be made to the requirements of any current applicable Public Health Order, including any associated customer agency's policy.

Access to education sites is also controlled by specific processes and procedures.

Refer Sections 1.1 Customer liaison and 1.2 Agency specific requirements.

1.4.3 Work at an existing premise

If a project involves work at an existing premise, the Contractor, the Contractor's subcontractors and suppliers, the occupants of the premise and others, may be exposed to safety and/or health risks arising from the existing condition of the premise and its surrounds during the execution of the works.

Some of these risks can be identified during the design and documentation phases of this contract. To address these risks, the Consultant is to obtain from the Principal's Representative the hazardous substances survey, the project risk management report, the site asbestos registers and the associated management plan for the premise and its surrounds.

The Consultant must:

- i. Ensure that existing hazardous substances and asbestos products are addressed as principal-identified hazards under the Workplace Safety and Health clauses of the tender and contract documents for the construction contract. This includes reference and identification within the project's risk management plan and design safety report. Refer Section 1.5 Risk and Safety Management.

- ii. Identify and adhere to any agency-specific policy in respect to the identification and management of the hazard and/or hazardous substance, over and above legislated requirements. Refer Section 1.2 Agency specific requirements.
- iii. Where required by the project, arrange, on behalf of the Principal's Representative, the services of an Asbestos & Hazardous Materials consultant.
- iv. Consult the Asbestos and Hazardous Materials consultant on all matters relating to asbestos and hazardous materials and incorporate any advice and recommendations of the consultant into tender documentation, drawings and specifications, as well as manage work under the construction contract in accordance with any such advice and recommendations.
- v. The Consultant is not to seek approval of tender documentation, drawings and specifications unless the Asbestos and Hazardous Materials consultant has conducted an inspection of the site and provided a condition report detailing results of the inspection.
- vi. Make available to tenderers for the construction contract, the project-specific:
 - Design Safety Report;
 - Hazardous Materials Reports; and
 - Risk Management Plan; along with any existing
 - Risk Registers; and
 - Management Plans

dealing with the identified hazards, so that all relevant management issues can be adequately addressed in the Contractor's site-specific safety management plan.

- vii. If asbestos is discovered following commencement of the construction contract, the Consultant shall inform the Principal's Representative and manage the incident in accordance with the Customer Agency's hazardous materials management plan and Finance's asbestos management procedures. For more information, refer to the Code of Practice for How to manage and control asbestos in the workplace:

https://www.commerce.wa.gov.au/sites/default/files/atoms/files/221183_cp_manageasbestos.pdf

1.4.4 Cultural heritage

There may be implications for buildings or sites identified by one or more of the various government-maintained heritage lists or registers. The Consultant is required to determine if the place, including the site, building/s and associated contents and surroundings, has been entered on any list or register. This may include those listed below, and advise the Principal's Representative immediately of the recommended course of action:

i. Aboriginal Cultural Heritage:

<https://www.wa.gov.au/organisation/department-of-planning-lands-and-heritage/aboriginal-heritage-laws>

ii. National Heritage List:

Australian Heritage Council & Department of Climate Change, Energy, the Environment and Water Environment and Heritage

www.dcceew.gov.au/parks-heritage/heritage

iii. State Register of Heritage Places:

Heritage Council of WA & Department of Planning, Lands and Heritage

www.inherit.stateheritage.wa.gov.au/public

iv. List of Classified Places:

National Trust of Australia (Western Australia)

www.nationaltrust.org.au/wa/

v. Municipal Heritage List:

Municipal Inventory of Heritage Places

Refer to the relevant Local Government for guidance.

Application and management of these and/or the inclusion of other registers or listings may change from time to time. To ensure the project refers to the most up to date information, refer also:

www.wa.gov.au/government/document-collections/the-state-register-and-other-heritage-listings

Where cultural heritage controls are identified, the proposed works must also be referred to the Heritage Councils' Development Committee for comment, prior to going to tender. Seeking advice from the Heritage Council is a requirement of the *Heritage of Western Australia Act 1990*.

1.4.5 Percent for Art

Projects with an estimated total building cost greater than \$2 million excluding GST are required to incorporate the "Percent for Art" public art scheme.

[Percent for Art Scheme \(www.wa.gov.au\)](http://www.wa.gov.au)

The Consultant is to:

- i. Participate in the selection panel process for the artist/art coordinator.
- ii. Liaise with any representative nominated by the Principal's Representative including but not limited to the user groups, artist and art co-ordinator, to ensure integration of the art component within the project.
- iii. Where the artwork is incorporated into the building fabric, the Consultant is to ensure art installations are certified as required, including by the *Building Act 2011 (Western Australia)*.
- iv. Where the artwork is not incorporated into the building fabric, the Consultant is to assist the art coordinator to ensure art installations are certified as required, in accordance with the *Building Act 2011 (Western Australia)*.

1.4.6 Building quality and maintenance minimisation

In support of the Western Australian Government's commitment to high design quality, the Consultant is required to make consideration for designs that are durable and can be well maintained by the State Government.

When designing buildings for Finance, it is expected that the Consultant and their teams will design projects that not only comply with all applicable legislative requirements, but that contribute positively to the amenity of context, without being difficult to operate, maintain and manage over the

facility's designed lifetime. This is anticipated to be much longer than equivalent private sector facilities.

In addition, damage to public buildings costs taxpayers millions of dollars each year. The Consultant is required to indicate how minimisation of wilful and accidental damage has been considered in the design.

The Consultant is to refer to the following documents, incorporating recommendations where appropriate, to avoid and prevent known maintenance and durability issues associated with Finance-managed State facilities:

www.wa.gov.au/government/publications/maintenance-minimisation-manual-0

1.4.7 Design, performance and technical guidelines

It is incumbent on the Consultant to be aware of and consider the range of resources available to support the development of the project, so that the design can best meet the quality, functional and performance needs, and objectives of the State.

Technical Guidelines

Finance Technical Guidelines have been developed to describe specific design and technical requirements that are applicable to all State Government projects.

The full current suite of technical guidelines is available on the Western Australian Government website and will be updated and expanded on an on-going basis. It is incumbent on all consultants, including secondary and sub consultants, to be familiar with the current version of these guidelines:

www.wa.gov.au/government/document-collections/consultant-guidance-and-forms

Any queries or issues relating to the guidelines should be directed via the Principal's Representative for the project, to Finance's Building and Technical Services (BTS), to ensure issues are addressed consistently, and that any clarifications or revisions required to the Guidelines are undertaken as part of the regular update process.

Should any deviations from the guidelines be sought, the Consultant is required to clearly identify the reason for the deviation, and via the Principal's

Representative, seek the express written approval from the Principal and/or the Customer Agency's authorised Representative, prior to project implementation. The Consultant is also required to report all approved deviations, via the Principal's Representative, to Finance's BTS team.

Lessons Learned

It is incumbent on the Consultant to be aware of and consider any lessons learned, in the design and development of the project. There may be lessons learned data, held by either the Customer Agency or Finance, including by BTS, available for use by the project. The Consultant is to request from the Principal's Representative any available lessons learned data and design accordingly.

1.4.8 Sustainability initiatives

State government agencies have commitments under various state government sustainability initiatives, including:

- Western Australian Climate Policy
- Waterwise Perth Action Plan
- Waste Avoidance and Resource Recovery Strategy
- State Electric Vehicle Strategy for Western Australia

In addition to any briefed customer agency sustainability requirements, Finance's Technical Guideline TG040 - Environmentally Sustainable Design Guidelines for Non-Residential Government Buildings, provides guidelines for the scope and application of sustainability in building projects, and sets green star ratings based on project capital cost thresholds.

The Consultant is responsible for ensuring compliance with the Customer Agency's briefed sustainability requirements and Technical Guideline TG040. The Green Star rating requirement and need for full Green Building Council of Australia's certification of the project will be determined by the Customer Agency's brief.

The Consultant may be reliant on its subconsultants for some individual elements of the requirement to meet their responsibilities.

As a part of the provision of services, the Consultant shall identify the costs and benefits of incorporating the various elements of this section, using the applicable Green Star submissions planner.

The appropriate level of sustainable elements to be included in the project will be agreed with the Principal's Representative, provided the requirements of Technical Guideline TG040 are met. Finance's preference is for simple, cost-effective solutions that will achieve the objectives outlined in this clause.

Where required under Technical Guideline TG040, the Consultant shall ensure that all relevant data is entered into the Green Star submission planner and that an updated copy is submitted to the Principal's Representative at the completion of each design stage.

As specified in TG040, key projects (mainly those of a high value) may require full certification, as confirmed by the Customer Agency's brief. Where certification is required, consultants must register the project with the GBCA prior to Practical Completion, and make formal submissions for certification one year after Practical Completion. Consultants must make both Round 1 and Round 2 submissions in the Green Star Certification Process. GBCA certification costs will be reimbursed on submission of invoices.

The Consultant is to deliver to the Principal's Representative an Energy Report at the end of Design Development, showing modelled outcomes and supporting text to explain anticipated energy use. It is imperative that the Consultant has in writing from the Customer Agency, the anticipated occupancy patterns, and hours of operation in order that the results can be reconciled with actual consumption, post occupation. The report should include the anticipate user patterns and any assumptions that require specific responses by the stakeholder.

Modelling shall include lifecycle costing of at least three (3) alternative energy saving air-conditioning designs for the new building, considering initiatives such as mixed mode ventilation, alternative facade designs, shading, thermal mass etc.

At the end of the defects' liability period and before a Final Certificate is issued, the Consultant is to submit to the Principal's Representative the Finance Energy Use Report Form registering the building's actual energy use monthly, reconciled with the energy use target.

Refer Section 3.2.2 Energy use monitoring and reporting.

Whole of life cost plan

In addition to any project required or defined alternative design proposals (refer Section 1.3 Alternate design proposals), where required by the project-

specific brief and/or the Principal's Representative, the project is to be designed and built to meet the economic life as defined by the Customer Agency, to achieve quality and performance outcomes that provide optimised whole of life efficiency and appropriate containment of risk.

The Consultant should prepare a Whole of Life Cost Plan (WLCP) for the project site that considers the whole of residual life costs of the existing built environment, including services infrastructure at the project site, and factor the consequences of these costs into project decision-making.

The WLCP plan is to include operating, maintenance, replacement and likely development costs. Life cycle cost analysis shall consider cost consequences of interfacing with existing facilities and services, including consideration of the useful economic life of the existing assets, and the costs of extending existing asset life to match asset life of the proposed new works as appropriate.

The life cycle cost analysis must apply net present value analysis to comply with AS/NZS 4536. The WLCP is to be in a form suitable for use as a benchmark when assessing the accumulating life cost performance of the site.

The Consultant will need to demonstrate to the Principal's Representative satisfaction that the WLCP can deliver agreed optimised whole of life costs for the facility consistent with the appropriate risk containment to meet duty of care requirements.

Energy efficiency

The State Government is committed to reducing its energy consumption. An important contribution to meeting this target is ensuring that new or renovated Government buildings are energy efficient.

The Consultant shall design to maximise energy efficiency in operating costs while at the same time providing reasonable comfort for the occupants. This should include:

- i. Incorporating passive solar design principles.
- ii. Maximising day-lighting and passive climate modification opportunities.
- iii. Incorporating energy efficient designs to minimise active heating and cooling requirements.
- iv. Specifying energy efficient plant and equipment.
- v. Specifying energy efficient lighting systems.

- vi. Specifying electric vehicle charging facilities in line with the State Electric Vehicle Strategy for Western Australia, providing efficient control and effective maintenance systems, including monitoring of energy consumption.
- vii. Optimising opportunities to use renewable energy sources and incorporate renewable energy technologies wherever possible.
- viii. An estimate of planned energy use.

In the construction of new government offices, the Consultant shall comply with the Government's Office Accommodation Policies relating to energy efficiency and NABER's rating targets.

Water efficiency

The Consultant shall ensure the design of the buildings and landscape minimises the use of water. Compliance with Technical Guideline TG040 is required, and the following incorporated:

- i. Ensuring the incorporation of water efficient appliances and fixtures.
- ii. Providing effective monitoring and maintenance systems.
- iii. Installing reuse systems for grey water where appropriate.
- iv. Installing rainwater and stormwater collection tanks where appropriate.
- v. Designing to manage stormwater runoff on site to recharge aquifers.

The Consultant shall verify any specific water recycling and source requirements with the Principal's Representative.

Waste minimisation

The Consultant is to comply with Technical Guideline TG040 and recommend strategies that minimise the generation of construction & demolition (C&D) waste going to landfill, and maximise reuse and recycling opportunities. This may include:

- i. Designing buildings to maximise the opportunities to recycle materials in future.
- ii. Considering opportunities to recycle materials such as green waste and C&D waste on site within the works.
- iii. Exploring opportunities to access recycling facilities for C&D waste, especially for regional projects.

- iv. Designing buildings to maximise longevity through the creation of flexible and readily adaptable designs.

Building materials

The Consultant is to comply with Technical Guideline TG040 and consider strategies that incorporate ecologically sustainable materials and construction practices. This may include:

- i. Designing for resource conservation, using the minimum amount of material required for the function.
- ii. Maximising the use of recycled content material (the material must achieve the required technical performance).
- iii. Using materials sourced from suppliers close to the site as much as possible. Locally sourced products reduce transport costs and fuel consumption and support the local community.
- iv. Minimising life cycle costs through using durable materials, finishes and equipment requiring minimal maintenance.
- v. Minimising or avoiding the use of materials made from toxic or hazardous substances or which may result in off-gassing of emissions.
- vi. Minimising the use of building materials with high embodied energy and no compensatory benefits.
- vii. Minimising the use of building materials that have damaging ecological effects during harvesting, manufacturing and/or construction.
- viii. Minimising the use of building materials produced from limited or non-renewable natural resources.

Building durability

A durable building is long lasting, fit for purpose and requires minimal maintenance during its lifespan. To meet the prescribed sustainability initiatives of this Architectural Services Brief, the Consultant is to address building quality and maintenance minimisation. Refer Section 1.4.6 Building quality and maintenance minimisation.

The Principal's Representative may assist the Consultant with further information on how to incorporate features that are likely to assist durability and minimise damage.

1.4.9 Capital works signage

Site sign board requirements

The Consultant is to provide the following documents to Finance's Building Records, to facilitate the preparation of the graphic design for the site signboard:

- i. A digital image of the proposed works, unless the Principal's Representative expressly agrees that this is not required.
- ii. The proposed text which has been prepared in conjunction with the Customer Agency's Representative and the Principal's Representative.

The provided documents must conform with the Western Australian Government Capital Works projects Signage Style Guide (Style Guide). As the Style Guide may be updated from time to time, the Consultant is to refer to the most current copy of the Style Guide, located on Western Australian Government's website:

www.wa.gov.au/government/publications/signage-guidelines-capital-works

Unless a digital image has otherwise been made available for use on the site signboard, the Consultant is required to provide a conforming digital image of the works for incorporation in the site signboard design. Any additional payment for any additional work required to develop or provide this image, will be negotiated between the Principal's Representative and the Consultant as a variation to the project contract.

The digital image to be used on the site signboard must be in high resolution Joint Photographic Experts Group (JPG) format or in Encapsulated Post Script (EPS).

The Principal's Representative has sole discretion in determining the size of the site signboard. The Consultant is responsible for ascertaining from the Principal's Representative the dimensions of the site signboard required for the project.

Only the names of individuals or entities that have a direct contract with the Minister for Works in relation to the works are to be included on any banner, text or image which forms part of the site signboard.

Upon request, the Principal's Representative will provide example typical details of the site signboard construction and structural support to the consultant for inclusion in the tender documents. The project's Structural

Engineer shall review these details and accept and/or modify those details as required and provide structural certification on the tendered project as a whole.

To facilitate the timely development and approval of site signboard proofs, the Consultant is to provide the Principal's Representative with all the necessary documentation within sufficient time to allow the development of proofs and for the Principal's Representative to seek Customer Agency's approval. The time allowed for this process should be at least 6 weeks prior to the required delivery of the final proofs for construction, unless the project or approval process is considered to be of increased sensitivity or complexity, or as expressly agreed with the Principal's Representative otherwise.

Once Building Records has received and given final approval, the final print-ready sign design will be returned to the Consultant, if acting in the role of Superintendent's Representative, in a digital format of sufficient resolution to enable a sign maker to make the sign in the required size. The Consultant will then be required to forward the documents to the Contractor, whole and unadulterated, in accordance with the Contract requirements. This must be provided to the Contractor within 7 days of acceptance of the tender, unless required otherwise by the Contract.

Plaque of Record

Where nominated by the Principal, via the Principal's Representative, a Plaque of Record (plaque), identifying the architect, builder, and other relevant bodies, will be installed on appropriate Government buildings constructed by Finance. For those projects, the Consultant will be required to design and, where appointed as the Superintendent's Representative, facilitate the manufacture and installation of the plaque through the construction contract.

Where a plaque is identified as required, the Consultant is to:

- i. Include a section in the tendered contract documents describing and specifying the manufacture and installation of the plaque.
- ii. Obtain the consent of all employees and subconsultants involved in the project to the attribution of their contribution towards the project and complete the Consent for Attribution by Employee form. Refer Section 1.7.7 Consents and Attestations.
- iii. Include the completed forms together with a statement signed by an authorised person that consent for attribution has been obtained from all

employees involved in the project in the Contract Documentation/Tender Estimate report and in the final copy of the full specification provided to the Principal's Representative for review.

- iv. Design an appropriate engraved plaque made of brass, or another material compatible with the building's aesthetic, of a size not greater than 148mm deep x 210mm wide (A5), that records the identities of the architect and the contractor/builder involved in the design and/or construction of the building, together with the completion date.
- v. Identify an unobtrusive site for the plaque within the building that will allow the identities of the participants to be easily determined by any interested party.
- vi. Consult with the Principal's Representative to determine and confirm what information should be included on the plaque, such as the name of the customer Department or Authority for the building, and the name of Finance.
- vii. Include the name of the project and the date of completion on the plaque.
 - project name should reflect that used in the contract documents, unless directed otherwise by the Principal's Representative
 - The date of Practical Completion shall be the date of completion recorded on the plaque, unless otherwise agreed with the Principal's Representative.
- viii. Use the descriptive title nominated on the "Consent for Attribution by the Architect" form to identify the architect. Refer Section 1.7.7 Consents and Attestations
- ix. Consult with the appointed building works' Contractor and determine the title to be used to identify the Contractor.
- x. Ensure that the design of the plaque does not permit interpretation of the plaque as a commercial advertisement for any of the parties involved. This may include:
 - Do not include logos in the design of the plaque.
 - Give equal weight to and use equal font size for the names of all participants.

- xi. Obtain written approval of the Principal's Representative for the final design, wording and siting of the plaque, prior to construction ready issue.
- xii. Support the Superintendent's Representative as required to supply the final plaque design to the contractor, in accordance with the Contract requirements.

1.5 Risk and safety management

1.5.1 Facility management consultation

The risk plan and design safety report must include consulted consideration and input from those responsible for maintaining and operating the facility. Upon engagement, the Consultant is to request the Principal's Representative to introduce the Consultant to Finance's assigned maintenance officer or regional manager as well as the facilities manager (where appointed), as applicable to the project.

1.5.2 Risk management plan

The Consultant is to arrange the preparation of a risk management plan for all capital works projects, unless otherwise advised in the Request for Proposal, for the approval of the Principal's Representative. This plan must be prepared at the start of a project and maintained current at all design stages. For projects deemed to be high risk, the risk management plan may be prepared by Finance, with assistance from the Consultant as required.

The Consultant is to ensure that risk mitigation is defined, recorded, assigned and performance managed by the Consultant. Risk management review shall be an agenda item at all project meetings including during design and construction. All risk management actions and decisions shall be recorded in the meeting minutes.

The plan shall also include a separate design safety evaluation and shall provide duty of care risk mitigation of facility design, construction, operation, maintenance, development and demolition risks. Risk assessment must comply with AS/NZS 4360. The risk plan and design safety report are required to be developed progressively from the PDP stage and appropriately as the project proceeds.

1.5.3 Design safety report

WHS Act 2020 Part 2, Division 3, Section 22 and *WHS Regulations 2022* Part 6.2 - 295 and related clauses, requires that the designer must, so far as is reasonably practicable:

- A. Ensure that the plant, substance or structure is designed to be without risk to the health and safety of persons, at any time that structure is to be used as or at a workplace. This includes for those persons who:
 - Construct, alter, convert, fit-out, commission, maintain, refurbish, renovate or repair the structure,
 - Use the structure in accordance with the designed purpose,
 - Demolish, dismantle or dispose of the structure or its parts, which might include of the plant, substance or associated structure.
- B. Supply a 'design safety report' relating to the design of that structure, including a risk assessment for the whole life of the design.

For all capital works projects, the Consultant is therefore required to prepare a written site-specific design safety report addressing applicable WHS regulation, and setting out as a minimum:

- i. The hazards to which a person is likely to be exposed during the life of the designed end product (the project), that the Consultant has identified, so far as is reasonably practicable, including but not limited to during construction, use and decommission.
- ii. Coordinated input from all sub and secondary consultants.
- iii. The Consultant's assessment of the risk of injury or harm to a person that may result from those identified hazards.
- iv. The means by which the attendant risk may be eliminated, reduced or better controlled (i.e. risk mitigation).
- v. Which of those hazards the Consultant has not done anything in respect to reducing the risk of injury or harm.

The level of detail in the report must be appropriate for the type and complexity of the project, having regard to the nature of the hazards and the degree of risk.

Unless otherwise advised in the Request for Proposal, the design safety report must support the risk management plan, must be prepared at the start of a project and maintained current at all design stages. The Consultant is to ensure

that a final design safety report is included in the tender documentation, and that a copy of the final report is provided to the Principal's Representative and the Contractor for their use prior to the Contractor commencing work on the site.

Where it becomes apparent during the course of construction that changes to the design could either eliminate a risk to safety and health at sites or better control a risk to safety and health at sites, the consultant team is to work with the Principal's Representative and the Contractor to implement appropriate changes to the design that would eliminate or otherwise better control the identified risk.

Should any change in the design become required for a reason outlined in the preceding paragraph, the consultant team must incorporate the change to the design into the report and provide an amended copy to the Principal's Representative and the Contractor.

For more information, refer to the Code of Practice for Safe design of structures:

https://www.commerce.wa.gov.au/sites/default/files/atoms/files/221191_cp_designstructures.pdf

1.6 Design and/or documentation reviews

1.6.1 Guidance

At the start of each project, the consultant is strongly encouraged to seek guidance from Building and Technical Services (BTS) and the Statutory Planning & Asset Policy (SP&AP) team, via the Principal's Representative, to establish the applicable and recommended review process, and define the required timing and deliverables that may be necessary to achieve requisite and timely approvals.

1.6.2 Building & Technical Services review

The purpose of the BTS design and/or documentation review is to ensure delivery of improvements to the quality of Western Australia's built environment by encouraging good design, including adherence to relevant and applicable state government policies.

Consultants must allow time to respond to a BTS design and/or documentation review as part of their normal scope of works, under this contract. Consultants must ensure that their subconsultants are also engaged on similar terms to ensure their input is provided, when required by the consultant, to prepare the consultant's response to a BTS design and/or documentation review.

Where the total estimated construction value of the project is over \$1.0 million excluding GST or the project is considered by the Principal or Customer Agency to be of significant risk or complexity, the project will be required to undertake a BTS design and/or documentation review on the following minimum delivery intervals:

1. On the first design package or report issued for customer agency review (including if issued in draft), at each of the following design stages:
 - 1.1. Project Definition Plan
 - 1.2. Schematic Design
 - 1.3. Design Development
2. On the minimum 90% complete and coordinated full package of tender purpose documents (including details), at the following stage of completion:
 - 2.1. Contract/tender drawings as issued for BOQ or pretender estimation (notwithstanding the consultant's contracted obligations in support of the development of cost planning and management)
 - 2.2. Contract/tender specification, appendices and schedules (including but not limited to the consolidated design safety report; required schedules/reporting deliverables; finishes, selections and fixtures schedules) at the stage as issued for BOQ or pretender estimation.
 - 2.3. To be provided to BTS, a minimum 4 weeks prior to the anticipated tender date, unless otherwise agreed with BTS.
3. Any subsequent or revised design phase of the project at the request of BTS, the Customer Agency or Principal's Representative.

At each of the required review stages, it is the Consultant's responsibility to supply to BTS, via the Principal's Representative, the following documents in a

timely manner. It is expected that any documents provided for review are supplied at the same time as those documents are provided to the respective customer agency:

- i. A complete copy of the design stage report, following the Principal Representative's nominated Finance template and capturing the full schedule of deliverables, as adapted to suit the project's customer agency.
- ii. An extracted PDF copy of all drawings both combined by discipline, and as individual sheets.
- iii. An extracted PDF copy of all schedules and tables.
- iv. An extracted PDF copy of any design reviews provided for the project, including by the Customer Agency or OGA, where applicable. Previous BTS reviews need not be resubmitted.
- v. An extracted PDF copy of the completed Finance stage checklist, as adapted to suit the project specific customer agency. The Principal's Representative will provide a copy of this checklist when asked.
- vi. A copy of the required "Specification by Example Schedule", duly considered and completed at the relevant design stage. Refer Technical Guideline TG0035 and Sections 1.4.1 WA Recovery Plan and Buy Local Policy and 1.4.7 Design, Performance and Technical Guidelines.
- vii. Any other relevant information or project specific documents, including as requested by BTS in response to previous stage reviews.

At their discretion, BTS may request additional information to undertake their review and/or suspend their review if the documents are deemed wholly incomplete or inadequate for the nominated project stage. Failure to provide BTS with appropriate or complete documents may result in delays to the project and may impact on a consultant's performance report.

At any stage of the project's design or documentation phase, the BTS team may also, via the Principal's Representative, request BTS attendance to milestone project meetings, design briefings, or presentations with the Consultant and/or Customer Agency's Representatives, and/or other such meetings with the Consultant, to seek or provide further clarification or guidance.

BTS will undertake their design and/or documentation review based on the stage specific documentation provided and issue a list of design or documentation comments and/or queries, to the Principal's Representative, for

their distribution to the Consultant. Within 5 business days, the Consultant must return, via the Principal's Representative, their reasonable and considered written response against each and all comments and queries, adhering to the BTS requested format and in Word format. The Consultant may also attach any further documentation in support of their response.

Failure to respond to a BTS design and/or documentation review appropriately and within a timely manner, will impact on a consultant's performance report.

The Principal's Representative and the project control group will consider the BTS design and/or documentation review and the Consultant's responses in order to raise, address and resolve any design issues or concerns that have been identified.

The Consultant remains wholly responsible for the design and documentation. Nothing in this clause varies, amends, relieves, or reduces in any way the Consultant's other obligations to provide deliverables or services by the times otherwise required by this Contract, to the standard required by this Contract and the law, irrespective of whether a BTS design and/or documentation review has been required or issued.

1.6.3 State Design Review Panel

Typically, significant projects are to be referred to the State Design Review Panel (SDRP). These reviews are in addition to Finance's BTS design and/or documentation review. It is the Principal's Representative's responsibility to seek guidance from the Statutory Planning & Asset Policy (SP&AP) team and advise the Consultant as to whether a project will be required to undertake an SDRP review process.

Where a project is anticipated to require a SDRP review, it is incumbent on the Consultant to allow sufficient time and resources for the required processes and deliverables. For information or guidance on SDRP design reviews process, refer to:

www.wa.gov.au/government/document-collections/state-design-review-panel

or contact the Statutory Planning & Asset Policy (SP&AP) team, via the Principal's Representative.

1.6.4 Office of Government Architect Design Review

When requested by BTS, the Office of Government Architect (OGA) design review is a holistic design quality assessment that would typically be conducted at the concept design and late schematic design phase of major projects. An OGA design review may also be sought during the business case, project definition during planning and/or design development.

The OGA design review is most likely to be a desktop review based on the documentation provided to BTS for its design and/or documentation review. At the discretion of BTS and the Principal's Representative, the Consultant might be required to present the design formally.

1.7 Document format and quality control

1.7.1 Documents provided by the Principal

CADD Drawings

The Principal may have samples of CADD documents for previously documented similar projects, or documentation for the existing facilities on the project site, which may assist the Consultant to prepare the documentation for the project. Where available and requested, the Principal's Representative will provide a copy of the CADD documentation to the Consultant.

Manual drawings

The Principal may have copies of manual drawings available for existing sites. Consultants may view the available drawings in the Finance Tenders Office (Djookanup, 16 Parkland Road, Osborne Park WA). Consultants wishing to view the drawings should make prior arrangements with Finance Building Records, through the Principal's Representative.

Existing drawings for sites and premises related to police stations, prisons, parliamentary offices, heritage buildings and the like will have restricted viewing access. Prior written authorisation is required from the Principal's Representative if consultants wish to view or obtain copies of these drawings. Consultants must liaise with the Principal's Representative if they are unsure of the viewing access restrictions associated with any drawings related to the contract.

Should consultants wish to obtain a print copy of some, or all the available drawings associated with a project, arrangements can be made with Building Records, through the Principal's Representative. Plan printing will typically be at the consultant's expense unless prior arrangements have been made with the Principal's Representative.

Disclaimer

The Principal accepts no responsibility for the compliance of any provided drawings or documents it provides to the consultant under the contract, to either the Finance CADD Documentation Procedures Manual; or the brief for the contracted project, whether they be supplied in electronic or hard copy format. Similarly, the Principal accepts no responsibility for the accuracy or completeness of those documents or drawings.

1.7.2 Drawing format requirements

Computer aided drafting and design (CADD)

The Consultant is required to:

- i. Refer to Section 1.8 Deliverable and reporting requirements and Sections 4, 5 and 6 describing the typical scope of service requirements and for the details of deliverable items.
- ii. Refer to Section 1.2 Agency specific requirements.
- iii. Liaise with the Principal's Representative for any project-specific deliverables or requirements and for any other details required on the Finance CADD requirements.
- iv. As defined by the requirements, protocols and deliverables set out in the CADD protocols for contract deliverables:

www.wa.gov.au/government/publications/cadd-protocols-contract-deliverables
- v. Ensure the compliance with the requirements of this manual and that the drawings for the project are provided in a CADD format compatible with the Finance CADD system.

Drawings

Drawings are required to conform to the Finance CADD protocols for contractual deliverables but should also be presented as PDF/A (portable document format) files.

1.7.3 Specification requirements

In accordance with Technical Guideline TG001 NATSPEC Specification, all Finance projects with an estimated construction value of \$3 million excluding GST or greater, are required to use the NATSPEC building professional package, in the preparation of the specification, in full. The use of NATSPEC is optional for projects with a construction value less than \$3 million excluding GST.

www.wa.gov.au/government/publications/national-specification-natspec-tg001

Unless expressly agreed with the Principal, in exceptional circumstances, both the Consultant and the secondary and subconsultant team must subscribe to the NATSPEC Building Professional Package and utilise that resource to prepare all specification work sections for the building works. It remains incumbent on the Consultant to ensure that the subconsultants are engaged on similar terms to ensure the Consultant's contracted obligations are met. Failure to engage a subconsultant or brief a secondary consultant to meet these obligations is not deemed reasonable grounds for a deviation from this requirement.

In the preparation of a NATSPEC specification, it is the Consultant's responsibility to ensure proper usage and input of information into the NATSPEC software. This includes editing the NATSPEC text to include all project-specific requirements as required. Any failure of NATSPEC or the user will not excuse incorrect or negligent work nor derogate from the Consultant's duties at law and its obligations under the contract to provide work to the required professional standard.

More information on the NATSPEC Building Professional Package can be obtained at www.natspec.com.au.

The Consultant is also required to ensure that the full technical specification and associated documents align, reflect and support the project briefing requirements, prior to tender issue, including the following:

- The relevant tendering guidelines as defined by the Principal's Representative.
- The nominated project contract including the preliminaries, as amended from time to time, and as defined by the Principal's Representative.
- Technical Guideline - TG001 NATSPEC Specification

www.wa.gov.au/government/publications/national-specification-natspec-tg001

- Technical Guideline - TG035 Specifying by Performance and Example.
www.wa.gov.au/government/publications/specification-performance-and-example-tg035

- Guide Notes to Assist in the Preparation of the Specification Preliminaries and the Specification Generally for Works Contracts Tendered by the Department of Finance in the Name of the Minister for Works

Applicable to all projects, when submitting for tender or construction, a copy of the project specifications is to be provided for Finance records in both PDF and Microsoft Word 2013 format and may be either a single document or a collection of documents. In all cases, the electronic copy of the specification is to contain all the required Finance forms. The specification must also include all secondary and subconsultant specifications, schedules, tables and the like.

The specification file, or files, are to be 'zipped' using a propriety archiving tool such as "WinZip" or "PKZip" into a single file named "<Project Title> - Specification".

1.7.4 Building Information Modelling (BIM) requirements

BIM is not required for this project.²

² *PM must strike through this sentence if BIM is required.*

BIM is required for this project.³

Where BIM is required and unless stated otherwise, the requirement is for BIM 300 Level of Development (LOD) to Documentation, to meet tender requirements for most disciplines. The consultant must provide a BIM management plan for the project that shall include a LOD Matrix identifying the LOD for specific disciplines and elements of the building(s) for review and approval by the Principal's Representative.

The Consultant must present 3D models during the design phase to familiarise the Customer Agency with the design and enable the Customer Agency to undertake review of detailed aspects of the design, where appropriate and obtain end-user feedback. For design presentations, a 3D model having a presentation similar to 'lastpixel' is required.

The Consultant must use BIM to create the drawing set for tender and construction purposes and ensure a co-ordinated approach to building services. The BIM model will be provided to the Contractor for their information only and will not be guaranteed.

At Practical Completion, the Consultant is required to use the as-constructed drawings or mark-ups provided by the Contractor, to update the BIM model to accurately reflect the constructed building including the location of services. The Consultant is not expected to add facility management information into the as-constructed model unless otherwise instructed in the Request for Services or by the Principal's Representative.

Where the Principal requires BIM beyond the 300 LOD industry standard for a project being completed on a percentage fee basis, the Consultant and the Principal's Representative will negotiate any additional costs, if applicable for BIM, prior to the commencement of work.

Unless otherwise agreed by the Principal's Representative, the Consultant is to provide the BIM model in native format and open standards format (IFC) in

³ *PM must strike through this sentence and the remaining text in this clause if BIM is not required.*

addition to CADD (refer Schedule of Deliverables), to ensure future usability of the information.

1.7.5 Quality control

The Consultant and all secondary and subconsultants must establish and maintain documented quality control systems in respect to the contracted services, in accordance with any standard required by the Principal. Secondary and subconsultants must also provide the Principal's Representative or other person nominated by the Principal's Representative with reasonable access to all premises, personnel and documents necessary to permit auditing of the secondary and subconsultants' quality systems.

1.7.6 Retention of documents

The Consultant must retain all original documents and contract records (including physical and electronic records) directly or indirectly connected with the Schedule of Deliverables, for a period of 7 years. If requested by the Principal, at any time during that period, make those original documents and records immediately available to the Principal for inspection.

All secondary and subconsultants must also retain original documents and contract records including physical and electronic records directly or indirectly connected with the Schedule of Deliverables, for a period of seven years. If requested by the Principal, at any time within that seven years, make those documents and records immediately available to the Principal for inspection.

1.7.7 Consents and attestations

The Consultant and all secondary and subconsultants are required to provide written attestation that all documentation for tendering/construction purposes have been reviewed by the senior project team member nominated in the specific project proposal and have been crosschecked against other building services drawings, specifications and schedules of the specific project, to ensure the documentation provided by the consultants is consistent.

For lump sum forms of contract, the Consultant, secondary and subconsultants are to provide an attestation that the design is fully detailed and does not include any design and construct solutions for built elements or services (including plant) by the contractor/subcontractor unless approved in writing by the Principal's Representative.

All consultants are required to certify that all documents, deliverables and services, including site inspections:

- i. Provided for tender comply with Finance's "Western Australian Procurement Rules" and Finance's "Guide notes to assist in the preparation of the specification preliminaries and the specification generally for works contracts tendered by the Department of Finance in the name of the Minister for Works". This includes with respect to specification by example of any materials, products or components of the Works,
- ii. Except for any required shop drawings detailing design development, do not include any requirements for the Contractor to provide any design performance requirements for any materials, products or components of the Works that the Principal's Representative has not expressly approved in writing,
- iii. Are prepared and performed by staff with appropriate skills, qualifications and a minimum of five years practical experience in relation to the specific building service relevant to that level of project complexity,
- iv. Are checked for accuracy and approved by a consultant with a minimum of five years practical experience in relation to the specific building service relevant to that level of project complexity,
- v. Comply with all applicable legislative requirements,
- vi. Meet the requirements of the Contract and the project and
- vii. Are properly co-ordinated with related documents.

And that:

- viii. The Consultant and any secondary or subconsultants has not received any financial incentive to specify any materials, products or components of the works,
- ix. The tender documents do not include any nominated subcontractors that the Principal's Representative has not expressly approved in writing,
- x. The Consultant has checked all documents prepared by any secondary or subconsultants engaged in the preparation of the tender documents and confirms those documents comply with all subclauses above, are coordinated and consistent with the architectural drawings and that there are no conflicts or clashes detected.

Copyright

It is anticipated that any consultants appointed by Finance in relation or reference to the deliverables of this Architectural Services Brief, will be contracted under the most recent version of AS4122 and associated WA Government Amendments. It is therefore anticipated that, in accordance with those General Conditions of Contract, that the Consultant's copyright is vested in the State. This requirement extends to all subconsultants appointed by the Consultant in order to deliver the scope and requirements of the project.

Consent for attribution

It is anticipated that any consultants appointed by Finance in relation or reference to the deliverables of this Architectural Services Brief, will be contracted under most recent version of AS4122 and associated WA Government Amendments. It is therefore anticipated that, in accordance with those General Conditions of Contract, that the Principal/Customer Agency will be obliged to attribute the physical work to the Consultant or other author.

Therefore, in order to meet the Principal's legally defined moral rights obligations, as defined by the *Copyright Act*, the Consultant is required to supply the following forms, signed and duly completed, to the Principal's Representative, prior to tender submission:

- Consent for Attribution of Employee
- Consent for Attribution of the Architect

Refer Appendix Sections 7.4 and 7.5.

1.8 Deliverable and reporting requirements

1.8.1 Project progress reporting

An electronic copy of the monthly progress report is required by the end of the first week of every month providing details of project scope, program overview, key milestones and progress for the period, and project cost controls. Reports also need to comply with any applicable customer agency specific reporting template for the relevant stage, unless advised otherwise by the Principal's Representative.

1.8.2 Deliverables reporting

The Consultant is required to maintain a schedule of deliverables throughout the period of the contract, and any amendment may only occur after written approval has been obtained from the Principal's Representative. A generic schedule detailing the typical deliverables is included in Appendices. The Principal's Representative will provide to the Consultant an electronic copy of the required schedule of deliverables, upon their engagement for a specific project. The Principal's Representative's schedule may vary in format and content from this generic schedule, having been adapted to meet the project and/or Customer Agency's specific needs.

Prior to the completion of each phase of the project, the deliverables identified within the project-specific schedule of deliverables are required to be provided by the Consultant to the Principal's Representative.

The Consultant must ensure the deliverables are suitable, appropriate and adequate for the purpose stated and are supplied in accordance with all reasonably applicable industry standards.

Refer Sections 4 and 5 and Appendix 7.2 for the typical anticipated scope of service descriptions and schedule of deliverables for the required project complexity.

In addition to any required external review process, Finance will perform design and/or documentation reviews at each milestone of the project to assist in the quality delivery of the project. Refer Section 1.6 Design and/or documentation reviews.

1.8.3 Schematic design reporting

One week prior to the schematic stage presentation, and unless required otherwise by the project-specific schedule of deliverables and/or agreed otherwise with the Principal's Representative, provide for review a full electronic copy of the draft schematic report, including drawings and all schedules. The Principal's Representative will submit a copy to BTS for review. Refer Section 1.6.2 for requirements.

The schematic report is to include, as a minimum, a brief synopsis on the following:

- i. Introduction/project description
- ii. Project control group and consultant team

- iii. Scope of works summary
 - Including any discrepancies with the project specific or supporting briefs, and reasons for deviation/dispensation.
- iv. Precinct planning
- v. Site planning
 - Including but not limited to feature survey, site services.
- vi. Option studies
 - Where required by the project brief/ PDP.
- vii. Alternative design proposal(s)
 - Where required by, or in response to the project brief, for whole of facility and/or all/any services disciplines including:
 - a. Detailed analysis of alternatives, developed life cycle cost analysis and firm recommendation on a design solution and a statement of any life cycle cost compromises.
 - b. Developed statement of facilities and related risks to be managed, mitigation proposed and recommendations for risk management assignment.
 - c. Developed statement of the impact on existing services, risks to those services and risk mitigation proposed.
 - d. An outline of construction system, engineering and specialist services requirements, including schedules of any proposed materials and finishes.
 - e. An outline of the construction methods and timelines.
 - f. And as defined by the requirements of Section 1.3 Alternative Design Proposals
- viii. Design approach
- ix. Design proposal
 - Including preliminary indications of construction system, engineering and specialist services requirements, materials and finishes.
- x. *Commonwealth Disability Discrimination Act 1992 (DDA)* compliance:

- Where project briefing/customer agency identifies a “Disability Service Plan” report and/or audit report for the facility, the Consultant shall provide written confirmation that they have:
 - a. Been made aware of the “Disability Service Plan” report and/or audit report for the particular facility.
 - b. Briefed the Principal’s Representative on compliance with the “Disability Service Plan” report and/or audit report and the NCC, DDA and DDA Advisory Notes.
 - c. Received instructions from the Principal’s Representative on agreed works for this project on the basis of the above briefing.
- xi. Relevant authority outcomes
 - Including reporting on discussions with relevant authorities i.e. Local Authority, Department of Fire and Emergency Services, State Heritage Office, utilities authorities etc.
- xii. Environmentally sustainable design reporting
 - Confirming reporting requirements detailed in Technical Guideline TG040 have been completed.
- xiii. Risk management and design safety reporting:
 - Confirming the documents have been appropriately consulted and referenced.
- xiv. Preliminary estimate
 - In accordance with the Finance project cost planning, guidelines for consultants, including elemental quantities.
- xv. Illustrations of the design
 - Include conceptual site, landscape and building plans, elevations, and sections generally at 1:100 scale, and providing an indication of internal spaces and external appearance through perspective sketches.

At the completion of schematic design, the Consultant is to provide one (1) amended and final electronic copy of the report, including design drawings, signed by the Consultant’s representative.

Schematic design is considered complete upon presentation of the finalised report and sign off on that document being provided by the Principal's Representative.

1.8.4 Design development reporting

One week prior to the design development presentation, and unless required otherwise by the project-specific schedule of deliverables and/or agreed otherwise with the Principal's Representative, provide for review a full electronic copy of the draft design development report, including drawings and all schedules. The Principal's Representative will submit a copy to BTS for review. Refer Section 1.6.2 for requirements.

The Design Development Report is to include, as a minimum, a brief synopsis on the following headings:

- i. Introduction/project description
- ii. Project control group and consultant team.
- iii. Scope of works summary
 - Including any discrepancies with the project specific or supporting briefs, and reasons for deviation/dispensation.
- iv. Site planning
 - Including site services.
- v. Design approach
- vi. Design proposal
 - For whole facility and all services disciplines including:
 - a. Conclusive life cycle cost analysis and life cycle cost plan showing facilities cost elements to be budgeted for in each year of the planned project useful economic life (this is estimated to be 10 years).
 - b. A comprehensive statement of facilities and facilities related risks to be managed, mitigation proposed and recommendations for risk management assignment including consideration of statutory and advisory authorities' concerns.

- c. A definitive statement of the impact on existing services, risks to those services and agreed risk mitigation.
 - d. A developed statement of any life cycle cost compromises.
 - e. An outline of construction system, engineering and specialist services proposals.
 - f. An outline of the proposed construction methods and programme.
- vii. Maintenance minimisation approach
 - viii. Engineering and specialist services proposals
 - ix. Environmentally sustainable design reporting
 - Confirming reporting requirements detailed in Technical Guideline TG040 have been completed.
 - x. Energy report
 - Describing anticipated energy use and energy minimisation strategies.
 - xi. Recurrent cost estimates
 - Including for electricity, gas, water and sewerage.
 - xii. Risk management and design safety reporting
 - Confirming the documents have been appropriately consulted and referenced, including provision of reporting where requested.
 - xiii. Relevant authority outcomes
 - Including reporting on discussions with relevant authorities i.e. Local Authority, Department of Fire and Emergency Services, State Heritage Office, utilities authorities etc.
 - xiv. Department of Education security (*Education projects only*).
 - Including copy of the written approval from the DoE Security coordinator of the design/scope of works statement.
 - xv. Schedule of accommodation
 - Indicating actual, briefed and m2 variance for all areas.

- xvi. Schedule of materials and finishes
 - Including the draft Schedule of Products and Items Specified by Example in the required format. Refer Section 1.4.1 WA Recovery Plan and Buy Local Policy.
- xvii. Loose furniture and equipment
 - Including confirmation of compatibility between the design and the loose furniture and equipment schedule including details of any changes.
- xviii. Limit of cost estimate
 - In accordance with the Finance project cost planning, guidelines for consultants. Include elemental quantities.
- xix. Illustrations of the developed design
 - Including 1:100 scale plans and elevations and 1:50 scale sectional studies of all buildings, typical construction details and sketches showing building exterior and internal treatment of spaces (room elevations). Show fixed and loose furniture and equipment on floor plans.

At the completion of design development, the Consultant is to provide one (1) amended and final electronic copy, including design drawings, signed by the Consultant's Representative.

Design development is considered complete upon presentation of the finalised report and sign off on that document being provided by the Principal's Representative.

1.8.5 Contract documentation/tender estimate reporting

The Department of Finance requires fully coordinated final tender documents (including finalised preliminaries) to be submitted at the time documents are issued to the Cost Management consultant for the preparation of Bill of Quantities. This is to ensure that the tender documentation is to the required standard. This includes consideration of completeness, legibility, buildability and coordination between design disciplines.

Prior to completion of contract documentation, a full electronic copy of the draft tender documents and report, including all drawings and schedules, is also to be submitted to BTS for review, via the Principal's Representative. The

report must also include the completed Schedule of Products and Items Specified by Example in the required format. Refer Sections 1.6.2 Building & Technical Services design and/or documentation reviews and 1.4.1 WA Recovery Plan and Buy Local Policy for requirements.

At completion of the contract documentation and tender estimate, and unless agreed otherwise by the Principal's Representative, provide one (1) electronic copy and two (2) hardcopy sets of completed documents for the Principal's Representative's approval to call tenders. In addition, provide an A4 report for the Customer Agency's Representative, signed by the Consultant's Representative, that includes as a minimum:

- i. Tender estimate
 - In accordance with the Finance project cost planning guidelines
 - Including elemental quantities.
- ii. Keying and locking schedule
- iii. Colour schedule
 - Including colour board
- iv. Schedule of materials and finishes
 - Including the update and complete Schedule of Products and Items Specified by Example in the required format. Refer Section 1.4.1 WA Recovery Plan and Buy Local Policy
- v. Schedule of charges
 - Such as headworks
- vi. Schedule of items to be supplied by Principal.
- vii. Environmentally sustainable design reporting
 - Confirming reporting requirements detailed in Technical Guideline TG040 has been completed.
- xx. Risk management and design safety reporting
- xxi. Loose furniture and equipment

- Including confirmation of compatibility between the design and the loose furniture and equipment schedule including details of any changes.
- viii. Confirmation of drawings submitted to DFES for approval.
- ix. Confirmation of other required approvals
 - Which may include: Heritage Council/State Heritage Office, Development Approval etc.
- x. Certification of brief adherence
 - Certifying that the contract documentation complies with the relevant customer agency functional brief and the project-specific brief. Including a summary of any discrepancies or deviations from those briefs, reasons and confirmation of customer agency agreement.
- xi. Attestations from the Consultant, secondary and subconsultants – refer to Section 1.7.7 Consents and Attestations.
- xii. Completed form Consent for Attribution by Employee.
- xiii. Completed form Consent for Attribution by Architect.
- xiv. Tender originals (includes specifications and Bill of Quantities) - electronic (to the Finance CADD Manual Requirements) clearly marked “TENDER DOCUMENTS”.
- xv. A3 size paper copy of the tender documents.
- xvi. Confirmation of drawings submitted to Finance for a Building Permit.
- xvii. Building Act requirements
 - Including technical certificates, reports, certificates of design compliance, copy of planning approvals, copies of environment/health/heritage approvals to enable building permit applications.

Contract documentation/tender estimate is considered complete upon presentation of the finalised contract documentations and report and sign off on that documentation being provided by the Principal’s Representative.

1.8.6 Contract administration reporting

Where the Consultant is appointed to perform the functions of Superintendent's Representative, every four (4) weeks the Consultant is required to provide one (1) electronic copy of a report, signed by the Superintendent's Representative including as a minimum the following:

- i. A monthly progress.
- ii. A summary of Superintendent's directions.
- iii. A summary and status of disputes.
- iv. A building cost performance report which includes:
 - Details of the tender sum.
 - A summary of variations issued, pending and anticipated, including value.
 - The value of the contingency sum that is uncommitted.
 - Payments to date.

Variations shall be summarised in the Building Cost Performance Report as follows:

- Builder variations for minor items under \$1,000 that have resulted from either documentation errors or relate to items unforeseen at the time of tendering.
- Customer variations resulting from changes to the project scope requested after tenders were called.
- Variations resulting from any major (valued greater than \$1,000) documentation error or briefed scope omission categories under the following discipline headings:
 - o Architectural
 - o Quantity Surveyors
 - o Mechanical Engineering
 - o Electrical Engineering
 - o Structural Engineering

- Hydraulic
 - Landscaping
 - Other.
- v. A risk management summary:
- Listing risks that are being managed
 - Issues related to those risks
 - Further mitigation strategies that may be employed to properly manage the risks.
- vi. A statement relating to project programming and which details:
- The original Practical Completion date.
 - The revised Date for Practical Completion, as adjusted by extensions of time approved by the Superintendent's Representative.
 - The anticipated Practical Completion date.
 - The anticipated date of “Handover” to enable customer occupation after any ICT or workstation, loose furniture or equipment fit-out if applicable
 - A summary of extension of time claims made by the Building Works contractor.
 - A summary of extension of time claims approved.
- vii. Networked building program
- Marked up to show progress of the works.
- viii. Construction cash flow charts
- (only for small projects where Cost Management consultant not available after tender)
- ix. Critical issues
- Including corrective action taken to mitigate those issues.
- x. Compliance issues, which may include:

- Workplace safety and health
 - Government building training policy (where applicable)
 - Buy local policy
 - Building local industry policy (where applicable)
 - Disposal destination documentation for materials recycled either by use on-site or by delivery to a recycling facility.
 - Sustainability initiatives.
- xi. A statement as to the building works contractor's performance on the project.

1.8.7 Practical completion reporting

Where the Consultant is appointed to perform the functions of Superintendent's Representative and before the issue of the Certificate of Practical Completion for the whole of the works, or any separable portion thereof, and unless otherwise defined by the Building Works Contract, and agreed with the Principal's Representative, the Consultant is required:

- A. To the extent defined by the Consultant's contracted specific scope of works, facilitate and verify the complete submission of the Building Works Contract deliverables as defined by the Building Contract.
- B. Submit to the Principal's Representative for distribution, one (1) electronic copy of each of the following, via a Principal's Representative approved or directed compatible digital platform, and/or another device, such as CD-ROM, DVD-ROM or USB key as directed by the Principal's Representative:
 - i. A digital copy of the full and complete maintenance and operation manual and as-constructed drawings, for the purpose of onsite facility use. This will be delivered to the facility by the Principal's Representative, once verified, to be kept on the building premises.
 - ii. A digital copy of the full and complete Practical Completion report, for submission to Finance's Building Records, signed by the Superintendent's Representative, and duly verified as complete, up to date and accurate:

The Practical Completion report will include, as a minimum, the following duly updated to reflect any variations or changes made during construction:

- i. Project details
- ii. Project team and contact information – includes both design and construction teams, after hours / emergency contact details
- iii. Practical Completion defects list
- iv. Certificate of Practical Completion or separable Practical Completion
 - Originals.
- v. Financial statement
 - Relating to the project and detailing available funding contingency.
- vi. Project status schedule
 - Detailing outstanding variation claims, extension of time claims and disputes.
- vii. All required certifications/evidence that all tests have been conducted and passed.
- viii. Whole of life cost plan
- ix. Design safety report, updated.
- x. Risk management plan
- xi. Schedules – eg. colours, materials, hardware, fixtures, equipment, provided items (eg. tools, spare parts, keys)
- xii. Authority approvals – Development Approval, Construction of Design Compliance, Building Permit, Certificate of Construction Compliance, Occupation Permit
- xiii. A schedule of warranties, guarantees, certificates
- xiv. A maintenance and operation manual and project handover manual
 - Sufficient information to facilitate the maintenance of the energy efficiency systems and equipment that are required by NCC Section J detailing the design and operation intent of the systems, the commissioning settings, and the preventative maintenance for the systems and equipment required to comply with NCC.
 - A schedule of all mechanical, hydraulic, electrical, electronic and security equipment incorporated in the project.

- Recommended routine maintenance schedule for each item of equipment and material.
- The capital cost of each item of equipment.
- Indicative costing of routine maintenance.
- Capital replacement program for each item of equipment.
- All other Operating manuals / instructions, technical data sheets, Maintenance requirements

xv. As Constructed documentation

- Electronic copies of all tendered drawings, AND all other additional drawings prepared and issued in the course of administering the Building Works Contract, updated and completed to an 'As-Constructed' level. This must include all architectural drawings as well as all other design and service design drawings including those within the Works contractor's scope of works to prepare. This may include but is not limited to - architectural, interior and fitout, landscape, irrigation, structural, civil and roof safety, AND building works contractor-supplied hydraulic, civil, electrical and mechanical drawings, for example.
- Clearly marked "AS CONSTRUCTED DRAWINGS"
- Updated to meet Finance's CADD manual requirements. Refer Section 1.7.2 Drawing format requirements.
- include CADD drawing checklist, Project data information and Drawing information sheets.

xvi. Asset management drawings

xvii. Environmentally sustainable design documentation

- Confirming associated training and documentation requirements detailed in Technical Guideline TG040 - Environmentally Sustainable Design for Non-Residential Government Buildings, have been provided.

xviii. Authorisation to reduce the Contractor's retention or security.

1.8.8 Certification at Practical Completion reporting

Once the building works have reached Practical Completion, the Consultant and its secondary and subconsultants are required to certify in writing that:

- i. The completed works are both compliant and consistent with the policies and guidelines applicable to the building works, including any clarifications advised by the Principal's Representative.
- ii. The facility engineering systems are operating as required to the design intent.
- iii. The facility maintenance staff and/or the building registrar have received appropriate instruction in its operation and maintenance. Refer Section 1.9 Handover Requirements
- iv. Electronic operational and maintenance manuals have been checked and any corrections made and provided to the Principal's Representative.
- v. As Constructed drawings (all lead, secondary and subconsultants' drawings) have been checked, any corrections made and supplied to the Principal's Representative.

The Consultant will be required to provide this certification in a format agreed with the Principal's Representative. This might, for example, take the form of an email expressly certifying that each of the above listed items has been fully addressed.

1.8.9 Final Completion reporting

Where the Consultant is appointed to perform the function of Superintendent's Representative, and prior to issuing any Final Certificate defined by the Building Works Contract, the Consultant is required to obtain the written agreement of the Principal's Representative that the Contractor has complied with all contracted requirements.

Once the Consultant has verified and documented that all contractual obligations have been met, and no later than 7 days after the Superintendent's Representative issues a Final Certificate in respect of the building works, and unless agreed otherwise by the Principal's Representative, provide one (1) electronic copy and two (2) hardcopies of a report, signed by the Superintendent's Representative, are required to be provided to the Principal's Representative that includes:

- i. An original final certificate.
- ii. A final tuning report.
- iii. A Finance energy use report.
- iv. Authorisation to release the Contractor's retention or security instrument.
- v. A financial statement in respect of the building works contract.
- vi. A statement confirming that the Contractor has, to the extent of the Superintendent's Representative's knowledge, complied with all contracted requirements.

1.9 Handover requirements

It is critical that handover processes and in particular communication with all relevant stakeholders are well managed at:

- i. Handover of the building for occupancy after Practical Completion.
- ii. Handover of the responsibility for all maintenance at the end of the Defects' Liability Period (DLP).

Where a project has handovers for different stages of work, the Consultant, when acting as Superintendent's Representative, must ensure that all parties are aware of their specific roles and responsibilities for the respective stages. In particular, attention should be given to the areas of responsibility for planned maintenance.

Generally, the Consultant will:

- i. Ensure the development and consulted incorporation and update of the risk plan and design safety report, including consulted consideration and input from those responsible for maintaining and operating the facility. Refer Section 1.5 Risk and Safety Management
- ii. Handover processes, timeframes, deliverables and requirements address and adhere to:
 - a. Any customer agency-specific requirements, including any procedural or amendments directed by the Principal's Representative (refer Section 1.2)
 - b. The Works Construction Contract and Preliminaries.

- iii. Prior to the issue of Practical Completion/Handover of the building(s), the Consultant in conjunction with secondary and/or subconsultants will develop a register of plant and equipment and other asset items that require routine maintenance during/post DLP and identify whether the Contractor, facility manager or a Finance maintenance service provider is responsible. Refer Sections 1.9 Handover Requirements, and Section 3 Secondary and Subconsultants.
- iv. During the DLP, the Consultant is to maintain a schedule of all reported building defects that will enable the Contractor to attend to and rectify defects in a timely manner before the date of expiry of the DLP. All site/defect rectification is to be signed off by the Customer Agency's Representative.
- v. In conjunction with building services consultants and the Contractor, prepare a maintenance schedule for building services systems and equipment and the building generally. A copy of these schedules together with a schedule of warranties as advised or provided by the Contractor and/or subcontractors are to be included in the handover manual. Refer Section 1.9 Handover Requirements
- vi. Prepare a handover manual one (1) month prior to practical completion, in line with the contract preliminaries and meeting the minimum requirements described in the:
 - Finance Technical Guideline: TG009 Commissioning and Handover: www.wa.gov.au/government/publications/commissioning-and-handover-tg009
 - Principal Representative's provided project or customer agency-specific handover requirements
 - For a Department of Education project; as described in the Primary School Brief and/or Secondary School Planning Guide, where applicable.
- vii. One (1) month prior to Practical Completion, unless required by the Customer Agency, Principal's Representative and/or construction works contract otherwise, invite all nominated parties including the maintenance services manager/provider to a Practical Completion/Handover meeting.
- viii. Ensure all information for an occupancy permit is provided to the Principal's Representative prior to handover, to enable application for and

issue of this permit prior to occupation. Refer Section 2 Permits, Authority and Regulatory Requirements

- ix. The Principal's Representative is to chair the Practical Completion/Handover meeting, the Consultant is required to prepare and distribute minutes.
- x. Arrange an onsite post-occupancy training session immediately after the issue of a Certificate of Practical Completion, (unless required otherwise by the Principal's Representative and/or the customer agency-specific requirements (refer Section 1.2) and arrange for the attendance of relevant subconsultants, the Contractor, relevant subcontractors, facility managers, waste management contractor,, maintenance service managers/providers and relevant end users at that meeting.
- xi. The purpose of the onsite post-occupancy training session is to ensure that the end user of the facility is appropriately trained to operate the building in accordance with the design intentions.
- xii. Prior to the end of the DLP, the Consultant is required to ensure all maintenance information, including logs of works completed and planned requirements, is provided to the Principal's Representative to enable time for the engagement of suitable service providers for delivery of maintenance post DLP/Final Completion.
- xiii. Prior to the completion of DLP, arrange a final handover meeting in liaison with the Contractor, the Principals' Representative and the Facilities Manager/Finance Maintenance Officer/Regional Manager to ensure that all defects are resolved to the satisfaction of the Superintendent's Representative, taking into consideration feedback/comments from the Customer Agency's Representative and the Principals' Representative.
- xiv. Report to the Principal's Representative on the outcomes of the final handover meeting.

1.10 Payments process

The Consultant is required to use the Project and Contract Management online system (PACMan) for all consultant fee claims relating to capital works projects for the Department of Finance (Finance).

The information required will be in accordance with the Consultant and construction contract deliverables, and will include but is not limited to:

- Contract details
- Contract status
- Fee variations
- Fee and disbursement records
- Progress fee claim details
- Certificates of Currency for insurances
- Fee claim certificates

When a payment claim is submitted, a Recipient Created Tax Invoice (RCTI) is raised for approval by Finance.

Finance will provide training in the use of the online portal for all consultants, which can be requested by contacting:

pacmantrain@finance.wa.gov.au

It is recommended that any Open Windows applications (including PACMan) be accessed via Google Chrome or Microsoft Edge browsers for optimal functionality.

1.10.1 Building contractor payments

Where applicable, Progress Certificates for payments to the Contractor under the terms of a building contract, must be certified by the person appointed as the Superintendent's Representative.

Building contractor's variations and claims for payment are to be submitted by the Superintendent's Representative through PACMan at:

<https://finance-wa.openwindows.com.au/Modular.aspx>

A copy of the payment certificate and summary of contract variations are to be attached to the Contractor's payment claim.

The Superintendent's Representative is to attach to each claim any information required under the construction contract.

When undertaking the Superintendent's Representative role, it is the Consultant's obligation to ensure that this process is undertaken correctly and in accordance with any contractual time limits.

Finance will provide training in PACMan for all Superintendent's Representative which can be requested by contacting:

pacmantrain@finance.wa.gov.au

1.10.2 Project bank accounts⁴

Where project bank accounts are applicable and the Consultant is commissioned to provide architectural services including the role of Superintendent's Representative, the Consultant is required to be aware of and support the following process:

1. Contract commencement:
 - i. To establish the PBA, the Contractor is required to provide the Principal's Representative with PBA documents, within twenty-eight (28) days of Contract Award and subsequently organise a \$1 payment through the account. This will create the Trust as well as test the payment system. The Superintendent's Representative should have minimal to no involvement in that process.
 - ii. If the establishment process is not complete prior to the Contractor submitting their first payment claim, the Superintendent's Representative, in liaison with the Principal's Representative, may be required to certify the Contractor's payment claim as \$0.
 - iii. In some instances, the \$1 payment may also be organised as the first payment claim under the Contract. Liaise with the Principal's Representative if this is the case.

2. Progress payments:
 - i. Where a PBA applies on an AS2124 contract, the role of the Superintendent's Representative will generally reflect that described in the Section 1.10.1 Building contractor payments, other than;
 - ii. The standard AS2124's statutory declaration relating to the payment of subcontractors will not be applicable. Certification can therefore proceed without requiring this document, however;

⁴ PM should strike out this sub-clause if PBAs will not be used.

- iii. The standard AS2124's statutory declaration relating to the payment of workers remains applicable and is not altered by the PBA model. Therefore, upon request from the Superintendent's Representative, is still required to be provided by the Contractor.
- iv. Once a payment certificate has been submitted, and all associated PACMan tasks are completed within the required timeframe, no further action will be required from the Superintendent's Representative, on the active payment process. The Principal's Representative will then oversee the completion of each process with the Contractor.

3. Final Completion:

- i. As the initial \$1 payment required to establish the PBA is deducted from the Contract Sum, the final payment may need to certify a final value that is \$1.00 (inc GST) **less** than the actual sum, to reconcile the account. In all instances, the Superintendent's Representative must liaise with the Principal's Representative to ensure the correct amount is certified for the final payment.
- ii. The Superintendent's Representative is to liaise with the Principal's Representative to ensure that the Contractor has completed all contractual requirements prior to issuing the Final Certificate.

Additional information is available from the Principal's Representative and at:

www.wa.gov.au/government/multi-step-guides/supplying-works-related-services/project-bank-accounts-contractors

2 Permits, Authority and Regulatory Requirements

2.1 Local government consultation

The *Planning and Development Act 2005* ('the Act') requires that every public work is to have regard to: the relevant local government's local planning scheme; the principles of orderly and proper planning; the preservation of amenity of the area; and that the relevant local government is consulted during the formulation of a proposal.

Accordingly, the Consultant must liaise with the relevant local government during all stages of the project, including the contract administration stage. Consultation shall include consideration of any local building policies or regulations, subject to project control group (PCG) approval. The Consultant is to ensure that project documentation outlines and demonstrates compliance with all relevant local regulations, including for example footpath bond, crossover, stormwater and drainage requirements etc.

Where agreement cannot be reached with the relevant local government about the project being in keeping with the purpose of the relevant local planning scheme, the Consultant is to advise the Principal's Representative as soon as practicably possible. The Principal's Representative may then consult with the Statutory Planning & Asset Policy branch of the Department of Finance (SP&AP) for further input/advice. Such advice shall include recommendations on what action is necessary to ensure, where considered reasonable, the project complies, or for direction by the Principal's Representative.

The Consultant is to provide to the Principal's Representative copies of minutes or notes of meetings with the local government and other authorities, as well as other external stakeholders, including utilities etc. The Consultant is also to ensure that the Principal's Representative is provided the reasonable opportunity to attend meetings, where required and/or appropriate.

2.2 Development Approval

Public works by State Government agencies are not subject to local planning schemes and are therefore exempt from local planning scheme development approval requirements.

Public works projects in the geographic location governed by the Metropolitan Region Scheme (MRS), the Peel Region Scheme (PRS), the Greater Bunbury Region Scheme (GBRS) and any other applicable regional schemes, may require development approval (DA) from the Western Australian Planning Commission (WAPC). Public works projects outside of a regional scheme area do not require a development approval.

Where a development approval is required for those public projects with a construction value of over \$10 million excluding GST (or \$20 million excluding GST in the City of Perth) the development approval is determined by a Development Assessment Panel (DAP). In these instances, the Responsible Authority will be the WAPC.

Where projects involve works on a primary school site on zoned land within the MRS area, development approvals are determined pursuant to a delegation to the General Manager or Assistant Director, Statutory Planning and Asset Policy of the Department of Finance, under section 16 of the *Planning and Development Act 2005 (Western Australia)*. Primary school projects outside of a regional scheme area do not require a development approval.

Consultants, through the Principal's Representative, should consult with SP&AP to confirm development approval requirements for a project.

When a development approval is required, consultants must:

1. Allow in the time plan for the project, the time needed to obtain the development approval including sufficient time to permit acquiring any other conditioned or subject approvals, such as licences or permits;
2. Consult with the SP&AP; and
3. Lodge the WAPC delegated development approval with the relevant local government, but only after approval has been received from the Principal on the schematic design and project estimate. The Consultant must confirm with the local government the submission requirements, including the acceptable form of submission (electronic or hard copy) prior to lodgement.

Consultants must ensure the submitted documentation includes:

1. An MRS, PRS or GBRS Form 1 and DAP Form 1 if required, signed by the appropriately authorised person. For example, from within the Department of Education for school projects;
2. A cover letter/report outlining the details of the project, site and planning context, description of development, and consideration of site issues; and

3. All drawings, reports, photographs and the like necessary for the expedient processing of the application.

Upon submission, consultants must:

1. Obtain from the local government the reference number for the application.
2. Follow up with the local government after the expiration of seven days from the date of lodgement, to ascertain if the application has been forwarded to WAPC, or DAP Secretariat, where relevant.
3. Monitor the progress of the application by reference to the WAPC website and immediately advise the Principal's Representative if any delays arise.

With the Principal Representative's approval, the Consultant shall proceed into the contract documentation phase of the project, pending the receipt of development approval from WAPC or a DAP, where relevant. However, the project will not proceed to the calling of tenders until a required development approval is obtained.

At any time after the lodgement of the application for development approval and even if development approval has been obtained, should the planned development change, then the Consultant shall liaise with the Principal's Representative and SP&AP prior to liaison with the relevant authority (WAPC), regarding the likely impact the change may have on the application or approval.

Development approvals under the MRS, PRS or GBRS for public works by State Government agencies are not subject to application fees charged by Local Governments for making recommendations to the WAPC. Accordingly, the Consultant shall not allow for any such fees in its fee proposal. However, separate DAP application fees are applicable for public works projects and are payable at the time of lodgement to the local government.

Consultants must liaise with the Principal's Representative for development approval matters. The Principal's Representative, in conjunction with SP&AP, will be able to provide advice on the need for a development approval, and the person appropriately authorised to sign the MRS, PRS or GBRS Form 1. SP&AP can provide standard templates that should be used when submitting the application to the local government.

Refer to Appendix Section 7.1 Development Application Submission Report Template for further guidance.

2.3 Development Approval - Delegated Authority

WAPC has delegated the authority to determine development applications for certain types of public works, up to a construction value of \$10 million excluding GST (or \$20 million excluding GST in the City of Perth), to the General Manager or Assistant Director of Statutory Planning & Asset Policy of the Department of Finance.

2.3.1 Primary Schools in the MRS Area

SP&AP has delegated authority to determine development applications for public works on primary school sites with a construction value of less than \$10 million excluding GST (or \$20 million excluding GST in the City of Perth) located in the MRS area. For these projects, the Consultant is required to:

1. Liaise/consult with the applicable local government in conjunction with the Principal's Representative, to resolve any local planning concerns, prior to finalisation of plans and submission for a development application.
2. Following approval from the Principal's Representative of the schematic design and project cost estimate, lodge electronic copies of the appropriate documentation with the Principal's Representative, who will then submit to SP&AP for processing, via da@finance.wa.gov.au
3. Ensure the submitted documentation includes the signed Form 1 by the relevant landowners (such as the Department of Education), all drawings (site plan, floor plans, elevations), colour and materials schedule/information, reports, photographs, evidence of preliminary consultation with the local government and any other relevant information required to expedient processing of the application.

Fees applicable

When the construction value of primary school projects in the MRS area is over \$10 million excluding GST (or \$20 million excluding GST in the City of Perth), a mandatory DAP application is required. In these instances, SP&AP is the responsible authority and prepares the Responsible Authority Report for consideration by the DAP. In those instances, development application fees will be payable to the Department of Finance.

The Consultant is still required to lodge these applications (which must also include a signed DAP Form 1) with the local government. However, an electronic copy of the application must be provided to the Principal's Representative and SP&AP at the same time.

Local Government fees do not apply to DAP applications, however separate DAP and Finance development application fees are applicable to these applications.

2.3.2 Other public works

SP&AP also has delegation to approve development applications for other public works, with a construction value of less than \$10 million excluding GST (or \$20 million excluding GST in the City of Perth), which include:

- Transportable accommodation and offices
- Sheds
- Outbuildings

For these projects, the Consultant is required to:

1. Liaise/consult with the applicable Local Government in conjunction with the Principal's Representative to resolve, where reasonable, any Local Planning Scheme concerns, prior to finalisation of plans and submission of development application.
2. Following approval from the Principal's Representative of the schematic design and project cost estimate, lodge electronic copies of the appropriate documentation with the Principal's Representative, who will then submit to SP&AP.
3. Ensure the submitted documentation includes the signed Form 1 by an authorised delegate of the landowner, all drawings (site plan, floor plans, elevations), colour and materials schedule/information, reports, photographs, evidence of preliminary consultation with the local government and the like, necessary for the expedient processing of the application.

Fees applicable

No fees apply to these applications.

2.4 Development Approval - When not required

For projects where development approval is not required, the Consultant should, where possible, consult with local government about the public work to reasonably address any local planning scheme concerns. The Consultant is required to provide plans and reports detailing the proposed public works to the local government, for their information.

2.5 Permits

Public Works by State Agencies are required to obtain all permits required under the *Building Act 2011 (Western Australia)*. For Finance projects, the Finance Building Permit Authority will generally issue the required demolition, building and occupation permits.

However, consultants may also need to liaise and make applications to the local government to obtain any other relevant permits or approvals. This may include crossover permits, for example.

2.6 Permit Authority

The Principal's role in the delivery of public works is managed by the Department of Finance, Buildings and Contracts. The Principal's function in this respect are specifically managed by project delivery groups within Finance.

The Minister for Commerce has delegated their powers under s.124(2)(a) and (b) of the *Building Act 2011 (Western Australia)* to certain officers within Finance who may, pursuant to that delegation, perform the State's functions as a Permit Authority.

Where officers within Finance perform the functions of a Permit Authority in relation to any building work or demolition work forming the whole or any part of the work under the contract, that function is specifically managed by the Buildings and Technical Services (BTS). BTS is a separate divisional structure from the project delivery groups.

Even though Finance contains both groups, their reporting structures, and roles as project proponent on the one hand, and Permit Authority on the other hand, are entirely separate and operate independently from the other. This divisional structure is necessary to give effect to the intention of the *Building Act 2011 (Western Australia)* and avoid actual, potential, or perceived conflicts of interest.

Consequently, the Consultant acknowledges and agrees that:

- i. The Consultant must always act consistently with and in a way that will protect and preserve the independence of the Principal's and Permit Authority's separate roles and the purposes and intention of the *Building Act 2011 (Western Australia)*.
- ii. The Consultant must ensure the Principal does not, by virtue of any act or omission of the Consultant, act inconsistently with, be placed in

breach of, or commit an offence under, the *Building Act 2011 (Western Australia)* or subsidiary legislation.

- iii. Any delay, damage, loss, liability, claim, expense or cost caused directly or indirectly by the Permit Authority in performing or failing to perform its functions under the *Building Act 2011 (Western Australia)* is not a delay, damage, loss, liability, expense, or cost caused directly or indirectly by the Principal under any circumstances.
- iv. The Consultant must do all things necessary to ensure that all subconsultants, contractors, subcontractors, employees and agents authorise, assign, consider and treat all delays, damages, losses, liabilities, claims, expenses or costs associated with the functions of Finance as a permit issuing authority consistently with paragraph (iii) above.

2.6.1 Indemnity

The Consultant hereby irrevocably indemnifies and agrees to keep indemnified the Principal from any damage, loss, liability, claim, expense, cost, fee, penalty or fine, suffered by the Principal directly or indirectly arising from any failure by the Consultant to comply with the requirements of Section 2.6 Permit Authority and is required hold the Principal harmless for the same.

The Consultant further irrevocably indemnifies the Principal against any damage, loss, liability, claim, expense, cost, or fee suffered or incurred by the Principal with respect to any delay in the issuance of any permit required under the *Building Act 2011 (Western Australia)* caused or occasioned by the Consultant's failure to observe any term of this contract or requirement under the *Building Act 2011 (Western Australia)* or subsidiary legislation.

2.7 Independent building surveyors

If certificates are required from an independent building surveyor for the purposes of the *Building Act 2011 (Western Australia)*, in order for the Consultant to discharge its obligations under Section 2.8 Building Act Requirements, then the Consultant must comply with the Principal's Representative's directions regarding:

- i. The nature of the engagement and the manner in which an independent building surveyor is engaged.
- ii. Which independent building surveyor is engaged.

- iii. The terms and conditions of the engagement of the independent building surveyor.

In any event, the Consultant must not engage, or on behalf of the Principal, engage, an independent building surveyor without the express written consent of the Principal, that consent being provided or not provided in the absolute discretion of the Principal.

2.8 Building Act requirements - Compliance

The *Building Act 2011 (Western Australia)* binds the Crown.

Under this legislative regime, the Principal is required to apply to a permit authority for building permits, demolition permits, occupancy permits and/or building approval certificates, as the case may be, in relation to specified types of building work and demolition work as defined by the *Building Act 2011 (Western Australia)*. Finance will act as a permit authority, and issue the permits required under the *Building Act 2011 (Western Australia)* for the buildings it procures and manages. The Principal or its agent will be responsible for submitting permit applications to the permit issuing authority.

Consequently, the Consultant must do all things necessary, without limiting the Consultant's general obligations under Clause 13 and 16 of the General Conditions, to ensure:

- i. All technical certifications required to obtain a Certificate of Design Compliance are properly and duly obtained in order to allow prompt certification of the design by an independent building surveyor.
- ii. The Certificate of Design Compliance is properly and duly obtained to permit the timely application for a building permit or demolition permit from the Permit Authority, to enable construction to commence within the program timeframes required by the Principal and the Contract. The Consultant must consider the time periods and limits prescribed under the *Building Act 2011 (Western Australia)* and those additional periods prescribed under the *Building Act 2011 (Western Australia)* within which the Permit Authority may request further information to support an application, impose conditions on the permit or issue building orders.
- iii. Any building work and demolition work complies with all relevant codes and standards and are carried out pursuant to all requirements of the building permit or demolition permit and permit conditions. Where any variations effect compliance with any relevant code or standard, the Consultant must do all things necessary to urgently facilitate re-

- certification of design compliance of the varied work and the application for and issuing of a new building permit or demolition permit.
- iv. Any building work and demolition work complies with any building orders issued by the Permit Authority and any conditions imposed by the Permit Authority in the permit.
 - v. All inspections and tests required by the building permit or demolition permit, or otherwise required by the building surveyor at any time when certifying the works, are carried out on site during construction and documentation of results provided in a timely manner to the independent building surveyor and the Principal's Representative, to not prejudice or delay the obtaining of a Certificate of Construction Compliance.
 - vi. The Certificate of Construction Compliance is properly and duly obtained to permit the timely application for an Occupancy Permit or building approval certificate, as the case may be, from the Permit Authority to enable lawful occupancy of the building(s) or any part(s) thereof within the program timeframes required by the Principal and the Contract. The Consultant must consider the time periods and limits prescribed under the *Building Act 2011 (Western Australia)* and that a Permit Authority may request further information to support an application or impose conditions on the permit or certificate.
 - vii. Compliance with the *Building Act 2011 (Western Australia)*.
 - viii. The Consultant, secondary and subconsultants, the Principal and all other relevant employees, agents, contractors or subcontractors, or other third parties related in any way to the project, and any work carried out, complies with the requirements of the following Acts and any subsidiary legislation made under them:
 - *Building Act 2011 (Western Australia)*
 - *Building Services (Complaint Resolution and Administration) Act 2011 (Western Australia)*
 - *Building Services (Registration) Act 2011 (Western Australia)*
 - *Building Services Levy Act 2011 (Western Australia)*
 - *Building and Construction Industry Training Levy Act 2011 (Western Australia)*.

2.9 Universal access requirements

The National Construction Code (NCC) was amended to comply with the *Commonwealth Disability Discrimination Act 1992* (DDA). The Consultant is deemed to be conversant with the intent and contents of the current NCC.

When compliance with the DDA or the NCC affects other buildings or parts of buildings on the site, not directly affected by this project, or the project brief conflicts with the DDA or the NCC, the Consultant is to advise the Principal's Representative as soon as practicable. This advice is to include details of the extent of the affected areas and cost implications.

2.10 Public Building requirements

All public buildings in Western Australia are to comply with the National Construction Code, in addition to the *Health (Public Buildings) Regulations 1992* and *Health (Public Buildings) Amendment Regulations 2002*.

2.11 Brief defined performance solutions

Customer agency-specific generic briefs may have been created on the assumption that a performance solution will be required to achieve the nominated design outcomes or a design solution that best meets the unique needs of the specific building function. This may include elements such as the allocation and type of sanitary facilities, hearing augmentation provisions, or operationally preferred fire management solutions. Notwithstanding the Consultant's legislated obligation to comply with the NCC, the consultant team is required to accommodate and apply performance solutions when and as required or is implied by the project specific or generic brief, where possible. Should there be any queries or concern that a performance solution may or should not be possible, this shall be referred immediately to the Principal's Representative for further direction.

2.12 Variations, incomplete and unauthorised works

Any variation(s) to the approved building permit documentation must be recorded and approved by the Permit Authority. This approval must be in the form of a new building permit application, occupancy permit application or building approval certificate application, as appropriate.

When an application for occupancy permit is made, it is expected that all works are completed in accordance with the approval building permit documentation and applicable building standards. Should works be incomplete or to an insufficient standard, it may be appropriate to apply for an incomplete occupancy permit application for a limited period of time.

If works have been completed, varied, reduced and/or enhanced without the prior approval of the Permit Authority, it is unauthorised building works. A retrospective occupancy permit or building approval certificate application will be required, accompanied by a Certificate of Building Compliance signed by a registered building surveyor. This application does not guarantee approval and may include additional fees and costs. The retrospective approval process is not a mechanism to circumvent the need for a building permit.

3 Secondary and Subconsultants

3.1 Engagement of secondary consultants

The Principal's Representative may directly engage secondary consultants for specific project needs.

Where secondary consultants are directly engaged by the Principal, the Consultant's engagement may include:

- i. Integration and co-ordination of the services of all of the secondary consultants.
- ii. Assisting the Principal's Representative in co-ordinating secondary consultants, where required.
- iii. Liaising with secondary consultants to provide advice to the Principal's Representative, as required.

The Consultant must not do or omit anything that may affect the scope of any contract, time or programme, outcomes, overall project cost, or the costs of any other contract, without the written approval of the Principal's Representative.

Secondary consultants are responsible for the full procurement of their discipline for the project including but not limited to reporting, budget control, program, as well as liaison with the Principal's Representative, the Consultant, relevant government agencies, community groups, end users and relevant local authority.

Secondary consultants must comply with all directions from the Principal's Representative to liaise with consultants and other secondary consultants in the delivery of their services or deliverables.

The secondary consultant must, to the extent relevant to their discipline, liaise with the Consultant and/or Principal's Representative to discuss safety and health aspects of the design to ensure that, as far as practicable, the construction work required to build the design can be completed without risk to the safety and health of the people undertaking the construction works.

The secondary consultant must also, to the extent relevant to their discipline, provide considered input into the design safety report prepared by the Consultant, at each nominated project stage, with the consolidated document

to be provided to the Contractor before the Contractor commences work on site. Refer Section 1.5 Risk and Safety Management.

Project-specific secondary consultants that might typically be engaged by the Principal include, but are not limited to:

- i. Cost Management
- ii. Time Management
- iii. Mechanical
- iv. Electrical / Vertical Transportation / Data / Communication
- v. Security
- vi. Hydraulics / Fire Services
- vii. Civil / Structural / Geotechnical engineers
- viii. Material scientists

Cost management consultants and time consultants are usually engaged directly by the Principal as secondary consultants.

3.1.1 Cost Management/Quantity Surveyor

When required, a Cost Management consultant (or Quantity Surveyor) will be engaged directly by the Principal's Representative through the Cost Management Services Panel, in line with the thresholds applicable.

Consultants will assist the Cost Management consultant (or Quantity Surveyor) to prepare estimates, project cost plans, pre-tender estimates, bills of quantities (BoQ), review the contractor's initially priced BoQ for reasonableness and to reconcile tender results, etc. as required.

In some projects, the Cost Management consultant (or Quantity Surveyor) will be responsible for providing the estimates of cost and the bill of quantities for the electrical and mechanical works. The electrical and mechanical subconsultants are responsible for providing the documentation for tendering and construction purposes with sufficient detail, adequacy and completion to enable the Cost Management consultant (or Quantity Surveyor) to extract accurate and complete quantities for the full scope of electrical and mechanical works, for estimation and bill of quantity purposes.

The Consultant is to ensure the required deliverables are supplied to the Cost Management consultant (or Quantity Surveyor) within the minimum identified timeframes. Generally, unless instructed otherwise by the Principal's Representative, four (4) weeks shall be allowed for Cost Management consultant (or Quantity Surveyor) to prepare a BoQ where the estimated value of the contract (at Perth prices) is \$6 million including GST or greater. Where a project value is between \$3 million and \$6 million including GST, the requirement for a BoQ is to be considered by the Principal's Representative.

3.1.2 Time programming and management

When required, a Time Programming consultant will be engaged directly by the Principal's Representative through the Engineering and Building Specialist Panel, in line with the thresholds applicable.

Consultants will assist the Time Programming consultant to prepare and maintain a project program for both the design and construction phases and review the Contractor's program and any construction contract variation claims for reasonableness, to reconcile tender results, etc. as required.

The Consultant is to ensure the required deliverables are supplied to the Time Programming consultant within the minimum identified timeframes.

3.2 Engagement of subconsultants

3.2.1 General conditions of engagement

The requirement for the Consultant to nominate subconsultants as part of a Respondent's initial submission to 'the Invitation to Submit a Proposal', will be advised as part of the Request document. Once engaged, the Consultant, unless advised otherwise, is responsible for directly engaging experienced and suitably qualified subconsultants where required and as approved by the Principal's Representative's, to assist with the undertaking of consultancy work. Subconsultants are required to be engaged as soon as possible after the engagement of the Consultant.

Where required to directly engage subconsultants, the Consultant is to consult with Finance on the selection process to ensure that the selection process complies with Government policies, as applicable. For example, where the contract involves work outside the Perth metropolitan area or otherwise falls within the coverage of the Government's Buy Local Policy.

Where an existing Finance professional consultancy panel arrangement or common use arrangement is in place, the Consultant is strongly encouraged to utilise the existing arrangements to directly engage specialist subconsultant services in accordance with the applicable arrangement rules, as facilitated by the Principal's Representative.

If a consultant elects to engage subconsultants outside of these Finance arrangements, a reasonable number of quotes (typically 3) must be obtained, with at least one quote obtained directly from the relevant sub consultancy arrangement.

When seeking approval from the Principal's Representative for the appointment of a subconsultant, the Consultant is required to demonstrate that the selection process has delivered a value for money outcome and a suitably experienced and qualified subconsultant has been engaged.

Subconsultants are deemed to be employed by the Consultant. The Consultant is to inform all subconsultants that the relationship between the Consultant and the subconsultant, as evidenced by a contract or otherwise, does not impose on the Principal any express or implied legal obligation to the subconsultant of any nature whatsoever in contract or by any other means.

Section 3 outlines the anticipated typical scope of work to be provided by the subconsultants, for the purpose of selection and subsequent appointment (where applicable). This typical scope is generic, and it remains the Consultant's responsibility to ensure the actual scope of work accurately and completely reflects the required project-specific scope of works and the required project deliverables. The Consultant is to provide to the Principal's Representative a copy of all briefing documents supplied to subconsultants, to ensure scoping is in accordance with the requirements outlined in this document and that it is appropriate to the specific project requirements.

The Consultant must ensure that the brief for all subconsultants, including building services engineers and other consultants, includes comparable and aligned conditions of engagement to the Consultant, as well as the complete scope of consultancy work required for the project. It remains incumbent on the Consultant to ensure that their subconsultants are engaged on comparable terms to the Consultant, to ensure the Consultant's contracted obligations are able to be met in full. This may include the adherence to document format and quality control (Section 1.7), policies, requirements and guidelines (Section 1.4), agency-specific requirements (Section 1.2), design and/or documentation

reviews (Section 1.6), deliverables and reporting requirements (Section 1.8) amongst other requirements identified in this Brief document.

The subconsultant's scope of work shall also include an appropriate number of site visits during construction, to be approved by the Principal's Representative, as well as witnessing of testing and commissioning of building services systems, and involvement in the Soft Landings approach to commissioning (where required by Technical Guideline TG040 Environmentally Sustainable Design Guidelines for Non-Residential Government Buildings) and tuning of the building during DLP.

Subconsultants shall also be responsible for the preparation and submission of 'As Constructed Drawings' in an electronic format - clearly marked "AS CONSTRUCTED DRAWINGS", within the format and timeframes designated by this Brief and the construction contract. Refer to Section 1.7 Documentation Format and Quality control and Section 1.8.7 Practical completion reporting. The Consultant must co-ordinate the work of subconsultants to ensure consistency and that there are no conflicts or clashes.

Subconsultants are to be engaged under terms and conditions consistent with and complimentary to those under which the Consultant is engaged. The terms and conditions of this engagement shall not reduce or negatively impact on the Consultant's obligations to the Principal. Failure to engage a subconsultant under mutually aligned obligations will not be deemed reasonable grounds for any deviation from the Consultant's contracted obligations and may reflect on the Consultant's Performance Ratings (CPR).

Subconsultants may also be required to comply with Technical Guidelines TG040 – Environmentally Sustainable Design for Non-Residential Government Buildings, and to provide building services consultancy including but not limited to acoustics, hazardous materials, glazed facades where applicable and landscape consultants.

3.2.2 Energy use monitoring and reporting

In addition, and in support of the requirements of Section 1.4.8 Sustainability Initiatives, the following points are to be considered mandatory in the Scope of Services for electrical and/or mechanical services consultants.

- i. Commissioning of services that use energy:

The mechanical and/or electrical services consultant is to ensure that the Contractor tests services, and reports on the results, before the issue of a Certificate of Practical Completion. Including:

- The energy efficiency systems must meet the designed requirements of the National Construction Code (NCC) and Technical Guideline TG040 – Environmentally Sustainable Design for Non-Residential Government Buildings, including air tightness of the façade, the balancing of air and water systems, damper settings, thermostat settings, adjustable or motorised shading devices and the like, and all designed performances must be validated.
- The energy efficiency systems and equipment must be commissioned so as to meet the design intent, and all designed performances must be validated.

ii. Information to facilitate maintenance:

The electrical and/or mechanical consultants are to provide a manual to facilitate the maintenance of the energy efficiency systems and equipment as required by the NCC. The manual must detail:

- The design and operation intent.
- The commissioning settings.
- The preventative maintenance for the particular systems and equipment

iii. Energy monitoring:

The electrical and/or mechanical consultant is to monitor the building's energy consumption between the date of occupation or issue of the Occupancy Permit, and the issue of Final Certificate. Before a Final Certificate is issued, the electrical and/or mechanical services consultant is to submit a report reconciling the actual energy use with the Energy Use target. Any discrepancies are to be detailed and remedial actions suggested, if necessary, to address any significant excess consumption.

The report is required to:

- i. Detail the actual energy use for the building works monthly.

- ii. Compare the actual energy use for the building works with the modelled or anticipated energy use and detail any discrepancies between them.
- iii. Recommend any remedial measures that should be taken to achieve modelled or anticipated energy use.

Where there are major differences between the actual energy use and modelled or anticipated energy use, these differences are to be reported to Principal's Representative, occupier and Building and Technical Services (BTS) on a monthly basis.

The report is to be completed using the 'Energy Use Report for Department of Finance projects' available at:

www.wa.gov.au/government/publications/energy-use-report-department-of-finance-projects

The final energy use reports are to be delivered to the Principal's Representative, the building occupier and the BTS team at the end of the Defect's Liability Period. Reports are to be emailed to: energy.reporting@finance.wa.gov.au

3.2.3 Subconsultant responsibilities

The subconsultant will be deemed responsible for the full procurement of their discipline for the project, in full alignment with the overriding requirements and deliverables of the Architectural Services Brief, and the intended Contract Preliminaries, including but not limited to Sections 1.8 Deliverable and Reporting Requirements and 1.5 Risk and Safety Management, budget control, program, as well as liaison with the Consultant, the Principal's Representative, relevant government agencies, community groups, end users and relevant local authorities, as applicable.

3.3 Management of secondary & subconsultants

The Consultant will brief and manage the work outputs of all secondary and subconsultants including scope of work, design integration and contract administration duties. The Consultant will manage and ensure that the work outputs of all secondary and subconsultants align with the brief and conditions of engagement, as well as all relevant government policy, requirements and guidelines.

Consultants shall not change any member of its project team, including any of its subconsultants, or allow its subconsultants to change any members of their project teams that formed part of a specific project's Offer and Agreement, without prior written approval of the Principal's Representative.

The Principal's Representative may direct the Consultant, within such time as the Principal's Representative directs, to have removed from the project or from any activity connected with the work under the contract, any person employed in connection with the work under the contract who, in the opinion of the Principal's Representative, is guilty of misconduct, or is incompetent, or negligent. The person shall not then be employed or reemployed on the project or on activities connected with the Contract, without the prior written approval of the Principal's Representative.

3.4 Typical scope of sub consultancy services

The following sets out examples of typically anticipated scope of services for commonly required subconsultants on a Finance project. It remains the responsibility of the Consultant to fully define the required project-specific scope of services, including as defined by the project's specific needs; this Architectural Services Brief, including Section 3, and all other associated contract requirements. Other subconsultants not identified in this list may also be required, for example, town planners, interior designers, heritage consultants etc. It remains the Consultant's responsibility to fully define those roles and responsibilities, to the approval of the Principal's Representative.

The Consultant must take measures to ensure that their sub-consultants are registered with the regulator where appropriate. The registration of structural and fire safety engineers and engineering firms will be required under new laws to commence on 1 July 2024. Transitioning to registration will be permitted over a two-year period. On 1 July 2025 similar requirements will commence for civil and mechanical engineers and engineering firms. By 1 July 2027 professional engineers in all four disciplines will need to be registered.

3.4.1 Structural engineer

The structural engineer, whether engaged as a secondary or subconsultant, and any subconsultants appointed by the structural engineer is expected to deliver the following services, in addition to the base requirement to align, in full, with the deliverables of the project-specific Architectural Services Brief:

- i. Prepare schematic designs and design development documentation for all the works described in the project brief and any generic Customer Agency's brief related to the consultant's discipline including incorporation and integration of all services requirement into the design.
- ii. Detailed design and certification of all structures including, for example, foundations, footing, structure, roof systems, height safety and access management systems, facades and internal wall support work, tanking and retaining walls, plant and equipment structures/platforms, loading docks, ramps and building entries, fencing, signage and site sign boards required by the project delivery (including supplied examples, referring Section 1.4.9 Capital Works Signage), all structures required for landscape elements such as external stairs, retaining walls, planter boxes, ramps, balustrades, handrail supports and all architectural metal works such as sunscreens, handrails, balustrade supports and fit-out works requiring additional structural support.
- iii. Engage in the design review process, as set out in Section 1.6 Design and/or Documentation Reviews.
- iv. Highlight and address any non-compliances to the NCC and any potential access and safety management issues.
- v. Review of shop drawings including but not limited to steel, precast concrete, height safety and access management systems, and any other specialist design or systems, where the project's appointed independent structural certification is required by the project etc.
- vi. For projects two (2) storeys or over, with complex facades, prepare schematic, developed and detailed designs and construction documentation for facades including window/door framing/glazing, determining wind pressures, structural analysis for window sections/fixing, balustrades, louvres, screens etc., co-ordination with structural design for support requirements, design of structural alternatives, review proposed glazing, balustrade and screen systems for the facade, review façade/window manufacturer shop drawings, provide structural certification for final glass/screens, framing and fixing details and inspect façade construction/installation during construction/DLP.
- vii. Co-ordination with geotechnical consultant and assessment of results. The structural engineer will be responsible for the procurement and engagement of the geotechnical consultant to the project.

- viii. Co-ordination with the civil consultant design for stormwater drainage from base of rainwater downpipe, under buildings, over site and under car parking areas.
- ix. Co-ordination with the civil consultant design for roadworks for entries into the site from surrounding road networks.
- x. Co-ordination with the relevant authorities, project stakeholders, the Consultant and other secondary/subconsultants.
- xi. Prepare completed structural engineering contract documentation for the approved works including specifications and schedules ensuring completeness, co-ordination with architectural and other building services documentation and sufficiency of documentation.
- xii. Attend site regularly, typically once per week when the site is located in the Perth Metropolitan area or within 80km from the consultant's office. The number of site visits will be confirmed in the Request for specific projects.
- xiii. Carry out site inspections to monitor contractor performance, quality of construction and compliance with all laws as defined in the General Conditions, with regards to structural works, and identify works requiring rectification.
- xiv. Carry out site visits to witness structural works prior to any covering up or enclosure, and obtaining copies of test results including concrete slump/compression to be provided to the Consultant.
- xv. Attend site meetings and ensure appropriate subconsultants also attend.
- xvi. Use the NATSPEC specification system to prepare all technical specifications for the building works required by this contract, in accordance with the requirements of Section 1.7.3 Specification Requirements.
- xvii. Comply with the documentation format and quality control requirements and deliverables as detailed in Section 1.7 Documentation Format and Quality control, including but not limited to the supply of as constructed drawings to the Finance CADD Manual Requirements and clearly marked "AS CONSTRUCTED DRAWINGS" and operational/maintenance manuals, in conjunction with the subcontractor/

contractor, in electronic copy in PDF and native file format (AutoCAD and, where applicable BIM).

Minimum requirements for structural design and checking

The Consultant is to ensure that all structural design and documentation is independently checked. The firms and the personnel involved in the design and checking process are required to meet the minimum requirements identified below.

i. Design Engineer

- Is to have practical design experience in building structures commensurate with the value and complexity of the project.
- Is to be eligible for membership of the Institution of Engineers, Australia as either a Corporate Member, or a Graduate Member.
- Is to be a registered structural engineer in Western Australia (transition commences 1 July 2024)

ii. Checking Engineer

- Is not to have been directly involved in the design or planning of the work to be checked.
- May be a member of the design firm or a member of an independent firm.
- Is to be a registered structural engineer in Western Australia (transition commences 1 July 2024)
- Is to be eligible for membership of the Institute of Engineers, Australia (or equivalent).
- Must have a minimum of 10 years practical experience in structural engineering for major or complex projects, or 5 years practical experience for minor projects not more than 2 storeys in height.
- Must have a minimum of 10 years practical experience in structural engineering for projects of a complexity and scale similar to project being checked.
- Must have been actively engaged in structural engineering design of buildings during the preceding 3 years.

- Must have worked with the relevant Australian design codes and regulations, current at the time, for the preceding 12 months.

iii. Separation of Design and Checking Functions

A basic principle of the checking process is that it will be as independent of the design process as possible. Consequently, a requirement of the contract is that the Checking Engineer shall not have been directly involved in the design phase of the work. In the case of a design firm with limited staff, this may necessitate the checking phase being undertaken by another firm.

iv. Certification

Design drawings, including civil and landscaping involving structural elements, are required to be signed, as approved, by the Design Engineer and the Checking Engineer.

The Principal of the design firm must sign and submit to the Principal's Representative, advice of the Design and Checking Engineers to be engaged in the work and listing against their names, or by other acceptable means, the qualifications and experience they possess, relative to the requirements listed in paragraphs above.

v. Recording of Design Loads

Design loads need to be recorded so they are available for circumstances for the following:

- An existing structural design is being considered for use in a new location.
- An existing project is to be altered or additions are to be made.
- Changes to building or room occupancies require an evaluation of floor load capacities.
- Cost estimates for a new building in a similar location are to be prepared.

The inclusion of this information on a structural drawing shall NOT relieve future users of such information of their responsibilities under their conditions of engagement.

Structural loading codes relevant to a project are to be listed on at least one sheet of the structural drawings. The Australian Standard code

number, year of code issue and code amendment number (if applicable) must be recorded for all loading codes used in the design.

If an Australian Standard loading code has not been issued for a particular type of loading and an alternative standard (such as a British or New Zealand Standard) is not mandatory, the design and checking engineers are to agree an appropriate load value.

Where design loads are used which are not sourced from Australian Standards, in addition to listing the loading codes, the following specific design information shall be recorded on the structural drawings:

a) Live loads:

Design live loads for all suspended floors (including walkways and mezzanines) AND for roof structures and canopies, which, because of their accessibility or materials of construction, could be expected to carry higher live loads than normal roofs.

b) Wind loads:

Wind region

Terrain category

Shielding multiplier

Topographic multiplier

Structure importance multiplier

Where different terrain categories or multipliers have been assumed in the design, depending on wind direction, each of the different combinations of terrain category and multipliers used shall be noted together with the wind direction(s) to which they apply.

c) Earthquake loads:

Structure type (or types where more than one exists in the project).

Acceleration coefficient

Site factor

d) Soil bearing pressures:

The maximum safe working or ultimate soil bearing pressures (state which) used in footing design. If different footings have been designed

using different bearing pressures, the design bearing pressure for each footing type or size shall be recorded.

e) Site classification:

The site classification is to be in accordance with AS 2870 “Residential Slabs and Footings”.

If the classification varies across the site, the extent of each soil class shall be shown or noted on an appropriate structural drawing.

The following is an example of the above requirements identifying information that should be included in the General Notes:

Design information (example only**)**

Dead and Live loads AS 1170.1-1989

Live load - Block A, mezzanine	5 kPa
Live load - Block B, concrete roof (non trafficable)	1.5 kPa

Wind loads AS 1170.2-1989-Amdt. 3

Wind region	A
Wind from north-east and south-east	Terrain category 2 Shielding multiplier 1 Topographic multiplier 1 Importance multiplier 1
Wind from north-west and south-west	Terrain category 3 Shielding multiplier 0.9 Topographic multiplier 1 Importance multiplier 1

Earthquake loads AS 1170.4-1993-Amdt. 1

Structure type	II
Acceleration coefficient	0.14
Site factor	1.25

Soil bearing pressures

All footings (safe working bearing pressure).	3 kPa
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Site classification	M
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3.4.2 Civil engineer

The civil engineer, whether engaged as a secondary or subconsultant, and any subconsultants appointed by the civil engineer is expected to deliver the following services, in addition to the base requirement to align, in full, with the deliverables of the project-specific Architectural Services Brief:

- i. Prepare schematic designs, developed and detailed design documentation for all the works described in the project brief and any generic Customer Agency's brief related to the consultant's discipline, including but not limited to incorporation and integration of all services requirements into the design.
- ii. Co-ordination of geotechnical consultant's work and assessment of results.
- iii. Co-ordination with the relevant authorities, project stakeholders, the Consultant and other secondary/subconsultants.
- iv. Co-ordination with the hydraulics and landscape consultants for connection/ integration of stormwater from the roof drainage system to the in-ground stormwater system.
- v. Co-ordination with the structural engineer and landscape consultant for the design and certification of retaining walls.
- vi. Design of stormwater drainage system from base of rainwater downpipe, under buildings, over site and under car parking areas to on site or off-site disposal location, roadworks for entries into the site from surrounding road networks, external paved areas and at-grade car parking areas, pad levels to suit buildings and other facilities.
- vii. Understand and accommodate the civil work design to meet the required urban water management system and maintain co-ordination with respective civil departments from local authorities.
- viii. Highlight and address any non-compliances to the NCC and any potential access and safety management issues.
- ix. Engage in the design review process, as set out in Section 1.6 Design and/or Documentation Reviews.
- x. Prepare complete civil engineering works contract documentation for the approved civil works including specifications and schedules ensuring

completeness, co-ordination with architectural and other building services documentation and sufficiency of documentation.

- xi. Attend site regularly, typically once per week when the site is located in the Perth Metropolitan area or within 80km from the Consultant's office. The number of site visits will be confirmed in the Request for specific projects.
- xii. Carry out site inspections to monitor contractor performance, quality of construction and compliance with all laws as defined in the General Conditions with regards to civil works, identify works requiring rectification, witness any required testing of the civil works including compactions tests and obtaining copies of test results.
- xiii. Use the NATSPEC specification system to prepare all technical specifications for the building works required by this contract, in accordance with the requirements of Section 1.7.3 Specification Requirements.
- xiv. Comply with the documentation format and quality control requirements and deliverables as detailed in Section 1.7 Documentation Format and Quality control, including but not limited to the supply of as constructed drawings to the Finance CADD Manual Requirements and clearly marked "AS CONSTRUCTED DRAWINGS" and operational/maintenance manuals, in conjunction with the subcontractor/contractor, in electronic copy in PDF and native file format (AutoCAD and, where applicable BIM)
- xv. Refer to Finance Contract Preliminaries to ensure that all in-ground services are plotted with regard to position and depth by a licensed surveyor and that those details are incorporated in the As Constructed drawings.

3.4.3 Mechanical consultant

The mechanical consultant whether engaged as a secondary or subconsultant, and any subconsultants appointed by the mechanical consultant is expected to deliver the following services, in addition to the base requirement to align, in full, with the deliverables of the project-specific Architectural Services Brief:

- i. Prepare schematic designs, developed and detailed design documentation for all the works described in the project brief and any generic Customer Agency's brief, related to the consultant's discipline,

- including but not limited to incorporation and integration of all services requirements into the design and consideration of availability/ access to maintenance contractors.
- ii. Where applicable, the scope of services might also include the provision of advice and scheduling for the delivery of specialist equipment and facilities, such as material technology fit outs (for Education projects).
 - iii. Engage in the design review process, as set out in Section 1.6 Design and/or Documentation Reviews.
 - iv. Prepare completely detailed design of all mechanical services including air conditioning equipment, mechanical ventilation, material technology extraction system, proposed ductwork, mechanical plant, equipment, fixtures and fittings.
 - v. Design and documentation and co-ordination of the electrical and hydraulics services required to meet mechanical services design and requirements.
 - vi. Co-ordination with the relevant authorities, project stakeholders, the Consultant and other secondary/subconsultants.
 - vii. Highlight and address any non-compliances to the NCC and any potential access and safety management issues.
 - viii. Prepare complete mechanical services contract documentation for the approved works including specifications and schedules ensuring completeness, co-ordination with architectural and other building services and sufficiency of documentation.
 - ix. Attend site regularly, typically once per week when the site is located in the Perth Metropolitan area or within 80km from the Consultant's office. The number of site visits will be confirmed in the Request for specific projects.
 - x. Carry out site inspections to monitor contractor performance, quality of construction and compliance with all laws as defined in the General Conditions with regards to mechanical systems, services and equipment and identify works requiring rectification.
 - xi. Attend site meetings and ensure appropriate subconsultants also attend.

- xii. Co-ordinate and witness testing and commissioning of all mechanical services and ensure appropriate training and handover processes are undertaken.
- xiii. Use the NATSPEC specification system to prepare all technical specifications for the building works required by this contract, in accordance with the requirements of Section 1.7.3 Specification Requirements.
- xiv. Comply with the documentation format and quality control requirements and deliverables as detailed in Section 1.7 Documentation Format and Quality control, including but not limited to the supply of as constructed drawings to the Finance CADD Manual Requirements and clearly marked “AS CONSTRUCTED DRAWINGS” and operational/maintenance manuals, in conjunction with the subcontractor/contractor, in electronic copy in PDF and native file format (AutoCAD and, where applicable BIM)
- xv. Refer to Finance Contract Preliminaries to ensure that all in ground services are plotted with regard to position and depth by a licensed surveyor and that those details are incorporated in the As Constructed drawings.

3.4.4 Electrical consultant

The electrical consultant, whether engaged as a secondary or subconsultant, and any subconsultant appointed by the electrical consultant is expected to deliver the following services, in addition to the base requirement to align, in full, with the deliverables of the project-specific Architectural Services Brief:

- i. Prepare schematic designs, developed and detailed design documentation for all the works described in the project brief and any generic Customer Agency’s brief, related to electrical services including equipment, fittings and fixtures and incorporation and integration of all services requirements into the design.
- ii. Design of complete electrical services/systems, including but not limited to authority power supply, consumer mains/sub-mains cabling, switchboards, metering, general power distribution, lighting/power, lighting control systems where applicable, emergency evacuation and exit lighting systems, voice and data communications, public address system, MATV system, fire detection, closed circuit television (CCTV)

- access control, any briefed requirement for a Building Management System (BMS) and its commissioning, alternative energy systems where appropriate, scheduling of equipment, fittings and fixtures and incorporation and integration of all services requirements into the design.
- iii. Prioritise an assessment of the adequacy of the power supply to the site and advise the Principle's Representative of any necessary actions. Where necessary commence the design and procurement of new transformers/substations with the public utility.
 - iv. Engage in the design review process, as set in Section 1.6 Design and/or Documentation Reviews.
 - v. Co-ordination with the relevant authorities, project stakeholders, the Consultant and other secondary/subconsultants.
 - vi. Highlight and address any non-compliances to the NCC and any potential access and safety management issues.
 - vii. Prepare complete electrical services contract documentation for the approved electrical works, including specifications and schedules, ensuring completeness, co-ordination with architectural and other building services documentation and sufficiency of documentation.
 - viii. Attend site regularly, typically once per week when the site is located in the Perth Metropolitan area or within 80km from the Consultant's office. The number of site visits will be confirmed in the Request for specific projects.
 - ix. Carry out site inspections to monitor contractor performance, quality of construction and compliance with all laws as defined in the General Conditions with regards to electrical systems, services and equipment and identify works requiring rectification.
 - x. Attend site meetings and ensure appropriate subconsultants also attend.
 - xi. Co-ordinate and witness testing and commissioning of all electrical services and ensure appropriate training and handover processes are undertaken with the Customer Agency's facility manager.
 - xii. Prior to Practical Completion, review subcontractor test results and test sufficient circuits to ensure the building is safe and fit for occupation at Handover.

- xiii. Use the NATSPEC specification system to prepare all technical specifications for the building works required by this contract, in accordance with the requirements of Section 1.7.3 Specification Requirements.
- xiv. Comply with the documentation format and quality control requirements and deliverables as detailed in Section 1.7 Documentation Format and Quality control, including but not limited to the supply of as constructed drawings to the Finance CADD Manual Requirements and clearly marked “AS CONSTRUCTED DRAWINGS” and operational/maintenance manuals, in conjunction with the subcontractor/contractor, in electronic copy in PDF and native file format (AutoCAD and, where applicable BIM).
- xv. Refer to Finance Contract Preliminaries to ensure that all in ground services are plotted with regard to position and depth by a licensed surveyor and that those details are incorporated in the As Constructed drawings.

3.4.5 Hydraulic consultant

The hydraulic consultant, whether engaged as a secondary or subconsultant, and any subconsultants appointed by the hydraulic consultant is expected to deliver the following services, in addition to the base requirement to align, in full, with the deliverables of the project-specific Architectural Services Brief:

- i. Prepare schematic designs, developed and detailed design documentation for all the works described in the project brief and any generic Customer Agency's brief, related to hydraulic services including appropriate lifecycle costing of systems where appropriate, which may include for example, hot water systems.
- ii. Design of hydraulic services / systems, including hot / cold water supply, wastewater disposal, stormwater disposal, gas reticulation including welding gas, fire hydrant / hose reels, scheduling of equipment, fittings and fixtures and incorporation and integration of all services requirements into the design.
- iii. Engage in the design review process, as set out Section 1.6 Design and/or Documentation Reviews.
- iv. Co-ordination with the relevant authorities, project stakeholders, the Consultant and other secondary / subconsultants.

- v. Highlight and address any non-compliances to the NCC and any potential access and safety management issues.
- vi. Prepare complete hydraulic services contract documentation for the approved hydraulics works including specifications and schedules ensuring completeness, co-ordination with architectural and other building services documentation and sufficiency of documentation.
- vii. Ensure all plumbing hardware and pipes are manufactured in accordance with the appropriate specified Australian Standard and that the specified or approved product is finally incorporated in the works.
- viii. Attend site regularly, typically once per week when the site is located in the Perth Metropolitan area or within 80km from the Consultant's office. The number of site visits will be confirmed in the Request for specific projects.
- ix. Carry out site inspections to monitor contractor performance, quality of construction and compliance with all laws, as defined in the General Conditions with regards to hydraulic systems, services and equipment, and identify works requiring rectification.
- x. Attend site meetings and ensure appropriate subconsultants also attend.
- xi. Co-ordinate and witness testing and commissioning of all hydraulic services and ensure appropriate training and handover processes are undertaken.
- xii. Use the NATSPEC specification system to prepare all technical specifications for the building works required by this contract, in accordance with the requirements of Section 1.7.3 Specification Requirements.
- xiii. Comply with the documentation format and quality control requirements and deliverables as detailed in Section 1.7 Documentation Format and Quality control, including but not limited to the supply of as constructed drawings to the Finance CADD Manual Requirements and clearly marked "AS CONSTRUCTED DRAWINGS" and operational/maintenance manuals, in conjunction with the subcontractor/contractor, in electronic copy in PDF and native file format (AutoCAD and, where applicable BIM)

- xiv. Refer to Finance Contract Preliminaries to ensure that all in ground services are plotted with regard to position and depth by a licensed surveyor and that those details are incorporated in the As Constructed drawings.

3.4.6 Fire services consultant

The fire services consultant and any subconsultants appointed by the fire services consultant when directly engaged by the Principal as a secondary consultant, is expected to deliver the following services, in addition to the base requirement to align, in full, with the deliverables of the project-specific Architectural Services Brief:

- i. Prepare schematic designs, developed and detailed design documentation for all the works described in the project brief and any generic Customer Agency's brief, related to fire services including fire engineered solutions where required or appropriate.
- ii. Design of fire services including fire water supply, fire hydrant systems, fire hose reel systems, fire sprinklers systems, fire detections systems, Emergency Warning and Intercommunication System (EWIS), scheduling of equipment, fittings and fixtures and incorporation and integration of all services requirements into the design
- iii. Engage in the design review process, as set Section 1.6 Design and/or Documentation Reviews.
- iv. Co-ordination with the relevant authorities, project stakeholders, the Consultant and other secondary/subconsultants.
- v. Highlight and address any non-compliances to the NCC and any potential access and safety management issues.
- vi. Prepare complete fire services contract documentation for the approved fire services works including specifications and schedules, ensuring completeness, co-ordination with architectural and other building services documentation, and sufficiency of documentation.
- vii. Attend site regularly, typically once per week when the site is located in the Perth Metropolitan area or within 80km from the Consultant's office. The number of site visits will be confirmed in the Request for specific projects.

- viii. Carry out site inspections to monitor contractor performance, quality of construction and compliance with all laws as defined in the General Conditions with regards to fire services, systems, and equipment and identify works requiring rectification.
- ix. Attend site meetings and ensure appropriate subconsultants also attend.
- x. Co-ordinate and witness testing and commissioning of all fire services/ systems and ensure appropriate training and handover processes are undertaken.
- xi. Use the NATSPEC specification system to prepare all technical specifications for the building works required by this contract, in accordance with the requirements of Section 1.7.3 Specification Requirements.
- xii. Comply with the documentation format and quality control requirements and deliverables as detailed in Section 1.7 Documentation Format and Quality control, including but not limited to the supply of as constructed drawings to the Finance CADD Manual Requirements and clearly marked “AS CONSTRUCTED DRAWINGS” and operational/ maintenance manuals, in conjunction with the subcontractor/ contractor, in electronic copy in PDF and native file format (AutoCAD and, where applicable BIM).
- xiii. Refer to Finance Contract Preliminaries to ensure that all in ground services are plotted with regard to position and depth by a licensed surveyor and that those details are incorporated in the As Constructed drawings.

3.4.7 Vertical transportation

The vertical transport subconsultant will typically be engaged directly by the electrical consultant and is required to deliver the following scope of lift services, in addition to the base requirement to align, in full, with the deliverables of the project-specific Architectural Services Brief:

- i. Prepare schematic designs, developed and detailed design documentation for the required lift services as described in:
 - a. the project-specific brief
 - b. Technical Guideline - TG007 Lift Specification Guideline:

www.wa.gov.au/government/publications/lift-specification-technical-guideline

c. the Customer Agency's brief

- including all related electrical services, equipment, fittings and fixtures, and incorporation and integration of all services requirement into the design.
- ii. Engage in the design review process, as set out in Section 1.6 Design and/or Documentation Reviews.
 - iii. Co-ordination with the relevant authorities, project stakeholders, the Consultant and other secondary/subconsultants.
 - iv. Attend meetings as required during design and documentation stages.
 - v. Highlight and address any non-compliances to the NCC and any potential access and safety management issues.
 - vi. Prepare complete lift services contract documentation for the approved lift works including specifications and schedules ensuring completeness, co-ordination with architectural and other building services documentation and sufficient documentation.
 - vii. Attend site regularly, typically once per week when the site is located in the Perth Metropolitan area or within 80km from the Consultant's office. The number of site visits will be confirmed in the Request for specific projects.
 - viii. Carry out site inspections to monitor contractor performance, quality of construction and compliance with all laws as defined in the General Conditions, with regards to lift systems, services and equipment, and identify works requiring rectification.
 - ix. Prepare and submit site assessment reports to the Consultant, including identification of any lift works that are not in compliance with the design and documentation, specifications and schedules.
 - x. Undertake site inspection of final installation and co-ordinate/witness testing and commissioning of all lift services.
 - xi. Ensure appropriate training and handover processes are undertaken with the lift maintenance service provider, prior to end of DLP.

- xii. Use the NATSPEC specification system to prepare all technical specifications for the building works required by this contract, in accordance with the requirements of Section 1.7.3 Specification Requirements.
- xiii. Comply with the documentation format and quality control requirements and deliverables as detailed in Section 1.7 Documentation Format and Quality control, including but not limited to the supply of as constructed drawings to the Finance CADD Manual Requirements and clearly marked “AS CONSTRUCTED DRAWINGS” and operational/maintenance manuals, in conjunction with the subcontractor/contractor, in electronic copy in PDF and native file format (AutoCAD and, where applicable BIM).
- xiv. Refer to Finance Contract Preliminaries to ensure that all in ground services are plotted with regard to position and depth by a licensed surveyor and that those details are incorporated in the As Constructed drawings.

3.4.8 Height safety and access management

The height safety and access management subconsultant will typically be engaged directly by the Consultant and is required to deliver the following scope of access management services, in addition to the base requirement to align, in full, with the deliverables of the project-specific Architectural Services Brief:

- i. Prepare schematic designs, developed and detailed design documentation for the required access services as described in:
 - a. the project-specific brief
 - b. Technical Guideline TG006 Roof Access:
www.wa.gov.au/government/publications/roof-access-tg006
 - c. the Customer Agency’s brief

and as required by the specific project to allow access for future operation, and routine maintenance and cleaning of plant/equipment and building fabric.

- ii. Prepare schematic and detailed design documentation for the required access services as described in the project brief and any generic Customer Agency’s brief.

- iii. Engage in the design review process, as set Section 1.6 Design and/or Documentation Reviews.
- iv. Co-ordination with the project stakeholders including facilities management, the Consultant and other secondary/subconsultants.
- v. Attend meetings as required during design and documentation stages.
- vi. Highlight and address any non-compliances to the NCC and any potential access and safety management issues.
- vii. Prepare complete contract documentation for the approved access requirements including specifications, ensuring completeness, co-ordination with architectural and other building services documentation and sufficiency of documentation.
- viii. Attend site regularly, typically once per week when the site is located in the Perth Metropolitan area or within 80km from the Consultant's office. The number of site visits will be confirmed in the Request for specific projects.
- ix. Carry out site inspections to monitor contractor performance, quality of construction and compliance with all laws as defined in the General Conditions with regards to access systems and identify works requiring rectification.
- x. Prepare and submit to the Consultant, site assessment reports including identification of any access systems that are not in compliance with the design and documentation, including specifications.
- xi. Undertake site inspection of final installation of all access systems.
- xii. Use the NATSPEC specification system to prepare all technical specifications for the building works required by this contract, in accordance with the requirements of Section 1.7.3 Specification Requirements.
- xiii. Comply with the documentation format and quality control requirements and deliverables as detailed in Section 1.7 Documentation Format and Quality control, including but not limited to the supply of as constructed drawings to the Finance CADD Manual Requirements and clearly marked "AS CONSTRUCTED DRAWINGS" and operational/maintenance manuals, in conjunction with the subcontractor/contractor, in electronic copy in PDF and native file format (AutoCAD and, where applicable BIM)

3.4.9 Asbestos/Hazardous materials consultant

Where required by the project, an asbestos consultant will be engaged by the Consultant. The asbestos/ hazardous materials consultant is required to:

- i. Have the ability to provide competent inspection, survey condition reporting and advice on asbestos and other hazardous materials.
- ii. Be approved by the Principal's Representative.
- iii. Conduct all relevant services in accordance with government requirements, including, but not limited to, national work health and safety regulations, procedures and requirements, and occupational health and safety legislation, regulations, and guidelines.
- iv. Have or use the services of a company holding current National Association of Testing Authorities (NATA) certification for the identification of asbestos.

3.4.10 Landscape architect

The landscape architect, whether engaged as a secondary or subconsultant, and any subconsultants appointed by the landscape architect is expected to deliver the following services, in addition to the base requirement to align, in full, with the deliverables of the project-specific Architectural Services Brief:

- i. Prepare schematic designs, developed and detailed design development documentation for all the works described in the project brief and any generic Customer Agency's brief related to the consultant's discipline, including but not limited to incorporation and integration of all services requirements into the design.
- ii. Engage in the design review process, as set out in Section 1.6 Design and/or Documentation Reviews.
- iii. Co-ordination with the relevant authorities, project stakeholders, the Consultant and other secondary/subconsultants.
- iv. Co-ordination with the civil engineer and hydraulic consultant for connection/ integration of stormwater from the roof drainage system to the in-ground stormwater system.
- v. Co-ordination with the structural engineer and civil engineer for the design and certification of retaining walls.

- vi. Highlight and address any non-compliances to the NCC and any potential access and safety management issues.
- vii. Prepare complete landscaping contract documentation for the approved landscape works including specifications and schedules ensuring completeness, co-ordination with architectural and other building services documentation and sufficiency of documentation.
- viii. Attend site meetings and ensure appropriate subconsultants also attend.
- ix. Attend site regularly whilst landscape works are underway, typically once per week when the site is located in the Perth metropolitan area or within 80km from the Consultant's office. The number of site visits will be confirmed in the request for specific projects.
- x. Carry out site inspections to monitor contractor performance, quality of construction and compliance with all laws as defined in the General Conditions with regards to landscaping works and identify works requiring rectification.
- xi. Use the NATSPEC specification system to prepare all technical specifications for the building works required by this contract, in accordance with the requirements of Section 1.7.3 Specification Requirements.
- xii. Comply with the documentation format and quality control requirements and deliverables as detailed in Section 1.7 Documentation Format and Quality control, including but not limited to the supply of as constructed drawings to the Finance CADD Manual Requirements and clearly marked "AS CONSTRUCTED DRAWINGS" and operational/ maintenance manuals, in conjunction with the subcontractor/ contractor, in electronic copy in PDF and native file format (AutoCAD and, where applicable BIM).

3.4.11 Irrigation consultant

The irrigation consultant, whether engaged as a secondary or subconsultant, and any subconsultants appointed by the irrigation consultant is expected to deliver the following services, in addition to the base requirement to align, in full, with the deliverables of the project-specific Architectural Services Brief:

- i. Prepare schematic designs, developed and detailed design development documentation for all the works described in the project brief and any generic Customer Agency's brief related to the consultant's discipline, including but not limited to incorporation and integration of all services requirements into the design.
- ii. Design of irrigation services/systems include water supply, bore and power supply, and incorporation and integration of all services requirements into the design.
- iii. Application for water licenses and permits on behalf of Finance, where required.
- iv. Engage in the design review process, as set out in Section 1.6 Design and/or Documentation Reviews.
- v. Co-ordination with the relevant authorities, project stakeholders, the Consultant and other secondary/subconsultants.
- vi. Co-ordination with the landscape architect, electrical and/or hydraulic consultants as required.
- vii. Highlight and address any non-compliances to any codes, standards and regulations, and any potential access and safety management issues.
- viii. Prepare complete irrigation contract documentation for the approved irrigation works including specifications and schedules ensuring completeness, co-ordination with architectural and other building services documentation and sufficiency of documentation.
- ix. Attend site meetings and ensure appropriate subconsultants also attend.
- x. Attend site regularly whilst irrigation works are underway, typically once per week when the site is located in the Perth metropolitan area or within 80km from the Consultant's office. The number of site visits will be confirmed in the Request for specific projects.
- xi. Carry out site inspections to monitor contractor performance, quality of construction and compliance with all laws as defined in the General Conditions with regards to irrigation works and identify works requiring rectification.
- xii. Use the NATSPEC specification system to prepare all technical specifications for the building works required by this contract, in

accordance with the requirements of Section 1.7.3 Specification Requirements.

- xiii. Comply with the documentation format and quality control requirements and deliverables as detailed in Section 1.7 Documentation Format and Quality control, including but not limited to the supply of as constructed drawings to the Finance CADD Manual Requirements and clearly marked “AS CONSTRUCTED DRAWINGS” and operational/maintenance manuals, in conjunction with the subcontractor/contractor, in electronic copy in PDF and native file format (AutoCAD and, where applicable BIM).
- xiv. Refer to Finance Contract Preliminaries to ensure that all in ground services are plotted with regard to position and depth by a licensed surveyor and that those details are incorporated in the As Constructed drawings.

3.4.12 Security consultant

Security consultants must be licensed under the *Security and Related Activities (Control) Act 1996* and all relevant amendments.

The security consultant, whether engaged as a secondary or subconsultant, and any subconsultant appointed by the security consultant, is expected to deliver the following services, in addition to the base requirement to align, in full, with the deliverables of the project-specific Architectural Services Brief:

- i. Prepare schematic designs, developed and detailed design documentation for all the works described in the project brief and any generic Customer Agency’s brief, related to security services including equipment, fittings and fixtures and incorporation and integration of all services requirements into the design.
- ii. Design of complete security services/systems including but not limited to intruder detection, fire detection, duress alarms, CCTV and surveillance, interface with intercom systems, battery backed power supplies, control equipment, monitoring systems, wireless receiver equipment and wireless controlled detection devices, scheduling of equipment, fittings and fixtures and incorporation and integration of all services requirements into the design.
- iii. Engage in the design review process, as set in Section 1.6 Design and/or Documentation Reviews.

- iv. Co-ordination with the relevant authorities, project stakeholders, the Consultant and other secondary/subconsultants.
- v. Highlight and address any non-compliances to the NCC and any potential access and safety management issues.
- vi. Prepare complete security services contract documentation for the approved security works, including specifications and schedules, ensuring completeness, co-ordination with architectural and other building services documentation and sufficiency of documentation.
- vii. Attend site regularly, typically once per week when the site is located in the Perth Metropolitan area or within 80km from the Consultant's office. The number of site visits will be confirmed in the Request for specific projects.
- viii. Carry out site inspections to monitor contractor performance, quality of construction and compliance with all laws as defined in the General Conditions with regards to security systems, services and equipment and identify works requiring rectification.
- ix. Attend site meets and ensure appropriate subconsultants also attend.
- x. Co-ordinate and witness testing and commissioning of all security services and ensure appropriate training and handover processes are undertaken with the Customer Agency's facility manager.
- xi. Use the NATSPEC specification system to prepare all technical specifications for the building works required by this contract, in accordance with the requirements of Section 1.7.3 Specification Requirements.
- xii. Comply with the documentation format and quality control requirements and deliverables as detailed in Section 1.7 Documentation Format and Quality control, including but not limited to the supply of as constructed drawings to the Finance CADD Manual Requirements and clearly marked "AS CONSTRUCTED DRAWINGS" and operational/maintenance manuals, in conjunction with the subcontractor/contractor, in electronic copy in PDF and native file format (AutoCAD and, where applicable BIM).

3.4.13 Acoustic and/or building envelope consultant

The acoustic and/or building envelope consultant, whether engaged as a secondary or subconsultant, and any subconsultant appointed by the acoustic and/or building envelope consultant, is expected to deliver the following services, in addition to the base requirement to align, in full, with the deliverables of the project-specific Architectural Services Brief:

- i. Prepare schematic designs, developed and detailed design documentation for all the works described in the project brief and any generic Customer Agency's brief, related to acoustic and/or building envelope design including sustainability initiatives where required and/or appropriate.
- ii. Design of complete acoustic design including but not limited to environmental noise, background noise levels, acoustic isolation, speech privacy, room acoustics and noise control of services.
- iii. Design of complete building envelope design including but not limited to energy efficiency, natural ventilation, daylighting, insulation, and sustainability initiatives.
- iv. Engage in the design review process, as set in Section 1.6 Design and/or Documentation Reviews.
- v. Co-ordination with the relevant authorities, project stakeholders, the Consultant and other secondary/subconsultants.
- vi. Prepare complete contract documentation for the approved acoustic and building envelope design, including specifications and schedules, ensuring completeness, co-ordination with architectural and other building services documentation and sufficiency of documentation.

- vii. Co-ordinate and witness testing and commissioning of acoustic and building envelope verification testing as required. Fee for this work may be an extra cost to be negotiated with the Principal's Representative.⁵
- viii. Use the NATSPEC specification system to prepare all technical specifications for the building works required by this contract, in accordance with the requirements of Section 1.7.3 Specification Requirements.

3.4.14 Sustainability consultant

Where deemed necessary, a sustainability consultant may be engaged to assist the design team to meet the requirements of Technical Guideline TG040 – Environmentally Sustainable Design Guideline for Non-Residential Government Buildings, whether engaged as a secondary or subconsultant. The sustainability consultant is expected to deliver the service as outlined in TG040, in addition to the base requirement to align, in full, with the deliverables of the project-specific Architectural Services Brief. The requirements of TG040 may be superseded or augmented by the Customer Agency's own environmentally sustainable design (ESD) brief which the Principal's Representative will confirm at the Project Initiation and Definition stage.

When engaged, the sustainability consultant must also:

- i. Engage in the design review process, as set in Section 1.6 Design and/or Documentation Reviews.
- ii. Co-ordinate with the relevant authorities, project stakeholders, the Consultant and other secondary/subconsultants.
- iii. Prepare complete contract documentation for the approved sustainability initiatives, including specifications and schedules, ensuring completeness, co-ordination with architectural and other building services documentation and sufficiency of documentation.

⁵ PM to confirm with Customer Agency if this is required and whether it will attract an extra fee from the consultant.

- iv. Use the NATSPEC specification system to prepare all technical specifications for the building works required by this contract, in accordance with the requirements of Section 1.7.3 Specification Requirements.

4 Heritage Works – Typical scope of services ⁶

4.1 General requirements

Where defined by the project-specific brief, consultants will be required to provide any or all of the full range of professional services involved in heritage related advice, conservation planning and/or the design documentation and contract administration of conservation or adaptation building works. This works should be considered to supplement the typical schedule of works deliverables as described in Section 5.

4.2 Conservation planning and advisory works

The following sets out the typically anticipated scope of services commonly required on a Finance project. The required service scope will be defined by the contracted Letter of Acceptance. It remains the responsibility of the Consultant to fully define the required project-specific scope of services, including as defined by the project-specific needs, this Architectural Services Brief and all other associated contract requirements.

The scope of works may include:

- i. Heritage assessments
- ii. Conservation plans
- iii. Archival records

⁶ PM should strike out this clause if it does not apply.

- iv. Thematic histories
- v. Historical research
- vi. Heritage precinct surveys and management guidelines
- vii. Adaptive re-use guidelines
- viii. Data collection and analysis
- ix. Archaeological studies
- x. Indigenous heritage advice
- xi. Ethnographic studies
- xii. Other heritage related advisory services

4.3 Conservation building works

The following sets out the typically anticipated scope of services for commonly required on a Finance project. The required service scope will be defined by the contracted Letter of Acceptance. It remains the responsibility of the Consultant to fully define the required project-specific scope of services, including as defined by the project-specific needs, this Architectural Services Brief and all other associated contract requirements.

The scope of works may include:

- i. Feasibility studies
- ii. Establishment of project briefs
- iii. Reporting in accordance with Section 1.8 Deliverable and Reporting Requirements
- iv. Risk and safety management in accordance with Section 1.5 Risk and Safety Management
- v. Schematic Design
- vi. Design Development
- vii. Contract Documentation
- viii. Tender Assessment

- ix. Contract Administration
- x. Furniture selection and scheduling
- xi. Other conservation advisory services

5 Works – Typical scope of service

5.1 General requirements

Finance's Buildings and Contracts division provides project management services, to deliver non-residential public buildings including schools, prisons, hospitals, courts etc. The Principal's Representative can engage consultants for individual capital works projects and/or programs of works.

Finance also provides management services to customer agencies, for maintenance and building works under \$250,000 including GST construction value. The Principal's Representative may engage consultants on a pre-determined percentage fee scale for these building works and maintenance services projects.

The extent of contracted services required for each specific project, will be defined by the project-specific Letter of Acceptance.

5.2 Scope of services

The Principal's Representative will provide the Consultant with a project-specific scope of works outline and financial budget for the project. Notwithstanding the base requirements of this Architectural Services Brief, the scope of service may include some or all of the services described below. The scope anticipated to meet the requirements of the specific project, will be defined in the Request.

Consultant services may include the following:

- i. Undertake site inspections, prepare schematics, detailed drawings, specifications and provide tender advice as required. May also be commissioned to undertake contract documentation and contract administration up to final completion.
- ii. Assist the Cost Management consultant to prepare estimates, project cost plans, pre-tender estimates, bills of quantities and reconciliation of tender results, etc. as required. Refer Section 3.1 Engagement of secondary consultants.

- iii. Assist the Time Planner consultant to prepare delivery and construction phase programming, as required. Refer Section 3.1 Engagement of secondary consultants.
- iv. Facilitate, prepare and integrate the findings and recommendations for the project-specific risk and safety management plans and reports. Refer Section 1.5 Risk and Safety Management.
- v. Provide professional advice on projects where there are heritage issues to be managed, including liaison with all other government agencies. Conservation plans do not form part of this service. Refer Section 4 Heritage Works – Typical Scope of Services.
- vi. Building consultants within an architectural firm may be engaged to provide site inspections, undertake technical investigations and provide practical building advice, estimates, simple designs and specifications for minor repairs and restorations.
- vii. Building consultants within an architectural firm may be appointed to undertake the entire project including contract documentation and contract administration up to final completion.
- viii. Draftspersons within an architectural firm may be engaged to undertake site inspections, consultation and provide schematic and detailed drawings.
- ix. Consultants shall not change any member of its project team, including any of its subconsultants, or allow its subconsultants to change any members of their project teams that formed part of a firm's specific project offer, without prior written approval of the Principal's Representative. Refer Section 3 Secondary and sub consultants.
- x. The person acting as the Superintendent's Representative, the Consultant's Representative and any subconsultants undertaking site inspections are required to have Working at Heights Certification and Working in Confined Spaces Certification where appropriate, to ensure that inspection of building works, including the roof and other high-level building fabric, is adequately inspected.
- xi. Requirements for the project-specific architectural services, including the scope of agreed reporting and deliverables, will be defined at the time of establishment of the contract.

Full commissions refer to contracts where the Consultant undertakes the management of the entire works project from brief finalisation up to final completion including the role of Superintendent's Representative.

Partial commissions refer to contracts where the Consultant undertakes only part of the works project – generally up to the contract documentation stage. Scope of works for each stage is described in the following sections.

The consultant project team will be required to undertake the following architectural services within the prescribed fee unless otherwise specified. ⁷

- i. Heritage services.
- ii. Project definition plan
(Engagement will typically be on an hourly-rates basis)
- iii. Management.
- iv. Brief definition ⁸
- v. Brief finalisation. ⁹
- vi. Site investigation. ¹⁰

⁷ *Where this clause does apply, the PM should strike out any services which do not apply (Heritage Services, Project Definition Plan. A PDP is only included within the prescribed fee for Education projects).*

⁸ *For projects of construction value less than \$250,000. PM to strike out if it does not apply.*

⁹ *For projects of construction value over \$250,000. PM to strike out if it does not apply.*

¹⁰ *For projects of construction value over \$250,000. PM to strike out if it does not apply.*

- vii. Site master planning.¹¹
- viii. Schematic design.¹²
- ix. Design development.¹³
- x. Schematic design & design development – single stage¹⁴
- xi. Contract documentation.
- xii. Contract administration.
- xiii. Project handover.

Where furniture and fittings, as described in Section 6 Loose Furniture & Equipment – Procurement Services, are part of the feeable value, then these shall also be the responsibility of the Consultant.

The full scope of works that may be required for each respective project stage, in addition to the base standard requirements of this Architectural Services Brief, is described in the following sections.

¹¹ For projects of construction value over \$250,000. PM to strike out if it does not apply.

¹² For projects of construction value over \$250,000. PM to strike out if it does not apply.

¹³ For projects of construction value over \$250,000. PM to strike out if it does not apply.

¹⁴ For projects of construction value less than \$250,000. PM to strike out if it does not apply.

5.3 Project Definition Plan (PDP)¹⁵

This consultancy scope applies where the PDP **only** is being prepared.

The Consultant will assist as required by the Principal to prepare a Project Definition Plan (PDP) for capital works projects over \$5 million excluding GST, on an hourly rates basis.

The scope of service will include *master planning and conceptual design* of the building including numbers of floors, massing, basement and the like. The PDP also focuses on project delivery issues and risks. It provides the basis for decision-makers to determine whether a project remains one of the select number of contenders with the highest priority for investment, and for which detailed documents should be prepared to proceed to tender.

The PDP refines the scope, cost, schedule and risk information for the endorsed option, including procurement methodology, within the parameters set by the previously approved business case. The PDP addresses all unresolved project delivery risks and concerns raised at the time the business case was considered and ensures new emerging risks or changes are addressed at the earliest opportunity.

The means to achieve the business case objectives are continually reviewed and updated during the development of the PDP, on the basis of:

- i. More detailed definition of the asset and related non-asset initiatives, and whole-of-life implications.
- ii. Monthly reports within a Customer Agency, including against whether the original investment parameters can be achieved.
- iii. Action to address emerging, material changes from the original parameters.

A PDP should comprise the following sections, unless agreed or directed otherwise by the Principal's Representative, including to suit the Customer Agency specific needs:

¹⁵ *PM should strike out this clause if it does not apply.*

Executive Summary

Section One: Strategic Justification

- Strategic Asset Plan Connection

Section Two: Business Case Objectives

- Baseline

Section Three: Material Changes

- Impacts

Section Four: Delivery

- Scope
- Cost and Schedule

Section Five: Procurement and Finance

Section Six: Risk Profile

The Consultant is to liaise with the Principal's Representative for guidance on the specific information to be included in each section.

It is also strongly recommended that the Consultant, via the Principal's Representative, contact the BTS to ascertain which policies and/or guidelines may be applicable to the project. Refer Section 1.4 Policies, Requirements and Guidelines.

5.3.1 Brief finalisation

A preliminary project brief will be provided, either as a standalone document or as part of the project definition. The Consultant will develop the preliminary project brief into a comprehensive Functional Brief and Accommodation Schedules, fully describing the Customer Agency's project requirements. The project brief is to be developed into the following two parts:

Part A: Functional brief and accommodation schedules

Notwithstanding the minimum requirements of this Architectural Services Brief, the Consultant is required to:

- i. Assist in the preparation of a project functional brief and accommodation schedules that are acceptable to both the Principal's Representative and the Customer Agency, and are sufficiently comprehensive to meet the needs of the project. This includes, but is not limited to, capturing functional relationships as well as operational and

- area requirements. In preparing these documents, the Consultant is to give due consideration to the requirements of the Architectural Services Brief, the Customer Agency's objectives, management philosophies, the Customer Agency brief (where applicable), resources, financial, budgetary, technical and physical requirements and possible future needs.
- ii. Consider the appropriateness of the initial site, or any other alternative sites if available, as directed by the Principal's Representative, in satisfying the optimal master planning outcome. This might include, for example, review of cultural heritage listings and registers (refer Section 1.4.4 Cultural Heritage), location and suitability of existing infrastructure and services, site encumbrances and/or limitations, risk or evidence of contamination or hazardous materials, and specific site, environmental, planning and urban design issues etc.
 - iii. Engage with BTS, via the Principal's Representative, to ascertain which policies and/or guidelines may be applicable to the project. Refer Section 1.4 Policies, Requirements and Guidelines.
 - iv. Lead the assessment and review of essential site services that may be required to support this project as well as any consequential traffic planning implications. Providing an estimate of those project costs.
 - v. Facilitate and coordinate the development of, and action relevant outcomes from value management and risk/safety management studies (if any) as appropriate and/or as directed by the Principal's Representative. Refer Section 1.5 Risk and Safety Management
 - vi. Prepare a return brief defining the building services and building fabric technical and performance requirements, nominating appropriate benchmarks for technical and cost conformance.
 - vii. For Western Australian Police, Department of Education, or Department of Fire and Emergency Services projects, prepare the comprehensive project brief in the context of the relevant Western Australia Police Brief or the standard Primary School Brief or Secondary School Planning Guide, and any other applicable specialist project brief. The project brief is then to be submitted to the project consultation group (PCG) for approval and signoff. Refer Section 1.2 Agency Specific Requirements.

Part B: Fit-out brief

Notwithstanding the minimum requirements of this Architectural Services Brief, the Consultant is required to:

- i. Prepare a written description of the Customer Agency's requirement for the fit-out of the project on a room-by-room basis, including detail of room functions, and architectural and engineering design requirements.
- ii. Engage with BTS, via the Principal's Representative, to ascertain which policies and/or guidelines may be applicable to the project. Refer Section 1.4 Policies, Requirements and Guidelines.
- iii. Establish detailed furniture and equipment requirements for the project.
- iv. Develop the fit-out brief as part of the schematic design and design development stage. The initial version of the fit-out brief is to be completed in conjunction with the schematic design. The fit-out brief is then to be progressively reviewed and updated during the design development and completed in conjunction with the final design development fit-out drawings.

5.4 Brief development ¹⁶

The objective of this phase is to gather all the information required to complete the project including understanding the project, its requirements, outcomes and the scope of works.

The Consultant is to visit the site and prepare a site report, highlighting any matter that may impinge on the project, to include any additional items that are required by the Principal's Representative or thought necessary.

It is also strongly recommended that the Consultant, via the Principal's Representative, contact the Building and Technical Services team (BTS) to

¹⁶ For projects of construction value less than \$250,000. PM to strike out if it does not apply.

ascertain which Policies and/or Guidelines may be applicable to the project. Refer Section 1.4 Policies, Requirements and Guidelines.

The Consultant is to test the project brief and designs produced in the preceding PDP stage and report on its observations including opportunities for improvement.

A preliminary budget encompassing all the requirements of the project and estimate of the cost of the Consultant's fee, is to be provided to the Principal's Representative.

5.5 Schematic Design ¹⁷

Notwithstanding the minimum requirements of this Architectural Services Brief, the Consultant is required to:

- i. Prepare and collate schematic design documentation for all works described in the project brief, and in accordance with the briefed requirements of this Architectural Services Brief.
- ii. Engage with BTS, via the Principal's Representative, to ascertain which policies and/or guidelines may be applicable to the project. Refer Section 1.4 Policies, Requirements and Guidelines.
- iii. Undertake appropriate site investigations and ensure all necessary site investigations have been or are to be undertaken by the required building services consultants and engineers to identify specific site, environmental, planning and urban design issues applicable to the proposed site are identified.
- iv. Prepare a combined site master plan.
- v. Prepare coherent design strategies in liaison with secondary and/or subconsultants.

¹⁷ *PM should strike out this clause if it does not apply. If it does apply, PM to strike out 5.7 Schematic design & design development – single stage.*

- vi. Engage and manage the required consultancy team in accordance Section 3 Secondary and Subconsultants, and the project brief requirements.
- vii. Coordinate, incorporate and integrate all services requirements into the design.
- viii. Facilitate, coordinate, develop and integrate the recommendations from the project-specific risk and safety management plans and reports. Refer Section 1.5 Risk and Safety Management.
- ix. Ensure that the schematic design meets the requirements of the project brief, this Architectural Services Brief, and is acceptable to the project control group in all respects including but not limited to
 - a. Functional relationships,
 - b. Agreed cost benchmarks,
 - c. Government and agency specific requirements
 - d. Physical appearance (aesthetics),
 - e. Buildability and
 - f. The materials selection.
- x. For Department of Health (DoH) projects:
 - a. Test proposed schematic design options with respect to the clinical services and operational policies and procedures provided by the DoH nominated representative.
 - b. Test proposed schematic design options to ensure the design offers the required functional relationships and that the circulation space, plant and computer control rooms satisfy the functional brief and are within their current percentage spatial allowance.
 - c. Refer Section 1.2 Agency Specific Requirements.
- xi. For Department of Education (DoE) projects:
 - a. Prior to commencement of the detailed design, prepare and obtain written approval from the DoE Security Co-ordinator, for a design/scope of works statement for the security system appropriate to this project.

- b. Ensure that the school project costs are contained within the benchmark Gross Floor Area (GFA) rates.
- c. Refer to Section 1.2 Agency Specific Requirements.
- xii. Liaise with and obtain all relevant authority approvals for the proposed works.
- xiii. Where required by the project-specific brief and/or Request, prepare project cost plans in accordance with the project cost planning guidelines available at:

www.wa.gov.au/government/publications/cost-planning-guideline-consultants

 This is to include all costs associated with the project including but not limited to the limit of cost for the works, including rise and fall projections, district margins applicable, any headwork's costs payable. The estimates shall include loose furniture and equipment. The Principal's Representative will provide additional guidance and detail, including the cost of Finance's involvement.
- xiv. Ensure the required independent reviews are undertaken and due consideration is made. Refer Section 1.6 Design and/or Documentation Reviews.

5.6 Design Development¹⁸

Notwithstanding the minimum requirements of this Architectural Services Brief, the Consultant is required to:

- i. Prepare and collate design development documentation for all works described in the project brief, and in accordance with briefed requirements of this Architectural Services Brief, including drawings, reports, schedules etc.

¹⁸ *PM should strike out this clause if it does not apply. If it does apply, PM to strike out 5.7 Schematic design & design development – single stage.*

- ii. Engage and manage the required consultancy team in accordance Section 3 Secondary and Subconsultants and the project brief requirements.
- iii. Coordinate and incorporate and integrate all services requirements into the design.
- iv. Facilitate, coordinate, develop and integrate the recommendations from the project-specific risk and safety management plans and reports. Refer Section 1.5 Risk and safety management.
- v. Ensure that the developed design meets the requirements of the project brief, this Architectural Services Brief, and is acceptable to the project control group.
- vi. For Department of Health (DoH) projects:
 - a. Test proposed developed design options with respect to the clinical services and operational policies and procedures provided by the (DoH) nominated representative.
 - b. Test proposed schematic design options to ensure the design offers the required functional relationships and that the circulation space, plant and computer control rooms satisfy the functional brief and are within their current percentage spatial allowance.
 - c. Refer Section 1.2 Agency Specific Requirements.
- vii. For Department of Education (DoE) projects
 - a. Prior to the commencement of the detailed design, prepare and obtain written approval from the DoE Security Co-ordinator, for a design/scope of works statement for the security system appropriate to this project.
 - b. Ensure that the school project costs are contained within the current benchmark Gross Floor Area (GFA) rates.
 - c. Also refer Section 1.2 Agency Specific Requirements.
- viii. Liaise with and obtain all relevant authority approvals for the proposed works.
- ix. Where required by the project-specific brief and/or request, prepare project cost plans in accordance with the project cost planning guidelines available at:

www.wa.gov.au/government/publications/cost-planning-guideline-consultants

This is to include all costs associated with the project including but not limited to the limit of cost for the works, including rise and fall projections, district margins applicable, any headwork's costs payable. The estimates shall include loose furniture and equipment. The Principal's Representative will provide additional guidance and detail, including the cost of Finance's involvement.

- x. Supply to the Principal's Representative a draft copy of the Specification by Example table, as referenced in Section 1.4.1 WA Recovery Plan and Buy Local Policy.
- xi. Ensure the required independent reviews are undertaken and due consideration is made. Refer Section 1.6 Design and/or Documentation Reviews.

5.7 Schematic design & Design development - Single stage¹⁹

Notwithstanding the minimum requirements of this Architectural Services Brief, the Consultant is required to:

- i. Prepare and collate separate schematic designs and design development for all works described in the project brief, and in accordance with briefed requirements of this Architectural Services Brief.
- ii. Engage with BTS, via the Principal's Representative, to ascertain which policies and/or guidelines may be applicable to the project. Refer Section 1.4 Policies, Requirements and Guidelines.
- iii. Undertake appropriate site investigations and ensure all necessary site investigations have been or are to be undertaken by the required

¹⁹ For projects of construction value less than \$250,000. PM should strike out this clause if it does not apply. If this clause applies, then strike out 5.5 Schematic design and 5.6 Design development.

- building services consultants and engineers to identify specific site, environmental, planning and urban design issues applicable to the proposed site are identified.
- iv. Prepare coherent design strategies in liaison with secondary and sub consultants.
 - v. Engage and manage the required consultancy team in accordance Section 3 Secondary and Subconsultants and the project brief requirements.
 - vi. Coordinate, incorporate and integrate all services requirements into the design.
 - vii. Facilitate, coordinate, develop and integrate the recommendations from the project-specific risk and safety management plans and reports. Refer Section 1.5 Risk and safety management.
 - viii. Ensure that the design meets the requirements of the project brief, this Architectural Services Brief, and is acceptable to the project control group, in all respects including but not limited to
 - a. Functional relationships,
 - b. Agreed cost benchmarks,
 - c. Government and agency specific requirements
 - d. Physical appearance (aesthetics),
 - e. Buildability and
 - f. The materials selection.
 - ix. For Department of Health projects (DoH):
 - a. Test proposed developed design options with respect to the clinical services and operational policies and procedures provided by the DoH nominated representative.
 - b. Test proposed schematic design options to ensure the design offers the required functional relationships and that the circulation space, plant and computer control rooms satisfy the functional brief and are within their current percentage spatial allowance.
 - c. Refer Section 1.2 Agency Specific Requirements.
 - x. For Department of Education (DoE) projects:

- a. Prior to commencement of the detailed design, prepare and obtain written approval from the DoE Security Co-ordinator, for a design/scope of works statement for the security system appropriate to this project.
 - b. Ensure that the school project costs are contained within the benchmark Gross Floor Area (GFA) rates.
 - c. Refer Section 1.2 Agency Specific Requirements
- xi. Liaise with and obtain all relevant authority approvals for the proposed works.
 - xii. Where required by the project-specific brief and/or Request, prepare project cost plans in accordance with the project cost planning guidelines available at:
www.wa.gov.au/government/publications/cost-planning-guidelines-consultants
This is to include all costs associated with the project including but not limited to the limit of cost for the works, including rise and fall projections, district margins applicable, any headwork's costs payable. The estimates shall include loose furniture and equipment. The Principal's Representative will provide additional guidance and detail, including the cost of Finance's involvement.
 - xiii. Ensure the required independent reviews are undertaken and due consideration is made. Refer Section 1.6 Design and/or Documentation Reviews.

For a project of greater than two (2) months duration, consultants shall visit the site a minimum of two (2) times during the brief development and design stages.

5.8 Contract Documentation²⁰

5.8.1 Documentation requirements

The objective is to translate the approved developed design into a contract document and construction contract, without requiring further decisions, and within the budget set for the project. The essential elements to be included in the documentation are a clear scope of works, specifications for the works and drawings showing the location of the works, if applicable. The documents and specifications should reference all relevant government policies and guidelines (refer Section 1.4 Policies, Requirements and Guidelines), updated and developed project-specific risk and safety management plans and reports, and legislated technical standards and work practices, such as Australian Standards, *Work Health and Safety Act 2020*, the National Construction Code (NCC) etc.

Notwithstanding the requirements of the design review process applicable to the project (refer Section 1.6 Design and/or Documentation Reviews), the Consultant is to provide an electronic copy of the draft contract documentation to the Principal's Representative for review prior to submitting the final documentation for tender.

Notwithstanding the minimum requirements of this Architectural Services Brief, the Consultant is required to:

- i. Prepare complete architectural and engineering contract documentation for the approved works including the preparation of specifications and schedules.
- ii. Facilitate, coordinate, develop and integrate the recommendations from the project-specific risk and safety management plans and reports. Refer Section 1.5 Risk and safety management.
- iii. Ensure that a minimum of four (4) weeks is allowed for the Cost Management consultant (or Quantity Surveyor) to prepare a BoQ where

²⁰ *PM should strike out this clause if it does not apply.*

the estimated value of the building works' contract (at Perth prices) is \$6 million including GST or greater.^{21 22}

- iv. Concurrent to the preparation of the BoQ where applicable, submit to the Principal's Representative the contract documentation including specifications and schedules for a documentation review. Refer Section 1.6 Design and/or Documentation Reviews.
- v. Finalise a colour scheme for the documented works and advise colours for non-construction items such as loose furniture and furnishings.
- vi. For Department of Education (DoE) projects, using the Security Management Plan pro-forma available from the Principal's Representative, document the requirement for the Contractor to prepare a security management plan and submit this to the Principal's Representative for approval. Refer to the Primary School Brief and/or Secondary School Planning Guide for details.
- vii. Where applicable, coordinate with all relevant parties to obtain all certification required to apply for a building permit prior to calling of tenders, including a Certificate of Design Compliance.
- viii. Where applicable, continually review and update the project cost plan to maintain the project within the agreed limit of cost estimate. Include a provisional sum for site connection charges (utilities). Prepare a pre-tender estimate prior to the calling of tenders.
- ix. Where applicable, initiate power and water connections to sites where such service connections are not already established.

²¹ Where the project is between \$3 million and \$6million, the PM is to consider having a BoQ. If a BoQ is being provided for such projects, please amend this clause to include it.

²² PM to strike out if a BoQ is not applicable.

- x. Where applicable, liaise with and obtain all necessary authority approvals for the contract documentation prior to the calling of tenders.
- xi. Ensure the documents support and align with the intended construction contract requirements.
- xii. Where applicable, supply to the Principal's Representative the final copy of the Specification by Example table, as referenced in Section 1.4.1 WA Recovery Plan and Buy Local Policy.
- xiii. Where applicable, ensure the required independent reviews are undertaken and due consideration is made. Refer Section 1.6 Design and/or Documentation Reviews.

5.8.2 Consultant attestation

Where the Consultant is required to produce and deliver tender documents to the Principal, the Consultant must include a written attestation confirming adherence to the requirements of Section 1.7.7 Consents and Attestations.

5.8.3 Tender documentation requirements

Notwithstanding the minimum requirements of this Architectural Services Brief, the Consultant is required to:

- i. Package up all documentation in a form suitable for the calling of the tenders. For most lump sum contracts, the works will be tendered under the AS2124 General Conditions of Contract as amended by the Western Australia Government Amendments. The Principal's Representative will provide direction on which contract type will be applicable.
- ii. Use the current Finance's Master Preliminaries for Works Contracting as the base for the contract specification preliminaries, prepared in conjunction with Finance. Finance's current Master Preliminaries, associated forms and specification preliminaries guide notes for works contracting will be provided by the Principal's Representative upon request from the Consultant.
- iii. In the preparation of the technical specification and the tender documents in general, the Consultant must comply with all relevant government and Finance tendering and contracting policies, guidelines and practices, including but not limited to the use of NatSpec and the

application of the Buy Local Policy. Refer Sections 1.4.1 WA Recovery Plan and Buy Local Policy and 1.7.3 Specification Requirements.

- iv. Notwithstanding any independent contract documentation phase review (Refer Section 1.6 Design and/or Documentation Reviews), a final tender ready version of the full documentation and specification is also required to be delivered to the Principal's Representative for review of the documents compliance with government and Finance tendering and contracting policies and practices. The Consultant must ensure that the Principal's Representative is given a minimum of three (3) working days to review the specification and advise the Consultant of any areas that may need attention.
- v. Without delaying the delivery of the tender documents, ensure that the specification is edited as required following the Principal's Representative review.
- vi. Deliver to the Principal's Representative, no later than 12.00 noon on the Wednesday prior to the tender advertising date the following documents:
 - The pre-tender estimate in accordance with the Finance project cost planning, guidelines for consultants.
 - Schedule of anticipated charges, including for example, headworks etc.
 - Schedule of items to be supplied by Principal's Representative and any allowance for payment in advance shall be informed through the Annexure.
 - Calculation of builder's pre-qualification requirements.
- vii. Deliver to the Principal's Representative no later than 12.00 noon on the Tuesday prior to the tender advertising date the number of tender documents as required for the application for a building permit.
- viii. Deliver to the Principal's Representative no later than 12.00 noon on the Friday prior to the tender advertising date the hard copy of the tender documents for regional projects.
- ix. Deliver to the Principal's Representative's nominated customer agency, no later than 12.00 noon on the Tuesday prior to the tender advertising date, two (2) complete sets of tender documents.

5.8.4 Electronic tender documents

The tender documents are required to be provided in an electronic format for attachment to, and distribution from, the Tenders WA website, unless otherwise directed by the Principal's Representative. A tender suitable hard copy (typically 2 copies) may also be required, at the direction of the Principal's Representative.

Ensure that electronic copies and any required or requested hard copies are identical in content.

It is mandatory for works drawings to be CADD produced to facilitate provision to prospective tenderers via the internet. Refer Section 1.7 Document Format and Quality control.

5.9 Tender

Tendering of the project and the assessment of tenders are deemed to be part of the contract documentation phase of the project.

1. The Principal's Representative will tender the works.
2. Tenders will typically close at:

Tendering Services: Djookanup, 16 Parkland Road Osborne Park.

Tenders for regional projects may close at the appropriate regional office. Where this is to occur, the Consultant will be advised at the time of the commission.

3. The Consultant is to record all Tender enquiries on the Finance approved form and then forward this form to Tendering Services, before 2:30 pm on the day tenders close.

The Consultant is required to:

- i. Assess tenders and check for technical compliance.
- ii. Resolve all technical issues arising from the tender assessment.
- iii. The tender assessment should include the convening of a meeting between the Principal's Representative, the Consultant and the preferred tenderer, to discuss the project and the tender. The Consultant must obtain prior written approval from the Principal's Representative should it choose not to convene such a meeting.

- iv. If the Principal commences post-tender negotiations with a tenderer, the Consultant must not carry out any negotiations, but must provide any information or documents required by the Principal, to assist those negotiations.
- v. Reconcile the tender result with the pre-tender estimate.
- vi. Where the pre-tender estimate exceeds the budget by more than 10%, the Consultant is required to notify the Principal's Representative as soon as they become aware of it. The Principal's Representative will then inform the Customer Agency in a timely manner.
- vii. Within seven (7) days of receiving notification from the Osborne Park Tenders Office, the Consultant must collect all unused and returned tender documents from the Osborne Park Tenders Office. Notification from the Osborne Park Tenders Office will normally be provided twenty-one (21) days after the date that tenders closed. The Consultant is responsible for the disposal of these documents. The disposal method is to be confirmed with the Principal's Representative prior to disposal. Refer Section 1.7.6 Retention of Documents.
- viii. Recommend a successful tenderer.
- ix. Comply with other Finance tendering requirements.

5.10 Contract administration – Including Superintendent's Representative role²³

The Consultant must administer the building works' contract as the Superintendent's Representative during the construction period, including the defects liability period. This includes issuing all instructions, progress claim processing, issuing certificates and variation orders previously authorised by the Principal's Representative, and the preparation of any additional drawings needed to clarify the works.

²³ *PM should strike out this clause if it does not apply.*

The Consultant must nominate, within its services tender, response or offer, a senior and experienced staff member to administer the building works' contract as the Superintendent's Representative.

In the capacity of Superintendent's Representative as required by the base standard requirements of this Architectural Services Brief, the Consultant may be required to:

- i. Issue instructions, directions and orders to the appointed building works' contractor.
- ii. Attend to and resolve requests for information in connection with the building works within seven (7) calendar days or within such lesser time as required to ensure that the appointed building works' contractor is not unduly delayed.
- iii. Attend site meetings and visits on at least a fortnightly basis or as reasonably required at a frequency as agreed with the Principal's Representative.
- iv. Review and approve the construction program in native file format as provided by the Building Works contractor, from time to time.
- v. Provide advice to the Principal's Representative regarding the building works.
- vi. Review submissions for steel or concrete shop detailing, window frames, switchboard drawings and the like, including distribution to the appropriate consultant or engineer in a timely fashion and in a manner that does not impede the building works' contractor's progress.
- vii. Prepare additional drawings as needed to clarify the building works' contract.
- viii. Update as-constructed drawings as the building works progress.
- ix. Monitor progress of work on site and assess compliance with the building works' contract (including special conditions of contract), drawings, specifications, applicable building standards, permits or approvals.
- x. Monitor the Contractor's compliance with contractual obligations in relation to obligations to imported goods/services, use of local suppliers/subcontractors, materials recycling, and Indigenous Economic Development where applicable.

- xi. Monitor the Contractor's compliance with contractual obligations in relation to obligations to subcontractors, including but not limited to spot checks with subcontractors confirming the Contractor has discharged its liabilities to those subcontractors.
- xii. Assess cost variations and extension of time claims in accordance with the building works' contract.
- xiii. Issue variation orders authorised by the Principal's Representative in accordance with the terms of the contracts between the Consultant and the Principal and between the Principal and the appointed building works' Contractor.
- xiv. Receive, assess and process payment claims, including the issuance of payment certificates. Refer also to Section 5.10.5 Certifying of payments to building works contractors.
- xv. Promptly inspect standards of work and direct rectification for defective work as required.
- xvi. Assist in the management of disputes or differences arising under the building works' contract and provide advice and technical support as required.
- xvii. In conjunction with applicable secondary and subconsultants, witness testing and commissioning of building services by the Contractor and authorities, and verify compliance with the requirements of the building works' contract.
- xviii. Assist in the procurement of loose furniture and equipment fit-out as required under the commission.
- xix. Practical Completion reporting as identified in Section 1.8.7.
- xx. Issue one (1) or more Certificates of Practical Completion and the Final Certificate in respect of the building works' contract.
- xxi. Liaise with the Principal's Representative on any issues related to the project including any relevant site history information which may affect this project.
- xxii. Where works are being undertaken at an occupied site, during construction phase, ensure that the Contractor informs the Superintendent's Representative, the Principal's Representative, and

site users (including Facility Manager) of any disruptions to existing service.

- xxiii. Submit one (1) or more, signed Occupancy Permit applications to the Principal's Representative. Refer Section 2 Permits, Authority and Regulatory Requirements.
- xxiv. Coordinate and submit all As Constructed CADD drawings and manuals within the nominated time periods. Refer Sections 1.7 Document Format and Quality control and 1.9 Handover Requirements.
- xxv. Where the project lasts more than four (4) weeks, provide a monthly report to the Principal's Representative on critical issues such as time, cost and build quality. Refer to 1.8.6 Contract administration reporting.

The person acting as the Superintendent's Representative, the Consultant's Representative and any subconsultants undertaking site inspections are required to have Working at Heights Certification and Working in Confined Spaces Certification, where appropriate, to ensure that inspection of building works including the roof and other high-level building fabric, is adequately inspected.

Contract administration services are to continue until forty-two (42) days after a Final Certificate is issued.

5.10.1 Approvals from the Principal's Representative

When appointed as the Superintendent's Representative, the Consultant or its employee shall obtain written approval from the Principal's Representative prior to issuing any direction, instruction or variation which has the effect or potential for increasing or reducing the scope of work under the building work's contract by more than \$5,000 exclusive of any applicable GST unless directed otherwise by the Principal's Representative, or extending the Date for Practical Completion. This is not required if in doing so is:

- i. reasonably necessary for the emergency protection of people or property; or
- ii. pursuant to a due and proper claim for costs or time by the Contractor under the terms of the works contract for works that;
 - a. the Principal's Representative has already previously approved in writing; or

- b. the Contractor is duly and properly entitled to under the terms of the works Contract and for which the Principal has already received previous written notice as being assessed by the Consultant as a proper claim from the Contractor under the terms of the works contract.

Substitutions

In accordance with the terms of the building works' Contract, requests from the Contractor to substitute products or items specified by example must be referred to the Principal's Representative for determination, together with a written recommendation from the Superintendent's Representative which includes detailed commentary from the relevant design expert (architect, engineer, etc). Refer Section 1.4.1 WA Recovery Plan and Buy Local Policy.

5.10.2 Site safety coordination meeting

Where the contracted work involves activities on an occupied site, the Consultant/Superintendent's Representative must arrange and chair a safety coordination meeting to be attended by:

- i. The Principal's Representative.
- ii. Representatives of the building works' contractor.
- iii. Representatives of the Customer Agency.
- iv. Representatives of any other occupier of the site who may be affected by the building works, being the subject of the building works' contract.

Prior to the safety coordination meeting, the Consultant/Superintendent's Representative is to liaise with the Principal's Representative, the Customer Agency and other occupiers of the site regarding the evacuation plan for the site. The Consultant/Superintendent's Representative will arrange for a copy of this plan to be available for the building works' Contractor at the safety coordination meeting.

The Consultant/Superintendent's Representative must ensure that the building works' Contractor minutes the meeting and distributes the minutes to all attendees.

The Consultant/Superintendent's Representative will periodically inspect the works and attend site meetings and ensure that the appropriate secondary and subconsultants also attend. The Consultant/Superintendent's Representative

is to monitor the Contractor's compliance with its (where applicable) workplace safety and health obligations under the building works' contract and ensure copies of the Contractor's safety management plan, safe work procedures and its monthly audits are available on site.

The above item is to be a standing agenda item at each site meeting and any non-compliance is to be reported to the Principal's Representative as soon as practicable. Refer Section 1.5 Risk and Safety Management.

5.10.3 Site meetings

Site meetings are to be held on at least a fortnightly basis²⁴, for projects in the Perth metropolitan area. Where projects are in regional areas, site meetings may be held monthly. Site meetings may be held more frequently should the need arise, or as directed by the Principal's Representative.

The Consultant/Superintendent's Representative will attend all site meetings and ensure that all relevant subconsultants also attend.

The Consultant/Superintendent's Representative is required to monitor the building works' contractor's compliance with:

- i. *Building Act 2011* requirements including permit conditions, tests or inspections required, Certificate of Construction Compliance etc.
- ii. Its obligation to use local suppliers and subcontractors as stated in its Claim for Regional Content Preference.
- iii. Its declaration that there are no imported goods or services being used in the works, other than those which have been notified to the Principal's Representative.
- iv. Its commitment to Indigenous Economic Development.
- v. Recycling of materials requirements by auditing the disposal destination documentation for green waste, earth, fill, brick, mortar, concrete, and

²⁴ For projects with a construction value of less than \$250,000, PM to determine frequency of site visits.

metal that are recycled either by use on-site or by delivery to a recycling facility.

- vi. The safety and risk management plan and any issues associated with those risks.

The above items are to be a standing agenda item at each site meeting and any non-compliance is to be reported to the Principal's Representative within seven (7) calendar days of the non-compliance arising.

5.10.4 Site visits

The Consultant/Superintendent's Representative will conduct site visits on a weekly basis or as required and agreed with the Principal's Representative, for the purposes of ensuring that the work is:

- i. Being performed according to the conditions of contract (including special conditions of contract), drawings, specifications, applicable building standards and any permits or approvals issued by the relevant permit authority pursuant to the *Building Act 2011 (Western Australia)*.
- ii. Progressing in accordance with the approved construction program, as issued from time to time to the Superintendent's Representative.
- iii. Being adequately supervised by the building works' contractor to achieve the required level of work quality.

Where applicable, the Consultant/Superintendent's Representative must allow in their fee proposal for the adequate amount of time and level of supervision required to ensure that a project is satisfactorily completed and that minimum levels of site visits in accordance with this clause are undertaken.

The person acting as the Superintendent's Representative, the Consultant's Representative and any subconsultants undertaking site inspections are required to have Working at Heights Certification and Working in Confined Spaces Certification, where appropriate, to ensure that inspection of building works including the roof and other high-level building fabric, is adequately inspected.

For projects with construction value of less than \$250,000²⁵

The minimum number of site visits during and after construction, required for a project of greater than two months duration will be as follows:

- i. Construction contract administration - on a weekly basis or as otherwise directed by the Principal's Representative.
- ii. Construction contract handover - at least one (1) site visit.
- iii. Defects liability period – at least four (4) site visits.

These visits are to ensure that the project work is being performed to specification and the work is being adequately supervised by the building contractor or subcontractor, to achieve the required level of work quality.

5.10.5 Certifying of payments to building works' contractors²⁶

Payments for projects with construction value of less than \$250,000 are typically invoice based. The Principal's Representative will advise the Consultant/Superintendent's Representative of the appropriate process when they are commissioned.

The Consultant/Superintendent's Representative is to ensure that all payment claims received from appointed building works' Contractor contains the relevant Finance project details. The Consultant/Superintendent's Representative must check and verify the percentage of work done against the payment claim and issue a payment certificate to the Principal's Representative in accordance with the terms of the Contract.

The Principal's Representative will then arrange payment and advise the Consultant/Superintendent's Representative and Contractor accordingly.

²⁵ *PM to strike this clause out if not applicable.*

²⁶ *This is only applicable for projects with construction value of less than \$250,000.
PM to strike this clause out if not applicable.*

5.10.6 Testing of services

Prior to issuing a Certificate of Practical Completion the Consultant/Superintendent's Representative and sub consultants are to ensure:

- i. The appointed building works' contractor records the testing of all services by the relevant subcontractor and submits a report to the Consultant/Superintendent's Representative for approval of the Consultant/Superintendent's Representative or relevant sub consultants prior to the Consultant/Superintendent's Representative and sub consultants requesting to witness onsite commissioning tests.

This report is in addition to the handover manual, outlining design parameters and appropriate operation and testing methods. Where performance of a service can be improved or upgraded by management or occupant behaviour, this is to be documented in writing, indicating the measures required to achieve the designed benchmarks.

- ii. All testing and certificates required by any building permit or demolition permit issued in accordance with the *Building Act 2011 (Western Australia)*, that are or ought to be in the power, possession, custody or control of the Contractor or any party acting on, for, or on their behalf, have been carried out or obtained respectively.
- iii. The completion of any other item nominated in the Contractor's contract with the Principal, before a Certificate of Practical Completion will be issued to the Contractor.

Refer Section 1.9 Handover Requirements.

5.10.7 Practical Completion and project handover

Unless required otherwise by the building works' contract, or this Architectural Services Brief, including but limited to Sections 1.8 Deliverable and Reporting Requirements, and 1.9 Handover Requirements, the Consultant/Superintendent's Representative will conduct a site inspection with the Principal's Representative, to demonstrate that the building works:

- i. Have been undertaken and completed in accordance with:
 - The conditions of Contract, including Special Conditions of Contract.

- The drawings, specifications, and applicable building standards.
 - Any permits or approvals issued by the relevant permit authority pursuant to the *Building Act 2011 (Western Australia)*.
- ii. Are free of defects or omissions other than minor defects and omissions.
 - iii. Are otherwise suitable for their intended purpose.

5.10.8 Post occupancy training

Within fourteen (14) days of issuing a Certificate of Practical Completion (unless defined by the Works Contract or the Principal's Representative), the Consultant/Superintendent's Representative must arrange an onsite post-occupancy training session, for the building occupant(s), facility manager where applicable, and maintenance service provider(s) including maintenance subcontractors. Training sessions are to be attended by the Consultant/Superintendent's Representative, relevant subconsultants, the building works' contractor and relevant subcontractors for the purposes of training the building occupant and/or facility management to operate the building in accordance with the design intentions.

Refer Section 1.9 Handover Requirements.

5.10.9 Building tuning during DLP

The Consultant / Superintendent's Representative, with the assistance of the relevant sub consultants, shall ensure:

- i. All building systems are tuned to achieve design outcomes between practical completion and final completion, including meeting the requirements of Technical Guideline TG040, with respect to verification and handover, where applicable.
- ii. A relevant member of the design team is involved in the tuning process.
- iii. Quarterly tuning/monitoring is undertaken, and the outcomes are reported to the building owner/occupier and relevant consultants.
- iv. Full re-commissioning is undertaken twelve (12) months after practical completion.

- v. A building tuning report on the outcomes of the tuning process is provided to the Superintendent's Representative, the Customer Agency's Representative and made available to the design team.

Refer Section 1.9 Handover Requirements.

5.10.10 Energy use reporting - Prior Final Certificate

Before issuing a Final Certificate in relation to the building works' contract, the Consultant/Superintendent's Representative is required to submit the energy use report to the Principal's Representative.

The energy report is to be facilitated and coordinated by the Consultant/Superintendent's Representative and prepared by the electrical and mechanical consultants.

Refer Section 3.2.2 Energy use monitoring and reporting.

5.10.11 Defects' liability period

The Consultant/Superintendent's Representative is to provide onsite assistance and support to subconsultants and/or facility manager / building occupier regarding the satisfactory operation of the various engineering and building systems during the defects liability period (DLP).

The Consultant/Superintendent's Representative must coordinate site visits by the electrical, mechanical and hydraulics subconsultants during the DLP at agreed intervals. For typical works projects with a construction value over \$250,000, the minimum number of site visits for these subconsultants shall be:

Mechanical subconsultant	3 visits plus Final Completion inspections
Electrical subconsultant	3 visits plus Final Completion inspections
Hydraulic subconsultant	3 visits plus Final Completion inspections

The Consultant/Superintendent's Representative is to also undertake a final completion inspection and site visit, and where applicable, with the Principal's Representative, within twenty-eight (28) days prior to the expiration of the DLP and shall ensure that all relevant subconsultants are in attendance.

Where the Contract comprises of separable portions, this requirement applies to each separable portion.

5.10.12 Discretion to reduce security

Where the Principal:

- a. receives and holds security (whether in the form of bank guarantees, retention money or otherwise) provided by the building works' Contractor pursuant to the building works' Contract; and
- b. the building works' contract provides terms under which the Superintendent may exercise a discretion to reduce that security,

then that discretion can only be exercised by the Superintendent and not the Superintendent's Representative. The Consultant agrees to act within the limits of this clause.

Save for the above, nothing in this clause is intended to limit the building works' Contractor's rights to the return of security that otherwise exist under the building works' contract.

5.11 Contract Administration – Excluding Superintendent's Representative²⁷

Where the Superintendent's Representative role is not being undertaken by the Consultant during the construction and defects liability period, an independent consultant, or an internal Department officer will be appointed to undertake the role of the Superintendent's Representative and the Consultant for the project will typically continue involvement in the project. The roles and responsibilities of the Consultant will be clarified on a project-specific basis, and a partial commission will be negotiated.

The Consultant is required to nominate within its proposal a senior and experienced staff member to assist the Independent Superintendent's

²⁷ PM should strike out this clause if it does not apply. If this clause is applicable, then so is Clause 5.12 Contract administration – Independent Superintendent's Representative.

Representative to ensure construction is in accordance with the documentation.

The Consultant's specific scope of services anticipated to meet the requirements of the project, where not undertaking the Independent Superintendent's Representative, will be defined in the Request and may include:

- i. Assisting the Independent Superintendent's Representative with the preparation of required reporting and other such project documentation.
- ii. Inspecting the works (minimum weekly) and attending all site meetings (typically fortnightly for projects in the Perth metropolitan area) in conjunction with the Independent Superintendent's Representative and ensuring the appropriate subconsultants also attend. Other frequencies of inspections can be agreed with the Principal's Representative.
- iii. Carrying out regular and adequate quality control inspections of the works in conjunction with the Independent Superintendent's Representative and reporting on the adherence of construction works with the contract documents.
- iv. Co-ordination of secondary and subconsultants site visits, who are to provide comprehensive inspection reports within a day of the inspection taking place, attendance at any testing or commissioning process and assistance and/or site visitation during the defect's liability period.
- v. Attendance and timely response to all requests for information and attending to all submissions for steel or concrete shop detailing, window frames, switchboard drawings and the like including co-ordination of and distribution to appropriate building services consultant or engineer in a timely manner.
- vi. Providing Architect's Advice Notices to the Independent Superintendent's Representative and the Principal's Representative, as required and considering any deficiency in the original design scope and intent, and providing advice to the Independent Superintendent's Representative.
- vii. Assisting the Independent Superintendent's Representative in determining variation entitlements as required.

- viii. Providing advice to the Independent Superintendent's Representative as required to assist in the assessment of payment claims, including the issuance of payment certificates.
- ix. Assisting in the interpretation of the building works' contract documents when requested by the Independent Superintendent's Representative and the Contractor, checking drawings and other information submitted by the Contractor and verify compliance with the Contract.
- x. The preparation of any additional drawings needed to clarify the works and providing advice and technical support in any disputes that may arise out of the building works' contract.
- xi. Checking certification of materials and providing advice regarding alternate materials suitability should substitution be necessary or requested. Refer Section 1.4.1 WA Recovery Plan and Buy Local Policy.
- xii. Providing advice to the Independent Superintendent's Representative and engaging a building certifier if variations are substantial and may require a new Building Permit to be issued during the construction period. Refer Section 2 Permits, Authority and Regulatory Requirements.
- xiii. Assisting the Independent Superintendent's Representative in ensuring that the building works' contractor complies with the building works' contract, applicable building standards and any permits or approvals issued by the relevant permit authority pursuant to the *Building Act 2011 (Western Australia)*.
- xiv. Assisting the Principal with occupation of the works and resolving any problems when requested by the Independent Superintendent's Representative.
- xv. Carrying out inspections and re-inspections of the works in conjunction with the Independent Superintendent's Representative for the purpose of issuing the Certificate of Practical Completion, the Final Certificate and such other certificates required to certify completion of the building works.
- xvi. Provide advice to the Independent Superintendent's Representative as required to assist in the direction works of rectification for defective work.
- xvii. The witnessing and verification of the testing and commissioning of building services by the Contractor and authorities in compliance with the requirements of the building works' contract. This process is to be

undertaken in conjunction with the Independent Superintendent's Representative and the appropriate subconsultants.

- xviii. Assisting with the procurement of any loose furniture and equipment fit-out as required under their commission. Refer Section 6 Loose Furniture & Equipment – Procurement Services.
- xix. Responsibility for the provision of all drawings in as-constructed CADD drawings format, BIM deliverables where applicable and operational/maintenance manuals. The Independent Superintendent's Representative is responsible for the submission of the signed Occupancy Permit application to the Principal's Representative.
- xx. Where the building works' Contractor requests approval to substitute products or items Specified by Example, provide a written recommendation to the Independent Superintendent's Representative (for determination by the Principal's Representative) which includes detailed commentary from the relevant design experts (architect, engineer, etc). Refer 1.4.1 WA Recovery Plan and Buy Local Policy.

The Consultant is to assist the Independent Superintendent's Representative to monitor the building works' Contractor's compliance with its:

- i. Declaration that there are no imported goods or services being used in the works.
- ii. Commitment to Aboriginal Economic Development.
- iii. Recycling of materials requirements by auditing the disposal destination documentation for green waste, earth, fill, brick, mortar, concrete, and metal that are recycled either by use on-site or by delivery to a recycling facility.
- iv. Obligations under the Contractor's building works' contract with the Principal, and where required carry out inquiry and provide reports in that regard as required by the Principal from time to time, including but not limited to spot checks with subcontractors confirming the Contractor has discharged its liabilities to those subcontractors.

The Consultant must ensure that the Consultant, subconsultants and any party acting for or on their behalf comply with the requirements of all laws (as defined in the General Conditions) including but not limited to the:

- i. *Building Act 2011 (Western Australia).*

- ii. *Building Services (Registration) Act 2011 (Western Australia).*
- iii. *Building Services Levy Act 2011 (Western Australia).*
- iv. *Building Services (Complaint Resolution and Administration) Act 2011 (Western Australia).*
- v. *Building and Construction Industry Training Levy Act 1990 (Western Australia).*
- vi. All subsidiary regulations.

The contract administration services undertaken by the Consultant must continue for a minimum of fifteen (15) days after the issuance of the Final Certificate.

5.11.1 Site visits

The Consultant is required to conduct site visits on a weekly basis or as required and agreed with the Principal's Representative, for the purposes of ensuring that the work is:

- i. Being performed according to the conditions of contract (including special conditions of contract), drawings, specifications, applicable building standards and any permits or approvals issued by the relevant permit authority pursuant to the *Building Act 2011 (Western Australia)*.
- ii. Progressing in accordance with the approved construction program, as issued from time to time to the Superintendent's Representative.
- iii. Being adequately supervised by the building works' contractor to achieve the required level of work quality.

Where applicable, the Consultant must allow in their fee proposal for the adequate amount of time and level of supervision required to ensure that a project is satisfactorily completed and that minimum levels of site visits in accordance with this clause are undertaken.

The Consultant's Representative and any subconsultants undertaking site inspections are required to have Working at Heights Certification and Working in Confined Spaces Certification, where appropriate, to ensure that inspection of building works including the roof and other high-level building fabric, is adequately inspected.

For projects with construction value of less than \$250,000²⁸

The minimum number of site visits required for a project of greater than two (2) months duration is as follows:

- i. Construction period - on a weekly basis or as otherwise directed by the Principal's Representative.
- ii. Construction contract handover - at least one (1) site visit.

These visits are to ensure that the project work is being performed to specification and the work is being adequately supervised by the building works' contractor or subcontractor, to achieve the required level of work quality.

5.11.2 Testing of services

Prior to issuing a Certificate of Practical Completion, the Consultant and the sub consultants must ensure:

- i. The appointed building works' contractor records the testing of all services by the relevant subcontractor and submits a report to the Independent Superintendent's Representative for approval by the Consultant or the relevant secondary / sub consultant prior to the Independent Superintendent's Representative requesting to witness onsite commissioning tests.

This report is in addition to the handover manual, outlining design parameters and appropriate operation and testing methods. Where performance of a service can be improved or upgraded by management or occupant behaviour, this is to be documented in writing, indicating the measures required to achieve the designed benchmarks.

- ii. All testing and certificates required by any building permit or demolition permit issued in accordance with the *Building Act 2011 (Western Australia)*, that are or ought to be in the power, possession, custody or

²⁸ This is only applicable for projects with construction value of less than \$250,000.

PM to strike out this clause out if not applicable.

control of the Contractor or any party acting on, for, or on their behalf, have been carried out or obtained respectively.

- iii. The completion of any other thing nominated in the Contractor's contract with the Principal, before a Certificate of Practical Completion will be issued to the Contractor.

Refer Section 1.9 Handover Requirements.

5.11.3 Practical Completion and project handover

Unless required otherwise by the building works' contract or this Architectural Services Brief, including but limited to Sections 1.8 Deliverable and Reporting Requirements, and 1.9 Handover Requirements, the Consultant will conduct a site inspection with the Independent Superintendent's Representative and the Principal's Representative, to demonstrate that the building works:

- i. Have been undertaken and completed in accordance with:
 - The conditions of Contract, including Special Conditions of Contract.
 - The drawings, specifications and applicable building standards.
 - Any permits or approvals issued by the relevant permit authority pursuant to the *Building Act 2011 (Western Australia)*.
- ii. Are free of defects or omissions other than minor defects and omissions.
- iii. Are otherwise suitable for their intended purpose.

5.11.4 Building tuning during DLP

The Consultant, with the assistance of the relevant sub consultants, shall ensure:

- i. All building systems are tuned to achieve design outcomes between practical completion and final completion, including meeting the requirements of Technical Guideline TG040, with respect to verification and handover, where applicable.
- ii. A relevant member of the design team is involved in the tuning process.

- iii. Quarterly tuning / monitoring is undertaken, and the outcomes are reported to the building owner and relevant consultants.
- iv. Full re-commissioning is undertaken twelve (12) months after practical completion.
- v. A building tuning report on the outcomes of the tuning process is provided to the Independent Superintendent's Representative, the Customer Agency's Representative and made available to the design team.

Refer Section 1.9 Handover Requirements.

5.11.5 Energy use reporting - Prior to Final Certificate

Before issuing a Final Certificate in relation to the Building Works Contract, the Consultant is required to submit the energy use report to the Independent Superintendent's Representative and the Principal's Representative.

The energy report is to be facilitated and coordinated by the Consultant and prepared by the electrical and mechanical consultants.

Refer Section 3.2.2 Energy use monitoring and reporting.

5.11.6 Defects' liability period (DLP)

The Consultant is to provide onsite assistance and support to the Independent Superintendent's Representative, subconsultants and/or facility manager/building occupier regarding the satisfactory operation of the various engineering and building systems during the DLP.

The Consultant must coordinate site visits by the electrical, mechanical and hydraulics subconsultants during the DLP at agreed intervals. For typical works projects with a construction value over \$250,000, the minimum number of site visits for these subconsultants shall be:

Mechanical subconsultant 3 visits plus Final Completion inspections

Electrical subconsultant 3 visits plus Final Completion inspections

Hydraulic subconsultant 3 visits plus Final Completion inspections

The Consultant is to undertake a final completion inspection and site visit with the Independent Superintendent's Representative and, where applicable, the

Principal's Representative, within twenty-eight (28) days prior to the expiration of the DLP and shall ensure that all relevant subconsultants are in attendance. Where the Contract comprises of separable portions, this requirement applies to each separable portion.

5.12 Contract administration – Independent

Superintendent's Representative role²⁹

An Independent Superintendent's Representative may be appointed to administer the Contract during the construction period including defects liability period. This includes issuing all instructions, progress claim processing, issuing certificates and variation orders previously authorised by the Principal's Representative and working in liaison with the project's consultant.

The Independent Superintendent's Representative must be a senior and experienced staff member to administer the contract.

Amongst other things, the Independent Superintendent's Representative may be required to:

- i. Issue instructions, directions and orders to appointed contractors with assistance from the project's consultant as required.
- ii. Attend to and resolve requests for information in connection with the building works within seven (7) calendar days, or within such lesser time as required to ensure that the appointed building works' contractor is not unduly delayed.
- iii. Request consultants to prepare additional drawings, if any, needed to clarify the works that are the subject of the building works' contract and update as-constructed drawings as the building works progress.

²⁹ *This clause applies where the appointment is for Superintendent's Representative role only and also where Clause 5.11 applies. PM should strike out this clause if it does not apply.*

- i. Review and approve the construction program in native file format as provided by the building works' contractor from time to time.
- ii. Monitor progress of work on site with assistance of the project's consultant as required.
- iii. Attend site meetings and visits on at least a fortnightly basis or at an agreed frequency.
- iv. Provide advice to the Principal's Representative in respect of the building works with assistance from the project's consultant as required.
- v. Review submissions for steel or concrete shop detailing, window frames, switchboard drawings and the like including distribution to appropriate building services consultant or engineer in a timely fashion and in a manner that does not impede the building works' contractor's progress.
- vi. Issue variation orders authorised by the Principal's Representative and in accordance with the terms of the Contract with assistance from the project's consultant as required.
- vii. Assess extension of time claims in accordance with the building works' contract with assistance from the project's consultant as required.
- viii. Receive, assess and process payment claims, including the issuance of payment certificates with assistance from the project's consultant as required.
- ix. Ensure that the building works' contractor complies with the building works' contract, applicable building standards and any permits or approvals issued by the relevant permit authority pursuant to the *Building Act 2011 (Western Australia)*.
- x. Monitor the Contractor's compliance with contractual obligations in relation to obligations to imported goods/services, use of local suppliers/subcontractors, materials recycling and Indigenous Economic Development where applicable.
- xi. Monitor the Contractor's compliance with contractual obligations in relation to obligations to subcontractors, including but not limited to spot checks with subcontractors confirming the Contractor has discharged its liabilities to those subcontractors.
- xii. Monitor the Contractor's compliance with its *Building Act 2011, (Western Australia)*, Workplace Safety and Health etc. obligations under the building works' contract where applicable.

- xiii. Promptly inspect standards of work and direct rectification for defective work as required with assistance from the project's consultant as required.
- xiv. Assist in the management of disputes or differences arising under the Contract and provide advice and technical support with assistance from the project's consultant as required.
- xv. Assist the project's consultant in the procurement of loose furniture and equipment fit-out as required under the commission.
- xvi. Practical Completion reporting as identified in Section 1.8.7, with assistance from the project's consultant as required.
- xvii. Issue one (1) or more certificates of Practical Completion, the Final Certificate and such other certificates required to certify completion of the building works in respect of the Building Works Contract with assistance from the project's consultant as required.
- xviii. Liaise with the Principal's Representative on any issues related to the project including any relevant site history information which may affect this project.
- xix. Where works are being undertaken at an occupied site, during construction phase, ensure that the Contractor informs the Independent Superintendent's Representative, the Principal's Representative and site users (including facility manager) of any disruptions to existing service.
- xx. The Independent Superintendent's Representative is required to submit one or more signed Occupancy Permit applications to the Principal's Representative, in addition to all As Constructed CADD drawings and manuals. Refer Section 2 Permits, Authority and Regulatory Requirements and Section 1.9 Handover Requirements.
- xxi. Where the project lasts more than four (4) weeks, provide a monthly report to the Principal's Representative on critical issues such as time, cost and build quality. Refer Section 1.8.6 Contract administration reporting.

Contract administration services are to continue until forty-two (42) days after a Final Certificate is issued.

5.12.1 Approvals from the Principal's Representative

Where appointed as the Superintendent's Representative for a contract, the Independent Superintendent's Representative, or its employee, must obtain written approval from the Principal's Representative prior to issuing any direction, instruction or variation which has the effect or potential for increasing the Value of Work under the contract or extending the date for Practical Completion, resulting from an instruction from the Customer Agency or any of its officers.

Substitutions

In accordance with the terms of the building works' contract, requests from the Contractor to substitute products or items specified by example must be referred to the Principal's Representative for determination, together with a written recommendation from the Independent Superintendent's Representative which includes detailed commentary from the relevant design expert (architect, engineer, etc). Refer Section 1.4.1 WA Recovery Plan and Buy Local Policy.

5.12.2 Site safety coordination meeting

Where the contracted work involves activities on an occupied site, the Independent Superintendent's Representative must arrange and chair a safety coordination meeting to be attended by:

- i. The Principal's Representative.
- ii. Representatives of the appointed building works' contractor.
- iii. Representatives of the Customer Agency.
- iv. Representatives of any other occupier of the site who may be affected by the building works, being the subject of the building works' contract.

Prior to the safety coordination meeting, the Independent Superintendent's Representative is to liaise with the Principal's Representative, the Customer Agency, and other occupiers of the site regarding the evacuation plan for the site. The Independent Superintendent's Representative will arrange for a copy of this plan to be available for the building works' contractor at the safety coordination meeting.

The Independent Superintendent's Representative must ensure that the appointed building works' contractor minutes the meeting and distributes the minutes to all attendees.

The Independent Superintendent's Representative will periodically inspect the works and attend site meetings and ensure that the appropriate project's consultant, secondary and subconsultants also attend. The Independent Superintendent's Representative is to monitor the Contractor's compliance with its workplace safety and health obligations under the contract and ensure copies of the Contractor's safety management plan, safe work procedures and its monthly audits are available on site.

The above item is to be a standing agenda item at each site meeting and any non-compliance is to be reported to the Principal's Representative as soon as practicable.

Refer Section 1.5 Risk and Safety Management.

5.12.3 Site meetings

Site meetings are to be held on at least a fortnightly basis³⁰, for projects in the Perth metropolitan area or where projects are in regional areas site, meetings may be held monthly. Site meetings may be held more frequently should the need arise, or as directed by the Principal's Representative.

The Independent Superintendent's Representative will attend all site meetings and ensure that all relevant subconsultants also attend.

The Independent Superintendent's Representative is required to monitor the Building Works contractor's compliance with:

- i. *Building Act 2011 (Western Australia)* requirements including permit conditions, tests or inspections required, Certificate of Construction Compliance etc.

³⁰ For projects with a construction value of less than \$250,000, PM to determine frequency of site visits.

- ii. Its obligation to use local suppliers and subcontractors as stated in its Claim for Regional Content Preference.
- iii. Its declaration that there are no imported goods or services being used in the works, other than those which have been notified to the Principal's Representative.
- iv. Its commitment to Indigenous Economic Development.
- v. Recycling of materials requirements by auditing the disposal destination documentation for green waste, earth, fill, brick, mortar, concrete, and metal that are recycled either by use on-site or by delivery to a recycling facility.
- vi. The safety and risk management plan and any issues associated with those risks.

The above items are to be a standing agenda item at each site meeting and any non-compliance is to be reported to the Principal's Representative within seven (7) calendar days of the non-compliance arising.

5.12.4 Site visits

The Independent Superintendent's Representative will conduct site visits on a weekly basis or as required or as should the need arise and as directed by the Principal's Representative in conjunction with the project's consultant, for the purposes of ensuring that the work is:

- i. Being performed according to the Building Works Contract (including special conditions of contract), drawings, specifications, applicable building standards and any permits or approvals issued by the relevant permit authority pursuant to the *Building Act 2011 (Western Australia)*.
- ii. Progressing in accordance with the approved construction program, as issued from time to time to the Superintendent's Representative.
- iii. Being adequately supervised by the Building Works contractor to achieve the required level of work quality.

The person acting as the Independent Superintendent's Representative, the project's consultant and any secondary and subconsultants undertaking site inspections are required to have Working at Heights Certification and Working in Confined Spaces Certification, where appropriate, to ensure that inspection

of building works including the roof and other high-level building fabric, is adequately inspected.

The Independent Superintendent's Representative must allow in their fee proposal for the adequate amount of time and level of supervision required to ensure that a project is satisfactorily completed and that minimum levels of site visits in accordance with this clause are undertaken.

For projects with construction value of less than \$250,000³¹

The minimum number of site visits during and after construction, required for a project of greater than two (2) months duration will be as follows:

- i. Construction contract administration on a weekly basis or as otherwise directed by the Principal's Representative and with assistance from the project's consultant as required.
- ii. Construction contract handover - at least one (1) site visit.
- iii. DLP – minimum four (4) site visits.

5.12.5 Certifying of payments to Contractors³²

Payment for projects with construction value of less than \$250,000 is typically invoice based. The Principal's Representative will advise the Independent Superintendent's Representative of the appropriate process when they are commissioned.

The Independent Superintendent's Representative is to ensure that all payment claims received from the appointed building works' Contractor contains the relevant Finance project details. The Independent

³¹ *This is only applicable for projects with construction value of less than \$250,000.*

PM to strike this clause out if not applicable.

³² *This is only applicable for projects with construction value of less than \$250,000.*

PM to strike this clause out if not applicable.

Superintendent's Representative must check and verify the percentage of work done against the payment claim and issue a payment certificate to the Principal's Representative, in accordance with the terms of the Contract.

The Principal's Representative will then arrange payment and advise the Independent Superintendent's Representative and the Contractor accordingly.

5.12.6 Testing of services

Prior to issuing a Certificate of Practical Completion, the Independent Superintendent's Representative must ensure:

- i. The appointed Building Works contractor records the testing of all services by the relevant subcontractor and submits a report to the Independent Superintendent's Representative and the project's consultant, for approval of the project's consultant and the relevant secondary / sub consultants prior to the requesting to witness onsite commissioning tests.

This report is in addition to the handover manual, outlining design parameters and appropriate operation and testing methods. Where performance of a service can be improved or upgraded by management or occupant behaviour, this is to be documented in writing, indicating the measures required to achieve the designed benchmarks.

- ii. All testing and certificates required by any building permit or demolition permit issued in accordance with the *Building Act 2011 (Western Australia)*, that are or ought to be in the power, possession, custody or control of the Contractor or any party acting on, for, or on their behalf, have been carried out or obtained respectively.
- iii. The completion of any other thing nominated in the Contractor's contract with the Principal, before a Certificate of Practical Completion will be issued to the Contractor.

Refer Section 1.9 Handover Requirements.

5.12.7 Post-occupancy training

Within fourteen (14) days of issuing a Certificate of Practical Completion (unless defined by the Works Contract or the Principal's Representative), the Independent Superintendent's Representative in conjunction with the project's consultant must arrange an onsite post-occupancy training session, for the

building occupant(s), facility manager (where applicable) and maintenance service provider(s) including maintenance subcontractors. Training sessions are to be attended by the project's consultant, relevant subconsultants, the building works' contractor and relevant subcontractors for the purposes of training the building occupant and/ or facility management to operate the building in accordance with the design intentions.

Refer Section 1.9 Handover Requirements.

5.12.8 Building tuning during DLP

The Independent Superintendent's Representative, with the assistance of the project's consultant and their sub consultants, shall ensure:

- i. All building systems are tuned to achieve design outcomes between practical completion and final completion, including meeting the requirements of Technical Guideline TG040, with respect to verification and handover, where applicable.
- ii. A relevant member of the design team is involved in the tuning process.
- iii. Quarterly tuning / monitoring is undertaken, and the outcomes are reported to the building owner and relevant consultants.
- iv. Full re-commissioning is undertaken twelve (12) months after practical completion.
- v. A Building Tuning Report on the outcomes of the tuning process is provided to the Independent Superintendent's Representative, the Customer Agency's Representative and made available to the design team.

Refer Section 1.9 Handover Requirements.

5.12.9 Energy use reporting - Prior to Final Certificate

Before issuing a Final Certificate in relation to the building works' contract, the Independent Superintendent's Representative is to submit the energy use report to the Principal's Representative, as provided by the project's consultant.

The energy report is to be facilitated and coordinated by the project's consultant and prepared by the electrical and mechanical consultants.

Refer Section 3.2.2 Energy use monitoring and reporting.

5.12.10 Defects' liability period (DLP)

The Independent Superintendent's Representative, with the assistance of the project's consultant, is to provide onsite assistance and support to the subconsultants and/or facility manager/building occupier regarding the satisfactory operation of the various engineering and building systems during the DLP.

The Independent Superintendent's Representative must coordinate site visits by the project's consultant and their sub consultants during the defects' liability period at agreed intervals. For typical works projects with a construction value over \$250,000, the minimum number of site visits for electrical, mechanical and hydraulics subconsultants shall be:

Mechanical subconsultant 3 visits plus Final Completion inspections

Electrical subconsultant 3 visits plus Final Completion inspections

Hydraulic subconsultant 3 visits plus Final Completion inspections

The Independent Superintendent's Representative is to undertake a final completion inspection and site visit with the project's consultant and, where applicable, the Principal's Representative, within twenty-eight (28) days prior to the expiration of the defects' liability period and shall ensure that all relevant subconsultants are in attendance. Where the Contract comprises of separable portions, this requirement applies to each separable portion.

Independent Superintendent's Representative's site inspections are to be carried out in accordance with the nominated disbursement rates, if applicable, to the approval of the Principal's Representative.

5.13 Deliverables

For the typically anticipated Schedule of Deliverables for each respective stage of the project, refer to Section 7.2 Schedule of Deliverables. The Consultant is responsible for ensuring that the required deliverables from each discipline, including the architectural, building services consultants and engineers, are delivered at each of the respective project stages in accordance with requirements advised in this Architectural Services Brief. Refer Section 1.7 Document format and quality control and Section 1.8 Deliverable and reporting requirements.

Although the Contractor has responsibility for the provision of 'as constructed' drawings and operations/maintenance manuals and warranties, the Consultant is responsible for the review and sign off of these documents, including those provided by the applicable subconsultants. The Consultant is also responsible for the co-ordination, collation, and submission of these deliverables at Practical Completion to the Principal's Representative. Refer Section 1.9 Handover Requirements.

6 Loose furniture & equipment - Procurement services

The Consultant must arrange the calling of quotations and/or tenders for the procurement of loose furniture and equipment, in accordance with Advisory Services' policies and guidelines, on behalf of the Principal.

6.1 Loose furniture and equipment

The Consultant is required to manage and support the provision and relocation of loose furniture and equipment. This includes:

6.1.1 Identifying Customer Agency's requirements

Identify and nominate the Customer Agency's needs through:

- i. Becoming familiar with the Customer Agency's policies, standards, and accommodation schedules with respect to furniture and equipment.
- ii. Liaising with the Customer Agency to determine its detailed furniture and equipment requirements with respect to the project.
- iii. Carrying out surveys of existing furniture and equipment to determine their suitability for reuse.
- iv. Providing advice to Principal's Representative and the Customer Agency regarding product range and availability, technical characteristics of furniture and equipment and providing options and recommendations.

6.1.2 Documentation, scheduling and estimating

Maintain adequate documentation, scheduling and estimating through:

- i. Preparing designs, documentation, specifications and schedules (including finishes and colour schedules) for the complete furniture and equipment needs (new and reused) of the project;

- ii. Preparing preliminary and detailed estimates of the furniture and equipment service including, where appropriate, products, warehousing, delivery, installation, and relocation;
- iii. Determining the delivery program and location details for the furniture and equipment service to meet the required time frame;
- iv. Identifying and recommending appropriate procurement method/s to achieve furniture and equipment needs for the approval and action by the Principal's Representative; and
- v. Preparing contract documentation, where appropriate, for the purchase, delivery, installation and relocation of furniture and equipment in accordance with the approved procurement method/s.

All documentation prepared must adhere to the general requirements of this Architectural Services Brief, including but not limited to Section 1.7 Document format and quality control.

6.1.3 Supporting and arranging purchases

The Consultant is responsible for supporting and facilitating the Principal's Representative to procure and purchase the furniture and equipment required by the project. The Consultant will be responsible for obtaining any required quotations and preparing all associated and necessary contract documentation. The Consultant is to liaise with any appointed furniture suppliers to confirm all the required information, including delivery dates and times, location details, and arrange and verify delivery of all scheduled furniture and equipment to the designed location.

Where possible, furniture must be procured in line with the relevant common use agreements (CUA) buyer's guide and must use the referenced quotation / order form. Where furniture is not available from a CUA, Western Australian Procurement Rules must be applied and the Principal's Representative will be responsible for the procurement, on the recommendations of the Consultant. The Consultant will be required to call and/or facilitate the calling of quotes in accordance with the government's procurement policies. Refer Section 1.4 Policies, Requirements and Guidelines.

The Consultant is to be aware that the furniture supplier will be required to fill the order and deliver on the date specified, either to the site or a nominated storage facility for future delivery, subject to the project's specific

requirements. In instances where the direct delivery to a site is delayed and the furniture supplier is unable to store the furniture past the adjusted site delivery date, the services of a removalist company will need to be procured by the Principal's Representative, through the appropriate CUA. The Consultant, or the nominated representative, is to facilitate and support this procurement and, unless directed otherwise and on behalf of the Principal's Representative, will instruct the furniture supplier to deliver the furniture to the removalist company instead of the site specified at award. Refer Section 6.2 Warehousing and Delivery Services, 6.3 Principal's Representative's Function and 6.4 Common Use Agreements (CUAs).

If the furniture is for a regional project, the services of a removalist company may need to be procured, using the Western Australian Procurement Rules. Refer Section 6.2 Warehousing and Delivery Services.

For any furniture and equipment purchases, including under a CUA, coming within the Consultant's scope, the Consultant will:

- i. Provide to the Principal's Representative, for their procurement, the recommended scope of furniture (including any subsequent variations), ensuring budget control and that the Consultant has inspected samples to ensure suitability of furniture items selected.
- ii. Inspect furniture upon delivery and placement in position and report to the Principal's Representative whether the furniture is:
 - Subject to any defects and the rectification work required.
 - Exactly what was ordered.
- iii. Assist the Principal's Representative to review all invoices received and verify they are correct and valid for payment.
- iv. Include in the Consultant's routine project reports, a section addressing the status of furniture design, budget, selection, ordering as advised by the Principal's Representative, delivery, and defects rectification.

6.1.4 Supervision of the supply and installation

The Consultant must be on site when the sourced furniture and equipment is delivered and must:

- i. Direct delivery personnel the correct placement of the sourced furniture and equipment around the premise.

- ii. Inspect to ensure all furniture is ready for use, including being fully unwrapped and unpacked, is fully assembled, any keys are in place, is undamaged, correctly levelled, is clean, and all packaging and waste has been removed from site.
- iii. Certify that the sourced furniture and equipment provided and its installation, is correct and complete.

6.2 Warehousing and delivery services

The Consultant is to assist and facilitate the Principal's Representative to procure and manage the provision and supply of any project required warehousing and delivery services. This will include:

- i. Identifying the Customer Agency's needs through:
 - Liaising with both the Principal's Representative and the Customer Agency to determine its requirements with respect to the project.
 - Providing advice to both the Principal's Representative and the Customer Agency regarding warehousing and delivery services, logistical matters, and providing options and recommendations.
 - Refer Sections 1.2 Agency Specific requirements and 1.4 Policies, Requirements and Guidelines.
- ii. Scheduling and estimating through:
 - Determining the time program for warehousing and delivery services, and co-ordinating activities to meet the required time frame.
 - Preparing preliminary and detailed estimates for warehousing and delivery services.
- iii. Assist the Principal's Representative in procuring warehousing and delivery services by:
 - Supplying documentation for the purpose of calling for tenders, quotations, or estimates.
 - Confirming supply, delivery, and cost details with the selected supplier.

- Ensuring appropriate details, for example, access and placement are specified in the tender documents for the building contract.
- iv. Managing the warehousing and delivery services:
- Liaising with the removalist contractor regarding warehousing requirements and timeframe for assembly and delivery of furniture. Where removalist services are required, the furniture supplier must take care to ensure all furniture is assembled prior to delivery.
 - Monitoring the stockpiles of furniture within the warehouse.
 - Advising removalist contractor of final delivery requirements and coordinating and certifying correct delivery to site.

Actions under this clause are covered by the Removalist Services CUA. The current CUA is available through:

www.contracts.wa.gov.au

6.3 Principal's Representative's function

The Principal's Representative will:

- i. Provide information regarding policy, including but not limited to, Government contracting processes and standards.
- ii. Provide standard furniture briefs or furniture schedules for specific building or requirements of the nominated Customer Agency, where these are available.
- iii. Review and approve the procurement method proposed by the Consultant.
- iv. Tender and/or coordinate RFQ procurement packages where required.
- v. Provide a point of contact for Tender or RFQ enquiries.
- vi. Procure, place all orders, and pay all accounts for orders, upon the recommendation of the Consultant.

6.4 Common Use Arrangements (CUA's)

The Department of Finance, Advisory Services, has in place Common Use Arrangements (CUAs) that detail a range of suppliers including the supply and

delivery of furniture, warehousing and removalist services, and transport services – freight and courier.

To identify the relevant CUA and for further information on current CUAs, refer to:

www.contracts.wa.finance.wa.gov.au

Buyers' guides are available for the following CUA's and include details of suppliers, prices, discounts offered, delivery and ordering.

Any specification prepared in the procurement of CUA defined product or services, must be generic to not exclude a supplier. Where it is not possible to generically specify a product, adherence is required to the:

- "Western Australian Procurement Rules", and the
- "Guide Notes to Assist in the Preparation of the Specification Preliminaries and The Specification Generally for Works Contracts Tendered by the Department of Finance in the Name of the Minister for Works"

Including with respect to the 'specification by example' of any materials, products or components of the Works.

Refer Sections 1.4.1 WA Recovery Plan and Buy Local Policy and 1.7.3 Specification Requirements.

6.4.1 Office and classroom furniture

This CUA may be used to guide loose furniture and equipment specification development.

Any specification should be written in a manner that is generic so as not to exclude a supplier.

All procurement strategies for loose furniture and equipment must be approved by the Principal's Representative.

6.4.2 Removalist services

This CUA is mandatory for removalist service procurements within the Perth metropolitan area.

For contract delivery points in regional Western Australia, any tender documents should be written in a manner that is generic so as not to exclude a supplier.

6.4.3 Transport services – Freight and courier

This CUA is mandatory in the Perth metropolitan region.

If the required transport service has a collection and delivery point in regional Western Australia, any specification should be written in a manner that is generic so as not to exclude a supplier.

7 Appendices

7.1 Development Application submission report - Template

The following is a suggested table of contents for a Development Application (DA) submission report for Finance projects. The content may be adjusted depending on the complexity of the project.

Review of DA submission reports by the Statutory Planning & Asset Policy (SP&AP) team is strongly encouraged to ensure accuracy and completeness.

Introduction –

- Introduce the project (and identify if part of any stimulus program)
- Identify the development as a public work
- Identify the DA pathway (WAPC, DAP or WAPC - Significant Development)

Site Description –

- Identify site ownership and tenure (lot number/Certificate of Title etc)
- Identify planning context and framework (Region Scheme/Local Planning Scheme zoning, Structure planning etc)

Attachment 1 – Certificate of Title

Description of Works –

- Scope (including any civil works)
- Design philosophy
- Staging
- For schools - student capacities

Attachment 2 – Site plan, civil plans, floor plans, elevations, perspectives etc

Consultation –

- Summarise all pre-lodgement consultation – e.g. Local Government and relevant Government Agencies

Attachment 3 – Any records of consultation (minutes/letters etc)

Site Considerations – include brief summaries of technical reports/other approvals addressing any site issues such as:

- Environment - Vegetation
- Site contamination
- Drainage/Water Management
- Bushfire
- Aboriginal Heritage
- State Heritage
- Traffic & Parking
- Servicing

Attachment 4 – All supporting technical reports

Conclusion -

- Brief concluding comments about the development, solutions to any issues, note overall support of Local Government and other Agencies if applicable, etc.
- Brief statement reflecting the main assessment criteria under the Region Schemes – purpose for which the land is zoned or reserve, orderly and proper planning of the area, and preservation of amenities.

7.2 Schedule of Deliverables – Works: Architectural Services

Project Title:

Project No:

Consultant's Name:Schedule Update No:

Attached to Progress Fee Claim No: ...

Notes:

1. This is not an exhaustive list. Additional items may need to be provided to reflect the nature of the specific project.
2. Refer to Request clause – Schedule of Deliverables
3. The Consultant is responsible for maintaining and completing Columns 1 to 6 of this schedule.
4. Column 7 is for use by the Principal's Representative only.
5. Quantities and method of transmission to be confirmed by the Principal's Representative.
6. Where Schematic design and Design development is combined into a single stage, the Consultant is to combine the deliverables.

7.2.1 Brief preparation

1 Phase	2 Consultant Deliverables	3 To Be Submitted To:	4 Comments	5 Date Submitted	6 Status Complete (%)	7 Principal's Rep.'s Confirmation
Brief Preparation	Evidence of Consultant Insurances	Principal's Representative				
	Signed off brief.	Principal's Representative				
	Signed off brief report including: - ESD Targets - Cost estimate - Program - Cash flow	Principal's Representative				
	Site selection report	Principal's Representative				
	Geotechnical report	Principal's Representative				
	Site survey plan	Principal's Representative				
	BIM management plan (where applicable)	Principal's Representative				

7.2.2 Schematic Design

1 Phase	2 Consultant Deliverables	3 To Be Submitted To:	4 Comments	5 Date Submitted	6 Status Complete (%)	7 Principal's Rep.'s Confirmation
Schematic Design	Schematic plans.	Principal's Representative				
	Schematic design report	Principal's Representative				
	Monthly progress report (Consultant reporting datasheet)	Principal's Representative				
	Completed Sustainability reporting documents	Principal's Representative	Refer to Technical Guideline TG040			
	Complete package for BTS design review.	Principal's Representative				
	Completed BTS design review response form	Principal's Representative				
	Fire protection audit report (DOE projects only)	Principal's Representative				
	Copy of DOE's security coordinator's written approval of design/scope of works statement for security system.	Principal's Representative				
	Schematic design 3D BIM model	Principal's Representative	Where BIM is required			
	Confirmation that schematic plans have been signed off by the Principal's Representative	Principal's Representative				
	Copy of Principal's Representative written approval to proceed to the next phase	Principal's Representative				

7.2.3 Design Development

1 Phase	2 Consultant Deliverables	3 To Be Submitted To:	4 Comments	5 Date Submitted	6 Status Complete (%)	7 Principal's Rep.'s Confirmation
Design Development	Design Development Report	Principal's Representative				
	Monthly progress report (Consultant reporting datasheet)	Principal's Representative				
	Completed Sustainability reporting documents	Principal's Representative	Refer to Technical Guideline TG040			
	Complete package for BTS design review.	Principal's Representative				
	Completed BTS design review response form	Principal's Representative				
	Plans to Local Authority	Local Authority	Copy of letter to Principal's Representative.			
	Confirmation that design development plans signed off by the Principal's Representative	Principal's Representative				
	Copy of Principal's Representative written approval to proceed to the next phase	Principal's Representative				
	Perspective (Optional, delete if not required)	Principal's Representative	If required fee to be negotiated with the Principal's Representative and Customer Agency			
	Design Development 3D BIM model	Principal's Representative	Where BIM is required			
Whole of life cost plan	Principal's Representative					

7.2.4 Contract Documentation

1 Phase	2 Consultant Deliverables	3 To Be Submitted To:	4 Comments	5 Date Submitted	6 Status Complete (%)	7 Principal's Rep.'s Confirmation
Contract Documentation	Tender estimate report	Principal's Representative	As detailed within Part B of Request for Proposal			
	Monthly progress report (Consultant Reporting Datasheet)	Principal's Representative				
	Completed Sustainability reporting documents and specification,	Principal's Representative	Refer to Technical Guideline TG040			
	Complete package for BTS design review.	Principal's Representative				
	Completed BTS design review response form	Principal's Representative				
	Written confirmation that independent structural design check completed	Principal's Representative				
	Completed schedule of items and products specified by example	Principal's Representative				
	Written confirmation that plans meet all relevant Finance Technical Guidelines	Principal's Representative	Finance Technical Guidelines are available at Consultant guidance and forms			
	Building permit documentation, including all drawings, specification, Certificate of Design Compliance, associated technical certification etc.	Principal's Representative	All design documentation and certification required to apply for building permit in accordance with the <i>Building Act 2011</i> , Permit Authority and Building Commission requirements.			
	Contractor's prequalification	Principal's Representative				
Hard copy of tender documents- specifications & drawings	Tenders office, Principal's Representative	Including requirements for site sign board and or plaque per Section 1.4.9 Capital Works Signage				

1 Phase	2 Consultant Deliverables	3 To Be Submitted To:	4 Comments	5 Date Submitted	6 Status Complete (%)	7 Principal's Rep.'s Confirmation
	Electronic copy of tender documents – specifications and drawings	Tenders Office	In correct format on CD or email			
	Colour scheme	Principal's Representative				
	Confirmation that Security Management Plan requirements are included in the construction contract (DOE projects only)	Principal's Representative				
	Drawings, specifications, measurements or other details relating to the installation of data cabling in WA schools	Principal's Representative	Principal's Representative is to forward to the Contractor nominated in these specifications.			
	Tender issue 3D BIM model	Principal's Representative	Where BIM is required			
	Computer CADD documentation discs including a copy of the specification and Bill of Quantities where included	Building Records Manager	Refer to the Finance CADD Documentation Procedures Manual and submit copy of transmittal to Principal's Representative			
	Drawing List (all disciplines)	Building Records				
	Certificate of Design Compliance from independent building surveyor for the purposes of the <i>Building Act 2011 (WA)</i>	Principal's Representative	Must be provided by date required by the Principal's Representative to allow building permit or demolition permit application.			

7.2.5 Tender

1 Phase	2 Consultant Deliverables	3 To Be Submitted To:	4 Comments	5 Date Submitted	6 Status Complete (%)	7 Principal's Rep.'s Confirmation
Tender	Tender Enquiries Log	Principal's Representative				
	Tender Recommendation & Reconciliation	Principal's Representative				
	Principal Identified Hazards	Principal's Representative				
	Energy Impact Estimate & Self Certification Checklist (DoE projects only)	Principal's Representative				
	Site Asset Location Plan (WA Police and DoJ projects only)	Principal's Representative				
	Asset Management Plan (WA Police and DoJ projects only)	Principal's Representative				

7.2.6 Contract Administration / DLP

1 Phase	2 Consultant Deliverables	3 To Be Submitted To:	4 Comments	5 Date Submitted	6 Status Complete (%)	7 Principal's Rep.'s Confirmation
Contract Administration	Hard copy of Drawings, Schedules and Specification for construction	Principal's Representative	To be distributed to Contractor (on request). Number of sets to be in accordance with requirements of the applicable contract.			
	Electronic copy of Tender Documents – Specifications and Drawings	Principal's Representative	1 set to be retained by Principal's Representative 1 set to be distributed to Contract.			
	Site meeting minutes	Principal's Representative				
	The digital image to be used on the site signboard	Principal's Representative	In Encapsulated Post Script (EPS) or high resolution Joint Photographic Experts group (JPG) format.			
	Design safety report	Principal's Representative and Contractor	Prior to the Contractor commencing work on site.			
	Updated design safety report	Principal's Representative and Contractor	Required only if the design safety report is updated during the construction phase.			
	Completed Sustainability Reporting documents,	Principal's Representative	Refer to Technical Guideline TG040			
	Contract administration report	Principal's Representative.				
	AS2124 requirements, including: <ul style="list-style-type: none"> • Construction Program/s • Progress Payment Certificates with Schedule of variations • Original statutory Declarations • Variations 	Principal's Representative				

1 Phase	2 Consultant Deliverables	3 To Be Submitted To:	4 Comments	5 Date Submitted	6 Status Complete (%)	7 Principal's Rep.'s Confirmation
	<ul style="list-style-type: none"> • Authorisations relating to retention/security. • Practical Completion Certificate/s • Final Certificate 					
	Security Management Plan Pro-forma	Principal's Representative				
	Approval of record relating to the testing of all services by the Contractor	Principal's Representative	Before a Certificate of Practical Completion is issued			
	Handover meeting (with Principal's Representative) minutes	Principal's Representative				
	Handover meeting (with FM contractor/Regional Manager) minutes	Principal's Representative.				
	Site Asset Location Plan (WA Police and DoJ projects only)	Principal's Representative				
	Computer CADD "As Constructed" disks plus BIM model if applicable	Building Records	Submit copy of transmittal to Principal's Representative.			
	Handover/Operational manuals	Occupiers and Principal's Representative	All projects require 2 handover manuals in PDF format on disk to Principal's Representative Provide hard copy to Customer Agency's Representative. Provision of digital copy to be confirmed by Customer Agency Representative.			
	Post Occupancy Training Session as detailed within Part B.	Occupiers and Principal's Representative	Within three months of issue of a Certificate of Practical Completion. Possible performance upgrades to be provided in writing.			
DLP	Subconsultant's quarterly report.	Occupiers and Principal's Representative	Data for the energy use is only required for a period of one year.			

1 Phase	2 Consultant Deliverables	3 To Be Submitted To:	4 Comments	5 Date Submitted	6 Status Complete (%)	7 Principal's Rep.'s Confirmation
	Building tuning report showing the outcomes of the tuning process.	Occupiers and Design Team and Principal's Representative	Any discrepancies detailed and remediation measures recommended.			
	Maintenance manual for the energy efficiency systems required by NCC.	Occupiers: 2 sets Principal's Representative: 1 set	Manual to detail design and operational intent, commissioning settings and preventative maintenance for the systems			
	Final Report showing actual monthly energy use (Energy Use Report)	Occupiers and Principal's Representative	Any discrepancies detailed and remediation measures recommended. A copy of this should be sent to energy.reporting@finance.wa.gov.au			
	Final Completion Report	Principal's Representative	As detailed within Part B of the Request for Proposal.			
	Certification that the Consultant has loaded the Whole of Life Cost Plan, Risk Management Plan, and Operating and Maintenance Plan onto the Health Service Engineering Asset and Works Management System (Health projects only)	Principal's Representative				
	Telephone layout plans to Principal's Representative's Rep (DOE projects only)	Principal's Representative				
	Computer layout plans to Principal's Representative (DOE projects only)	Principal's Representative				
Post commissioning optimisation	Post commissioning optimisation report, as detailed within Part B of the Request for Proposal.	Occupiers and Principal's Representative				

1 Phase	2 Consultant Deliverables	3 To Be Submitted To:	4 Comments	5 Date Submitted	6 Status Complete (%)	7 Principal's Rep.'s Confirmation
General	Project control group meeting minutes					
	All documents and contract management records required as a deliverable and itemised confirmation of transmittal of those documents and records from the Consultant	Principal's Representative	To be provided with the Final Certificate			
	Confirmation in writing that all documents and contract records not provided to the Principal's Representative as a deliverable, has been retained by the Consultant as required by the Contract.	Principal's Representative	To be provided with the Final Certificate			

7.3 Building equipment maintenance / replacement schedule

1. Schedule of mechanical, electrical, electronic and security equipment incorporated in this project.

Item of Equipment	Capital Value (\$)	Practical Completion Date	Projected Life (Years)	Recommended Replacement Date
1.				
2.				
3.				
4.				
5.				
6.				

SAMPLE
ONLY

2. Preventative maintenance schedule.

Item of Equipment	Recommended Preventative Maintenance							
	Weekly Action	Cost (\$)	Monthly Action	Cost (\$)	Quarterly Action	Cost (\$)	Annual Action	Cost (\$)
1.								
2.								
3.								
4.								
5.								
6.								

Name of Contractor:.....
(IN BLOCK LETTERS)

Signature of Authorised Officer:.....

7.4 Consent for Attribution by Employee

In relation to any work that I perform for:

(Insert practice name).....

In the course of my employment on:

(Insert name of project).....

I agree that:

- the practice (insert name of practice).....
may be described as the architect of any building or project that results from my work
- I agree not to be attributed personally as the architect of work undertaken on this project.
- The practice may provide a copy of this consent to the customer agency.

I give this consent genuinely.

SAMPLE

Signature of employee:.....

Full name:

Date:.....

ONLY

Signature of witness:

Full name of witness:

Date:.....

7.5 Consent for Attribution by the Architect

In relation to the architectural works undertaken as part of this project, I hereby confirm that written consent (in the form outlined below) has been obtained from each architect involved, for the attribution of the project to be recorded as follows:

- in the name of the practice (insert)

or

- the following descriptive title (insert)

All employees have been made fully aware of the nature of an author's moral rights under the *Copyright Act*, prior to seeking their consent.

No person has applied duress, or made any false or misleading statement, in order to persuade an employee to give their consent.

Signature: **SAMPLE**

Full name:

Position with Tenderer: **ONLY**

Date: