

School Managed Facility Project

# Instructions

Version 5.8 – June 2021



## Purpose

These instructions are a guide to the approvals, contract documentation, reporting and legislative requirements of school managed facility projects delivered by schools and campuses of the Queensland Government's Department of Education (DoE).

Schools, Parents & Citizens (P&C) Associations and project consultants should read these instructions in combination with information in the links provided during the planning, delivery and completion stages of the project.

Abiding by these requirements will assist in achieving value for money, probity, accountability and delivering a quality asset on behalf of the department.

## Version Control

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School Managed Facility Projects	V1.0	05/07/2018
School Managed Facility Projects	V2.0	20/01/2009
Instructions – School Managed Facility Projects	V3.0	20/03/2013
Instructions – School Managed Facility Projects	V4.0	22/05/2014
Instructions – School Managed Facility Projects	V4.1	07/08/2015
Instructions – School Managed Facility Projects	V4.2	08/07/2016
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School Managed Facility Project Instructions	V5.2	April 2019
School Managed Facility Project Instructions	V5.3	September 2019
School Managed Facility Project Instructions	V5.4	October 2019
School Managed Facility Project Instructions	V5.5	January 2020
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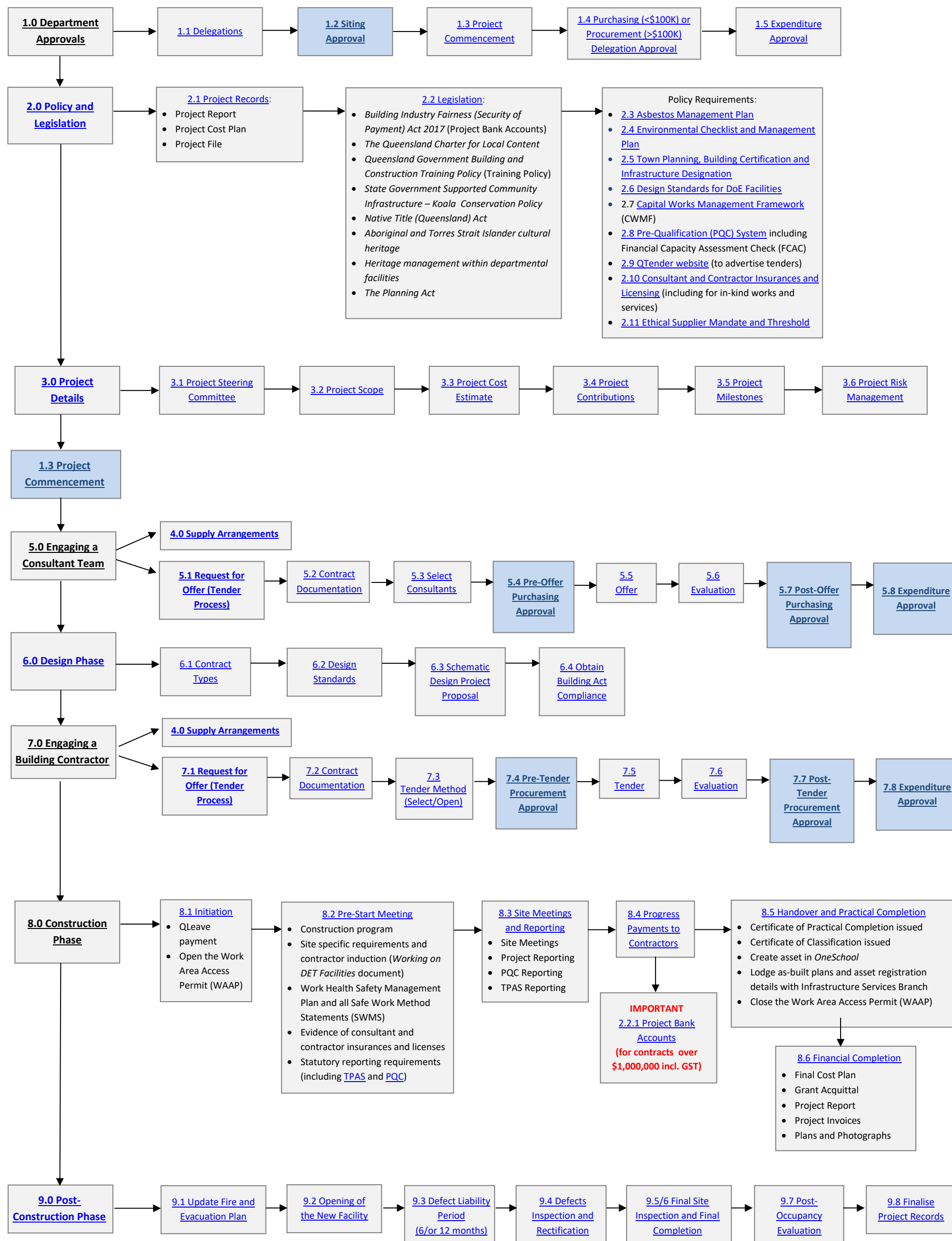
## Contacts

Schools who undertake a school managed facility project must involve their [Regional Infrastructure Manager or Advisor](#), and seek guidance throughout the project.

Procurement advice, templates and approvals must be sought from Infrastructure Procurement and Contract Management Team at email [Procurement.Facilities@qed.qld.gov.au](mailto:Procurement.Facilities@qed.qld.gov.au).

## Flowchart for the delivery of a school managed facility project

The flowchart follows the method to plan and deliver a school managed facility project. Instructions to deliver each project phase are linked from the flowchart. Return to the flowchart by clicking on the section headings throughout the document. Approval points are highlighted in blue.



## 1.0 Department Approvals

The following stages of departmental approvals must be obtained throughout the planning and procurement phases of all school managed facility projects.

### 1.1 Delegations

- 1.1.1 It is the School Principal's responsibility (on behalf of the Director-General) to ensure all required project approvals are sought from the appropriate delegate and that legislative and regulatory requirements are met.
- 1.1.2 Each approval must be obtained before proceeding to the next stage of the project. For example – approval to commence the project (which includes the confirmed availability of financial contributions) must be granted before construction tenders can be called.
- 1.1.3 Schools should consider which delegates will provide Purchasing/Procurement Delegation and Expenditure Delegation specific to the project. School Principals can provide financial approval up to a total project cost of \$200,000 (including GST) and expenditure approval up to \$250,000 or the limit of the school bank account (including GST), whichever is lesser, for one project. However, the ability to provide both of these approvals for a single project is applicable in the school environment only.
- 1.1.4 Should the School Principal be exercising the purchasing delegation for the project, both financial approval and expenditure approval will need to be sought from another delegate. No officer should exercise both financial or expenditure delegations and purchasing/procurement delegations in relation to one purchase (some exceptions apply to this rule outlined in Page 1 of the departments Purchasing and Procurement Delegations).
- 1.1.5 The P&C Association or consultants hold no delegations for school infrastructure projects and therefore cannot enter into a contract or sign acceptance letters for any consultants or contractors without proper written approval. Refer to the Accounting Manual for Parents & Citizens' Associations for further information.
- 1.1.6 The "Principal under the Contract" for all construction contracts on department property is the Director-General, Department of Education. Expenditure delegates have been delegated by the Director-General to undertake this approval and thereby form a contract on behalf of the department.
- 1.1.7 To obtain approval from a central office delegate submit all requests for approval to Infrastructure Procurement and Contract Management Unit, Infrastructure Services Branch at [Procurement.Facilities@ged.qld.gov.au](mailto:Procurement.Facilities@ged.qld.gov.au). Include the school name and project name in the subject heading.
- 1.1.8 Detailed information on [delegations](#) is available from the department's [Purchasing and Procurement Delegations](#) and the [Finance Delegations Matrix](#).

### 1.2 Siting Approval

- 1.2.1 Siting Approval is the approval to commence the planning and development of a facility project on department property. Approval is obtained by submitting a [Siting Approval Application](#) to the Regional Infrastructure Manager/Advisor, along with supporting documentation outlined in the form.
- 1.2.2 The Regional Infrastructure Manager/Advisor can provide advice on project requirements, feasibility, options, management, siting, legislative, regulatory and environmental requirements and may obtain further advice from Infrastructure Services Branch or QBuild, Department of Housing and Public Works (DHPW).
- 1.2.3 Should the project not be located on department property, the school, P&C Association or community group should provide evidence that appropriate ownership and approval details have been included in any Joint Development Agreement that applies.

### 1.3 Project Commencement (Financial Approval)

- 1.3.1 This is the approval to commence the development and implementation of a school managed facility project.
- 1.3.2 Approval is obtained by submitting a [Project Commencement](#) form to a Financial Delegate along with a [Project Report](#) and [Project Cost Plan](#) and confirmation of all financial contributions.
- 1.3.3 Projects approved for delivery under the School Subsidy Scheme, should use the [SSS Project Contributions](#) form.

- 1.3.4 All school financial contributions, including those provided by community groups, local businesses, other government departments and the P&C Association must be available in the school bank account at the time of approval.
- 1.3.5 Correspondence confirming approval of funding from other sources or confirmation of the date that funding will be transferred to the school bank account (for example – P&C Association) should be attached to the request if the funds have not yet arrived in the school bank account.
- 1.3.6 Should project costs and contributions increase from the original approval at any stage during the project (i.e. post-design or post-tender), additional approval will need to be sought.

## **1.4 Purchasing (<\$100K) or Procurement (>\$100K) Delegation Approval**

- 1.4.1 This is the approval of the purchasing/procurement process, at pre-tender and post-tender.
- 1.4.2 Schools obtain approval by preparing and submitting the required documentation outlined in the instructions under sections 5.0 Engaging a Consultant Team and 7.0 Engaging a Building Contractor to a Purchasing/Procurement delegate.
- 1.4.3 The Purchasing/Procurement Delegate will review the documentation and provide written confirmation to proceed to either Tender (for pre-tender approvals) or Contract Award (for post-tender approvals).
- 1.4.4 Purchasing (<\$100K) or Procurement (>\$100K) approval must be granted in writing prior to Expenditure Approval.

## **1.5 Expenditure Approval**

- 1.5.1 Expenditure Approval is the approval to enter into a contract on behalf of the Department of Education, whether by issuing a Letter of Acceptance (Contract Acceptance) or the approval of a purchase order.
- 1.5.2 Approval is obtained by submitting the required documentation outlined in the instructions under sections 5.0 Engaging a Consultant Team and 7.0 Engaging a Building Contractor to the Expenditure Delegate.
- 1.5.3 All financial contributions to the project must be received in the school bank account at the time of contract acceptance.
- 1.5.4 Separate Expenditure Approval is required for all project contracts and increases to the original contract.
- 1.5.5 Total expenditure cannot exceed total financial contributions for the project.

## **2.0 Policy and Legislation**

A number of policies and legislation must be adhered to in the delivery of an infrastructure project. Some of these policies and acts are linked below and should be discussed with your Regional Infrastructure Manager/Advisor to determine which of these are applicable to the project. The School should complete the Legislative Compliance Strategy included as Appendix 1 of the School Managed Facility Project Report.

### **2.1 Project Records**

- 2.1.1 The [Project Report](#) template has been developed for schools to record key project information throughout the planning and delivery of a school managed facility project.
- 2.1.2 The [Project Cost Plan](#) template is to record all project costs and contributions. Project contributions include those provided by community groups, local businesses, other government departments and the P&C Association. Project costs include all construction works, statutory and consultancy fees, charges and contingency allowance. The template allows for four versions of the document – planning, pre-tender, post-tender and final.
- 2.1.3 The School Principal is financially accountable for the project. All original documentation, including invoices, contract documentation, approved as-built construction plans/drawings, photographs, certifications, meeting minutes, reports and cost plans, must be retained on file at the school for audit purposes. These records may be required for future construction works at the school, particularly when the facility that this project is for, will be impacted.

### **2.2 Legislative Requirements**



A number of policies and acts must be adhered to in the delivery of an infrastructure project. Some of these are listed below and should be discussed with the Regional Infrastructure Manager/Advisor to determine which of these are applicable to the project.

- 2.2.1 The *Building Industry Fairness (Security of Payment) Act 2017*, has instigated a set of reforms referred to as [Project Bank Accounts](#) (PBAs). Project Bank Accounts require funds to be held in a set of three trust accounts until payments are due, as part of a building contract. The trust account framework applies to eligible state government contracts valued between \$1 - \$10 million.

**IMPORTANT: Schools and P&C Associations undertaking building projects valued above \$1,000,000 (including GST) must contact their Regional Infrastructure Advisor to discuss how this legislation will impact their project.**

- 2.2.2 *The Queensland Charter for Local Content* (the charter) is overseen by the Department of State Development, Tourism and Innovation (DSDTI). The charter aims to provide all businesses with full, fair and reasonable opportunities to tender for Queensland Government procurements. The charter and its best practice guidelines are designed to support government agencies to incorporate the principles of the charter into their procurement processes and procedures.
- 2.2.3 The *Queensland Government Building and Construction Training Policy* ([Training Policy](#)) replaces the *Queensland Government Building and Construction Contracts Structured Training Policy (10 % Training Policy)* and the *Indigenous Employment Policy for Queensland Government Building and Civil Construction Projects (IEP 20 % Policy)*. Construction Skills Queensland (CSQ) administers contractor compliance data on behalf of the Queensland Government, through the Training Policy Administration System (TPAS). This is an electronic reporting system for contractors to report their compliance with the Training Policy.
- 2.2.4 The *Nature Conservation and Other Legislation (Koala Protection) Amendment Regulation* commenced on 7 February 2020 and provides increased protection to koala habitat areas in South East Queensland. The new planning framework implements strict new clearing restrictions, prohibiting clearing of koala habitat areas within Koala Priority Areas.

The State Government will assume responsibility for assessing development proposing clearing of koala habitat areas outside Koala Priority Areas, against a new State code for Development in South East Queensland Koala Habitat Areas. Refer to the [guideline](#) to support proponents in addressing the requirements of the State Code. For proposed developments that don't involve clearing of koala habitat but are within Koala Priority Areas, the Queensland Government has developed new assessment benchmarks that will support local governments to consider koala conservation within project proposals. The Project Manager or School Principal must ensure that a Koala Conservation Strategy and Management Plan is provided. As part of the Environmental Checklist completed for the project (Section 2.4 – refer below), BAS Town Planning will undertake site searches and provide advice on requirements to adhere to the koala policy.

- 2.2.5 *Native Title (Queensland) Act* – [Native Title](#) is the recognition by Australian law that some Indigenous people have rights and interests to their land that come from their traditional laws and customs and connection with the land. The department has a responsibility to satisfy the requirements of the Commonwealth Native Title Act and other related laws. For further information contact [ISB.TenancyLeasing@qed.qld.gov.au](mailto:ISB.TenancyLeasing@qed.qld.gov.au).
- 2.2.6 [Aboriginal and Torres Strait Islander cultural heritage](#) – The department has a Duty of Care to preserve and protect cultural heritage by taking all reasonable and practicable measures to ensure the activity does not harm [Aboriginal and Torres Strait Islander cultural heritage](#). This applies to all Department of Education sites. Contact email [ISB.TenancyLeasing@qed.qld.gov.au](mailto:ISB.TenancyLeasing@qed.qld.gov.au) for further information.
- 2.2.7 [Heritage management within departmental facilities](#) – The department works closely with the Department of Environment and Science (DES) to conserve and manage its assets of heritage significance. Conservation management plans (CMPs) are used to manage departmental heritage assets. Each CMP will assist the department, the school community and assessing authorities to make decisions about conserving and managing each property. They will identify the heritage significance and set out conservation policies to protect that significance, particularly in the event of change. Schools and Regional Infrastructure Officers should check registers of heritage places to determine if their school has heritage significance.
- 2.2.8 *The Planning Act* establishes an efficient and accountable system of land-use planning and development assessment that enables ecological sustainability.

## 2.3 Asbestos Management Plan

- 2.3.1 The department has detailed procedures for the management of asbestos in its facilities. These procedures have been included in the Department's [Asbestos Management Plan for DoE Facilities](#) (AMP) and must be read in conjunction with the [Policy for the management of asbestos containing material in department-owned facilities](#).
- 2.3.2 The policy and plan must be adhered to at all times when undertaking any earthworks, construction, refurbishment and any other works at schools. Tender documents must instruct tenderers to carry out work in accordance with the department's Asbestos Management Plan when working with or removing ACM. Specifically, the [Working on DoE Facilities](#) document must be included in tender documents. The successful tender must acknowledge in writing their acceptance of these requirements.
- 2.3.4 During the planning of a school managed facility project and before undertaking any works, schools must check the [Built Environment Materials Information Register](#) (BEMIR) for the area under construction and follow the procedures. A user account is required to access the system.
- 2.3.5 It is noted that buildings built after 1989 may not have Asbestos Containing Material (ACM) in the constructed facilities. However, recent events have shown that ACM may be present in the soil as a result of past practices (e.g. dumping), which are now considered unacceptable. Where refurbishment of existing facilities is involved, it should be assumed that ACM is present in schools built prior to 1990.

## 2.4 Environmental Checklist and Management Plan

- 2.4.1 The School or Project Manager is responsible for the management and reporting of environmental issues at relevant stages throughout the project.
- 2.4.2 Schools can contact the Building Policy and Asset Management, Department of Housing and Public Works (DHPW) for advice on environmental requirements and to prepare an Environmental Checklist & Management Plan for the project. The fee for this service is considered a statutory fee that is paid for by the school as part of the project. Contact: Building Policy and Asset Management, Department of Housing and Public Works on telephone (07) 3008 3343 or email [BASPSTownPlanning@hpw.qld.gov.au](mailto:BASPSTownPlanning@hpw.qld.gov.au).
- 2.4.3 The plan is prepared to address legislation and environmental issues for works that may involve:
- Removal (partial or full) of existing vegetation
  - Works in proximity to a creek, gully, flood affected area
  - Changes to ground level (e.g. excavation for basement parking, cutting into a slope)
  - Increase in covered areas
  - New work in a bushfire hazard area
  - Work on a State listed heritage place
  - Site searches and advice on requirements to adhere to the koala policy
  - Interference with material containing asbestos

## 2.5 Town Planning, Building Certification and Infrastructure Designation

- 2.5.1 Projects that are delivered by the State are generally self-assessable and can be approved by a Building Certifier provided they are not considered a "Material Change of Use" (MCU).
- 2.5.2 Projects that are of a large scale, or increase the density of the site (staff, students, community use) or introduce a new service to the school may need to be checked for compliance against the local town planning scheme to ensure they are not considered a "Material Change of Use" (MCU). MCU projects may require Infrastructure Designation of the school site or local council approval.
- 2.5.3 It is recommended that schools obtain advice early in the project planning stage from a qualified Town Planner to check whether there are any additional Town Planning requirements. Advice can be sought from either:
- the Regional Infrastructure Manager or Advisor;
  - the Portfolio Delivery Unit, Infrastructure Services Branch on telephone (07) 3034 4842; or
  - Building Policy and Asset Management, Department of Housing and Public Works on telephone (07) 3008 3443 or email [BASPSTownPlanning@hpw.qld.gov.au](mailto:BASPSTownPlanning@hpw.qld.gov.au).

## 2.6 Design Standards for DoE Facilities

- 2.6.1 It is the responsibility of the School Principal when delivering a school managed facility project to ensure that all professional consultancies and contractors are aware of the requirement to comply with the [Design Standards for DoE Facilities](#), Queensland Government's [Building Guidelines](#), and all other associated and all other associated design requirements.

- 2.6.2 The standards detail key educational facility design requirements which support the department's aim in delivering high quality, fit for purpose and future focused educational facilities. The standards set the framework for a consistent approach to the delivery of innovative and cost-effective educational facilities and form part of a suite of briefing documents.
- 2.6.3 The design standards have been developed to assist design consultants and delivery professionals in the design of inclusive, safe, healthy and environmentally sustainable education facilities which provide optimum functionality for the users and the flexibility to adapt over time to modern pedagogies. The design standards detail key design requirements which support our aim of delivering high-quality, fit-for-purpose facilities.
- 2.6.4 The standards set the framework for a consistent approach to the delivery of innovative and cost-effective education facilities and form part of a suite of briefing documents.
- 2.6.5 The standards include those for:
- educational facility design requirements;
  - landscaping design and management;
  - air-conditioning specifications;
  - security specifications;
  - alarm system monitoring; and
  - network infrastructure procedures and standards.
- 2.6.6 Professional consultancies, such as Project Managers and Principal Consultants (Architects), must ensure that all design for DoE facilities comply with the standards, as well as meeting all other design requirements, such as the National Construction Code, Australian Standards, relevant Acts and Regulations, including the *Disability Discrimination Act 1992*, Codes, Policies and Local Laws.

## 2.7 Capital Works Management Framework (CWMF)

- 2.7.1 Projects with a **total cost of more than \$500,000 (including GST)** must be undertaken in accordance with the Queensland Government's [Capital Works Management Framework](#) (CWMF). The CWMF is made up of policy, guidelines and policy advice notes. The framework adopts a best practice strategic asset management approach for the initiation, development and implementation of building projects.
- 2.7.2 In particular, the Queensland Government's [Building and Construction Structured Training Policy](#) and the Pre-Qualified Contractors (PQC) System must be complied with.

## 2.8 Pre-Qualified Contractors (PQC) System

- 2.8.1 If it is anticipated that the total fee of the **building consultant is to exceed \$60,000 (including GST) or the total cost of the project is to exceed \$1,000,000 (including GST)**, a consultant/contractor from the Queensland Government's [Pre-Qualified Contractors \(PQC\) System](#) must be appointed.
- 2.8.2 The PQC System is a whole-of-Government central register of pre-qualified building consultants and contractors. The PQC System is not a supply arrangement meaning that a competitive tender process is still required when using the PQC system.
- 2.8.3 PQC-registered consultants and contractors should be registered to tender for work on school complexes or residential facilities for the Department of Education and must have a registered office within the region for which the works will be carried out.
- 2.8.4 PQC-registered consultants and contractors should contact the PQC Registrar on telephone 1800 072 621 or at email [PQCRegistrar@hpw.qld.gov.au](mailto:PQCRegistrar@hpw.qld.gov.au) to discuss any issues relating to their registration.
- 2.8.5 Schools do not have direct access to the PQC System. Once the school is in a position to invite tenders a list of suitably qualified [consultants or contractors](#) are requested by either the Regional Infrastructure Advisor or Project Manager on behalf of the School. PQC forms are available by request to email to [Procurement.Facilities@qed.qld.gov.au](mailto:Procurement.Facilities@qed.qld.gov.au).
- 2.8.6 Contracts to be awarded to a PQC registered contractor must undergo a [Financial Capacity Assessment Check](#) (FCAC) to ensure the contractor is fiscally solvent before the Letter of Acceptance is issued. The check will be organised by the Procurement Delegate once post-tender procurement approval has been granted. The information provided by the contractor to the assessor will be commercial-in-confidence and only Government employees can request a financial check. Assessments are confidential when received. The Procurement Delegate will advise the School or



Project Manager of a pass/fail result. The check will take appropriately 10 business days and costs are considered a statutory fee that is paid for by the School as part of the project.

2.8.7 Where the PQC System is used the following Capital Works Management Framework (CWMF) policy requirements will apply:

- **Policy requirement 3 – Creating and maintaining records** or building projects in the Pre-Qualification (PQC) System.
- **Policy requirement 6 – Using the Pre-Qualification (PQC) System** to engage building consultants and contractors.
- **Policy requirement 13 – Consultant and contractor performance reporting** – Queensland Government departments are required to complete PQC performance reports for each consultant and contractor engaged through the PQC System during and at the end of the contract or project.

2.8.8 PQC performance reports on contractors are required at **practical and final completion**. For contracts exceeding twenty (20) construction weeks reports are also required **every thirteen (13) construction weeks**. The reports may also be undertaken at the request of the contractor, the PQC Registrar or a department representative (i.e. Regional Infrastructure Manager or Infrastructure Services Branch).

The CWMF guidelines and templates below provide further information on **Policy requirement 13**:

- **Consultant PQC: Performance Reporting** [Guideline](#) and [Report](#)
- **Contractor PQC: Performance Reporting** [Guideline](#) and [Report](#)

## 2.9 QTender website

2.9.1 Calling open tenders for **building construction contracts valued above \$100,000 (including GST)** should be advertised on the Queensland Government's [QTender](#) website.

2.9.2 A QTender advertisement can be uploaded by Infrastructure Services Branch on behalf of the School by submitting a [QTender Advertisement Request \(Open Tender\)](#) form and associated documentation as outlined in the instructions for Section 7.0 Engaging a Building Contractor. The advertisement form should be sent to [Procurement.Facilities@qed.qld.gov.au](mailto:Procurement.Facilities@qed.qld.gov.au) and must include the school and project name in the subject heading.

2.9.3 The advertisement is uploaded to the QTender website the day before release so that the advertisement becomes visible at midnight beginning the first day of the tender period. At this time the website will send an automated notification (along with a link to the advertisement) to all registered users who have nominated to receive construction tender advertisements from the Department of Education. An email will be returned to the School and Project Manager confirming the successful upload of the advertisement and include a link to the QTender advertisement.

2.9.4 The advertisement will list the details of the primary contact officer for the advertisement. The contact person should expect to receive a lot of interest from the advertised tender and should be prepared for a number of telephone calls and emails.

2.9.5 Interested contractors may download the contract documents from the advertisement or may obtain the documents from the contact person nominated in the advertisement. Where a PQC-registered contractor will be engaged it is important that Project Managers coordinate the distribution of contract documents and issue the documents only to those contractors listed on the PQC eligibility list.

2.9.6 Where a PQC level is stated in the tender, the Principal ("Under the Contract" i.e. The Director-General, The Department of Education) is not obliged to provide a tender document, consider or accept a tender unless the tenderer:

- appears on the list of eligible PQC contractors provided to the school or Project Manager;
- is pre-qualified under the Queensland Government's Prequalification (PQC) System to the nominated level (or higher);
- satisfies financial requirements; and
- meets project-specific criteria.

2.9.7 The following condition must be included with all advertisements where a PQC-registered contractor is to be engaged:

*IMPORTANT: Where a PQC Level is stated, the Principal is not obliged to provide a tender document, consider or accept a tender unless the tenderer: is pre-qualified under the Queensland Government's Prequalification (PQC) System to the nominated level (or higher); satisfies financial requirements; and*

meets project-specific criteria. Information regarding the Pre-Qualified Contractor (PQC) rating system can be found on the Department of Public Works website:

<https://www.business.qld.gov.au/industries/building-property-development/building-construction/supply-queensland-government/prequalifying-major-projects/prequalification-system>

- 2.9.8 The School Principal or Project Manager may request an addendum to the QTender advertisement during the tender period by sending a request to the same email address that received the original request. Additional documents may be uploaded to the advertisement however existing documents cannot be removed. A confirmation email will be sent to the School Principal and Project Manager once the changes have been made.

## 2.10 Consultant and Contractor Insurances and Licensing (including in-kind services and works)

- 2.10.1 P&C Associations, general consultants and school staff are not appropriately licensed and insured to manage an infrastructure project on a school site. The department has a responsibility to ensure that all infrastructure projects are properly managed by appropriately licensed professionals.

- 2.10.2 All consultants and contractors (including those offering in-kind services and works) must hold and maintain for the duration of the contract the following insurances and licences:

- Workers Compensation Insurance in accordance with the Workers Compensation and Rehabilitation Act (Qld).
- Public Liability Insurance for a minimum amount of \$5 million in respect of each claim unless otherwise stated in the contract.
- Professional Indemnity Insurance (consultants only) with the following provisions unless otherwise stated in the contract;
  - For a minimum amount of \$1 million per claim
  - Personal injury coverage
  - Continuity of coverage for a period appropriate to the commission type
  - A maximum excess of \$50,000
- Member of a relevant professional association (consultants only) i.e. *Australian Institute of Architects* or *Board of Professional Engineers of Queensland*.
- Queensland Building Construction Commission (QBCC) licence – Builder Project Management Services (Project Manager).
- Any other insurance as specified in the contract.

- 2.10.3 In Queensland, individuals and companies must hold a [Queensland Building Construction Commission](#) (QBCC) licence carry out or supervise building work valued above \$3,300 (including labour and materials) or Hydraulic Services Design work of a value more than \$1,100.

- 2.10.4 A licence is required regardless of the value to undertake building work involving plumbing and drainage, gas fitting, termite management – chemical, fire protection, completed residential building inspection, building design – low rise, medium rise and open, and site classification.

- 2.10.5 Further information regarding licensing information and classes can be found on the Queensland Building Construction Commission website:

- Licence classes: <http://www.qbcc.qld.gov.au/when-you-need-licence/licence-classes>
- When is a contractor licence required: <https://www.qbcc.qld.gov.au/when-is-a-contractor-licence-required>

## 2.11 Ethical Supplier Mandate and Threshold check

- 2.11.1 An [Ethical Supplier Mandate and Threshold Check](#) has been introduced to ensure businesses supplying to the Queensland Government are ethical in their business practices. The aim is to remove non-compliant suppliers from the government supply chain.

- 2.11.2 Unless a government buyer is engaging a pre-qualified supplier, a check must be undertaken prior to the awarding of a contract (including purchase orders) to ensure that the supplier has not been suspended. This applies to all purchases under \$1,000,000 (including GST).

- 2.11.3 The register of suspended suppliers is maintained by the Queensland Department of Housing and Public Works. To undertake a check, enter either the supplier's Australian Company Number (ACN) or Australian Business Number (ABN), both of which may be obtained from the [ABN Lookup](#) website. Retain a copy of the check by printing that page or save as a PDF.

- 2.11.4 The register includes companies only. If the supplier is not a registered company (i.e. sole trader or partnership) contact [ethicalsupply@hpw.qld.gov.au](mailto:ethicalsupply@hpw.qld.gov.au) or telephone 1300 10 50 30 to request a check be undertaken.

## 3.0 Project Details

### 3.1 Project Steering Committee

- 3.1.1 For all construction, building or renovation projects with a value of \$100,000 or greater it is recommended that a Project Steering Committee be established to discuss and identify the requirements for the planning and delivery of the project.
- 3.1.2 The committee should consist of a school representative, Regional Infrastructure Manager/Advisor, consultants and other key stakeholders as required.

### 3.2 Project Scope

- 3.2.1 The project scope and deliverables (including physical characteristics) are developed during the planning and initiations phase of the project. Schools are to discuss the proposed scope with their Regional Infrastructure Manager to determine the specific infrastructure outcomes the project seeks to deliver.
- 3.2.2 Include components such as equipment or furniture required for the facility/area to function effectively. For example, the scope of works for a playground should include details of shade, playground structure/s, soft fall and landscaping. When determining the scope of works for a hall upgrade suggested details to include are:
- Approximate area of function space/s (i.e. approximate height, floor area, cubic capacity etc)
  - Type and number of rooms, including kitchen facilities and amenities
  - Lighting and audio-visual equipment
  - Seating capacity
  - Proposed material to be used
  - Major types of intended use (sporting, arts etc.)
  - Inclusions (electrical and data; plumbing; ventilation and mechanical; floor coverings; work surfaces or built-in furniture; and health and safety inclusions)
  - Connectivity and relationships with existing buildings/spaces - for example, 'Multi-Purpose Building – amenities will not be included in the building, however direct access to amenities is available through covered walkway 20 metres away. This access adheres to design and building act requirements etc.
  - Access considerations, i.e. disability access, fire services access or fire hydrant, car access etc.
  - Include the estimated demand for the facility by the school and other individuals or groups within the school community
  - Consider relevant Design Standards for DoE Facilities for the proposed facility.
- 3.2.3 Consider items and activities not included in the scope of the project. For example, in the case that a school is building a multi-purpose hall which may be stage 1 of an overall plan, this project may construct the building shell and provide sports flooring and lighting with future stages to provide grandstand seating, amenities and kitchenette facilities.
- 3.2.4 Should the School or P&C Association determine a cause to amend the project scope, endorsement must be given by the Project Steering Committee. The change to the project scope may be due to budgetary or time constraints; availability of materials or contractors; a change to the suitability of the chosen location; or a number of reasons, however a change must be to either improve the proposed facility or to ensure the outcome. Should the original outcome (for example, a playground), now be changed to another (for example – a covered area), the project should be cancelled and approval be sought for the new scope.

### 3.3 Project Cost Estimate

- 3.3.1 A [Project Cost Plan](#) is to be completed following determination of the agreed project scope. In addition to the actual construction costs the estimate should include all project costs such as statutory fees (which may include building act compliance, QLeave levies, Workplace Health & Safety fees, fire services application, sewerage and water supply compliance, food and health act compliance, QBCC Audit Compliance), telephone and networking, the provision of a contingency sum (usually about 5% - 10% depending on the project size) and an allowance for the escalation of construction costs.
- 3.3.2 Escalation in construction costs must be considered for the period between the date of the cost estimate and the date when it is anticipated tenders will be called. A professional Quantity Surveyor will be able to provide an estimate of this cost increase or the School can contact their Regional Infrastructure Manager/Advisor for assistance.

- 3.3.3 The project cost estimate should be reviewed at pre-tender approval, post-tender approval and during the construction phases to ensure the approved project cost is managed according to approvals granted. Revised versions of the cost plan are to be kept on record once a contract has been awarded and again at project completion so as to detail changes in the total cost and contributions.

### 3.4 Project Contributions

- 3.4.1 Organisations contributing to the project should be included in the Project Cost Plan, including financial and in-kind contributions to show the total funds available.
- 3.4.2 Construction projects should not be undertaken by the Parents & Citizens (P&C) Association without the involvement and approval of the School Principal. In addition, **Section 4. Agreements** on page 5 of the Parents and Citizens Association Procedures states that P&C Associations:
- *Must obtain the prior consent of the Deputy Director-General, Corporate Services, Assistant Director-General, Infrastructure Services, or Executive Director, Infrastructure Operations (or in the case of projects that are planned not to exceed a total of \$50,000, the Infrastructure Manager), before the following activity is carried out:*
    - *The construction of improvements to the premises of the state school*
    - *The addition of a fixture to the premises of the state school*
    - *The purchase of furniture for the state school.*
- 3.4.3 A school, P&C Association or community group intending to borrow funds to supplement its finances towards a project must seek and be granted Ministerial approval for such action prior to the commencement of any works.

### 3.5 Project Milestones

- 3.5.1 A set of project milestones are developed during the planning and initiation phases. To establish a reasonable project schedule allow sufficient time for project documentation and approval requirements, particularly for large projects that require procurement and financial approval, as shown in the table below.

Project Milestones	Approx. time to allow:
Planning / Secure funding	2 months
Consultants Appointed (if applicable)	2 months
Contract Documentation / Pre-Tender Procurement Approvals	2 – 3 months
Invite Quotes / Tenders	1 – 2 months
Approvals to Award Tender	1 – 2 months
Construction	4 – 7 months
Defects and other works	1 – 2 months
Practical Completion	1 month
Financial Completion	1 month
Opening of New Facility (if applicable)	1 month

- 3.5.2 The milestones should be reviewed at pre-tender approval, contract award and during the construction phases to accurately report upon the project status.

### 3.6 Risk Management

- 3.6.1 A Risk Management Plan identifies and manages risk throughout the project. A template is provided as Appendix 2 in the Project Report. Schools who engage a consultant may request them to identify and manage project risks on behalf of the school.
- 3.6.2 The plan is presented to the Project Steering Committee for feedback then reviewed and updated throughout the project. Any evolving risks must be included in the Risk Management Plan immediately.
- 3.6.3 Use the risk assessment scale below to enter the Consequences (Levels 1 – 5) and Likelihood (Levels A – E) of each identified risk. The Risk Analysis Matrix determines the Risk Level (Levels E – L) of each risk. Provide details of the existing prevention measures that may be in place to manage the risk and the Corrective Action Plan to manage the risk in the future. Any identified risk

that is categorised as Extreme or High should be fully detailed and analysed. Examples are provided below.

### Risk Level

**E:** Extreme risk; immediate action required

**H:** High risk; senior management attention required

**M:** Moderate risk – management responsibility must be specified

**L:** Low risk; manage by routine procedures

### Risk Analysis Matrix

	Consequences				
Likelihood	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost certain (A)	H	H	E	E	E
Likely (B)	M	H	H	E	E
Moderate (C)	L	M	H	E	E
Unlikely (D)	L	L	M	H	E
Rare (E)	L	L	M	H	H

### Risk Management Plan example

3.6.4 The following table is an example of a plan prepared to manage the risks perceived for a school managed facility project.

#	The risk: what can happen and how it can happen	Consequences (1 – 5)	Likelihood (A – E)	Risk Level (E – L)	Existing Prevention Measures	Corrective Action Plan
1	Cost overruns (Mandatory)	4	B	M	<ul style="list-style-type: none"> <li>▪ Professional Consultant Team to monitor costs and prepare contract documentation and specifications.</li> <li>▪ Allowance for Project Contingency 5-10%.</li> <li>▪ Allowance for Building Price Index increase.</li> <li>▪ Cost estimates to be provided by Quantity Surveyor.</li> <li>▪ Investigate and made appropriate allowances for achieving Building Act Compliance. i.e. Requirements of Fire Services – Fire hydrant.</li> <li>▪ Establish a Steering Committee to identify possible design issues early in project planning phase.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Open tender process to achieve competitive price.</li> <li>▪ Continuous cost reviews through design and construction phases.</li> <li>▪ Scope reviews.</li> <li>▪ Additional funding available to cover cost overruns from school/P&amp;C.</li> <li>▪ Reduction in scope of works.</li> </ul>
2	Time overruns (Mandatory)	E	B	M	<ul style="list-style-type: none"> <li>▪ Professional Consultant Team to oversee project, prepare contract documentation and specifications.</li> <li>▪ Development and timely execution of Project Plan.</li> <li>▪ Communication Plan to execute timely decision making.</li> <li>▪ Establish a Steering Committee to identify possible design issues early in project planning phase.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ongoing monitoring of project timeline and milestones and report to Steering Committee.</li> <li>▪ Immediate decisions on changes and high level timely communication to stakeholders.</li> </ul>
3	Site conditions (as applicable)	2	D	L	<ul style="list-style-type: none"> <li>▪ Site already used for this purpose.</li> <li>▪ Alternate arrangements made for parking, school buses and Emergency Plans.</li> <li>▪ Fire Services Contacted</li> <li>▪ Environmental Management Plan prepared by the Department of Housing and Public Works (DHPW)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Architect and Project Manager to monitor.</li> <li>▪ Immediate decisions on changes and high level timely communication to stakeholders.</li> </ul>



#	The risk: what can happen and how it can happen	Consequences (1 – 5)	Likelihood (A – E)	Risk Level (E – L)	Existing Prevention Measures	Corrective Action Plan
4	Traffic issues (as applicable)	1	D	L	<ul style="list-style-type: none"> <li>▪ Work site area at side of school away from classes and neighbours.</li> <li>▪ Staff and parents alerted</li> <li>▪ Alternate parking arranged</li> <li>▪ Signs advising of site clearly visible</li> <li>▪ Neighbours alerted.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Position to be monitored daily by principal and as appropriate by Consultant Team.</li> <li>▪ Immediate decisions on changes and high level timely communication to stakeholders.</li> </ul>
5	Noise (as applicable)	1	D	L	<ul style="list-style-type: none"> <li>▪ Area at side of school away from classes and neighbours.</li> <li>▪ Staff and parents alerted.</li> <li>▪ Signs advising of site clearly visible.</li> <li>▪ Neighbours alerted.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Position to be monitored daily by principal and as appropriate by Project Manager.</li> <li>▪ Immediate decisions on changes and high level timely communication to stakeholders.</li> </ul>
6	Heritage or cultural issues (as applicable)	1	E	L	<ul style="list-style-type: none"> <li>▪ No known issues apparent</li> <li>▪ Site previously used for this purpose.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Position to be monitored daily by principal and as appropriate by Project Manager.</li> <li>▪ Decisions on changes and high level timely communication to stakeholders.</li> </ul>
7	Infrastructure designation (site designation) (as applicable)	1	E	L	<ul style="list-style-type: none"> <li>▪ Site already used for this purpose.</li> <li>▪ Community alerted to this.</li> <li>▪ Surveyor inspections and checks completed confirming suitability.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consultant Team to monitor.</li> <li>▪ Contractor to liaise with the Principal if emergent issue.</li> </ul>
8	Construction programming (as applicable)	2	C	M	<ul style="list-style-type: none"> <li>▪ Professional Consultant Team to oversee project, prepare contract documentation and specifications.</li> <li>▪ Development and timely execution of Project Plan.</li> <li>▪ Use of experienced contractor with proven experience.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continuous construction reviews through construction phases.</li> <li>▪ Scope reviews.</li> <li>▪ Ongoing monitoring of project timeline and milestones and report to Steering Committee.</li> <li>▪ Immediate decisions on changes and high level timely communication to stakeholders.</li> </ul>
9	Errors / Omissions in contract doc (as applicable)	3	D	M	<ul style="list-style-type: none"> <li>▪ Professional Consultant Team to oversee project, prepare contract documentation and specifications.</li> <li>▪ Steering Committee to oversee contract development.</li> <li>▪ Use of specialist advisers in the hydrotherapy design areas.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consultant to advise Steering Committee</li> <li>▪ Adjustments to be made and communicated where relevant</li> <li>▪ Budget considerations to be accounted</li> </ul>
10	Impact of inclement weather (as applicable)	2	C	M	<ul style="list-style-type: none"> <li>▪ Professional Consultant Team to incorporate this into project timelines, and specifications</li> <li>▪ Area of work is under cover Regular liaison with contractor to adjust for this.</li> <li>▪ Establish a contractual agreement with contractor on inclement weather implications.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continuous construction reviews through construction phases.</li> <li>▪ Scope reviews.</li> <li>▪ Ongoing monitoring of project timeline and milestones and report to Steering Committee.</li> <li>▪ Immediate decisions on changes and high level timely communication to stakeholders.</li> </ul>
11	Non availability of specialist resources	2	C	M	<ul style="list-style-type: none"> <li>▪ Professionals to clarify this when investigating suitability.</li> <li>▪ Orders to be confirmed early in project</li> <li>▪ Alternatives to be available for specialist essential items</li> <li>▪ Specify items with known lead times and avoid items with supply restrictions.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Specialists to monitor and advise</li> <li>▪ Consultant to be alerted to source alternatives</li> <li>▪ Steering Committee be advised.</li> </ul>

#	The risk: what can happen and how it can happen	Consequences (1 – 5)	Likelihood (A – E)	Risk Level (E – L)	Existing Prevention Measures	Corrective Action Plan
12	Non delivery of goods and services (in kind)	3	D	M	<ul style="list-style-type: none"> <li>▪ Consultant Team to oversee</li> <li>▪ Alternate sources to be located</li> <li>▪ Written confirmation in place of offers to supply of in kind services</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consultant Team to report</li> <li>▪ Steering Committee to alert P&amp;C and other sources identified or alternate funding sources identified (including scope reduction)</li> </ul>

## 4.0 Supply Arrangements

- 4.1 A [supply arrangement](#) is the first choice for purchasing goods and services on behalf of the department. If suitable for the purchase, accessing a supply arrangement simplifies the purchasing process by not needing to seek quotes or tenders from suppliers under the competitive tender process or obtain prior purchasing or procurement delegate approval.
- 4.2 The School may choose to engage [QBuild](#) (Department of Housing and Public Works) to undertake project management activities and/or building works as stated in the department's [Minimum Quotation Requirements](#).
- 4.3 The following supply arrangements are in place for engaging consultants:
- DETE SOA-101582 – Project Managers
  - DETE SOA-101581 – Principal Consultants
- 4.4 The following supply arrangements are in place for engaging building contractors:
- DETE SOA-101274 – Multipurpose sports courts
  - DETE PSA-101151 – Playground equipment for educational facilities
  - DETE PSA-101258 – Purchase of relocatable buildings (one-off manufacture and supply)
  - DETE PSA-101227 – Provision of shade structures
- 4.5 For the purchase of items such as furniture, equipment and fencing for the project, the relevant supply arrangement must be used.
- 4.6 Each supply arrangement includes instructions on how to engage a supplier. When preparing the purchase order include the statement of “As per Conditions of Contract DET-PSA/SOA #####” and include the Supply Arrangement Number (i.e. DET PSA-101227). This will ensure that the agreed terms and conditions of supply and negotiated prices are applied by the supplier.
- 4.7 Ensure that all building contractors engaged under a supply arrangement issue the School a full set of plans or drawings of the completed facility, certified as being Building Act Compliant (BAC).

## 5.0 Engaging a Consultant Team

### 5.1 Contract Method

- 5.1.1 The recommended strategy for consultancy services for a school managed project is to commission one consultant team to provide all project management and design services as Architect and Project Manager/Superintendent. The consultant team will provide project planning, leadership, coordination and have overall responsibility for the engagement and performance of all secondary and specialist design consultants.
- 5.1.2 There are generally two options to consider when determining a purchasing strategy to engage a consultant team:
- a **supply arrangement** (refer to Section 4.0 Supply Arrangements); or
  - undertake a **competitive offer process** by following the instructions below
- 5.1.3 The competitive offer process is used if a supply arrangement is not available or suitable to meet the purchase requirement.

## 5.2 Contract Documentation

- 5.2.1 It is the responsibility of the School Principal when delivering a school managed facility project to ensure that all professional consultancies and contractors are aware of the requirement to comply with the department's Design Standards and all other associated design requirements. Refer to Section 2.6 Design Standards for DoE Facilities for further information.
- 5.2.2 For consultant contracts where the commission **is not expected to exceed \$60,000**, form PF003 – Request for Quote may be used. This form references the Department of Education's Purchase terms and conditions.
- 5.2.3 Otherwise, where the commission **is expected to exceed \$60,000**, the school must engage a consultant from the Pre-Qualified Contractors (PQC) System. Refer to Section 2.8 Pre-Qualified Contractors (PQC) System for further information. Schools should contact the Infrastructure Procurement and Contract Management Unit, Infrastructure Services Branch at [Procurement.Facilities@ged.qld.gov.au](mailto:Procurement.Facilities@ged.qld.gov.au), to obtain the appropriate contract documentation, a list of suitably-qualified consultants and instructions to undertake a tender process to engage a consultant.
- 5.2.4 Prepare a Project (Facilities) Brief that details the scope and deliverables of the project, including physical characteristics of the facility. For example, a scope of works for a hall will include the number and type of rooms, seating, lighting and data. The template linked above may be used as an example of the document sections should the school choose to prepare the brief in a different layout.
- 5.2.5 Download and include the Working on DoE Facilities document in the tender documentation. The document clearly identifies the responsibilities and obligations of consultants and contractors who undertake work on department facilities, including asbestos removal. The document ensures full accountability on the part of the contractor for work completed and any issues that may arise.
- 5.2.6 Draft a PF004 – Evaluation of Quote with the evaluation criteria and panel member details included so as to provide a clear evaluation plan. Note – price will be the only criteria unless otherwise specified. The evaluation panel should consist of the School Principal, the Regional Infrastructure Manager/Advisor and a P&C representative (if P&C funding is provided for the project).

## 5.3 Select Consultants

- 5.3.1 Determine a list of three (3) consultants to invite to submit an offer. The Regional Infrastructure Manager/Advisor may be of assistance.
- 5.3.2 Contact each nominated consultant prior to distributing the documents to confirm that the consultant agrees to submit an offer. Under **no circumstances** can the names of invited consultants be shared with other tenderers.
- 5.3.3 Prepare a Consultant Invitation to Offer Letter for distribution to each nominated consultant.

## 5.4 Pre-Offer Purchasing Approval

- 5.4.1 The following documentation is sent to the nominated Purchasing Delegate to review:
- Completed Project Commencement or SSS Project Contributions form. Refer to Section 1.3 Project Commencement for further information.
  - List of consultants selected to submit an offer
  - Draft Consultant Initiation to Offer Letters
  - Completed PF003 – Request for Quote for each consultant
  - Working on DoE Facilities
  - Schematic Design Project Proposal. This document will be used by the successful consultant to prepare prior to tendering for construction works. Refer to Section 6.3 Schematic Design Project Proposal for further information.
  - Tender Evaluation Form with the evaluation criteria and panel members details included so as to provide a clear evaluation plan.
  - Project Report including key and current project information and activities
  - Project Cost Plan indicating the estimated total project cost, including all works for the project, statutory and consultancy fees, charges, contingency and all financial contributions.
  - Copy of Siting Approval and supporting documentation (Refer to Section 1.2 Siting Approval)
  - Copy of the Joint Development Agreement if applicable (Refer to Section 1.2 Siting Approval)
- 5.4.2 The Purchasing Delegate assesses the contract documentation for compliance under the DoE Purchasing Policy and if satisfied will grant Pre-Offer Purchasing Approval to proceed to offer.

## 5.5 Offer

- 5.5.1 Distribute the approved offer and associated documentation to the selected consultants and request for confirmation in writing that the documents have been received. Do not include the Tender Evaluation form, Project Report, Project Cost Plan, Siting Approval or Joint Development Agreement (if applicable) with the offer documentation listed below:
- Consultant Invitation to Offer Letter
  - PF003 – Request for Quote
  - Working on DoE Facilities
- 5.5.2 The School may request an addendum during the offer period by sending additional documents to each of the consultants.
- 5.5.3 If undertaking individual meetings with consultants to clarify requirements, each consultant must be provided with the same information to maintain an open and transparent process. Any communications with consultants must be fully documented and if significant will need to be provided as part of the evaluation process and Purchasing Approval.
- 5.5.4 Hardcopy tenders must be stored in a secure locked box or cupboard once received and awaiting evaluation. Electronic submissions must also be received and stored securely.

## 5.6 Evaluation

- 5.6.1 All tenders must be opened in the presence of the evaluation panel and evaluated using the PF004 – Evaluation of Offer form against the advertised evaluation criteria.
- 5.6.2 Check that the preferred consultant is appropriately licensed and insured to perform the type of work required. Refer to Section 2.10 Consultant and Contractor Insurances and Licensing (including in-kind services and works) for further information.
- 5.6.3 The panel members must sign and date the evaluation form.
- 5.6.4 Prepare the Consultant Letter of Acceptance and Unsuccessful Letters for signature. Refer to Section 1.5 Expenditure Approval for Expenditure Delegates (letter signatories).

## 5.7 Post-Offer Purchasing Approval

- 5.7.1 The following documentation is sent to the nominated Purchasing Delegate to review:
- A copy of the signed Consultant Invitation to Offer letters issued to the consultants
  - Any additional offer documentation issued to consultants during the offer period (including those issued as an addendum)
  - All consultant offers received
  - A copy of the completed PF004 – Evaluation of Offers signed by all evaluation panel members
  - Project Report including key and current project information and activities
  - Project Cost Plan indicating the estimated total project cost, including all works for the project, statutory and consultancy fees, charges, contingency and all financial contributions
  - Draft Consultant Letter of Acceptance and Unsuccessful Letters.
- 5.7.2 The Purchasing Delegate assesses the evaluation process for compliance under the DoE Purchasing Policy and if satisfied will grant post-offer purchasing approval to proceed to contact acceptance.

## 5.8 Expenditure Approval

- 5.8.1 The School Principal (as the Expenditure Delegate) signs the Letter of Acceptance and Unsuccessful Letters. Refer to Section 1.1 Delegations and Section 1.5 Expenditure Approval for further information.
- 5.8.2 The Letter of Acceptance issued to the successful consultant binds the contract stipulated in the offer documentation, on behalf of the Department. The School must never sign a consultant's contract. The signing of a new contract will negate all previous agreements. The DoE contract procedure is as follows:
1. the School (on behalf of the Department) issues an offer (including conditions)
  2. the Consultant submits a proposal
  3. the School accepts the proposal by issuing an acceptance letter (for tendered services) or purchase order (for consultants engaged under a supply arrangement)
- 5.8.3 Issue the letters to all consultants on the same day. The School may choose to telephone each consultant to advise directly of the outcome.

- 5.8.4 The School creates a requisition in *OneSchool* by following system instructions to release the purchase order. All supporting documentation (including the signed Letter of Acceptance, successful consultant's submission, signed Project Commencement/SSS Project Contributions form, and evidence of all financial contributions) must be attached to the requisition.
- 5.8.5 The School Principal is financially responsible for the engagement of consultants on a school managed facility project. Documentation relating to the offer process (including the original signed version of the evaluation report) must be retained on file.
- 5.8.6 A change to a contract (variation) may be initiated by the School Principal and must always be agreed to in writing.
- 5.8.7 Increases to contracts are approved by the original Expenditure Delegate and copies retained on file.

## 6.0 Design Phase

### 6.1 Contract Types

- 6.1.1 Typically there are two types of contract methods, Traditional Lump Sum and Non-traditional (Design and Construct).
- 6.1.2 For **traditional** contracts the design and specifications are prepared by the consultant and Building Act Compliance (BAC) is obtained. Tenders are then called to provide a price based on the BAC approved plans and specifications.
- 6.1.3 For **design and construct** contracts (i.e. playground equipment) the contractor will prepare or finalise the design and will obtain BAC approval prior to construction of the facility.

### 6.2 Design Standards and Requirements

- 6.2.1 The School, Project Manager, Consultant Team and/or Contractor (for design and construct projects) must be aware of the requirement to comply with the Design Standards for DoE Facilities. Refer to Section 2.6 Design Guidelines for DoE Facilities for further information.
- 6.2.2 All other design requirements, such as the National Construction Code, Australian Standards, relevant Acts and Regulations, Codes, Policies and Local Laws must also be met.

### 6.3 Schematic Design Project Proposal

- 6.3.1 The Schematic Design Project Proposal (SDPP) is prepared by the Consultant Team, when engaged, in consultation with the School Principal and Regional Infrastructure Manager/Advisor.
- 6.3.2 The SDPP states the agreed upon Scope of Works, Specifications and Project Budget prior to tendering for construction works.

### 6.4 Obtaining Building Act Compliance

- 6.4.1 Construction projects require plans to be approved by a registered building certifier before work commences. Structural works of any kind (including playground/shed footings, building tie-downs, new doorways) need to be engineer-designed and certified.
- 6.4.2 For **traditional contracts**, the Consultant Team will need to prepare the plans and specifications prior to tender and lodge documents on behalf of the School to the relevant authorities to obtain Building Approval.
- 6.4.3 For **design and construct** projects the design will need to be organised by the manufacturer or building contractor prior to construction and issued to the School and Project Manager at Practical Completion.



## 7.0 Engaging a Building Contractor

**IMPORTANT:** Schools and P&C Associations undertaking building projects valued **above \$1,000,000 (including GST)** must contact their Regional Infrastructure Advisor discuss how the *Building Industry Fairness (Security of Payment) Act 2017* legislation will impact their project. Refer to Section 2.2.1 for further information.

### 7.1 Contract Method

7.1.1 While it is recognised that many Queensland schools exist in small communities, schools are reminded of the Conflict of Interest procedure and the requirement to abide by the Department of Education's Purchasing and Procurement Procedure.

7.1.2 There are generally two options to consider when determining a procurement strategy to engage a building contractor:

- a **supply arrangement** (refer to Section 4.0 Supply Arrangements); or
- undertake a **competitive offer process** by following the instructions below

7.1.3 The competitive tender process is used if a supply arrangement is not available or suitable to meet the procurement requirement.

### 7.2 Contract Documentation

7.2.1 It is the responsibility of the School Principal for all school managed facility projects to ensure that all professional consultancies and contractors are aware of the requirement to comply with the department's Design Standards and all other associated design requirements. Refer to Section 2.6 Design Standards for DoE Facilities for further information.

7.2.2 All DoE construction projects must use the [Minor and Medium Works Tender and Conditions of Contract templates](#) provided by the Department of Housing and Public Works (DHPW). A [matrix](#) of Minor and Medium Works contract types is available to determine the appropriate conditions of tender and conditions of contract.

7.2.3 If a design is not provided and the design and the Building Act Compliance is to be completed by the Contractor (i.e. **Design and Construction Contract**), download one of the following set of conditions and tender forms. The values include GST:

- For works **below \$250,000** use the **Minor Works (With Design)** contract templates
- For works **below \$750,000** use the **Medium Works (With Design)** contract templates

7.2.4 If a design has been prepared and the Building Act Compliance has been completed by the Consultant or School, (i.e. **Traditional Contract**), download one of the following set of conditions and tender forms. The values include GST:

- For works **below \$250,000** use the **Minor Works** contract templates
- For works **below \$750,000** use the **Medium Works** contract templates

7.2.5 For works above \$750,000 the Project Manager or Regional Infrastructure Manager/Advisor can advise the correct form of Special Conditions of Contract and Annexure to be used.

7.2.6 Open the **Contract Conditions** document and amend the *Annexure* table (found on the last page) to include the details for the Principal under the Contract. The "Principal under the Contract" for construction projects undertaken on Department of Education facilities is always *"The State of Queensland through the Director-General Department of Education"*. The address of the Principal is *"Level 22, Education House, 30 Mary Street, Brisbane QLD 4000"*. **The "Principal under the Contract" is not the School, School Principal, P&C Association or Project Manager.** The Director-General is the responsible officer for the provision of facilities on state-owned or Crown land.

7.2.7 Enter the project and tender details in the **Tender Form**.

7.2.8 The Project Manager, if engaged, will prepare the Specifications to accompany the contract documentation.

7.2.9 Download and include the [Working on DoE Facilities](#) document in the tender documentation. The document clearly identifies the responsibilities and obligations of consultants and contractors who undertake work on department facilities, including asbestos removal. The document ensures full accountability on the part of the contractor for work completed and any issues that may arise.

7.2.10 Draft a Tender Evaluation form with the evaluation criteria, weightings, and panel member details included to provide a clear evaluation plan. The evaluation panel should consist of the School Principal, the Regional Infrastructure Advisor/Manager, the Project Manager and a P&C

representative (if P&C funding is provided for the project). Evaluation weightings are determined by the Project Manager in discussion with the School and Regional Infrastructure Manager/Advisor.

## 7.3 Tender Method

### Open Tender

- 7.3.1 Where the building contract is valued **above \$100,000 (including GST)**, it is recommended to advertise the works as an “Open Tender” on the Queensland Government’s [QTender](#) website.
- 7.3.2 Where the expected project value (including construction, statutory and professional fees) is expected to **exceed \$1,000,000** (including GST), a contractor from the Pre-Qualified Contractors (PQC) System must be appointed.
- 7.3.3 To advertise an Open Tender, complete a [QTender Advertisement Request \(Open Tender\)](#) form to include your tender and project information. Note that the Guidelines for Tendering document (dated 11-08-2006) issued by the Australian Constructors Association states on page 36 under section 7.5 *Submission & Closing of Tenders* that “*The timing of the closing of tenders is: not earlier than 2:00 p.m.; not on a Monday or day following a Public Holiday; and at least one week after the recognised industry Christmas close down.*” Page 20 of the document states that the recommended tender period of 2 – 4 weeks for a Traditional Contract and 6 – 24 weeks for a Design and Construction Contract.

### Select Tender

- 7.3.4 Where the building contract is **not expected to exceed \$100,000** (including GST), determine a list of contractors to invite to submit an offer under a Select Tender process.
- 7.3.5 For contracts valued **between \$100,000 and \$500,000** (including GST), the Procurement Delegate may determine a case for the construction works to be offered as a Select Tender. This may be the case for remote or small communities or where the works must be undertaken by a specialist contractor.
- 7.3.6 The works are to be offered to five (5) contractors, with a minimum of three (3) contractors for a regional or remote area. The Regional Infrastructure Manager/Advisor may assist with the selection.
- 7.3.7 Contact each nominated contractor prior to distributing the documents to confirm that the contractor agrees to submit a tender. Under **no circumstances** can the names of invited contractors be shared with other tenderers.
- 7.3.8 Prepare a [Contractor Invitation to Offer Letter](#) for distribution to each nominated contractor.

## 7.4 Pre-Tender Procurement Approval

- 7.4.1 The following documentation for Select Tenders is sent to the nominated Procurement Delegate to review:
- Completed Project Commencement or SSS Project Contributions form. Refer to Section 1.3 Project Commencement for further information.
  - List of contractors selected to submit an offer (where a **select tender** process is approved); or
  - Completed QTender Advertisement Request (for an **open tender** process)
  - Tender Form with included evaluation criteria and panel member details
  - Contract Conditions that includes details for the Principal under the Contract
  - Working on DoE Facilities
  - Specifications
  - Copy of the signed Schematic Design Project Proposal, if prepared
  - Copy of the plans or drawings certified as being Building Act Compliant (BAC). Alternatively, include a copy of drawings or concept plans for non-traditional tender and the contractor will prepare or finalise the design and obtain BAC approval.
  - Draft Tender Evaluation form
  - Project Report including key and current project information and activities
  - Project Cost Plan (pre-tender) indicating the estimated total project cost, including all works for the projects, statutory and consultancy fees, charges, contingency and all financial contributions.
  - Copy of Siting Approval and supporting documentation
  - Copy of the Joint Development Agreement if applicable
- 7.4.2 The Procurement Delegate assesses the contract documentation for compliance under the departments Purchasing Policy and if satisfied will grant Pre-Offer Procurement Approval to proceed to tender.

- 7.4.3 For a central office delegate submit the request to Infrastructure Procurement and Contract Management Unit, Infrastructure Services Branch at [Procurement.Facilities@ged.qld.gov.au](mailto:Procurement.Facilities@ged.qld.gov.au). Include the school name and project name in the subject heading. Schools will be advised of the pre-tender procurement approval by return email.

## 7.5 Tender

### Open Tender

- 7.5.1 The Infrastructure Procurement and Contract Management Unit or the SSS Program Coordinator will place an advertisement on the [QTender](#) website. Refer to Section 2.9 QTender website for further information.
- 7.5.2 Should the tender be advertised to contractors registered on the Pre-Qualified Contractors System, point 2.9.6 under Section 2.9 states that tender documents should not be distributed to contractors who are not on the list of eligible contractors.

### Select Tender

- 7.5.3 Distribute the approved contract documentation and plans to selected contractors and request for confirmation in writing that the documents have been received. **Do not include** the Project Commencement form, Schematic Design Project Proposal, Project Report, Project Cost Plan, Tender Evaluation form, Siting Approval or Joint Development Agreement with the tender documentation listed below:

- Contractor Invitation to Offer Letter
- Tender Form
- Contract Conditions with included evaluation criteria
- Working on DoE Facilities
- Specifications
- Copy of the plans or drawings certified as being Building Act Compliant. Alternatively, include a copy of drawings or concept plans for non-traditional tender and the contractor will prepare or finalise the design and obtain BAC approval.

### Addenda

- 7.5.4 The School Principal or Project Manager may request an addendum during the tender period by sending a notification/request and the additional documents to the same email address that received the original request.
- 7.5.5 For open tenders where documents are available from QTender, additional documents may be uploaded to the advertisement; however existing documents cannot be removed or replaced.
- 7.5.4 For select tenders or open tenders, where the documents are distributed directly to the tenderers, the additional documents are sent by the School Principal or Project Manager to the same email address that received the original offer.
- 7.5.7 If undertaking individual meetings with contractors to clarify requirements, each contractor must be provided with the same information to maintain an open and transparent process. Any communications with contractors must be fully documented and if significant will need to be provided as part of the evaluation process and Procurement Approval.

## 7.6 Evaluation

- 7.6.1 Hardcopy tenders must be stored in a secure locked box or cupboard once received and awaiting evaluation. Electronic submissions must also be received and stored securely.
- 7.6.2 All tenders must be opened in the presence of the evaluation panel and assessed using the [Tender Evaluation](#) form against the advertised criteria.
- 7.6.3 Check that the preferred contractor is appropriately licensed and insured to perform the type of work required.
- 7.6.4 Check that the Australian Business Number (ABN) of the company matches the company name submitted on the tender form and registered against the QBCC licence number. The contract acceptance letter will be issued to the company and registered ABN, and the company will undertake the works under their registered and active QBCC licence.
- 7.6.5 The panel members must sign the evaluation form and the Project Manager should prepare a Letter of Recommendation clearly stating why the preferred contractor has been selected.
- 7.6.6 Prepare the Contractor Letter of Acceptance and Unsuccessful Letters for signature.

## 7.7 Post-Tender Procurement Approval

- 7.7.1 The following documentation is sent to the nominated Procurement Delegate to review:
- Revised Project Commencement or SSS Project Contributions form (if the approved project total has increased from the pre-tender estimate). Refer to Section 1.3 Project Commencement
  - A copy of the signed Contractor Invitation to Offer letters issued to the contractors (where a select tender process is approved)
  - Any additional tender documentation issued to contractors during the tender period (including those issued as an addendum)
  - All tender submissions received
  - A copy of the completed Tender Evaluation Plan or Form signed by all panel members
  - Letter of Recommendation provided by the Project Manager
  - [Project Report](#) including key and current project information and activities
  - [Project Cost Plan](#) (post-tender) indicating the total project cost, including all works for the project, statutory and consultancy fees, charges, contingency and all financial contributions
  - Draft [Contractor Letter of Acceptance](#) and [Unsuccessful Letters](#)
- 7.7.2 For a central office delegate submit the request to Infrastructure Procurement and Contract Management Unit, Infrastructure Services Branch at [Procurement.Facilities@qed.qld.gov.au](mailto:Procurement.Facilities@qed.qld.gov.au). Include the school name and project name in the subject heading.
- 7.7.3 Contracts to be awarded to a PQC registered contractor must undergo a Financial Capacity Assessment Check (FCAC) to ensure the contractor is fiscally solvent before the Letter of Acceptance is issued. The check will be organised by the Procurement Delegate once post-tender procurement approval has been granted. costs are considered a statutory fee that is paid for by the School as part of the project. The Procurement Delegate will advise the School or Project Manager of a pass/fail result.
- 7.7.4 The Procurement Delegate assesses the evaluation process for compliance under the department's Purchasing Policy and if satisfied will grant Post-Tender Procurement Approval to proceed to contact acceptance. The Project Manager and/or School will be advised of the approval by return email.

## 7.8 Expenditure Approval

### Contract Acceptance

- 7.8.1 The School Principal (as the Expenditure Delegate) signs the Letter of Acceptance for contracts valued up to \$250,000 (including GST), limited by the balance of the school/centre bank account, **excluding** projects approved under the School Subsidy Scheme, as these projects combine school and capital funding.
- 7.8.2 The Director, Portfolio Delivery, Infrastructure Services Branch, (as the Expenditure Delegate) signs the Letter of Acceptance for contracts valued up to \$2,500,000 (including GST), including **all** projects approved under the School Subsidy Scheme.
- 7.8.3 The Letter of Acceptance issued to the successful contractor binds the contract stipulated in the offer documentation, on behalf of the Department. The School must never sign a builder's contract. The signing of a new contract will negate all previous agreements. The DoE contract procedure is as follows:
1. the School (on behalf of the Department) issues an offer (including conditions)
  2. the Contractor submits a proposal
  3. the proposal is accepted by issuing a Letter of Acceptance and subsequent purchase order
- 7.8.4 Central office will post the original signed Letter of Acceptance to the successful contractor and send an electronic copy by email to the School Principal, Regional Infrastructure Manager/Advisor and Project Manager. The School or Project Manager may choose to email the signed letter to the successful contractor to expedite the notification process.
- 7.8.5 The School Principal, Regional Infrastructure Manager/Advisor or Project Manager will sign the letters for issue to the unsuccessful tenderers.
- 7.8.6 Issue the letters to all contractors on the same day. The School or Project Manager may choose to telephone each tenderer to advise directly of the outcome.
- 7.8.7 A copy of the signed Letter of Acceptance and Tender Evaluation Plan for contracts awarded to a PQC-registered contractor will be sent to Infrastructure Procurement and Contract Management Unit, Infrastructure Services Branch at [Procurement.Facilities@qed.qld.gov.au](mailto:Procurement.Facilities@qed.qld.gov.au) to update the Pre-Qualified Contractor (PQC) System. Contracts valued over \$500,000 (including GST) must be

entered into the Queensland Government's Training Policy Administration System TPAS. Include the school name and project name in the subject heading.

### Issuing a Purchase Order

- 7.8.8 The School creates a requisition in *OneSchool* by following system instructions to release the purchase order. Include the statement "Conditions of Contract as per Letter of Acceptance dated XX.XX.XXXX." The purchase order for the construction works must be made out to the building contractor to whom the acceptance letter is addressed, as this is the company that the department has engaged to undertake the works. This ensures that the company who submitted a tender was then awarded the contract and in turn assigned a purchase order for the works.
- 7.8.9 All supporting documentation including the signed Letter of Acceptance, successful contractor submission, and a copy of the signed Project Commencement or SSS Project Contributions form must be attached to the requisition.
- 7.8.10 For contracts greater than \$100,000 (including GST) the requisition will be approved by the Infrastructure Procurement and Contract Management Unit. To notify that a purchase order is pending approval, send a completed PF009 – Request for Release of Purchase Order form to [Procurement.Facilities@qed.qld.gov.au](mailto:Procurement.Facilities@qed.qld.gov.au). Include the school name and project name in the subject heading.
- 7.8.11 Purchase orders approved and released through *OneSchool* are **not to be issued** to the building contractor as the template references the department's contract conditions. Construction contracts awarded under a tender/offer process reference the DHPW contract conditions. A signed Contractor Acceptance Letter will be sufficient to engage the building contractor. Copies of released purchase orders may be retained on the project file as reference.
- 7.8.12 The School Principal is financially responsible for the engagement of contractors on a school managed facility project. Documentation relating to the tender process (including the original signed version of the evaluation report) must be retained on file.

### Variation to the Contract

- 7.8.12 A change to a contract (variation) may be initiated by either the Project Manager or the School and must always be agreed to in writing.
- 7.8.13 Increases to contracts are approved by the original Expenditure Delegate and copies retained on file.

## 8.0 Construction Phase

### 8.1 Initiation

- 8.1.1 Schools are responsible to fulfil the requirements of the [QLeave levy](#) before the construction plans can be certified as Building Act Compliant and the contractor is permitted to commence works. The levy is a general charge payable on all building and construction work undertaken in Queensland with a total cost of \$150,000 or more (**exclusive** of GST). The payment is made online via the QLeave website.
- 8.1.2 A Work Area Access Permit (WAAP) must be opened by the school for all projects located on department property. The WAAP is created in the Built Environment Materials Information Register (BEMIR) and issued to the Principal Contractor prior to work commencing.
- 8.1.3 Schools must contact the Regional Systems Technician for all project ICT requirements once the contract has been awarded to the building contractor.

### 8.2 Pre-Start Meeting

- 8.2.1 A pre-start meeting should be undertaken to action critical project requirements and obtain documentation as outlined below. [Pre-Start Meeting Agenda](#) and [Pre-Start Meeting Minutes](#) templates are available that list the minimum requirements that must be discussed and documented during the pre-start meeting.
- 8.2.2 **Construction program** - obtain the timeline from the contractor showing construction major milestones and the construction schedule/timeframe.
- 8.2.3 **Site specific requirements and contractor induction** - review the scope of works and specifications. Identify any site access issues, i.e. use of facilities – amenities, prohibited activities on site and contractor dress code. The Working on DoE Facilities document clearly identifies the responsibilities and obligations of contractors who undertake work on department facilities.



- 8.2.4 **Safe Work Method Statement** – a [Safe Work Method Statement](#) (SWMS) is a document that outlines a safe method of work for a specific job. It is used as an induction document that workers must read and understand before starting a job, and prepared correctly, can meet legal requirements for hazard identification and control. For information on what may be included in the statement refer to the website linked above.

All Subcontractors for the project shall provide a SWMS for all high risk activities and clearly define what measures are in place to minimise risks during work on the school site.

All SWMS' shall be submitted to the Principal Contractor for review and approval, prior to commencing work on site, and it is essential that they are clearly communicated by the Subcontractor to the Subcontractor's employees, contractors and others affected by the activities.

The Principal Contractor shall provide to the School an electronic version of their Work Health Safety Management Plan and all Safe Work Method Statements (SWMS').

The School **must send a copy of the Work Health Safety Management Plan and each Safe Work Method Statement for the project** to their Regional Infrastructure Manager and/or Advisor. Include the school and project name in the subject heading.

The documents must be stored in the department's electronic record management system with 'unclassified' access.

- 8.2.5 **Evidence of Insurances** - before commencement of any school, P&C Association or community group project on school grounds, the School Principal must sight the consultant's and contractor's current Workers Compensation, Public Liability Insurance and Professional Indemnity Insurance policies. On no account should any works commence unless all policies are current. These requirements also apply to work provided "in-kind" where no financial transaction is made between parties. It is important to refer to the information provided under Section 2.10 Consultant and Contractor Insurances and Licensing.

- 8.2.6 **Statutory Reporting** – For contracts valued above \$500,000 (including GST) a number of statutory bodies require the School, Project Manager or contractor to submit the required reporting:

- PQC performance reporting to be undertaken by the **Project Manager for each contractor** engaged through the PQC System during and at the end of the contract or project. Refer to Section 2.8 Pre-Qualification (PQC) System further information.
- The **School Principal** is to undertake reporting **for each consultant** engaged through the PQC system during and at the end of the contract or project.
- Training Policy and System (TPAS) reporting to be **undertaken by the contractor**. Refer to 2.2.3 Queensland Government Building and Construction Training Policy further information.

### 8.3 Site Meetings and Reporting

- 8.3.1 Site meetings are to be conducted regularly on site. The Project Manager should organise and chair the meetings, prepare the meeting minutes and send to all attendees afterwards. The Regional Infrastructure Manager/Advisor should be invited to attend all site meetings. Project [Site Meeting Agenda](#) and [Site Meeting Minutes](#) templates are available for download.

- 8.3.2 Retain photos of the facility taken prior to construction, throughout the construction phase, and once the facility is complete.

- 8.3.3 Queensland departments are required to complete PQC performance reports for each consultant and contractor engaged through the PQC System during and at the end of the contract or project. Refer to Section 2.8 Pre-Qualification (PQC) System for further information.

- 8.3.4 Projects where the Training Policy and System (TPAS) is applied must refer to Section 2.2.3 under Legislative Requirements for reporting requirements.

- 8.3.5 Project information should be retained in the Project Report and Project Cost Plan for reporting as requested and circulation to the Project Steering Committee and other funding contributors within the department.

### 8.4 Progress Payments to Contractors

- 8.4.1 The Principal under the Contract is the *Director-General, Department of Education* however all payments of project invoices for a school managed facility project will be made by the School.

- 8.4.2 P&C Associations and consultants are not to be granted financial control of the project contributions to make payments on the School's behalf.

- 8.4.3 Funding provided by external organisations (i.e. P&C Association, community groups) cannot be managed by central office and must be coordinated through the School's nominated bank account.

- 8.4.4 The Project Manager shall verify claims for progress payments and submit to the School for payment. If the School Principal or nominee is acting as the Project Manager, and is unsure of the validity of progress payments, contact the Regional Infrastructure Manager/Advisor to carry out an inspection of the works.
- 8.4.5 Payments for consultants and contractors must be made within timeframes specified in the contract or in the *Building Industry Fairness (Security of Payment) Act 2017*, if not specified in the contract. Failure to make payments accordingly could lead to interest being payable, adjudication applications or suspension of work until the payment is received. Schools are advised that if they disagree with a claim from a builder; either a payment schedule is to be issued to the builder within 10 days of receiving the claim **or** the claim is required to be paid. Contact your Regional Infrastructure Manager immediately if you disagree with a claim from a contractor or consultant.
- 8.4.6 If the Contractor enters into receivership during the contract period or there is dispute for payment or services, and work has not been completed as agreed in the contract, the School Principal should immediately notify the Regional Infrastructure Manager/Advisor who will coordinate, along with Infrastructure Services Branch, the action required to complete the project.
- 8.4.7 The DHPW contract conditions allow for schools to hold up to 5% of the contract sum as cash retention during construction. The purpose of cash retention is to ensure the due and proper performance of the Contract. 2.5% of the retention is released at Practical Completion and the other 2.5% retention is held until the end of the defects period. The last 2.5% retention should be released at the end of the defects period if all defects are rectified during the defects period.

## 8.5 Handover and Practical Completion

- 8.5.1 Once construction is complete a site inspection is conducted to identify any defects and agree on rectifications if required. The nominated contractor's representative will inspect the premises with the Project Manager and the School Principal.
- 8.5.2 The facility is then handed over to the School and declared practically complete. A Certificate of Practical Completion outlining the date of completed works will be issued by the Project Manager on completion to the Contractor and the School.
- 8.5.3 As part of the final claim the building certifier must provide final building approval and the original Certificate of Classification. The certificate provides authorisation that the facilities are 'safe to use'.
- 8.5.4 A defect liability period will remain in force for a period of either 6 or 12 months, as stipulated in the contract. The School should hold retentions during the defects liability period as outlined in the contract. Further advice can be provided by the Project Manager and Regional Infrastructure Manager/Advisor.
- 8.5.5 Once the School has received a Certificate of Practical Completion the Work Area Access Permit (WAAP) can be closed in the Built Environment Materials Information Register (BEMIR):
- The Contractor is to provide any relevant information that completes the required fields in the 'office copy' of the WAAP
  - The Contractor signs the 'office copy' of the WAAP
  - The School Principal checks that the 'office copy' of the WAAP is complete and then signs it
  - The electronic WAAP in BEMIR is updated and then closed

### As-Built Plans/Drawings and Asset Record

- 8.5.6 Consultant or Building Contractor to provide the final certified as-built plans and drawings in electronic form (to scale) to the School. The School must retain a copy of the plans and drawings on file as reference for future works to the facility.
- 8.5.7 School to determine the proposed Functional Location Codes (FLC's) for the new or upgraded facility. Refer to the school's facility map linked from the Facilities tab of the school's entry on the <https://schoolsdirectory.eq.edu.au/> to determine the current naming convention.
- 8.5.8 School to submit a copy of the floor plan with the proposed FLC's marked clearly to [sappm.interface.facilities@qed.qld.gov.au](mailto:sappm.interface.facilities@qed.qld.gov.au) and consult with the ISB Systems and Data team to confirm the appropriate FLC naming convention. The naming convention must match the existing codes at the school.
- 8.5.9 School to create or update the asset record in OneSchool for the new or upgraded facility. Schools should also refer to the DoE [Naming of Departmental Assets Procedure](#).
- 8.5.10 The ISB Systems and Data team will update or create an asset record in SAP and will upload a copy of the floor plan with the new FLC's clearly marked.

- 8.5.11 If the project involved the construction of a maintainable asset (such as a building, shed, shade structure etc), the School should provide a completed [Service Maintenance Plant and Equipment Registration](#) form to [sappm.interface.facilities@ged.qld.gov.au](mailto:sappm.interface.facilities@ged.qld.gov.au). Once the project is no longer within the Defects Liability Period (DLP) the asset will appear on the school's maintenance schedule for QBuild to maintain on behalf of the department.

## 8.6 Financial Completion

- 8.6.1 It is the Project Manager's responsibility to ensure a final Project Cost Plan is forwarded to the School for their records within one month of the project reaching practical completion.
- 8.6.2 Where department grant funds have contributed financially to a project (for example, the School Subsidy Scheme) the School will need to complete a Grant Acquittal. The form acquits the total cost of the project (excluding GST) against all funding sources, including school funds and external contributions. Costs will need to be categorised as listed in the *Category Notes* worksheet of the acquittal template.
- 8.6.3 The School is to submit the following to their Regional Infrastructure Manager/Advisor as a record of the project outcome. Include the school name and project name in the subject heading.
- Final Project Cost Plan including all financial contributions to the project
  - Final Project Report including key and current project information and activities
  - Copy of as-built construction plans and drawings
  - Copy of the Certificate of Practical Completion and Certificate of Classification
  - Photographs of completed facility

## 9.0 Post-Construction Phase

- 9.1 If the new facility impacts the school's current Fire and Evacuation Plan the plan will need to be updated. This should be updated during the construction phase, if necessary, by the Contractor.
- 9.2 There is no current obligation for schools to hold an official opening of a facility however, a school may elect to hold an official opening, or be requested to do so. The School (or Regional Office) is responsible for making all arrangements for such an event. The [Opening of Departmental Facilities](#) policy details the arrangements.
- 9.3 The defect liability period is typically for a period of twelve (12) months, however this may be six (6) months if agreed by all parties.
- 9.4 One – two months before the defect liability period is due to expire the School should undertake a defects inspection. If a possible defect is identified, the School should refer the issue to the appointed consultant to determine whether it is a defect or a design issue. If constructed in line with the plans and specifications, it may be a design issue and therefore may not be claimable as a defect. Should defect works be identified for rectification, generate a new Work Area Access Permit (WAAP).
- 9.5 A final site inspection should be conducted at the end of the defect liability period. The nominated Contractor's representative should inspect the premises with the consultant, School Principal and the Regional Infrastructure Manager/Advisor to ensure there are no final defects.
- 9.6 A Certificate of Final Completion should be issued on completion of the defect liability period to the School. The School must then release the final retention monies to the Contractor.
- 9.7 After the project has reached practical completion or after the defects liability period, the School should undertake a Post Occupancy Evaluation (POE) to evaluate the overall process, ascertain functionality of the facility and identify areas that need improvements or modifications. The Post Occupancy Evaluation should be conducted with the Project Steering Committee Team members and end users. The POE template shown in the Project Report provides some items which may be included in the survey and examples of what may be evaluated. Additional items may be included if required.
- 9.8 The School Principal is financially accountable for the project. All original documentation, including invoices, contract documentation, approved as-built construction plans/drawings, photographs, certifications, meeting minutes, reports and cost plans must be retained on file at the school for audit purposes. These records will be required for future construction works at the school.